

**Request for Empanelment**  
**of**  
**Consulting Agencies/Firms**  
**for**  
**Architectural, Engineering,**  
**Landscaping, Urban Development &**  
**Planning**

**July 23**

**MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY**  
Transport Nagar, Saharanpur Road, Dehradun  
Phone - 0135-6603100, 6603150

## **DISCLAIMER**

The information contained in this Request for Empanelment document (“RFE”) or subsequently provided to Applicants, 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 Applicants on the terms and conditions set out in this RFE and such other terms and conditions subject to which such information is provided.

This RFE is not an agreement or an offer by the employer to the prospective Applicants or any other person. The purpose of this RFE is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFE. This RFE 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 Applicant may require. This RFE 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 RFE. The assumptions, assessments, statements and information contained in this RFE, may not be complete, accurate, adequate or correct. Each Applicant 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 RFE and obtain independent advice from appropriate sources.

Information provided in this RFE to the Applicants 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 RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE 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 Applicant upon the statements contained in this RFE.

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 RFE.

The issue of this RFE does not imply that the Employer is bound to select/empanel an Applicant or to appoint the Selected Applicant, 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 Applicant 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 Applicant and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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## SECTION 1: LETTER OF INVITATION

To,

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**MDDA intends to “Empanel Consultants for Providing Consultancy Services for preparation of DPR, Bid Process Management, PMC, Architectural, Engineering, Landscaping, Urban Development & Planning Services etc. for various infrastructure development projects in MDDA jurisdiction”.**

1.1 Proposal submissions must be received not later than the due date specified in the Schedule of Selection Process in the manner specified in the RFE document at the address given below.

**Address for Communication:-**

**Vice chairman,  
MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY  
Transport Nagar, Saharanpur Road, Dehradun  
Phone - 0135-6603100, 6603150**

1.2 The Proposal shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the applicant must attest all erasures and alterations made while filing the proposal.

1.3 MDDA, DEHRADUN shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. MDDA, DEHRADUN reserves the rights to cancel, terminate, change or modify this procurement /Proposal Process and /or requirements of proposal stated in the RFE, without assigning any reason or providing any notice and without accepting any liability for the same.

1.4 The Proposal shall be valid for a period of not less than **180 days** from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.

The Technical Proposal shall be submitted in Hard Copy to MDDA Address & in Soft Copy Online through [www.uktenders.gov.in](http://www.uktenders.gov.in). 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 Consultant.

1.5 Clarifications and Amendments if any to this RFE will be uploaded only in MDDA website [www.mddaonline.in](http://www.mddaonline.in) and [www.uktenders.gov.in](http://www.uktenders.gov.in).

Yours Sincerely,  
Executive Engineer  
*Mussoorie Dehradun Development Authority*  
*Transport Nagar, Saharanpur road,*  
*Near ISBT, Dehradun, Uttarakhand- 248001*

## **SECTION 2: INSTRUCTIONS TO CONSULTANTS**

### **1. Definitions**

- (a) “**Employer**” means the Agency who have invited the bids for empanelment i.e. MDDA.
- (b) “**Consultant**” means any entity who have been requested to submit their proposals that may provide or provides the Services to the MDDA as per the requirement basis.
- (c) “**Government**” means the Government of Uttarakhand.
- (d) “**Instructions to Consultants**” (Section 2 of the RFE) means the document which provides Consultants with information needed to prepare their proposals, however the Consultants do their self-assessment prior to the submission of the proposal.
- (e) “**LOI**” (Section 1 of the RFE) means the Letter of Invitation being sent by the MDDA to the consultants.
- (f) “**Proposal**” means the Technical Proposal for Empanelment.
- (g) “**RFE**” means the Request for Empanelment prepared by the Employer for the selection of Consultants.
- (h) “**Positive Net Worth**” The amount by which a company's assets are greater than its liabilities.
- (i) “**MDDA**” means Mussoorie Dehradun Development Authority.
- (j) “**Urban Infrastructure Projects**” means the Infrastructure assignments in urban areas such as water supply/works, sewerage, drainage, solid waste management, roads, health & education and IT, Development of stations, airport, multi model transit hub, bus terminals or other urban real estate projects (such as district centre, shopping mall/complex, residential complex, Transit Oriented Development projects, hotel, entertainment complex, office complex etc.) or any other Infrastructure assignments which supports Urban Infrastructure.

### **2. Introduction**

#### **2.1. Background**

Mussoorie Dehradun Development Authority (MDDA) with its recognition as one of the forward-looking Development Authority and many new developmental initiatives to its credit. The challenges before MDDA are massive and diversified, as the Dehradun and Mussoorie requires an integrated development process, which has to be inexpensive, functionally utilitarian, environmentally healthy, recreationally adequate and aesthetically appealing. MDDA is committed to keep pace with the needs of fast-growing population and relevant infrastructure required for such phenomenal growth, The Development of area in a planned manner, creating quality infrastructure, provision of sites and services and the housing needs of under privileged are the focus areas of MDDA thus needs support of qualified firms.

Applications are invited by Mussoorie Dehradun Development Authority, from practicing firms/consulting firms for empanelment in MDDA to render services in the field of Architectural, Engineering (including Total Station Survey), Landscaping, Urban Development & Planning for various Projects.

The empanelled firms will require to provide their service on “as and when required basis” for different ongoing/future project. The empanelled agencies would be required to work on projects assigned to them as and when any Projects is taken up by MDDA on terms and conditions and fee decided by MDDA and as per procurement rule of Government of Uttarakhand.

## **2.2. Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the local conditions before submitting the Proposal by visit to the Authority and the site area.

## **2.3. Procurement of RFE document**

RFE document can be downloaded from the official website of the Authority [www.mddaonline.in](http://www.mddaonline.in) and e-tendering website i.e. [www.uktenders.gov.in](http://www.uktenders.gov.in).

## **2.4. Validity of the Proposal**

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD").

## **2.5. Brief description of the Selection Process**

The Authority has adopted a single stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising RFE.

In the first step, the Applicants shall be evaluated for their compliance with the RFE eligibility requirements as specified in Clause 9. Based on the evaluation of RFE, a list of qualified Applicants shall be prepared and a panel of firms shall be constituted.

In the second step, a technical evaluation will be carried out as specified in Clause 10. Based on this technical evaluation, a list of shortlisted Applicants shall be prepared as per Marking Criteria mentioned in RFE. Based on the evaluation, the applicants scoring minimum of 70 marks will be considered for empanelment.

### **Note:**

- ***The applicant eligible for a field in higher Category shall become eligible for same field in lower Categories.***

## 2.6. Schedule of Selection Process

The following shall be the schedule of Selection Process:

S.No.	Event Description	Date & Time
1.	<b>Proposal Due Date or PDD (online submission of Technical Proposal on <a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a>)</b>	03:00 P.M. on 14/08/2023
2.	<b>Submission of Hard Copy of Technical Proposal along with Bid Document Fee, registration Fee and Power of Attorney</b>	03:00 P.M. on 14/08/2023 office of Vice Chairman, Mussoorie Dehradun Development Authority (MDDA), Transport Nagar, Saharanpur Road, Dehradun – 248001
3.	<b>Pre-Proposal Meeting</b>	05/08/2023 at 03:00 P.M. in the office of MDDA
4.	<b>Non-refundable Bid Document Fees</b>	Rs. 5000/- (including GST) (Rupees Five Thousand Only), through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun – 248001
5.	<b>Registration fee for each field</b>	Category-I :-Rs. 20,000/- for each Field Category-II :- Rs. 15,000/- for each Field, through Demand Draft in favour of Secretary, Mussoorie Dehradun Development Authority (MDDA) payable at Dehradun.
6.	<b>Validity of proposal</b>	180 days
7.	<b>Last date for receiving queries/clarifications</b>	07/08/2023
8.	<b>E-tendering website</b>	<a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a>
9.	<b>Official website of MDDA</b>	<a href="http://www.mddaonline.in">www.mddaonline.in</a>

## 2.7. Additional Information

The Applicants may seek additional information from the office specified below.

**Vice Chairman  
MDDA  
Saharanpur Road, Transport Nagar, Dehradun – 248001  
Phone: 0135-6603100, 6603150**

## **2.8. Communications**

2.8.1. All communications including the submission of Proposal(Hard Copy) should be addressed to:

**Vice Chairman**

**MDDA**

**Saharanpur Road, Transport Nagar, Dehradun – 248001**

**Phone: 0135-6603100, 6603150**

2.8.2. The Official Website of the Authority is: [www.mddaonline.in](http://www.mddaonline.in) and E-tendering website is [www.uktenders.gov.in](http://www.uktenders.gov.in).

2.8.3. All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**“Request for Empanelment of Consulting Agencies/Firms for Architectural, Engineering, Landscaping, Urban Development & Planning.”**

## **3. Clarification and Amendment of RFE Document**

- 3.1. Consultants may request a clarification on any clause of the RFE document. Any request for clarification must be sent in writing, or by standard electronic means to MDDA.
- 3.2. MDDA 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 of the query but (without identifying the source of inquiry) on the MDDA website. Should the Employer deem it necessary to amend the RFE as a result of a clarification, it shall do so following the procedure under below Para.
- 3.3. At any time before the submission of Proposals, MDDA may amend the RFE by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the official website of MDDA i.e. [www.mddaonline.in](http://www.mddaonline.in) & E-tendering website i.e. [www.uktenders.gov.in](http://www.uktenders.gov.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 MDDA may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **4. Conflict of Interest**

- 4.1. MDDA requires that Consultants provide professional, objective, and impartial advice and at all times hold the MDDA’s interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 4.2. The consultant has an obligation to disclose to MDDA 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 MDDA.

4.3. 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.

4.4. 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.

4.5. No agency or current employees of the Employer shall work as consultants under their own ministries, departments or agencies.

## **5. Proposal**

- 5.1.** No Applicant or its Associate shall submit more than one Proposal for the Consultancy. A Applicant 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 may be. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

## **6. Final Decision-Making Authority**

- 6.1.** MDDA reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

## **7. Pre-Bid Conference**

- 7.1.** A Pre-Bid conference will be held in MDDA at Mussoorie Dehradun Development Authority, Transport Nagar, Saharanpur Road, Near ISBT, Dehradun, Uttarakhand- 248001 as mentioned in RFE. Applicants may send their queries in writing either by email to [info.mdda@mddaonline.in](mailto:info.mdda@mddaonline.in) or send them by post/courier to the address below, on or till the date of Pre-Bid Conference.

**Vice chairman,  
MUSSOORIE DEHRADUN DEVELOPMENT AUTHORITY  
Transport Nagar, Saharanpur Road, Dehradun  
Phone - 0135-6603100, 6603150**

- 7.2.** Intending Applicants shall also furnish names and designation of their persons attending the pre-bid meet.

## **8. Scope under Fields of Empanelment**

Consultant will be empanelled under different fields i.e. Architecture, Engineering, Landscaping, Urban Development & Planning as per their eligibility. The Scope of consultant shall be as per the requirement of MDDA, including but not limited to Detailed Project Planning, Pre-feasibility/Feasibility Study, Financial Modelling, Bid process Management, PMC & SQC, preparation of Layout Plan/Site Plan for Construction of New Buildings (Residential, Commercial, Multi-flatted Building for House Hold Industry, IT Buildings, Office Buildings, Training Centre, Multi-Level Car Parking, etc.), renovation of offices, facades improvement, beautification of common areas & interior designing services, development of Parks, River Front Development projects, etc. for Development of various Infrastructure Development Projects of Upcoming/Existing, Residential & other areas under jurisdiction of MDDA.

## 9. Eligibility

For being considered for empanelment the firm should meet the following minimum criteria:

- a. The Applicant/s shall be a Proprietorship firm/Partnership firm/Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad or Partnership Firm/Limited Liability Partnership (LLP) firm incorporated under the Limited Liability Partnership Act, 2008 or Partnership Act, 1932 or under equivalent law in any other country. The Applicant/s shall be required to submit a true copy of its Incorporation Certificate, along with Proposal. For International Applicants only a wholly owned subsidiary company in India can apply subject to the authorization by the parent company.
  - b. The applicant must have a valid Goods & Service Tax (GST) registration.
  - c. The applicant must have at least one office in India which has been operational providing consultancy services in Urban Infrastructure Sector. Evidence should be submitted.
  - d. The applicant should not have been blacklisted/debarred/termination of contract except for reasons of convenience of Client by any Government/Public Company/ PSUs/funding agencies, etc. Declaration should be submitted on Stamp Paper.
  - e. **Registration Fee:** Applicant shall submit the Registration Fee for each Field as per the Category in the form of Demand Draft in favour of **Secretary, MDDA** payable at Dehradun. Registration Fee of unsuccessful Applicant will be refunded.
    - i. Under **Category-I (for the Estimated Project cost above 25.00 Crores)- Rs. 20,000/- (Rupees Twenty Thousand only)** for each field.
    - ii. Under **Category-II (for the Estimated Project cost upto 25.00 Crores)- Rs. 15,000/- (Rupees Fifteen Thousand only)** for each field.
- Note:-*
1. Each Firm can apply for only one Category as per their Eligibility under different Fields.
  2. Above mentioned Registration Fee shall be submitted separately for each Field along with Annexure-I.
  3. Registration Fee shall be deposited along with empanelment documents.
- f. **Non-refundable Document Fee:** Applicants are required to submit Document Fee i.e. **Rs. 5,000/- (Rupees Five Thousand)** in the name of Secretary, MDDA payable at Dehradun along with their Proposal.
  - g. **Power of Attorney:** The applicant should submit the Power of Attorney along with the proposal.
  - h. For applying in Architectural Field, Proprietor shall be registered with Council of Architecture (COA); in case of Partnership Firm/LLP, atleast one partner shall be registered with COA; in case of Private Limited Company, atleast one Director shall be registered with COA.

## 10. Evaluation Criteria

The responsive applicants will be awarded marks for each of the parameter on the following Criteria:

### **CATEGORY- I for the Estimated Project cost above 25 Crores**

<b>ELIGIBILITY CRITERIAS</b>	<b>ARCHITECTURAL</b>	<b>MARKING CRITERIA</b>
<b>EC-1</b>	Applicant should have an average annual turnover of at least Rs. 60.00 Lakhs from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. (Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered)	20 marks
<b>EC-2</b>	Registration with Council of Architecture (for Architecture Category)	10 marks
<b>EC-3</b>	The Consultant should have experience of providing Comprehensive services (i.e. architecture, engineering, bid process) in atleast 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for urban infrastructure assignments having project cost minimum Rs. 50 Cr. each in the last 10 (Ten) years.	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
<b>EC-4</b>	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 20 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
<b>EC-5</b>	Approach and methodology for the consultancy (Presentation)	15 marks
<b>EC-6</b>	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
<b>EC-7</b>	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

- 1. The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.***
- 2. Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.***
- 3. Applicant shall provide the documents acceptable to MDDA for claiming the experience.***

ELIGIBILITY CRITERIAS	ENGINEERING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 60.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing Comprehensive services (i.e. engineering, bid process) in at least 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for urban infrastructure assignments having project cost minimum Rs. 50 Cr. each in the last 10 (Ten) years at government levels (Central/State/Municipal/PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	The Applicant should have successfully completed at least one Structural Design for a building (Office, I.T., Residential, Industrial or Commercial Buildings) having built up area more than 5,000 sq.mtr. in the last 10 years.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 20 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

ELIGIBILITY CRITERIAS	LANDSCAPING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 60.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing Comprehensive services (i.e. landscaping, bid process) in atleast 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for landscaping development project/ Green Belt development Project/ Other horticulture development project having project cost minimum Rs. 25 Cr. each in the last 10 (Ten) years at government levels (Central/State/Municipal/PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	The firm has successfully provided Consultancy Services for Development/ Operation & Maintenance of Parks/ Open Green Area/ Gardens having area atleast 10 Acres.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 20 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

ELIGIBILITY CRITERIAS	URBAN DEVELOPMENT & PLANNING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 60.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing <b>Comprehensive services in urban development/ re-development and planning</b> in at least 2 (two) assignments for Project Planning and Design/ Preparation of Project Reports/ Master Plans/ CDP/ Zonal Plans/ CMP/ Regional Plan for urban areas having project cost minimum <b>Rs. 1 Cr.</b> each in the last <b>10 (Ten)</b> years at government levels (Central/ State/ Municipal/ PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	Experience in preparation of Environmental Plans/Reports including studies in Watershed Management, Land suitability analysis, Study of Climate, Flora & Fauna, Natural Disasters, Environmental Quality Analysis (Ambient Air, Water Quality, Noise Level Monitoring) for CDP/ Master Plan/ Zonal Plan/ Regional Plan.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 20 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

**CATEGORY- II for the Estimated Project cost upto 25 Crores**

<b>ELIGIBILITY CRITERIAS</b>	<b>ARCHITECTRAL</b>	<b>MARKING CRITERIA</b>
<b>EC-1</b>	Applicant should have an average annual turnover of at least <b>Rs. 25.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
<b>EC-2</b>	Registration with Council of Architecture (for Architecture Category)	10 marks
<b>EC-3</b>	The Consultant should have experience of providing Comprehensive services (i.e. architecture, engineering, bid process) in at least 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for urban infrastructure assignments having project cost minimum Rs. 10 Cr. each in the last 10 (Ten) years.	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
<b>EC-4</b>	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 10 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
<b>EC-5</b>	Approach and methodology for the consultancy (Presentation)	15 marks
<b>EC-6</b>	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
<b>EC-7</b>	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

- 1. The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.**
- 2. Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.**
- 3. Applicant shall provide the documents acceptable to MDDA for claiming the experience.**

ELIGIBILITY CRITERIAS	ENGINEERING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 25.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing Comprehensive services (i.e. engineering, bid process) in atleast 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for urban infrastructure assignments having project cost minimum <b>Rs. 10 Cr.</b> each in the last 10 (Ten) years at government levels (Central/State/Municipal/PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	The Applicant should have successfully completed at least one Structural Design for a building (Office, I.T., Residential, Industrial or Commercial Buildings) having built up area more than 2,000 sq.mtr. in the last 10 years.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 10 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

ELIGIBILITY CRITERIAS	LANDSCAPING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 25.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing Comprehensive services (i.e. landscaping, bid process) in atleast 2 (two) assignments for Project Management Consultants/ Support Units/ Technical Support or Coordinator Consultants/ Project Planning and Design/ Preparation of Detailed Project Reports for landscaping development project/ Green Belt development Project/ Other horticulture development project having project cost minimum <b>Rs. 25 Cr.</b> each in the last 10 (Ten) years at government levels (Central/State/Municipal/PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	The firm has successfully provided Consultancy Services for Development/ Operation & Maintenance of Parks/ Open Green Area/ Gardens having area atleast 5 Acres.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 10 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

ELIGIBILITY CRITERIAS	URBAN DEVELOPMENT & PLANNING	MARKING CRITERIA
EC-1	Applicant should have an average annual turnover of at least <b>Rs. 25.00 Lakhs</b> from the consultancy services in the last 03 financial years (2019-20, 2020-21, 2021-22) preceding the proposal due date as per the audited balance sheets. ( <b>Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the Applicant shall only be considered</b> )	20 marks
EC-2	The Consultant should have experience of providing <b>Comprehensive services in urban development/ re-development and planning</b> in at least 2 (two) assignments for Project Planning and Design/ Preparation of Project Reports/ Master Plans/ CDP/ Zonal Plans/ CMP/ Regional Plan for urban areas having project cost minimum <b>Rs. 50.00 Lakhs</b> each in the last <b>10 (Ten)</b> years at government levels (Central/ State/ Municipal/ PSU/authorities).	Minimum 20 marks Additional 05 marks for each project Maximum upto 30 marks
EC-3	Experience in preparation of Environmental Plans/Reports including studies in Watershed Management, Land suitability analysis, Study of Climate, Flora & Fauna, Natural Disasters, Environmental Quality Analysis (Ambient Air, Water Quality, Noise Level Monitoring) for CDP/ Master Plan/ Zonal Plan/ Regional Plan.	10 marks
EC-4	The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The firm shall have minimum 10 regular resources (key expertise) i.e. engineers, planners, architects.	10 marks
EC-5	Approach and methodology for the consultancy (Presentation)	15 marks
EC-6	Empanelled with other Govt. Organizations	05 marks for each empanelment Maximum upto 10 marks
EC-7	<b>Presence and Knowledge of Local Terrain</b> Topographical extent of works undertaken in the state of UTTARAKHAND OR SIMILAR HILLY REGION	05 marks

**Note:-**

1. *The Criteria mentioned in EC-1, EC-2 and EC-3 are essential.*
2. *Applicant shall submit the Certificate from its Statutory Auditor for the workdone/payment received along with the Completion Certificate for claiming the experience.*
3. *Applicant shall provide the documents acceptable to MDDA for claiming the experience.*

## **11. Period of Empanelment**

- 11.1.** The empanelment of the Consultants will be for a period of 3 (Three) Years from the date of Award. However, MDDA reserves the rights to cancel the empanelment of any or all the consultant(s) and request afresh proposal for empanelment at any time.
- 11.2.** MDDA reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of MDDA in this regard would be final.
- 11.3.** The empanelment of the Consultants will remain in force for the purpose of completion of all works ordered during the empanelment until they have been completed.

## **12. Allotment of Work**

- 12.1.** Depending upon the requirement, MDDA will invite limited tender(s) from the empanelled Consultants.
- 12.2.** The work will be allotted to the successful Consultants, who emerges the lowest Applicant in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is invited in two bids, the financial bids of only those Consultants shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by MDDA.
- 12.3.** MDDA also reserves the right to allot the work to any of the empanelled Consultants after giving due consideration to the suitability and competence of the Consultants to handle jobs, with due regard to their proven track record, which shall be reviewed by MDDA as found necessary, from time to time.
- 12.4.** Selected firm shall be empanelled for a period of three years. MDDA, however, reserves the right to discontinue the empanelment at any time without assigning any reasons and shall not be liable to pay any compensation on this or on any other account.
- 12.5.** Project experience will not be considered unless it is accompanied by work order from the client/Agreement with the client/ Completion Certificate as the case may be.
- 12.6.** The empanelled firms will require to provide their service on “as and when required” basis for different ongoing/future project.
- 12.7.** The empanelled agencies would be required to work on projects assigned to them as and when any Projects is taken up by MDDA on terms and conditions and fee decided by MDDA and as per procurement rule of Government of Uttarakhand.

## **13. General Clauses**

- 13.1.** MDDA, DEHRADUN shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. MDDA, DEHRADUN reserves the rights to cancel, terminate, change or modify this Procurement/ Proposal Process and /or Requirements of Proposal stated in the RFE, without assigning any reason or providing any notice and without accepting any liability for the same.

- 13.2.** The Proposal shall be valid for a period of not less than **180 days** from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
- 13.3.** Clarifications and Amendments if any to this RFE will be uploaded on e-tendering website i.e. [www.uktenders.gov.in](http://www.uktenders.gov.in) and MDDA website i.e. [www.mddaonline.in](http://www.mddaonline.in).

## **14. Jurisdiction**

In case of any dispute Dehradun (Uttarakhand) shall be the jurisdiction for any legal matter.

## **15. Preparation and Submission of Proposal**

### **15.1. Language**

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFE. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### **15.2. Submission of Proposal**

The Applicant shall provide all the information sought under this RFE. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

The Consultants shall submit their Technical Proposal Online and one copy of Technical Proposal Physically (Hard Copy) as per the Clause 15.2.

The original technical proposal 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 letter for Technical Proposal should respectively be in the format as mentioned in this RFE.

An authorized representative of the Consultants shall initial all pages of the original Technical Proposal. 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 Proposal shall be marked "ORIGINAL".

A copy of Technical Proposal shall be placed in a sealed envelope clearly marked "PROPOSAL FOR REQUEST FOR EMPANELMENT" followed by the name of the Category & Field for which the applicant is applying. The envelope containing the Technical Proposal in one envelope and EMD, Bid Document Fee, Power of Attorney shall be placed into another

envelope, both to be placed in an outer envelope and sealed. This outer envelope shall bear the submission address shall be clearly marked “DO NOT OPEN, BEFORE 03:00 P.M. on 14/08/2023”. 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.

A copy of Technical Proposal must be sent to the address/addresses indicated in this RFE and received by MDDA no later than the time and the date indicated in the Schedule of Selection Process, or any extension to this date in accordance with Clause 2.6. Any proposal received by MDDA after the deadline for submission shall be returned unopened.

The Applicants shall submit the Technical Proposal online as well as in physical form as per date and time mentioned in this RFE. The Applicants 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 Authorized Representative of the Applicant as per the terms of this RFE. In case the Proposals are submitted online and the Applicants are unable to submit the hard copy on or before the date and time mentioned in “Schedule of Selection Process” 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.

Online Submission: Signed “Technical Proposal” shall be uploaded in the prescribed format and supporting documents along with scanned copy of EMD and Bid Document Fee as mentioned in “Schedule of Selection Process”.

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.

## **16. Late Proposals**

Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

## **17. Modification/ substitution/ withdrawal of Proposals**

No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.

## **18. Evaluation Process**

### **18.1. Evaluation of Proposals**

The Authority shall evaluate the proposal as per the RFE. Proposals for which a notice of withdrawal has been submitted shall not be opened.

Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFE. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:

- a) the Technical Proposal Document is received in the form specified at Appendix-I and the requirements stipulated in this RFE;
- b) it is received by the Proposal Due Date including any extension thereof;
- c) it contains all the information (complete in all respects) as requested in the RFE;
- d) it does not contain any condition or qualification; and
- e) it is not non-responsive in terms hereof.

The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

The Authority shall subsequently examine and evaluate Proposals in accordance with the Criteria set out in this RFE.

Applicants are advised that Selection will be entirely at the discretion of the Authority. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.

Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

### **18.2. Evaluation Committee**

18.2.1. The Evaluation will be carried out by Evaluation Committee constituted by the MDDA.

18.2.2. The Evaluation Committee shall evaluate the Technical Proposals on the basis of their Eligibility Criteria as specified in this RFE. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in this RFE for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation.

**Request for Empanelment of Consulting Agencies/Firms for Architectural, Engineering,  
Landscaping, Urban Development & Planning**

**(Forms to be filled by Prospective Firm)**

**Annexure – I**

**LETTER OF PROPOSAL**

(On Applicant's letter head)

**Each Firm can apply for only one Category as per their Eligibility under different Fields.**

(Date and Reference)

To,

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

**Sub:** Request for Empanelment of Consulting Agencies/Firms for Architectural, Engineering,  
Landscaping, Urban Development & Planning.

Dear Sir,

With reference to your RFE Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consulting Agencies/Firms for ..... [*insert Category*] in ..... [*insert field i.e. Architectural, Engineering, Landscaping, Urban Development & Planning*].

The proposal is unconditional and unqualified.

1. I/We acknowledge that the MDDA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for Empanelment as Consultant, and we certify that all information provided in the Proposal and in the Annexures 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 Empanelment as the Consultant in MDDA under respective Categories/Fields.
3. I/We shall make available to MDDA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of MDDA 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 RFE Documents, including any Addendum issued by MDDA;
  - (b) I/We do not have any conflict of interest in accordance to the RFE 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 Empanelment 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 RFE, 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 whole Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Firm without incurring any liability to the Applicants.
9. 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.
10. 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.
11. 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.

12. 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.
13. I/We agree and understand that the empanelment is for 3 years and is subject to the provisions of the RFE 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.
14. I/We agree to keep this offer valid for 180 days (One Hundred Eighty Days) from the PDD specified in the RFE.
15. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in prescribed format.
16. I/We have studied RFE and all other documents carefully. We shall have no claim, right or title arising out of any documents or information provided to us by MDDA or its representative whether verbally or in writing in respect of any matter arising out of or concerning or relating to the whole Process.
17. I/We agree and undertake to abide by all the terms and conditions of the RFE Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFE Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

**Annexure – II**

**GENERAL INFORMATION OF THE APPLICANT**

a.	Name of Firm/Agency 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	:	

**Annexure – III**

**DETAILS OF QUALIFIED AND EXPERIENCED PROFESSIONALS ON THE ROLES**

<b>S.No.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE</b>	<b>YEARS WITH FIRM</b>

**Annexure –IV**

**DETAILS OF OFFICE SPACE AND INFRASTRUCTURE WITH FIRM**

1. Office space Sq.m.	:	
2. Computers Plotters etc.	:	
3. Software	:	

**Annexure-V**

**DETAILS OF COMPLETED PROJECTS**

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	

Note:- Please attach copy of orders and Client's Certificate of Completion with value of work and project cost.

**Annexure-VI**

**ABSTRACT OF ASSIGNMENTS OF THE APPLICANT**

<b>S. No.</b>	<b>Name of Project</b>	<b>Project Type</b>	<b>Name of Client</b>	<b>Estimated capital cost of Project (in Rs. Crores)</b>	<b>Nature of Consultancy</b>
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					

- The Applicant should provide details of only those projects that have been undertaken by it under its own name.
- The Applicant should enclose completion certificate from concerned authorities/client for the completed project.
- Please specify the nature of consultancy services viz. Detailed Project Report / Feasibility- or Project Supervision / PMC / Independent Engineer (IE).

**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 Applicant 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 Applicant does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Applicant.

**Annexure-VII**

**FINANCIAL CAPABILITY OF THE CONSULTANT**

(Equivalent in Rs. Crores)

<b>Consultant*</b>	-----( <i>Name of Consultant</i> )				
<b>FY</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Total</b>	<b>Average</b>
<b>Annual Turnover</b>					
<b>Certificate from the Statutory Auditor/ Chartered Accountant</b>					
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.					
Name of the audit firm/CA:					
Seal of the audit firm/CA:					
Date:					
<i>(Signature, name, registration no. and designation of the authorised signatory)</i>					

- # 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.

## Annexure-VIII

### **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. The work plan should be consistent with the Work Schedule.*

*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 expert 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 as and when intimated by the Employer during the Evaluation Process.*

**Annexure-IX**

**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./Mrs. .... son/daughter/wife of ..... 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 ..... 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 Applicant 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 Applicant.*
- *For a Power of Attorney, Applicants 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 Applicants 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.*