

# **REQUEST FOR PROPOSAL**

**for**

## **Selection of Consultant for providing Urban Planner, Transport Planner and Environment Planner to MDDA, Dehradun, Uttarakhand**

**Issued on: 14/01/2019**

**Employer: MDDA**



**MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY**

Transport Nagar, Saharanpur Road, Dehradun

Phone - 0135-6603150, 6603107, Fax-0135-6603103

## **DISCLAIMER**

The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the employer or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the employer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the employer, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The employer, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

The employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.

The employer may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Employer is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Employer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the employer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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**Reference No.:** 01/UTEP/2019

**Project Name:** Selection of Consultant for providing Urban Planner, Transport Planner and Environment Planner to MDDA, Dehradun

**Name of the Employer :** MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY (MDDA)

### **Section 1. Letter of Invitation**

1. Mussoorie Dehradun Development Authority (hereinafter called “MDDA”/ “Employer”) is entrusted for the Infrastructure Development in the city of Dehradun and Mussoorie (Uttarakhand). MDDA is a local decision making agency and it is totally self-sufficient, capable of undertaking all sorts of activities for well-planned Urban Development. The challenges before MDDA are massive and diversified, as Dehradun & Mussoorie require an integrated development process, which has to be inexpensive, functionally utilitarian, environmentally healthy, recreationally adequate and aesthetically appealing.
2. MDDA has been creating quality infrastructure facilities, developing different sites/locations, housing projects, road crossings, improvement of traffic junctions, master plan preparation, developing public parks, basic amenities for public, etc. since its inception in 1984. MDDA desired to select a consultancy agencies to provide Expert Personnels (i.e. Urban planner, Transport planner, Environment planner), who shall work as a representative of the successful Bidder in MDDA office on day to day basis for various projects under MDDA jurisdiction area.
3. The above Expert Personnels shall work under the exclusive direction of MDDA.
4. MDDA is now inviting proposals (Technical and Financial) to provide MDDA Expert Personnels for various projects under MDDA jurisdiction area.
5. The finalization shall be subject to verification of the documents/proposals submitted. More details on the services are provided in the Terms of Reference in this RFP document and qualification requirements of Expert Personnel is mentioned in this RFP document.
6. A firm will be selected under “Quality Cum Cost Based System (QCBS)” and procedures

described in this RFP.

7. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

8. The Technical Proposal shall be submitted in Hard Copy to the employer Address & in Soft Copy Online through [www.uktenders.gov.in](http://www.uktenders.gov.in) Portal and Financial Proposal shall be submitted Online only through [www.uktenders.gov.in](http://www.uktenders.gov.in) Portal. In case of any discrepancy between the Hard Copy and Soft Copy, the Soft Copy shall prevail. The Consultants will submit the proposal by the date & time indicated in Data Sheet and instructions to the Consultants.

9. The detail tender notice and RFP documents can be downloaded from [www.uktenders.gov.in](http://www.uktenders.gov.in)

Yours sincerely,

VICE CHAIRMAN

*Address: Mussoorie Dehradun Development Authority  
Transport Nagar, Saharanpur road,  
Near ISBT, Dehradun, Uttarakhand- 248001*

*Email: [info@mddaonline.in](mailto:info@mddaonline.in)  
[pmumdda1@gmail.com](mailto:pmumdda1@gmail.com)*

*Telephone: 0135 – 6603100; 0135 – 6603150; 0135 - 6603137*

## Section 2: Instructions to Consultants

### Part I

#### Standard

#### 1. Definitions

- (a) “**Employer**” means the Agency who have invited the bids for consultancy services and/or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions of the TOR.
- (b) “**Consultant**” means any entity who have been requested to submit their proposals that may provide or provides the Services to the Employer.
- (c) “**Day**” means calendar day.
- (d) “**Government**” means the Government of Uttarakhand.
- (e) “**Instructions to Consultants**” (Section 2 of the RFP) means the document which provides Consultants with information needed to prepare their proposals.
- (f) “**LOI**” (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the consultants.
- (g) “**Personnel**” means professionals provided by the Consultant assigned to perform the Services or any part thereof.
- (h) “**Proposal**” means the Technical Proposal and the Financial Proposal.
- (i) “**RFP**” means the Request for Proposal prepared by the Employer for the Selection of Consultant.
- (j) “**Assignment / job**” means the work to be performed by the Consultant pursuant to the TOR.
- (k) “**Terms of Reference**” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities to be performed and responsibilities of Expert Personnels.
- (l) “**Consortium/JV**” means an association with or without a legal personality distinct from that of its members, of more than one consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and Where all the members of Consortium/JV are jointly and severally liable to the employer for the performance of the contract.
- (m) “**Positive Net Worth**” means the amount by which a company's assets are greater than its liabilities.

(n) “**MDDA**” mean Mussoorie Dehradun Development Authority.

(o) “**Services**” means the work to be performed by the consultant pursuant to the TOR.

## **2. Introduction**

- 2.1 The Employer named in the Part II Data Sheet will select consulting firm/organization (the Consultant) meeting basic eligibility criteria as mentioned in Part II Data Sheet and in accordance with the method of selection specified in the Part II Data Sheet.
- 2.2 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.
- 2.3 The date, time and address for submission of the proposals have been given in Part II Data Sheet.
- 2.4 The Consultants are invited to submit their Proposal, for consulting Assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.5 Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer’s representative named in Part II Data Sheet before submitting a proposal and to attend a **Pre-proposal Meeting**. If one is specified in the Part II Data Sheet. Attending the pre-proposal meeting is optional. Consultants should contact the Employer’s representative to arrange for their visit or to obtain additional information on the pre-proposal meeting. Consultants should ensure that these representatives are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.6 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet.
- 2.7 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

## 2.8 Schedule of Selection Process

The following shall be the schedule of Selection Process:

S.No.	Event Description	Date & Time
1	Publication/Issuance of Request for Proposal	14/01/2019
2	Last date for receiving queries/clarifications	21/01/2019
3	Pre-Proposal Meeting	23/01/2019 15:00 Hrs.
4	Proposal Due Date or PDD (online submission of Technical Proposal and Financial Proposal on <a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a> )	06/02/2019 Till 15:00 Hrs.
5	Submission of Hard Copy of Technical Proposal along with Bid Document Fee, and EMD	06/02/2019 Till 16:00 Hrs.
6	Opening of Technical Proposals	06/02/2019 At 16:00 Hrs.

## 3. Eligibility of Association of Consultants and Sub-Consultants

- 3.1. If the consultant has formed an association of consultants, each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II Data Sheet. The combined score of each member of the association of consultant shall be taken into account for evaluation purpose. If any member of the association of consultants is dropped at the RFP stage, such an association of consultant is liable to be rejected by the Employer. However, the Employer, at its sole discretion, may decide to evaluate for short-listing such association of consultant without considering the strength of the dropped member and if found eligible, may allow such association of consultant to submit their proposal.
- 3.2. A consultant may associate with consultants and /or individual expert at the time of submission of proposal with. Under such circumstances each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II Data Sheet. The combined score of each member of the association of consultant shall be taken into account for evaluation purpose. However, the Employer shall deal with only the



lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the associations of the consultants, the lead member of the association of the consultant shall be responsible and liable to the Employer for every aspects of their proposal, contract etc.

#### **4. Clarification and Amendment of RFP Documents**

- 4.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer shall at its sole discretion may respond to any or all queries received and will respond in writing, or by standard electronic mean and upload the response (including an explanation of the query but without identifying the source of inquiry) on the website [www.uktenders.gov.in](http://www.uktenders.gov.in). Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Para. 4.2 below.
- 4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the website [www.uktenders.gov.in](http://www.uktenders.gov.in), [www.mddaonline.in](http://www.mddaonline.in) and will be binding on all of them. Consultants shall update themselves by visiting the website regularly, for not being updated by the consultants themselves, employer bears no responsibility. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

#### **5. Conflict of Interest**

- 5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 5.2 The consultant has an obligation to disclose to the employer any situation of actual or potential conflict that impacts its capacity to serve the best interest of its employer failure to disclose such situation may lead to the disqualification of consultant or termination of its contract and /or sanctions by the employer.
- 5.3 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- **Conflicting activities:** (i) a firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- **Conflicting Assignment/job;** (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting an Employer in the privatization of public assets shall not purchase, nor advice purchasers of, such assets. **Similarly, a Consultant hired to prepare Terms of Reference for an Assignment/job shall not be hired for the Assignment/job in question.**
- **Conflicting relationships** (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

- 5.4 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.
- 5.5 No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.

## **6. Unfair Advantage**

- 6.1 If a Consultant could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per Para 5 above, the Employer shall make available together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

## **7. Proposal**

- 7.1 No Bidder or its Associate shall submit more than one Proposal for the Consultancy. A Bidder applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any other consortium, as the case maybe. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the individual experts, to more than one proposal.

## **8. Proposal Validity**

- 8.1 The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance the Employer shall not consider such proposal for further evaluation.

## **9. Preparation of Proposals**

- 9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.
- 9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The estimated number of Professional for the Assignment/job is shown in the RFP. While making the proposal, the consultant must ensure that the Consultant shall provide the CVs proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.
- (b) Alternative professional staff shall not be proposed.

9.4 Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech-1 in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- (a) A brief description of the consultant's organization will be provided in Form Tech-2. In the same Form, the consultant will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference. For each Assignment/job, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract for all the assignments mentioned in the proposal.
- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the

content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3.

- (d) CVs of the Professional staff shall be signed by the Professional staff themselves in Form TECH-5 of Section 3.
- (e) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data sheet specifies training as a specific component of the Assignment/job.

9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

9.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Forms in Section 4. It shall list all costs associated with the Assignment/job. All taxes must be included by the consultant in the financial proposal, except Goods & Service Tax (GST). The financial proposal shall not include any conditions attached to it and in case of such conditional financial proposal shall be rejected summarily.

## 10. Taxes

10.1 The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: Goods & Service Tax (GST), Income Tax, duties, fees, levies) on amounts payable by the Employer under the Contract. All taxes must be included by the consultant in the financial proposal, except Goods & Service Tax (GST).

## 11. Currency

11.1 Consultants shall express the price of their Assignment/job in Indian Rupees (INR).

## 12. Earnest Money Deposit (EMD)

12.1 Earnest Money Deposit

- I. An EMD of amount as mentioned in data sheet, in the form of DD/Bank Guarantee/ FDR from a Scheduled Bank, drawn/pledged in favour of the Secretary, MDDA and payable at Dehradun, must be submitted along with the Proposal.
- II. Proposals not accompanied by EMD shall be rejected as non-responsive.
- III. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.

- IV. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with successful bidder.

12.2 The EMD shall be forfeited by the Employer in the following events:

- I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- III. If the consultant tries to influence the evaluation process.
- IV. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

### **13. Bid Document Fee**

All the consultants are required to pay the Bid Document Fee of Rs. 5,000/- (including GST) in form of Demand Draft in favour of Secretary, MDDA and payable at Dehradun. The Bid Document Fee is non-refundable. Non-submission of Bid Document Fee along with the technical proposal will be treated as non-responsive bid.

### **14. Submission, Receipt and Opening of Proposal**

14.1 The Consultants shall submit their Technical and Financial Proposals Online and one copy of Technical Proposal Physically (Hard Copy) as per the clause 14.3.

The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3 and FIN-1 of Section 4.

14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL". **The financial proposal shall be submitted online only.**

- 14.3 A copy of Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” followed by the name of the Assignment/job. The envelope containing the Technical Proposal in one envelope and EMD, Bid Document Fee, Power of Attorney shall be placed into other envelope, both to be placed in an outer envelope and sealed. This outer envelope shall bear the submission address, reference number “01/UTEP/2019” be clearly marked “DO NOT OPEN, BEFORE 16:00 Hrs. on 06/02/2019”. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **The Financial Proposal shall be submitted online only and shall be sealed digitally. If the Financial Proposal is not submitted online digitally sealed, this will constitute grounds for declaring the Proposal non-responsive.**
- 14.4 A copy of Technical Proposal must be sent to the address/addresses indicated in the Data sheet and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with Para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- 14.5 The Bidders shall submit the Technical Proposal online as well as in physical form as per date and time mentioned in Clause 2.8. However, the Financial Proposal shall be submitted online only as mentioned in Clause 14. The Bidders shall submit the Technical Proposal in hard bound or spiral bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorised Representative of the Bidder as per the terms of this RFP. In case the Proposals are submitted online and the Bidders are unable to submit the hard copy on or before the date and time mentioned in Clause 2.8 then the Bids shall be liable for rejection. Only those physically submitted documents regarding Technical Proposals will be acceptable and considered, if, same are uploaded in the website along with the Financial Proposal.
- 14.6 **Online Submission:** Digitally Signed “Technical Proposal” shall be uploaded in the prescribed format of Section-3 and supporting documents along with scanned copy of EMD as mentioned in Clause 12 and Bid Document Fee as mentioned in Clause 13. Similarly, the original signed ‘Financial Proposal’ shall be placed in a digitally sealed envelope clearly marked ‘Financial Proposal’ and shall contain the financial proposal in the prescribed format of Section-4).
- 14.7 The completed Proposal must be submitted online on or before the specified time. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained. Technical Proposal shall be submitted in Physical form and the scanned copy in PDF shall be uploaded on the [www.uktenders.gov.in](http://www.uktenders.gov.in) duly digitally signed. The financial Proposal shall be submitted online only and shall be signed and sealed digitally.

14.8 The rates quoted shall be firm throughout the period of performance of the assignment, no price escalation shall be applicable through the performance of the assignment and including discharge of all obligations of the Consultant under the Agreement.

## **15. Proposal Evaluation**

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

15.2 The Evaluation will be carried out by Consultant Selection Committee (CSC) constituted by the Employer.

15.3 **Evaluation of Technical Proposals:** CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

15.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

15.5 **Public opening & evaluation of the Financial Proposals:** Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

15.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other



activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost. Only if the quantity indicated in the Technical Proposal are on the lower side of the quantities proposed in RFP (as per TOR). (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Normally, the date will be the date of opening of the tender unless specified otherwise in the Data sheet.

- 15.7 After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet [QCBS]. This selected consultant will then be invited for negotiations, if considered necessary.

## 16. Negotiations

- 16.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 16.2 **Technical negotiations:** Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Assignment/job”. Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.
- 16.3 **Financial negotiations:** After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

16.4 **Availability of Professional staff/experts:** Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organisation. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. If any Expert Personnel get less than 70% marks, then he/she need to be replaced at the time of negotiation and if during interaction session at the time of negotiation, it is found that the Expert Personnel's aptitude and approach is not upto the satisfaction of MDDA, Consultant shall provide substitution with equal or better qualification and experience. Interaction Session will be held with Expert level committee, at the time of negotiation. Expert Personnels, to be deployed in MDDA should not have attained the age of 57 (Fifty seven) years at the time of proposal.

16.5 **Conclusion of the negotiations:** Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject the proposal.

## **17. Award of Contract**

17.1 After completing negotiations, the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

17.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions including Performance Guarantee as mentioned in the standard form of contract, within 15 days of issuance of the Letter of Intent.

17.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

## **18. Confidentiality**

18.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The

undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

- 19.** The Employer reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Employer to undertake such verification shall not relieve the Applicant of its obligation or liabilities here under nor will it affect any rights of the Employer here under.
- 20.** The Selection Process shall be governed by and construed in accordance with the laws of India and Courts at Dehradun shall have exclusive jurisdiction and all disputes arising under pursuant to and/or in connection with the Selection Process.

# INSTRUCTIONS TO CONSULTANT

## Part-II

### DATA SHEET

<u>Clause No. of Data Sheet</u>	<u>Ref of ITC</u>	<u>Particulars</u>	
1.	2.1	Name of the Employer:	Vice Chairman Mussoorie Dehradun Development Authority
	3.1	Basic Eligibility criteria	<p>a. The Bidder/s shall be a Private Company/Government-owned Enterprise, firm incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Limited Liability partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or under equivalent law in any other country.</p> <p>(<b>Note:</b> Government-owned Enterprises in the Employer’s country shall be eligible only if they can establish that they are legally and financially autonomous and operate under Commercial law, and that they are not a dependent agency to their employer.)</p> <p>b. The Bidder shall be required to submit a true copy of its Incorporation Certificate, along with Technical Proposal.</p> <p>c. The Sole Bidder must have a valid Goods &amp; Service Tax (GST) registration.</p> <p>d. The Sole Bidder must have at least one office in India which has been operational (providing consultancy services in Infrastructure Sector) for the last Five years or more.</p> <p>Evidence of consultancy services provided in the form of a copy of the oldest contract agreement awarded/ Completion Certificate</p>

			<p>should be submitted.</p> <p>e. The Sole bidder should not have been blacklisted/debarred/termination of contract except for reasons of convenience of Client by any Government/ Public Company/ Authority/ PSUs in the last 5 years.</p> <p>f. The Bidder should have a Positive Net Worth and minimum average annual turnover of Indian Rs. 3 (Three) Crores during the last three (3) financial years (2015-16, 2016-17, 2017-18).</p> <p>g. The firm must have experience in project development/ Project Planning and Design/ Preparation of Detailed Project Reports including handling bid process management with specific focus to projects in sectors like infrastructure/ urban development/ urban transport/ transport planning/ environment planning/ preparation of master plan/ land development &amp; magnetization and integrated developments having project cost not less than Rs. 1 Crore.</p> <p>h. The Bidder should have Experience in at least 1 (one) Completed assignment for providing services by formation of a dedicated cell/ project management unit/ PMC unit to any Department of State of Government or any Ministry of Government of India or any Urban Development Authority or any Urban Local Body in India for a continuous period of 2 years, in last 5 (Five) years prior to the date of publication of this RFP.</p> <p>i. The firm should have full time staff of at least 30 professionals from mixed discipline of planners, engineering, architecture, finance and marketing.</p> <p>j. In case proposal is submitted in form of Joint Venture/Consortium, Agreement between firms and the detail needs to be furnished for</p>
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			<p>all JV/Consortium partners.</p> <p>k. For claiming the desired experience, Bidder shall have to submit a valid proof accepted to the Employer.</p> <p>l. Sub-Consultancy will be considered as eligible experience.</p>
2.	2.2, 2.4	Name of the Assignment/job is:	Selection of Consultant for providing Urban Planner, Transport Planner and Environment Planner to MDDA, Dehradun.
3.	2.5 & 3	A pre-proposal meeting will be held:	<p>YES</p> <p>Date: 23/01/2019</p> <p>Time: 15:00 Hrs.</p> <p>Venue:</p> <p>Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001</p>
4.	2.3	<b>Date &amp; time and address for submission of proposal/ bid:</b>	
		Date	06/02/2019
		Time	15:00 Hrs. for Online Submission 16:00 Hrs. for Submission of Hard Copy
		Address	Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001 Telephone: 0135 – 6603100, 0135 – 6603150, 0135 – 6603137
5.	2.5	The Employer's representative is:	Vice Chairman, MDDA
		Address:	Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001
		Telephone:	0135 – 6603100, 0135 – 6603150, 0135 – 6603137
		E-mail:	<a href="mailto:info@mddaonline.in">info@mddaonline.in</a> <a href="mailto:pmumdda1@gmail.com">pmumdda1@gmail.com</a>
6.	2.6	The Employer will provide the following inputs and	Expert Personnels shall be deployed in MDDA office.

		facilities:	
7.	3	Eligibility of Association of consultants and Sub-Consultants	Joint Venture/ Consortium is allowed
8	8.1	Proposals must remain valid days after the submission date, i.e. until:	120 days
9.	4.1	The address for requesting clarifications is:	Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001
		Telephone:	0135 – 6603100, 0135 – 6603150, 0135 – 6603137
		E-mail:	<a href="mailto:pmumdda1@gmail.com">pmumdda1@gmail.com</a> <a href="mailto:info@mddaonline.in">info@mddaonline.in</a>
10.	9.3 (a)	The estimated number of Professional staff-months required for the Assignment/job is:	<b>A. For Lump Sum component:</b> As per Requirements of TOR in Section-5
11.	9.3 (b)		
12	9.4		In addition to technical proposal, Consultants are required to submit financial proposal (as per forms prescribed in Section 4). Submission of the technical and financial proposal in improper form will render the proposal liable to be rejected.
13.	9.4	The formats of the Technical Proposal to be submitted are:	
		Form Tech 1: Letter of Proposal	
		Form Tech 2 : Consultant's organization & experience	
		Form Tech 3 : Comments & suggestions on TOR	
		Form Tech 4 : Approach & methodology	Maximum of 20 pages including charts and diagrams
		Form Tech 5 : Curriculum Vitae along with Consent Letter	
		Form Tech 6: Information regarding any conflicting activities and declaration	

		thereof.	
		Form Tech 7: Format of Bank Guarantee for EMD/Bid Security	
		Form Tech 8: Format of Bank Guarantee for Performance Security	
		Form Tech 9: Power of Attorney	
		Form Tech 10: Abstract of Assignment	
		Form Tech 11: Assignment of Bidder	
14.	9.4 (e)	Training is a specific component of this Assignment/job	NO
15	10	Taxes	Replace the clause as below:  The Financial Proposal shall take into account all expenses but except GST liabilities. Only Goods and Service Tax (GST) as applicable shall be paid in addition to the financial quote and calculated as per applicable laws at the time of payment. All payments to consultants shall be subject to deduction of taxes at source as per Applicable Laws.
16.	11.1	Consultant to state the cost in	Indian Rupees (INR)
17	12.1	Earnest Money Deposit	Rs. 3,00,000 (Indian Rupees Three Lakhs only) in the form of Demand Draft/Bank Guarantee/FDR from a Scheduled Bank in favour of Secretary, Mussoorie Dehradun Development Authority, payable at Dehradun. The BG for EMD will remain valid upto 45 days beyond the validity or any extension of the proposal.
18.	13	Bid Document Fee	Rs. 5,000/- (Indian Rupees Ten Thousand only) in the form of Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority, payable at Dehradun.
19.		Bank Guarantee	The consultant shall furnish within 15 (fifteen) days



			from date of acceptance or work order an unconditional Bank Guarantee from the Bank of an amount equivalent to 5% of the total Contract Value to be received by it towards performance security valid for a period of 1 (one) year beyond the date of completion of services. The bank guarantee shall be released only after adjusting any dues by the Employer upon expiry of 12 (twelve) months beyond the date of completion of services. The Bank guarantee shall be extendable till the complete duration.
20.	14.3	Submission, Receipt, and Opening of Proposal	Consultant must submit one copy of Technical Proposal
21.	15.4	Evaluation Criteria : Criteria, sub-criteria, for evaluation of Technical Proposals have been prescribed:	Detailed evaluation as mentioned below this Table of Data Sheet.
22.	15.7	Method of Selection	<p>Quality (80%) cum Cost (20%) Based Selection <b>QCBS - 80:20</b></p> <p><b>The technical quality of the proposal will be given weight of 80%</b>, the method of evaluation of technical qualification will follow the procedure given in Para 15 above. The price bids of only those consultants who qualify technically (<b>Minimum Qualifying Marks: 70%</b>) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. <b>The financial proposal shall be allocated weight of 20%</b>. For working out the combined score, the employer will use the following formula:</p> <p>Total points = T (w) x T (s) + F (w) x F(s), where</p> <p><math>F(s) = \{(LEC / EC)*100\}</math></p>

			<p>T (w) stands for weight of the technical score.  T (s) stands for technical score  F (w) stands for weight of the financial proposal  EC stands for Evaluated Cost of the financial proposal  LEC stands for Lowest Evaluated Cost of the financial proposal.  F(s) stands for Financial score of the financial proposal  The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.</p>
23.	16	Negotiation	<p>Add Clause 16.6 as below:  If any Expert Personnel get less than 70% marks, then he/she need to be replaced at the time of negotiation and if during interaction session at the time of negotiation, it is found that the Expert Personnel's aptitude and approach is not upto the satisfaction of MDDA, Consultant shall provide substitution with equal or better qualification and experience.  Interaction Session will be with Expert level committee, at the time of negotiation.  Expert Personnels, to be deployed in MDDA should not have attained the age of 57 (Fifty seven) years at the time of proposal.  At the time of Presentation, all the Expert Personnel should be present.</p>
24.	17.3	<p>Expected date for commencement of consulting Assignment/job</p> <p>Location for performance assignment / job:</p>	Dehradun, Uttarakhand
25.		The Period of Assignment	3 years from commencement

## Procedure for Detailed evaluation of technical qualifications

The detailed technical evaluation of Proposals satisfying minimum eligibility conditions as above shall be done. The Criteria, sub-criteria and point system for detailed evaluation shall be as follows:

i)	<b>Specific experience of the consultant firm relevant to the assignment/job</b>	<b>10 marks</b>
	<b>Sub criteria</b>	
a	Experience in Completed assignment for providing services by formation of a dedicated cell/ project management unit/ PMC unit to any Department of State of Government or any Ministry of Government of India or any Urban Development Authority or any Urban Local Body in India for a continuous period of 2 years, in last 5 (Five) years prior to the date of publication of this RFP. (2 marks per project subject to maximum of 4 marks)	04 marks
b	Experience in project development/ Project Planning and Design/ Preparation of Detailed Project Reports including handling bid process management with specific focus to projects in sectors like infrastructure/ urban development/ urban transport/ transport planning/ environment planning/ preparation of master plan/ land development & magnetization and integrated developments having project cost not less than Rs. 1 Crore. (1 mark per project subject to maximum of 4 marks)	04 marks
c	No. of similar assignments taken in hilly region. (1 mark per project subject to maximum of 2 marks)	02 marks
ii)	<b>Proposed methodology and work plan in response to the terms of reference</b>	<b>20 marks</b>
	<b>Sub-criteria</b>	
	a) Technical Approach & Methodology	05 marks
	b) Work Plan	05 marks
	c) Organisation & Staffing	05 marks
	d) Overall Presentation and Response to Queries of MDDA	05 marks
iii)	<b>Transfer of Knowledge (Concept Plan for city incorporating factors of Urban Planning, Environment Planning, Transport Planning)</b>	<b>10 marks</b>

iv)	<b>Key professional staff: Qualification &amp; competency for the assignment/ job</b>	<b>60 marks</b>
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Qualifications and competency of each of the key professional as per (iv) above will be evaluated separately. The marks for key professionals will be further divided as under:

<b>S. No.</b>	<b>Position</b>	<b>Marks</b>
1	Urban Planner	30
2	Transportation Planner	20
3	Environment Planner	10
	<b>TOTAL</b>	<b>60</b>

For all the above positions following sub-criteria shall be followed:

a)	Educational qualifications	20%
b)	Adequacy for the assignment/job (Experience in similar capacity, trainings, Experience as per TOR)	60%
c)	Experience in the similar region	20%

Note:

- If any Expert Personnel get less than 70% marks, then he/she need to be replaced at the time of negotiation and if during interaction session at the time of negotiation, it is found that the Expert Personnel's aptitude and approach is not upto the satisfaction of MDDA, Consultant shall provide substitution with equal or better qualification and experience.
- Interaction Session will be with Expert level committee, at the time of negotiation.
- Expert Personnels, to be deployed in MDDA should not have attained the age of 57 (Fifty seven) years at the time of proposal.
- For point-(ii) & (iii), Presentation is essential.
- At the time of Presentation, all the Expert Personnel should be present.

### **Section 3: Technical Proposal - Standard Forms**

**FORM TECH-1**

**Letter of Proposal**

(On Bidder’s letter head)

(Date and Reference)

To,

.....

.....

.....

**Sub:** Selection of .....

Dear Sir,

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection .....

The proposal is unconditional and unqualified.

1. I/We acknowledge that the Employer will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; 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 Employer any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Employer 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 five 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 Applicant, 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 certify that in the last five years, we or any of our Associates have not been blacklisted/debarred/ termination of contract except for reasons of convenience of Client by any government/ government board/corporation/company/PSU Company/statutory body/non-government and any funding agencies in last 5 years.
7. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Employer;
  - (b) I/We do not have any conflict of interest in accordance with Clause 5 of the RFP Document;
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or Request for Proposal issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants.
9. I/We declare that we/any member of Consortium, are is not a member of any other Consortium applying for Selection as a Consultant.
10. 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.

11. 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.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or directors /managers/employees or against to be engaged team members.
13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above-mentioned Project.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (One Hundred Twenty Days) days from the PDD specified in the RFP.
16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.
17. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement.
18. I/We have studied RFP and all other documents carefully. 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 Employer or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
19. The Financial Proposal is being submitted online along with the Technical Proposal separately digitally sealed. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. 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 authorised signatory)

(Name and seal of the Bidder/ Lead Member)

## FORM TECH-2

### FORM 2: CONSULTANT'S ORGANIZATION & EXPERIENCE

#### Form 2A: Format for Details of Consultant

##### 1. Details of Consultant

a.	Name of Consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	GST Registration Number (copy).	:	
j.	Permanent Account Number (copy).		
k.	Are you presently debarred / Blacklisted/ termination of contract except for reasons of convenience of Client by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

## Form 2B: Format for Financial Capability of the Consultant

(Equivalent in Rs. Crores)

<b>Consultant*</b>	-----( <i>Name of Consultant</i> )				
<b>FY</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Total</b>	<b>Average</b>
<b>Annual Turnover</b>					
<b>Certificate from the Statutory Auditor/ Chartered Accountant</b>					
<p>This is to certify that..... (<i>Name of the Consultant</i>) has received the payments and earned net profit shown above against the respective years.</p> <p>Name of the audit firm/CA:</p> <p>Seal of the audit firm/CA:</p> <p>Date:</p> <p>(<i>Signature, name, registration no. and designation of the authorised signatory</i>)</p>					

- # The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- \* Consultant should fill in details as per the row titled Annual turnover and net profit in the row below. In case the Consultant is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of all the members shall be furnished in separate sheet for consideration.

**Form 2C:** Experience in Completed assignment for providing services by formation of a dedicated cell/ project management unit/ PMC unit to any Department of State of Government or any Ministry of Government of India or any Urban Development Authority or any Urban Local Body in India for a continuous period of 2 years, in last 5 (Five) years prior to the date of publication of this RFP.

List projects (not more than 5) in the last five years which are similar to that in the RFP.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	

**Form 2D:** Experience in project development/ Project Planning and Design/ Preparation of Detailed Project Reports including handling bid process management with specific focus to projects in sectors like infrastructure/ urban development/ urban transport/ transport planning/ environment planning/ preparation of master plan/ land development & magnetization and integrated developments having project cost not less than Rs. 1 Crore.

List projects (not more than 5) in the last five years which are similar to that in the RFP

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**Form 2E:** No. of similar assignments taken in hilly region.

List projects (not more than 5) in the last five years which are similar to that in the RFP

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## **FORM TECH-3**

### **COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER**

#### **A - On the Terms of Reference**

*[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

#### **B - On Inputs and Facilities to be provided by the employer**

*[Comment here on Inputs and facilities to be provided by the Employer according to Paragraph 6 of the Part II Special information to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]*

## FORM TECH-4

### DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

*Technical Approach and Methodology,  
Work Plan, and  
Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.*

*c) Organization and Staffing. The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key-personnel responsible, and proposed technical and support staff.*

*d) Presentation: The consultant would be required to make a presentation on the approach & methodology, work plan and proposed team for performing the assignment during the Evaluation Process and all the Expert Personnel should be present during Presentation.*



## FORM TECH-5

### CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF ALONG WITH CONSENT LETTER

1. Proposed Position:

*[For each position of key professional separate form Tech-6 will be prepared]:*

2. Name of Firm:

*[Insert name of firm proposing the staff]:*

3. Name of Staff:

*[Insert full name]:*

4. Date of Birth:

5. Nationality:

6. Education:

*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

*[List countries where staff has worked in the last ten years]:*

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Year]:

To Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

*[List all tasks to be performed under this Assignment/job]*

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

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

Date:

*[Signature of Professional]*

Place:

*[Full name]*

## FORM TECH-6

### INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THERE OF

Are there any activities carried out by your firm or Group Company or any member of the consortium which are of conflicting nature as mentioned in Para 5 of Section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under Para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [*In full and initials*]:

*Name and Title of Signatory:*

*Name of Firm:*

*Address:*

## FORM TECH- 7

### Format of Bank Guarantee for EMD/ Bid Security

Whereas M/s .....and having its registered office at .....  
(hereunder called the consultants) is desirous and prepared to tender for the Selection of ..... in Dehradun, Uttarakhand in accordance with terms and conditions of **Tender No. .... Dated .....**  
And whereas We, ..... Bank, agree to give the consultants a Guarantee for the Earnest Money Deposit of Rs.....in favour of Secretary, MDDA payable at Dehradun.

1. Therefore, we here by affirm that we are Guarantors on behalf of the consultants upto a total of **Rupees .....Lacs (i.e. Rs...../-)** and we undertake to pay the **Vice Chairman, Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001** upon his first written demand and without demur, without delay and without necessity of previous notice of individual or administrative procedure and without necessity to prove the bank the defects or short coming or debit of the contractor any sum within the limit of **Rupees ..... Lacs.**
2. We further agree that the guarantee here in contained shall remain in full and effect during the period that would be taken for the acceptance of tender. However, unless a demand or claim under this guarantee is made only in writing on or before the ..... We shall be discharged from all liabilities under the guarantee thereafter.

We undertake not to revoke the guarantee during its currency except with the previous consent of the **Vice Chairman, Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur road, Near ISBT, Dehradun, Uttarakhand- 248001** in writing.

We lastly undertake not to revoke the guarantee for any change in constitution of the consultants or the Bank.

Signature and Seal of Guarantor

Date :

Bank :

## FORM TECH-8

### Format of Bank Guarantee for Performance Security

To,

.....  
.....  
.....

In consideration of MDDA (hereinafter referred as the “Employer”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) awarding to ....., having its office at ..... (hereinafter referred as the “**Consultant**” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the no. .... dated ..... valued at Rs..... (Rupees .....), (hereinafter referred to as the “.....”) the assignment for consultancy services in respect of the .....for ....., and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs.....(Rupees .....) to the Employer for Performance Security of the said Agreement.

1. We, ..... (hereinafter referred to as the “**Bank**”) at the request of the Consultant do hereby undertake to pay to the Employer an amount not exceeding Rs. .... (Rupees .....) against any loss or damage caused to or suffered or would be caused to or suffered by the Employer by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.

2. We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Employer stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Employer by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or by reason of the Consultant’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).

3. We, ..... (indicate the name of Bank) undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

4. We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be required for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Employer certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before ..... from the date of this Guarantee.

5. We, ..... (indicate the name of Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Employer in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. ....Crore (Rupees ..... Crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Employer serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [..... (indicate the date falling 365 days after the Bid Due Date specified in the RFP)].

Dated, the ..... day of ..... 20

For .....

(Name of Bank)

(Signature, name and designation of the authorised signatory)

Seal of the Bank:

**NOTES:** The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

**FORM TECH-9**

**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/ retained by 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 ..... (the “Employer”) 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 Employer, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Employer 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 Employer.

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.

Notarised

Accepted

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

*Notes:*

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney, Bidders may submit a General Power of Attorney notarized in India. However, at the time of negotiation it is mandatory to submit the Power of Attorney executed and issued overseas, legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*



## FORM TECH-10

### Abstract of Assignments of the Bidder

S.No.	Name of Project	Name of Client	Professional fee <sup>\$\$</sup> received by the Bidder (in Rs. ____ crore) <sup>£</sup>
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

<sup>£</sup>The Bidder should provide details of only those assignments that have been undertaken by it under its own name.

#### **Certificate from the Statutory Auditor<sup>§</sup> of [Name of Company]**

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Bidder and/ or the clients.

(Signature, name and designation of the authorised signatory)

Date:

Name and seal of the audit firm:

<sup>§</sup> In case the Bidder/Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder/Applicant.

Note: In case of consortium, this Form for each consortium member shall be submitted.

## FORM TECH-11

### Assignments of Bidder

1.	Project Category and Sub-Category
2.	Name of company:
3.	Assignment name:
4.	Description of Assignment:
5.	Approx. project cost (in Rupees):
6.	Approx. value of the consultancy contract (in Rupees):
7.	Approx. value of the services provided by your company under the consultancy contract (in Rupees):
8.	Country:
9.	Location within country:
10.	Duration of Assignment/job (months) :
11.	Name of Client:
12.	Client address and contact information:
13.	In case of consortium, whether your company was Lead member or other consortium member:
14.	Total No of staff-months of the Assignment:
15.	Total No of staff-months provided by your company:
16.	Start date (month/year):
17.	Completion date (month/year):
18.	Name of associated Consultants, if any:
19.	Name of senior professional staff of your firm involved and functions performed.
20.	Description of actual Assignment/ provided by your staff within the Assignment:

**Note:**

1. Use separate sheet for each Assignment.
2. Each Eligible Assignment shall not exceed 2 pages, and following format shall be used:

font: arial, font size

## **Section 4: Financial Proposal - Standard Forms**

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To:  
Vice Chairman  
Mussoorie Dehradun Development Authority  
Transport Nagar, Saharanpur road,  
Near ISBT, Dehradun, Uttarakhand- 248001

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for *[Insert title of Assignment/job]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal for providing Urban planner, Transport Planner and Environment Planner, is for the sum of *[Insert amount(s) in words and figures]*<sup>1</sup>. This amount is inclusive of all the taxes, except Goods and Service Tax (GST). We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Part II Data Sheet.

I/We agree to the condition that there can be a variation (increase or decrease) in the number or field of experts required. In such a case, individual rates shall be applicable on per day basis and final amount payable shall be calculated based on actual manpower utilized at the end of each month.

I/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:

---

Sub Total (A) as per Form FIN 2

Note: In case of any discrepancy found between quoted amount in numeral and words then the amount mentioned in words shall prevail.

## FORM FIN-2

### Format for Financial Proposal / Price Bid

<b>Name of the Bidder:</b>	
----------------------------	--

### PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Number#	Text#	Number#	Text#	Number#	Text#
Sl. No.	Item Description	Quantity	Units	Total Amount without Taxes	Total Amount in Words
1	2	3	4	6	7
1.	Selection of Consultant for providing Urban Planner, Transport Planner and Environment Planner to MDDA, Dehradun	1	Nos		
<b>Total in Figures</b>					
<b>Quoted Rate in words</b>					

\_\_\_\_\_  
**AUTHORIZED SIGNATORY**

**For and on behalf of the Applicant**

**Date:** \_\_\_\_\_

**FORM FIN-3 (LUMP SUM)**  
**BREAKDOWN OF REMUNERATION**

(For details please refer to Note below)

When used for ‘Lump-Sum’ contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Employer. This Form shall not be used as a basis for payments under ‘Lump-Sum’.

S.No.	Name of Staff	Position	Person Month Rates in Rupees (A)	Proposed Person Months (B)	Total Amount in Rupees.* (excluding GST) (A)*(B)
	Expert personnels * <sup>1</sup>				
1		Urban Planner			
2		Transport Planner			
3		Environment Planner			
	Total				

\*- Mention the currency in which the prices are quoted if it is permitted to do so under RFP.

\*1 Expert Personnels are to be indicated by name

**Total Remuneration = \_\_\_\_\_ Amount in Rupees (excluding GST)**

(Amount in Words):

**Note:**

- 1 Professional Staff should be indicated individually
- 2 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5 & 7.
- 3 Indicate separately staff-month rate separately.
- 4 Amount shall be inclusive of all type of taxes, levies, fees and payables, except GST.
- 5 I/We agree to the condition that there can be a variation (increase or decrease) in the number or field of experts required. In such a case, individual rates shall be applicable on per day basis and final amount payable shall be calculated based on actual manpower utilized at the end of each month.

## **Section 5: Terms of Reference**



## 1. Introduction

Well-designed streets and urban areas are a critical element of a safe and efficient mobility system. At present, Dehradun is facing the challenges of increased congestion, pollution, and road safety risks. Going forward, Mussoorie Dehradun Development Authority (MDDA) **the Implementing Agency** seeks to address these issues by a well-planned Urban planning, Transport planning and Environment planning to offer convenience and safety to all users.

Mussoorie Dehradun Development Authority (MDDA) **the Implementing Agency** (hereinafter referred to as “Client”) seeks to appoint a firm (hereinafter “Consultant”) to prepare the plans and detailed designs for urban designing, environmental planning along with transport plan for vehicular/pedestrian improvements within the area under the jurisdiction of Mussoorie Dehradun Development Authority further for Street to improve comfort, safety, and convenience for all street users/public.

Further, Mussoorie Dehradun Development Authority invites the proposal from the reputed consultancy firms/agencies working, on above study area i.e. Urban Designing, Transport Planning & Environment Planning represented by below mentioned resources to be stationed at MDDA office and work on day to day basis under the exclusive directions of MDDA from time to time.

### 1. Urban Planner

### 2. Transport Planner

### 3. Environment Planner

Further consultancy firm shall provide the support to their resources from time to time for the related activities of **Urban Designing, Transport Planning & Environment Planning**.

For the above resources the desired minimum educational qualification and experience shall be as follows:-

Sl. No.	Resources	Qualifications	Experience	Team members required
1.	Urban Planner	Masters in Urban Planning or M.Arch. or M.Plan.	Minimum 15 years' experience in preparing Master Plan/ City Development Plan/ Zonal Development Plan.  Having experience in implementing of projects like integrated planning, integrated land use planning and Infrastructure planning for public works such as water supply, sewerage, electricity, tele-	1

			<p>communication, urban transport and infrastructure.</p> <p>Experience in Development Control Regulations, Rehabilitation &amp; Resettlement and land management tools like land pooling, TDR etc.</p> <p>Knowledge of Urban rejuvenation, urban renewal, redevelopment, traffic management and environment management.</p>	
2.	Transport Planner	Masters in Transport Planning	<p>Minimum 10 years' experience in preparation, designing and implementation of transportation and traffic planning projects in Urban and peri-urban areas.</p> <p>Should have 5 years of experience in urban mobility infrastructure projects including ITMS.</p> <p>5 years' experience in Urban Mobility Plan preparation, Transit Oriented Development (TOD)/ City Mobility Plan (CMP)/ Non-motorised Transport (NMT).</p> <p>Experience in designing and implementing public transport systems and traffic management systems.</p>	1
3.	Environment Planner	Masters in Sustainable Development/ Environmental Planning/ Environmental Engineering/ Environmental Sciences	<p>Minimum 7 years' experience in conducting EIA, environment modelling &amp; preparing Environmental Management plans, Green Development mechanism.</p>	1

**Note: As per the requirement of MDDA, MDDA may ask for additional resources related to the task for the project.**

## **2. Objectives of Study for Urban Planning, Environment Planning & Transportation Planning**

The main objectives of the study for Transportation Planning are as follows:

- To provide better facilities for sustainable modes such as walking, cycling, and public transport.
- To employ a holistic approach to street design, incorporating mobility elements—e.g. footpaths, cycle tracks, carriageways—as well as additional elements such as trees, bus stops, street furniture and organised vending spaces in an integrated design.
- To ensure that street design is based on scientific assessment of needs and behaviour of street users, as observed in the surveys as part of this study.
- To ease road congestion through improved intersection design and more efficient use of the existing public right-of-way in lieu of major capacity additions.
- To employ traffic calming measures to ensure pedestrian safety on all streets.
- To ensure that all spaces, including footpaths, refuge islands, and pedestrian crossings, are accessible to differently abled persons as per the Persons with Disabilities Act of 1995.
- To improve access for persons with disabilities, the designs should employ at-grade crossings rather than foot over bridges and subways.

The main objectives of the study for Urban Planning are as follows:

- Rehabilitation of slums.
- Providing people with proper housing facilities or accommodation along with the basic infrastructure like electricity and water supply.
- Organization and improvement in the means of transport and communication.
- Setting apart space for industries, parks and public places including burial sites.
- Making arrangements for recreation both for children and for older people.
- Arranging for sanitation and cleanliness of the town and its adjoining areas.
- Allocating space for marketing centres, shops, and so on.
- Arranging for education, health and medical services.

The main objectives of the study for Environment Planning are as follows:

- To carry out land development with the consideration given to the natural environment and provides a holistic framework to achieve sustainable outcomes.
- To create sustainable communities, which aim to conserve and protect undeveloped land.

## **3. Scope of Work**

The Scope of Work shall include but not limited to the following :

1. Study the Area
2. Survey of land uses in the area
3. Survey of pedestrian facilities
4. Survey of pedestrian movements

5. Survey of street vending and related activities
6. Preparation of detailed street designs and drawings
7. Co-ordination with line Departments for the projects
8. SWOT analysis for Urban agglomeration
9. Redevelopment of Slum areas
10. Design of Public spaces (streets, square, parts etc.) and the relationship between built form and public spaces.
11. Infra-Structure Planning – To plan for future provisions of public works, infrastructure such as water supply, sewerage, electricity, tele communications, transport, infrastructure, etc.
12. Land Use Planning – The regulations of land use development, Sub Division, etc.
13. Legislation & Policy – Acts and Regulations, rules codes, schemes, plans, policies, manuals, etc.
14. Zoning Map & Master Plans – For long-term development & growth of the city to prepare development plans.
15. Regional Planning – Planning of land uses infrastructure & settlement growth.
16. Urban Renewal – Redevelopment of an urban area improvement of public roads, parts and other public spaces.
17. Rehabilitation & Resettlement
18. Planning of transport facilities & infra-structure in urban & inter-regional areas.
19. To develop sustainable urban transport system.
20. To assess transportation demand & to develop suitable transportation strategies.
21. To design potential transportation infra-structure including parking, bus facilities/ public transport system, pedestrian routes like lanes.
22. Integration with the environment & land use planning.
23. Integration within & between different modes of transport.
24. To develop sustainable transport system for inter linkages and Intra linkages.
25. To conduct traffic survey development of Junction/crossing and road signages.
26. To ensure the efficient and parking features in cities.
27. To consider and create environment better/reduce Air Pollution.
28. Impact of land use on environment.
29. To sustain natural environment including land, water, Flora and Fauna and to achieve sustainable outcomes.
30. Design & land use planning taking consideration of suitability of land uses.
31. Water shed management & to protect & enhance the quality of available water sources like rivers, khalas, etc.
32. To study all the Environmental aspects of the city.
33. To plan and organise a transport network and examine its impact on environment.
34. Manage natural habitats & study the impact that other elements of the landscape.
35. Policy on the management of the built & natural landscape.
36. Protection of the natural environment & integrated land use.
37. Land suitability – which areas are prone to flooding.
38. Study for Congestion removal, Catchment area, etc.
39. Pollution Monitoring & Control – Air Pollution, Water Contamination, Noise Pollution, etc.
40. Environmental Impact Assessment exercise to evaluate the potential of a project which may cause damage to the environment.
41. Eco-Development – Pre-planning for environmental management & minimizing environmental degradation.

42. Wild life protection and promoting forestation.
43. Bill of quantities
44. Tender Documents
45. Any other tasks/projects assigned by MDDA time to time.

#### **4. Full Time Resources**

The Consultant will be expected to provide full time resources i.e. Urban Planner, Transport Planner & Environment Planner for designing developing, implementing the projects under the exclusive directions of MDDA. Resources shall be mobilised to MDDA after the finalization on Curriculum Vitae of individual expert through interaction session with Expert level Committee, MDDA.

#### **5. Payment structure**

The payment schedule for the Consultants service will be in terms of total gross amount payable (for the manpower stationed at MDDA) on monthly basis.

The Consultant may be required to attend several meetings leading up to the implementation. All the cost of associated for the projects, attending meetings, etc. shall be borne by the Consultant itself.

#### **6. Review Committee**

The Review Committee will be constituted by Vice Chairman, MDDA for reviewing the assigned task and performance of Consultancy firm and its resources/Expert Personnels deployed in MDDA.

#### **7. Timeline**

The timeline for Consultancy will be initially for 3 years, which can be increased with mutual consent of both the parties on the basis of the performance of Consultants and their Expert Personnels.

## 8. General Scope

- i. The Company & its employees manning (Urban Planner, Transport Planner, Environment Planner) shall carry out a comprehensive study of all relevant Acts, Manuals, Byelaws, Rules, Regulations and the Procurement Rules of the Government of Uttarakhand/India as directed by the MDDA from time to time. The various provisions made in these manuals/ documents shall be borne in mind by the Personnel/Resources provided by the Company while performing their duties for the MDDA, to prevent any anomaly/controversy on any matter.
- ii. Expert Personnel will identify & implement appropriate technique, know-how, necessary to design, develop and test the mechanism, methods and procedures that should be in place for the proper management and implementation of the projects undertaken by the MDDA.
- iii. Expert Personnel will properly plan, organize, coordinate and direct its activities to enable the MDDA to achieve its objectives of infrastructure, urban development, planning, transportation, environment planning and various other aspects, in a well-planned time bound manner.
- iv. Expert Personnel will prepare concept note, pre-feasibility report, detailed project reports, site plan, designs, financial plan, Environmental plan, transportation plan, plans for urban rejuvenation, etc. as assigned to it by the MDDA from time to time.
- v. Expert Personnel shall advice and suggest suitable measures on lowering of costs, promoting innovation etc. in the project implementation to the MDDA in the process of decision making.
- vi. Expert Personnel will function in coordination with various state departments, line departments, etc. for better management and monitoring of the projects.
- vii. Expert Personnel will develop appropriate mechanism, methods, procedures and standards to perform its duties efficiently & effectively and will also provide expertise and consultancy on various project proposals to the MDDA from time to time.
- viii. Expert Personnel will provide essential technical and managerial support in the planning, processing, monitoring, managing, executing and implementing the projects in a time bound manner without disruption.
- ix. Expert Personnel will carry out a detailed study of the various consultation reports available in the office of the MDDA.
- x. Expert Personnel shall prepare the time schedule and the phasing of the progress/completion of the projects undertaken by the MDDA. The progress report in respect of each project shall be put up by the Company for the perusal of the MDDA every month. The report shall include inter-alia the bottlenecks encountered in the implementation of the projects and the remedial measures suggested by the MDDA.
- xi. Ensure that the works/ contractual deliverables comply with the approved engineering designs and technical specifications mentioned in the RFP.
- xii. Ensure compliance with standard practice by the Contractors.
- xiii. Expert Personnel will prepare the implementation plan of the various Projects of the Client and implement the same within the time schedule with due diligence and efficiency in accordance with sound technical, managerial and innovative inputs acceptable to the MDDA.
- xiv. Development of Quality Assurance system, Quality Control, preparation of quality compliance reports, progress reports.

- xv. The Client will provide all necessary information, records, cooperation required by the Expert Personnel of the Company while performing its duties and responsibilities assigned by the MDDA.
- xvi. Expert Personnel will study and examine the project proposals, tender documents, work order; agreements etc. prepared by the Engineering Section of the Client and will offer comments and remedial suggestions to rectify the shortcomings in such documents/proposals.
- xvii. The Client may assign any other important task related to its projects to the Company.
- xviii. In case of resigning of a resource, Company shall provide the next resource within a period of maximum one week or as mutually agreed upon with MDDA.
- xix. Company shall submit the qualification and experience documents of the resources with verification by the Company, MDDA reserves the right to accept or reject the resource.
- xx. The Company shall deploy well qualified, competent and experienced man power as proposed by it in its proposal/ tender documents. Under no circumstances these Executives/ Professionals will be replaced by the Company without the prior permission of the Client.
- xxi. All the Expert Personnel will be deployed in Dehradun and shall work for overall jurisdiction area of MDDA.