

**Selection of Technical Consultant
For Planning and Design of Physical
Infrastructure including Roads for Layer-II of
Naya Raipur, Chhattisgarh**

Tender No. 2437/CEP/NRDA/2014/17

SEPTEMBER 2014

VOLUME -I



NAYA RAIPUR DEVELOPMENT AUTHORITY

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Sector-19, Naya Raipur (C.G.)

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DISCLAIMER

The request for proposal document contains two volumes

Volume I	Proposal Document
Volume II	General Conditions of contract

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

The RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of the RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the RFP. The assumptions, assessments, statements and information contained in the RFP, 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 the RFP and obtain independent advice from appropriate sources.

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

The Authority, 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 the 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 the RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise

however caused arising from reliance of any Applicant upon the statements contained in the RFP.

The Authority 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 the RFP.

The issue of this RFP does not imply that the Authority is bound to select a Applicant or to appoint the Successful Applicant / Technical Consultant, as the case may be, for the Consultancy and the Authority 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 Authority 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 Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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SECTION - I

1. INTRODUCTION

1.1 Project Background

The Govt of Chhattisgarh is developing Naya Raipur as Administrative Capital of State. Naya Raipur Development Authority (NRDA) has been established by the Govt of Chhattisgarh as a Planning And Development Authority for the Naya Raipur city. NRDA has already prepared a Development Plan for the entire area under its jurisdiction which was sanctioned by State Government in the year 2008 .The sanctioned Development Plan of Naya Raipur (NRDP) is divided in Three Layers which are:

- a. **Layer-I** : The core city with an area of 95.22 Sq.km including Green Belt
- b. **Layer-II**: Peripheral zone with an area of 130.10 Sq.km as green zone
- c. **Layer-III**: Airport zone with an area of 11.92 Sq.km

The Layer-I has been planned with detail Infrastructure facilities and their implementation is in process. However the detail infrastructure and Road network has not been planned for Layer-II.

- 1.1.1. The layer-II is now witnessing a potential for development. NRDA therefore intends to prepare a **Master Plan For Infrastructure** for all the services including City level Road infrastructure for Layer-II including the Green Belt on an area of around 145 sq.km.
- 1.1.2. With the aforesaid objective, NRDA (“Authority”) invites proposals in prescribed format from Firms/ Team of Urban Planning and Engineers for selection of “**Technical Consultant**” for the **Preparation of Master Plan For Infrastructure** for all the services including City level Road infrastructure for Layer-II including the Green Belt on an area of around 145 sq.km(“the Project”)
- 1.1.3. Applicants are invited to submit a (“Proposal) comprising of the technical proposal (“Technical Proposal”) and a financial proposal (“Financial Proposal”) for providing consultancy services required for the Project. Those Applicants that submit the Proposal shall be called Applicants. The Proposal would form the basis of selection of the Applicants. The successful Applicant shall be called Technical Consultant. After selection a letter of award would be sent to the Technical Consultant and signing of the Service Agreement between the Authority and the Technical Consultant for providing the Services is envisaged.
- 1.1.4. The Scope of work (SOW) for the Project has been set out in Section II.
- 1.1.5. NRDA reserves right to defer the signing of agreement for the said project, subject to the condition that the period of the deferment shall not exceed more than one year. In case the period of deferment exceeds more than one year the financial offer shall be modified with mutual consent or the consultant shall have liberty to exit without burden on any party whatsoever.
- 1.1.6. The Authority shall receive Proposals pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by the Authority (collectively the "Proposal Documents"), as modified, altered, amended and clarified from time to time by the Authority, and all Proposals shall be prepared and submitted in accordance with such terms.
- 1.1.7. The statements and explanations contained in this RFP are intended to provide a proper understanding to the applicants about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Technical Consultant set forth in the Agreement or the Authority's rights to amend, alter, change, supplement or clarify the scope of work, to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Proposal Documents including this RFP are to be noted, interpreted and

applied appropriately to give effect to this intent, and no claims on that account shall be entertained by Authority.

1.1.8. The Authority has adopted a Selection process in three cover system. The Applicants are required to submit their proposal through Key Submissions (Cover -1), Technical Proposal (Cover – 2) and Financial Proposal (Cover – 3).

1.1.9. During this Proposal Stage, Applicants are invited to visit the site and examine the parameter and scope of work in detail, and to carry out, at their cost, such studies as may be required for submitting their respective Proposals for the Project. The selected Applicants shall be required to give a presentation before the jury.

Any queries or request for additional information concerning this RFP shall be submitted in writing or by fax and e-mail to the officer designated. The envelopes/ communication shall clearly bear the following identification/ title "**Queries/Request for Additional Information: Proposal for the Selection of consultant ("Technical Consultant") for the "Master Plan For Infrastructure for Layer-II."**" ("the Project")

The official address for the correspondence shall be:

The Chief Executive Officer (CEO)

Naya Raipur Development Authority

Utility Block, , Near Mahanadi Bhavan, Capital Complex, Sector-19,Naya Raipur 492 002, Chhattisgarh

TEL NO: + 91 771 2511500

Fax No.: +91 771 2511400

Email: ceo@nayaraipur.com

With a Copy to: snath72@gmail.com

shekdar@rediffmail.com

1.2. Schedule of Selection Process

The Authority shall endeavor to adhere to the following schedule:

S. No	Event Description	Date
1	Last date for receiving queries	10 th October'2014
2.	Pre-Proposal meeting / Conference	13 th October'2014 at 12:00 P.M at NRDA office
3.	Clarifications by Authority	20 th October'2014
4.	Proposal Due Date and time	7 th November'2014
5.	Technical Presentation	To be intimated later to the qualified Applicants
6.	Financial Opening of Proposals	To be intimated later to the qualified Applicants

Note :

- i. The venue of the Pre- Proposal conference shall be the conference hall of Naya Raipur Development Authority, Utility Block,a, Near Mahanadi Bhavan, Sector-19, Capital Complex, Naya Raipur.

All the time and dates mentioned above and elsewhere in this RFP shall be Indian standard Time (GMT +5 Hrs and 30 minutes)

INSTRUCTION TO APPLICANTS

A. GENERAL

2.1 General terms of Proposal

- 2.1.1 An applicant can submit only one Proposal.
- 2.1.2 **The applicant may be an individual, a firm, a joint venture or a consortium.** A MOU or Agreement between the partners indicating proposed role of each partner to be submitted.
- 2.1.3 The Applicant should submit a Power of Attorney as per the format at **Appendix – II**, authorizing the signatory of the Proposal to commit the Applicant.
- 2.1.4 The Financial Proposal should be furnished in the format at **Appendix – IV-A and IV-B**
- 2.1.5 The Proposal and all communications in relation to or concerning the Proposal Documents shall be in English language.
- 2.1.6 The Proposal Documents including this RFP and all attached documents are and shall remain the property of the Authority and are transmitted to the Applicants solely for the purpose of preparation and the submission of a Proposal in accordance herewith. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Proposal. The Authority will not return any Proposal or any information provided along therewith.
- 2.1.7 This RFP is not transferable.
- 2.1.8 Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the General Conditions of Contract shall have overriding effect;

2.2 Bid Security

- 2.2.1 The Consultant shall furnish as part of its Proposal, **a Bid Security of Rs 50,000 (Rupees Fifty thousand only)** in the form of a Demand draft issued by a Scheduled Bank in India, drawn in favour of the CEO, Naya Raipur Development Authority (NRDA), payable at Raipur (the "Demand Draft"). The Authority shall not be liable to pay any interest on the Bid Security deposit so made and the same shall be interest free.
- 2.2.2 Any **Proposal** not accompanied by the Bid Security shall be rejected by the Authority as non responsive.
- 2.2.3 The Bid Security of unsuccessful Consultants will be returned by the Authority, without any interest, as promptly as possible on acceptance of the Proposal of the successful Consultant or when the Bidding process is cancelled by the Authority.
- 2.2.4 The Successful Consultant's Bid Security will be retained as a part of the performance security.
- 2.2.5 The Bid Security shall be forfeited and appropriated by the Authority as damages payable to the Authority for, inter alia, time, cost and effort of the Authority without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise, under the following conditions:
 - a. If a Consultant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in this RFP;
 - b. If a Consultant withdraws its Proposal during the period of Proposal validity as specified in this RFP and as extended by the Consultant from time to time;
 - c. In the case of successful Consultant, if it fails within the specified time limit - to sign the Service Agreement

2.3 Cost of Proposal

- 2.3.1 The Applicants shall be responsible for all the costs incurred by them, associated with the

preparation of their Proposal and their participation in the **Selection** Process including the site visits. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the **Selection** Process.

2.4 Site visit and verification of information

2.4.1 Applicants are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them.

2.4.2 It shall be deemed that by submitting a Proposal, the Applicants has:

- a. made a complete and careful examination of the Proposal Documents;
- b. received all relevant information requested from the Authority;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Proposal Documents or furnished by or on behalf of the Authority relating to any of the matters above;
- d. satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Proposal Documents and performance of all of its obligations there under;
- e. acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Proposal Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Service Agreement; and
- f. Agreed to be bound by the undertakings provided by it under and in terms hereof.

2.4.3 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Proposal Documents or the **Selection** Process, including any error or mistake therein or in any information or data given by the Authority.

2.5 Right to accept and to reject any or all Proposals

2.5.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal or to annul the **Selection** Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

2.5.2 The Authority reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or uncovered, or
- b. The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the proposal.
- c. Such misrepresentation/ improper response shall lead to the disqualification of the Proposal.

2.5.3 In case it is found during the evaluation or at any time before signing of the Service Agreement or after its execution and during the period of subsistence thereof, that one or more of the conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the applicant shall be disqualified forthwith if not yet appointed as the Technical Consultant either

by issue of the LOA or entering into of the Service Agreement, and if the Applicant has already been issued the LOA or has entered into the Service Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority to the Applicant, without the Authority being liable in any manner whatsoever to the Applicant or Technical Consultant, as the case may be.

- 2.5.4 The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP. Failure of the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
- 2.5.5 The General Conditions of contract (Volume II) is provided by the Authority as part of the Proposal Documents shall be deemed to be part of this RFP.

2.6 Clarifications

- 2.6.1 Applicants requiring any clarification on the RFP may notify the Authority in writing or by fax and e-mail to the address as mentioned in Clause 1.1.9 .They should send in their queries before the date mentioned in the Schedule of **Selection** Process specified in Clause 1.2, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by fax or e-mail to all the applicants. The Authority will forward all the queries and its responses thereto, to all Applicants without identifying the source of queries.
- 2.6.2 The Authority shall endeavor to respond to the questions raised or clarifications sought by the Applicant. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- 2.6.3 The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all applicant. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Proposal Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

2.7 Amendment of RFP

- 2.7.1 At any time prior to the deadline for submission of Proposals, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Applicant, modify the RFP by the issuance of Addenda.
- 2.7.2 Any Addendum thus issued will be sent in writing to all the Applicants.
- 2.7.3 In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date.

B. PRE- Proposal CONFERENCE

Pre- **Proposal** conference of the Applicants is convened at the designated date, time and place. Invited proposals shall be allowed to participate in the Pre-Proposal Conferences. A maximum of three representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant. During the course of Pre-proposal conferences, the Applicants will be free to seek clarifications and make suggestions for

consideration of the Authority. The Authority shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive **Selection Process**.

2.8 Modification/ substitution/ withdrawal of Proposals

2.8.1 No Proposal shall be modified, substituted, or withdrawn by the Applicant.

C. PREPARATION AND SUBMISSION OF PROPOSALS

2.9 Format and Signing of Proposals

2.9.1 The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respects.

2.9.2 The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.

2.10 Sealing and Marking of Proposal

2.10.1 **The Applicant shall submit the Proposal in the format specified, and seal it in envelopes in the manner described hereunder.**

2.10.2 The documents accompanying the Proposal shall be placed in separate envelopes and marked as indicated below. The Proposal submission shall include:

Envelope 1: **“Key Submissions”**

- a. Letter of Proposal in the prescribed format (**Appendix I**);
- b. An Undertaking in the prescribed Format Appendix-V
- c. Power of Attorney for signing of proposal in the prescribed format (**Appendix – II**);
- d. A copy of the General conditions of contract with each page initialed by the person signing the Proposal in pursuance of the Power of Attorney referred to in Clause (c) hereinabove.
- e. A MOU/agreement in case of Joint venture/consortium clearly indicating role of each partner in the project..
- f. Bid security as per clause 2.2

Envelope 2: **“Technical Proposal”**

- a. Technical Proposal as per **Section–III, having Formats IA and , II, III and Appendix III. (information to be given only for relevant project not more than 5 in numbers)**
- b. **It shall also contain all the documents required in support of the information given under various formats and appendices as above as well as mentioned in 2.10.7 and elsewhere in the RFP.**

Envelope 3: **“Financial Proposal”**

- a. **Proposal** consisting of the Applicants' financial offer for the Project in the format set out in **Appendix IVA and IV B** of this document. The Financial Proposal shall be as follow:
 - i. Total lump sum fees for the Cost of Consultancy project as per Terms of References for Master Plan of infrastructure of Layer-II.

- b. The financial proposal shall be inclusive of all out of pocket expenses incurred by the Consultant towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees and charges excluding the service tax as applicable except those as prescribed in this RFP.
- c. The Authority reserves the right to reject any Financial Proposal which is non-responsive.

2.10.3 The applicants shall also submit true copies of all the documents (comprising Key Submissions and technical proposal) accompanying the Proposal, as specified and also in soft version in CD Rom. The CD shall be placed in a separate sealed envelope marked as “Copy of Documents”.

The three envelopes specified in Clauses 2.10.2 shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification: **Proposal for the Selection of consultant (“Technical Consultant”)** for the “Master Plan For Infrastructure for Layer-II Naya Raipur.” (“the Project”) and shall clearly indicate the name and address of the Applicant. In addition, the **Proposal Due Date** should be indicated on the right hand top corner of each of the envelopes.

2.10.4 Each of the envelopes shall be addressed to:

ATTN. OF: **The Chief Executive Officer (CEO)**
 Naya Raipur Development Authority, Utility Block,
 , Near Mahanadi Bhavan, Capital Complex,
 Sector-19,Naya Raipur 492 002, Chhattisgarh
 TEL NO: + 91 771 2511500
 Fax No.: +91 771 2511400

2.10.5 If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

2.10.6 Proposals submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

2.10.7 Supporting documents to be submitted by the consultants

- a) The Applicant s shall submit along with the Technical Proposal the following documents in support of its eligibility, without which the projects and experience shall not be considered for evaluation.

Sr.	Parameter	Supporting Documents
1.	Preparation Of Master plan for Infrastructure for a city	Certificate of Completion of services from Client
1	Experience of Preparation OF development Plan	Certificate of Completion of services from Client
4	The average annual turnover of a firm from consulting services for Urban Planning, design, engineering and architecture	Audit certificate from statutory authorities / copy of audited balance sheet in respect of last three financial years, duly certified by a Chartered Accountant. Annual reports

Sr.	Parameter	Supporting Documents
		should not be submitted.
5	Qualifications and competence of the key professional staff proposed	CVs of the key professionals as detailed in para 3.4 of RFP, Volume –I

2.11 Proposal Due Date

2.11.1 Proposal should be submitted on or before the Proposal Due Date and time at the address provided in Clause 1.2 in the manner and form as detailed in this RFP.

2.11.2 **The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum in uniformly for all Applicants.**

2.12 Late Proposals

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

2.13 Rejection of Proposals

2.13.1 The Authority reserves the right to accept or reject all or any of the Proposal without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Proposal or to give any reasons for their decision.

2.13.2 The Authority reserves the right not to proceed with the **Selection** Process at any time, without notice or liability, and to reject any Proposal without assigning any reasons.

2.14 Validity of Proposals

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date . The validity of Proposal may be extended by mutual consent of the respective Applicants and the Authority.

2.15 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Proposals shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Selection Process. The Authority will treat all information, submitted as part of the **Proposal**, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

2.16 Correspondence with the Applicant

The Authority shall not entertain any correspondence with any Applicant in relation to acceptance or rejection of any Proposal.

3. EVALUATION OF PROPOSALS

3.1 Opening of Proposals:-

- a. The Outer Envelope and Envelope 1 & 2 shall be opened by the Authorised Officer by NRDA the proposal due time on the Proposal Due Date, at the place specified and in the presence of the Proposal who choose to attend.
- b. The Authority will subsequently examine and evaluate the Proposals in accordance with the provisions set out hereunder.
- c. To facilitate evaluation of **Proposals**, the Authority may, at its sole discretion, seek clarifications in writing from any Applicant regarding its **Proposal**.

3.2 Tests of responsiveness

The Authority shall determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a. It is received in format as prescribed in the RFP.
- b. It is received on or before the Proposal Due Date and time including any extension thereof
- c. It is signed, sealed, in spiral bound booklet and marked as stipulated.
- d. It is accompanied with the Undertaking as specified in Appendix V.
- e. It is accompanied with the Power(s) of Attorney as specified in Clauses 2.1.3, if applicable.
- f. It is accompanied with a MOU or agreement for joint venture.
- g. it contains all the information (complete in all respects) as requested in this RFP and / or Proposal Documents (in formats same as those specified);
- h. It does not contain any condition or qualification; and
- i. It is not non-responsive in terms hereof.
- j. It is accompanied by Bid security as per 2.2

Satisfying the Test of Responsiveness is mandatory for Applicants to be selected for next stage of evaluation. If any material deviation is found in the formats then it will be judged as non-responsive.

3.3 Eligibility Criteria

3.3.1 The Applicant must satisfy the following qualification criteria as below:-

- a) **Annual Turnover:** The minimum average annual turnover only from consultancy services for Urban Planning, Infrastructure design and Architecture, of the applicant for the last 5 consecutive completed financial years should not be less than **INR 5.00 Crores**.

The financial data in the prescribed format shall be certified by Statutory Auditors with his stamp and signature. **Financial Statements for all 5 years should be submitted as supporting documents.**

b) **Consultancy Services Experience**

They Applicant /lead member should have prepared and completed Detailed Road Network , design and DPR or Statutory Development plan or Master Planning of Infrastructure, design and DPR for at least one city, **having area not less than 50 Sq.Km. required certifications from the clients have to be submitted along with the bid.**

3.3.2 In addition to above the applicant shall satisfy the following criteria:-

- a) The consultant shall himself have an office in India or should have an associate (In case of Joint Venture or Consortium) having office in India.

- b) In case of a joint venture or a consortium,
 - i. The total number of members should not be more than three
 - ii. The applicant must submit documents signed by all the members, , stating the name of the lead member.
 - iii. **The credentials of lead consultant shall satisfy the Qualification Criteria as detailed, in clause no 3.3.1 above**
 - iv. Agreement or MOU clearly describing the role of each member in project
- c) The applicant shall be ineligible to submit a proposal, if the organization or in case of a consortium or joint venture, any of its constituents has been barred or blacklisted by any Central and/or State Government in India.
- d) Persons who are individually or institutionally in any manner involved with the selection/ screening process of the EOI /RFP and employees of NRDA / Naya Raipur Development Authority (NRDA), Raipur shall not be eligible for applying.

3.4 Technical Proposal

3.4.1 Contents of Technical Proposal

3.4.2 Experience of Firm

- a) The documents regarding Experience , stating the details of the project including area in sqm., Cost in INR, Status of the Project etc. In the prescribed format as per Format A Delay in execution of work if any and other relevant parameters. The Certificate from the client shall be produced. This criterion shall be fulfilled by the lead member of the JV/Consortium.
- b) Audit certificate from statutory authorities / copy of audited balance sheet for last five financial years, duly certified by a Chartered Accountant.

3.4.3 Team of key professionals:

Applicants must include the following key professionals in the Team:

Sl. No	Position	Experience
1	Team Leader	Masters in Civil Engineering in Environmental Engineering/Public Health with minimum 15 years of relevant experience and should have planned and designed Infrastructure master plan for at least one city of min 100 sq.km. Or Graduate in Architecture or Civil Engineering and post graduation in urban planning with minimum 15 years of relevant experience and should have prepared development plan including design of Infrastructure master plan for at least one city of min 100 sq.km.
2	Urban Planner or Infrastructure Expert	Masters in Urban Planning with minimum 10 years of relevant experience and should have planned and designed at least one city of min 100 sq.km. Should be a member of ITPI or In case the team leader is architect planner then infrastructure designer with Masters in Civil Engineering in Environmental Engineering/Public Health with minimum 10 years of relevant experience and should have planned and designed Infrastructure master plan for at least one city of min 100 sq.km.
3	Transportation Engineer	Post graduate in Transportation Engineer with minimum experience of 10 years of designing a city transport Network.

Note :

1. When the Team Leader is proposed as Masters in Civil Engineering in Environmental Engineering/Public Health then person for no 2 position in the table above shall be a urban planner as per qualifications and experience mentioned in the table.

In case the Team leader is Architect and Urban planner then the person for no. 2 position in the table above shall be Infrastructure Expert with Masters in Civil Engineering in Environmental Engineering/Public Health as per qualifications and experience mentioned in the table.

2. At least two key professional staff including the Team leader proposed must be employees of the Lead Partner
3. Other than the required Key personnel the Consultant shall also be required to engage other architects, PHE, Irrigation, Fire Fighting, environmental Engineer, Real estate Expert, Legal expert and other consultant etc. for successful completion of the project with prior approval of NRDA. In addition to above, the following conditions shall apply:
 - a. Only one Curriculum Vitae (CV) may be submitted for each position under para 3.4 and relevant experience which is similar to this Project, must be demonstrated using the formats set out in Section III and documentary evidence provided. Signed and dated CVs by the proposed key professional staff must be provided.
 - b. No alternative to key professional staff can be proposed.
 - c. Maximum of two key persons listed above can be replaced during the tenure of the assignment with equivalent or higher qualification and experience with prior permission from the Authority.
 - d. In case any personnel are required to be changed for reason beyond the control of the Consultant, it may be replaced with the prior approval of NRDA by personnel of equal or higher qualification and experience.
 - e. Any change in more than two of the key persons other than Team Leader during the tenure of the assignment would attract a one-time penalty of 1% of the professional fees for the assignment for each such change.
 - f. **It is to be noted that in any case, Lead Consultant and Team Leader of the Project cannot be substituted.**
 - g. Only completed project experience would be considered for evaluation.
 - h. A good working knowledge of English is essential for key professionals.
 - i. Any external consultant/sub consultant will have to be approved by NRDA.

3.4.4 Approach and Methodology

The applicant must submit the detailed approach and methodology which shall include the Understanding of the project, Approach as well as methodology and the initial concept design on the basis of requirement given in this RFP, to cover various elements as described in section-II

The Technical Proposal must not include any Financial Proposal details.

3.4.5 Marking system:

The Technical Proposal shall be evaluated on the following parameters:

SL. NO	PARAMETERS	Maximum Marks Awarded
1	Experience of Firm	25
A	Experience as per eligibility criteria of the firm in Master Planning of Infrastructure for a city. 1. Experience of at least one completed similar project 2. Experience of two completed similar project 3. Experience of Three or more completed similar project 4. If the area of any one project is more than 200 ha	10 15 20 05
2	Key Personnel in the team for the Project based on: (i) The relevant qualification (ii) And relevant work experience in projects of similar nature	25
A	Team Leader	13
B	Urban Planner	6
D	Transportation Engineer	6
3	Approach & Methodology (To be evaluated on the basis of submissions)	10
A	General understanding of the project	3
I	Understanding of requirements	2
ii	Methodology Write-up in conformity with TOR	1
B	Ideas on Public participation and motivation of Stake holders	2
C	Innovativeness/Comments on Terms of Reference	2
D	Work Program	3
I	Organization Chart to be deployed for the project	1
ii	Graphical Presentation of Work Chart (Bar Chart)	1
iii	Staffing Schedule for the project	1
Subtotal (1+2+3)		60
4	Presentation on Concept Design (To be made before JURY)	40
	Innovativeness and approach of the Project Master planning and understanding and concept planning of Town Development scheme implemented by Consultant	40
Total (1 + 2 + 3 +4)		100

3.6 Selection process of Technical Consultant

- 3.4.6 The Applicants meeting the criteria set out in Clause 3.2 shall be declared as the Responsive proposals. The Applicants not meeting the criteria set out in Clause 3.2 shall be declared as Non Responsive Proposals.
- 3.4.7 As part of the evaluation, Key submissions in the envelop 1 shall be checked for responsiveness and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
- 3.4.8 The Key Submission would be considered to be responsive if it meets the following conditions:
- i. It contains information in formats specified in this RFP.

- ii. There are no inconsistencies between the Proposal and the supporting documents.
- 3.4.9 Quality and Cost Based Selection method would be adopted for selection of Consultant for the Assignment. The Applicant obtaining the highest composite Score would be declared as the short listed Applicant. NRDA may accept the Proposal of the Applicant with or without negotiations.
- 3.4.10 In case there are two or more Applicant s obtaining the highest Composite Score, NRDA may decide in favour of the consultants quoting less in the financial proposal. The selection in such cases shall be at the sole discretion of NRDA.
- 3.4.11 NRDA reserves the right to reject any Proposal, if:
 - i. At any time, a material misrepresentation is made or discovered; or
 - ii. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.Notwithstanding anything contained in this RFP, NRDA reserves the right to accept or reject any Proposal, or to annul the Selection process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

3.6.1 Proposal Evaluation: Technical Evaluation

1. The Part I Submission of the Proposal would be evaluated in case of the responsive applicant.
2. The evaluation committee appointed by NRDA, shall evaluate objectively and allot markings on the basis of the technical submittals, **out of 60 marks** as detailed in clause 3.5 above
3. On the basis of the rankings in the above evaluation, top five consultants shall be invited for making the presentation before the Evaluation Committee..
4. The Jury approved by NRDA shall award the marks **during presentation out of 40 marks**, based on the objective assessment On the basis of the sum total of the marks obtained **in the technical proposal and the** presentation as detailed in clause 3.5 a merit list of Top three applicant shall be prepared for the purpose of further evaluation.
5. As a part of the evaluation of the Technical Proposal, **NRDA may also request the Applicant** to submit clarifications.

3.6.2 Scoring Methodology: Financial Proposal

1. The total **maximum point for evaluation of Technical** Proposal including presentation is **100** marks.
2. QCBS procedure shall be adopted with 70% weight-age to quality and 30% weight-age to the cost quoted, as per the formula mentioned in clause 3.6.3.
3. The proposals submitted by the top three consultants would be evaluated and scores would be assigned based on the parameters set out in the clause below.

3.6.3 Evaluation Methodology

1. The score (Pe) for Technical Proposal would be the arithmetic sum of the marks by the Applicant in the evaluation after the presentation out of 100 obtained.
2. The Financial Proposals shall be opened. The Financial Proposals shall be given scores as follows:
$$Pf = 100 \times \text{Financial Proposal of Lowest Applicant} / \text{Financial Proposal of Applicant under consideration}$$
3. The Composite Score shall be computed as follows:
Composite Score = (Pe X 0.7) + (Pf X 0.3)
4. The Applicant obtaining the highest Composite Score would be declared as the short listed Applicant.
5. In case two applicants get equal composite score, the applicant offering the lower financial quote shall be selected.

3.6.4 Award of Consultancy

1. In the event of acceptance of the Proposal of the short listed Applicant with or without negotiations, NRDA shall declare the Applicant as the Successful Applicant. NRDA will notify

the Successful Applicant through a Letter of Acceptance (LoA) that its Proposal has been accepted.

2. The Key personnel as mentioned in the RFP shall not be replaced during the project planning period i.e up to the call of tenders. The conditions as mentioned in 3.4 shall apply.
 3. The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
 4. The Authority will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall have to be replaced by the Applicant to the satisfaction of the Authority.
 5. The Successful Applicant shall execute the Consultancy Agreement within one week of the issue of LOA or within such further time as NRDA may agree to in its sole discretion. Failure of the Successful Applicant to comply with the requirement shall constitute sufficient grounds for the annulment / withdrawal of the LOA. In such an event, NRDA reserves the right to:
 - a. Either invite the next best Applicant for negotiations; or
 - b. Take any such measures as may be deemed fit in the sole discretion of NRDA, including annulment of the Selection process.
- 3.6.5** The consultant shall be required to mobilise manpower and other logistic support including the local office and technical support as per clause no 11.6 of volume –I of this RFP, within 45 days from the date of signing the agreement. The date of commencement of services shall start from the date of activation of site office and deployment of Technical support team at Raipur/Naya Raipur.

3.6.6 Period of consultancy:

The time period for the consultancy shall be as detailed out in clause 6.1 of the volume –II of this RFP.

3.7 Contacts during Proposal Evaluation

Proposals shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Applicants. While the Proposals are under consideration, Applicants and/ or their representatives or other interested parties are advised to refrain from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Proposals under consideration.

2. MISCELLANEOUS

- 4.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chhattisgarh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.
- 4.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - (a) Suspend and/ or cancel the Selection Process and/ or amend and/ or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - (b) Consult with any Applicant in order to receive clarification or further information;
 - (c) Retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Proposal; and/ or
 - (d) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.
- 4.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.

SECTION - II

TERMS OF REFERENCE

1. INTRODUCTION

The sanctioned Development Plan of Naya Raipur (NRDP) is divided in three Layers:

- a. Layer-I : Naya Raipur City with green belt with an area 95.22 Sq.km. which is the core city being acquired in bulk with a 500mtr. Green belt around.
- b. Layer-II: Peripheral zone with an area of 130.10 Sq.km. proposed as pre-dominantly rural area with ancillary facilities and suitable uses.
- c. Layer – III: Airport zone with an area of 11.92 Sq.km. land acquired in bulk and handed over to Airport Authority of India.
 - NRDP details out the land use and all the physical infrastructure for the Layer-I but the Road network Master plan Infrastructure is not prepared for Layer-II as it is planned as buffer zone for layer-I and proposed for complementary activities to Layer-I.
 - NRDP also provides Development code for Layer-I, Layer-II and Layer-III, which regulates the development. The basic plan for Layer-II is available in NRDP.

Now NRDA intends to plan physical Infrastructure in Layer-II areas of Naya Raipur

2. SCOPE OF WORK

I. Broad Scope of services

The broad scope of work also includes,

Master Plan for Physical Infrastructure for Layer II Region of Naya Raipur.

- a. Study of NRDP, Data of Regional Mobility Plan, existing situations and all available documents. Preparation of base map for the layer II and III, showing existing land use. Physical feature, topography, existing roads, khasra boundary and land ownership. The map should be prepared in ARC GIS Format, proposals of NRDP etc on the basis of available data SOI maps and available satellite images.
- b. Preparation of Major city level road networks for Layer-II, with 18mts width and above, with connectivity to Layer-I, Layer-III and surrounding region.
Master Plan of Physical Infrastructure such as water supply, Sewerage, Electricity, Communication, storm water drainage and Solid waste disposal and the Designing of Road and transport Infrastructure

II. Detailed Scope of services

Master Plan of Physical Infrastructure for Layer II Region of Naya Raipur.

1. Stage I : Preparation of the Base Map

- Collect all available data, site plan and other document and understand the project parameters, and decide the methodology in consultation with NRDA.
- Study the Naya Raipur Development Plan 2031, Bhumi Vikas Niyam Chhattisgarh Chhattisgarh Nagar Tatha Gram Nivesh Adhinyam 1973, and all the reports and data available with NRDA. and other relevant documents and identify the governing criteria for the project design
- Prepare detailed base map for the Layer-II showing existing Land use , Physical features, Topography, existing roads, Khasra Maps, proposals of NRDP etc integrating with the Layer-I. on the basis of available data and SOI Maps and available Satellite images. In case there is a delay in procurement of fresh satellite imagery , the base map shall be prepared on the basis of available data and shall be updated once the satellite imagery is received.

- For obtaining satellite imagery data, it is the duty of the consultant to liaison with NRDA / any other agency on the behalf of NRDA, however the actual payment is to be done for obtaining such data shall be made by NRDA directly to such authorize agency. The consultants shall liaison and submit the demand note obtained by the agency. The consultant shall be responsible for obtaining the data in correct format.
- Study the available Traffic and transportation data and the data from Regional Mobility study.
- Identify need for any other survey required for the Infrastructures design other than specified in this document.
- **Design Standards:**
- Study the Landuse proposal of the NRDP for Layer-II and suggest any changes in the Development Code particularly the Permissible activities.
- The Consultants shall evolve Design Standards and material specifications for the project covers and based on IRC Standards, MOSRTH Guidelines and relevant recommendations of international agencies. The Design Standards evolved for the project shall cover all aspects of detailed design including the design of road geometrics, pavement design, bridges and structures, traffic safety and materials.
- Evolve the design standards for all the services.
- Prepare a detail design brief incorporating all the above, and submit an inception report incorporating Methodology, Man Power deployment, Time schedule, design brief etc.

• **Deliverables: Base Map, Inception report with design brief, Methodology, time schedule, manpower deployment and Setup mobilization. 2 hard copies and 2 soft copies (editable format in CD ROM)**

2. A Stage II: Preparation of Development Plan road network for Layer-II

a) Studies and analysis

- Study the Land use and the Traffic movement and demand within the Layer-II and surrounding region.
- Finalize the probable permissible activities in the Layer-II in consultation with NRDA. The permissible activities shall be govern by Development code The consultant can suggest any change in Development code suitable for the development of Layer-II
- Work out the Trip and volume generations between different nodes.
- Study the existing network and different modes of transportation
- Work out the road connectivity between the different nodes with Layer-II integrating with layer-I. III and other areas.
- Work out the needs of the different modes of transportation such Parking, Bus station, Transport hub, Bus stations and Depot, auto and Taxi stand etc and identify area for the same.

b) Design of Road Network System

The Consultants shall carryout designs and prepare drawings including the following:-

- Detail road design including road geometrics, sections and cross sections
- Requirements of onsite & offsite parking.
- Estimating requirement of bus stops and lay by
- Design of road junctions and grade separators.
- Design of pavements including footpaths.
- Pedestrian and Non motorized movements.
- Designs for street furniture and signage including road safety/traffic control features with inbuilt backup power in case of grid power supply failure.
- Designs and drawings for service roads, tree planting/fencing.
- Cross drainage works such as culverts, bridges.

- Traffic amenities (Parking Areas, Bus stops, lay by, Rest Areas, etc.);
- Other safety features.
- Provision of utility service crossings along and across the road.
- Design of utility corridor along ROW.
- Proposal for MRTS in the city.
- Connectivity to Rail terminus and Airport for fast & easy access and exit.
- Land requirement for infrastructure services such as STP, reservoirs Solid waste disposal ,
- The consultant shall also suggest the land development strategy for the Layer-II. Such as Land Pooling, PPP projects, etc. The consultant shall also study the successful land development models adopted by various development authorities suitable in Indian conditions..

c) **Output**

- Prepare the draft proposal for approval of NRDA.
- Report on the Land development Models.
- Prepare Final Proposal incorporating the suggestions of the NRDA
- Prepare the plans for statutory approval if any

• **Deliverables: Report and Master Plan for Road network with land allocation plan for various transport related land uses. 2sets of hard copies and 2 soft copies (editable format in CD ROM)**

5. Stage III: Detailed Topographic, Hydrographic and other survey

a) **Demarcation of the Road layout on site**

- Once the final design and road network is approved the Consultant shall demarcate the layout at site using co-ordinate system for all the features. Peg marks shall be placed at appropriate positions and levels. After the demarcation approved by the NRDA the Consultant shall prepare, drawings as per actual demarcation on site.
- Site verification of the khasra Boundary falling within the road and modifying the base map accordingly

b) **Updating of Physical survey:**

- The Consultant shall survey land only falling under the road and the required buffer of 25 mts on both side of the road for designing the Road, storm water and other infrastructures, update and carryout ground truthing for the area and prepare contour map with 2.0 m contour interval. The data from the these surveys shall be made available, in (x,y,z) format for use in a sophisticated Digital Terrain Model (DTM). The survey shall demarcate all the physical features such as trees, water bodies, electric lines, structures, etc. The survey data shall also be superimposed on cadastral data. The Consultants shall be fully responsible for the accuracy of surveys.

c) **Longitudinal and Transverse Sections**

The Consultant shall prepare longitudinal and transverse sections for all roads including the:

- Longitudinal section along final centre line at every 30 m interval and at closer intervals, at curves, small streams, intersections and change in elevation.
- Cross sections at every 10 m interval covering sufficient number of spot levels on existing carriageway and adjacent ground for profile correction course and for earth work calculations. Cross sections shall be taken at closer intervals on curves.

d) **Hydrographic Survey**

- The Consultant shall collect information on highest flood level (HFL), low water levels (LWL), discharge velocity etc. from available past records, local enquiries

and visible signs, if any, on the structural components and embankments. The Consultant shall obtain the rain fall data as well as make local enquiry to arrive at the design intensity of rainfall.

e) **Ownership Record:**

- The consultant shall prepare detail data base regarding the ownership and khasara no and area data falling under the proposed road or road widening.
- **Note: All the surveys shall be carried out in the presence of NRDA representative.**

• **Deliverables - : 2 Sets of Reports and Plans in hard copies and 2 soft copies (editable format in CD ROM)**

- Detail Physical Survey reports and demarcated maps incorporating Khasara , Longitudinal and Transverse Sections and khasara wise area statement
- Hydrographic Survey report
- Ownership Record

6. Stage IV: Master plan of Infrastructure and Engineering Design

a) **Water supply design**

- To study the present Water Supply system, available / proposed water resources and surrounding area and study future plans. Consultant shall also work out the norms and standards required for the services after studying all Codes, standards, norms and state level practices in particular CPHEEO manuals.
- To study and identify the source of water supply reliability and its sustainability based on estimated water demand and design period for various sectors and to ensure continuous water availability. Also formulate strategies for integrated water management which shall include source management, planning of new water supply system and augmentation of existing water supply system.
- Prepare conceptual master plan for water supply System for the Project Area. Design norms for each Water Supply scheme shall be furnished prior to proceeding with conceptual plan.
- Prepare Broad cost estimates for the entire water supply system.
- Prepare master plan for water supply conveyance, storage and distribution system for the project area,

• **Deliverables: Detail Plans and reports**

Detailed report about norms and standards of various components of water supply system.

b) **Sewerage Works:**

- To study the sewerage system existing in project area and surrounding area.
- Suggest alternative methods of treatment & disposal of sewage and to make recommendations about the most suitable manner for recycle of wastewater and disposal depending of land use, land holding in the zone which is environmental friendly.
- Prepare conceptual master plan for sewerage system including conveyance , collection, treatment, recycling and disposal system for the Project Area.
- Prepare phasing plan.
- Prepare Broad cost estimates for the entire Sewerage system.
- Prepare master plan and PPR for project area in light of above.

• **Deliverables: Detail Plans and reports**

Detailed report about norms and standards of various components of sewerage system.

c) **Drainage System**

- To study the rainfall pattern for finalizing design parameters like rainfall intensity etc. and study of existing ponds and irrigation canals. Hydrological analysis of the

catchment basin based on ultimate development of the catchment area.

- Study site features, Site and geographical location
- Existing and proposed land use
- Subsoil water level and Local ponding if any
- Work out the average annual rainfall from the Metrological data
- Prepare conceptual design of drainage system and broad costing m.
- Preparation of master plan and PPR for drainage system.

• **Deliverables: Detail Plans and reports**

Detailed report about norms and standards of various components of Drainage system.

d) **Solid Waste Management**

- Estimate solid waste generation from various uses covering domestic, commercial and hazardous waste and its components.
- Indication of major sources of waste – area-wise/ tonnage
- Identification of collection zones indicating collection points.
- Suggestive Details of final disposal system.
- Prepare conceptual design of scientific solid waste collection, processing and disposal system for entire project area
- Prepare Broad cost estimates for the entire SWM system.
- Preparation of master and PPR plan for solid waste management

• **Deliverables: Detail Plans and reports**

Detailed report about norms and standards of various components of solid waste management system.

e) **Electrical Network system**

- Forecasting the power demand of area, based on the land use and utility plan
- Preparation of master plan for power distribution with all types of feeder lines (HT, MV etc.), sub stations (EHV, MV, LV etc.), Distribution network etc.

• **Deliverables: Detail Plans and reports**

Detailed report about norms and standards of various components of Electrification works.

7. Stage V : Phasing and Implementation:

- Prepare the phasing for the implementation of physical infrastructure.
- Suggest different models for financing and implementation of infrastructure.
- Suggest source of government funding for various projects.
- Time schedule for execution of various activities for each phase.
- Broad cost of each phase

8. Time Frame for Deliverables, and payment milestones

8.1 The time frame for deliverables would be as set forth in the General Conditions of Contract with reference to clause 6.1 & 6.2.

8.2 Unless all the deliverables are duly signed and stamped by the consultant the same shall not be considered for evaluation.

8.3 " approval from local authorities and Government.

The Technical Consultant shall proactively assist the Authority in obtaining ' approval from all concerned local authorities, other Government Departments, Traffic Police etc. which are required as per law. The Technical Consultant shall ascertain the formalities that need to be gone through and submissions that need to be made. The Principal Architect or the Local Architect, whoever is duly authorized to sign the submissions shall sign and make necessary submissions in this regard. The Technical Consultant shall interact with the relevant

authorities, wherever required for obtaining clearances/approvals and carry out necessary changes/improvements required for obtaining such clearance/ approval. Technical Consultant shall make presentations regarding proposals as and when required for obtaining approvals, clearances etc. or as otherwise requested by the Authority. The responsibility for defending the plans/ proposals and designs including modifications thereto, if any, before the various authorities shall remain with the Technical Consultant. All necessary approvals have to be arranged before.

If any fee is to be paid in obtaining the approvals to the local bodies or the Govt. the same shall be paid by NRDA on submission of the demand note by the Consultant.

8.6 Assistance from Authority

Authority would provide all relevant available data on the project site, and other documents/information/reports in its possession as it may consider relevant to the study as and when such information is received by/is available with Authority. The Applicants would be required to check the veracity of the information provided and Authority would not be liable for any deficiency in the information provided.

Section - III

Format I

**PROJECT EXPERIENCE for Master Infrastructure plan including City level Road Network
(Max 5 projects)**

The information regarding the relevant experience of the firm should be provided in the format below.

Project Name:	Location of Project:
Name of Client:	Address of Client:
Start date (month/year):	Approximate value of services:
Completion date (month/year):	
No. of staff provided: by your firm:	Number of staff months provided by your firm:
Name of Associate Firm:	No. of months of professional staff provided by Associate Firm:
Narrative description of Project <i>Include the following information:</i> <ul style="list-style-type: none"> • <i>Project Brief</i> • <i>Project cost</i> • <i>Project area</i> • <i>Current status</i> 	
Description of actual services provided by your Staff:	
Name of Senior Staff of your firm involved and functions performed:	
Details of the proof submitted.	
Drawings/photographs	

The Project Data Sheets should necessarily be accompanied with certificates from clients for successful completion of services, as proof of experience. Projects without proof of experience shall not be considered for evaluation.

Format II

Format of Curriculum Vitae (CV) for Proposed Key Staff

Name of Staff	:	
Profession	:	
Years with Firm	:	
Nationality	:	
Area of Specialization		
Proposed Position on Team	:	

Key Qualifications

Project Details	Degree of responsibility/ Experience

Education

DEGREE	Name of Institute	Year

Experience

POSITION HELD	
Duration	
Location	
Types of activities performed	
Names of relevant projects handled	
Client References	

Languages Known

	Speaking	Reading	Writing

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature :

Date :

Format III

Work Plan

Activity Description	Duration of activity (no. of weeks)												Name of assigned personnel		
<i>Activity 1</i>															
<i>Activity 2</i>															
<i>Activity 3</i>															
<i>Activity 4</i>															
<i>Activity 5</i>															

(Illustrative schematic of Work Plan with Manpower Allocation)

APPENDIX – I

Letter of Proposal

Dated:

The Chief Executive Officer (CEO)

Naya Raipur Development Authority
Mantralaya, Near Mahanadi Bhavan, Capital Complex,
Sector-19, Naya Raipur 492 002, Chhattisgarh

Sub: Proposal for the Selection of consultant (“Technical Consultant”) for the “Master Plan For Infrastructure for Layer-II.” (“the Project”)

Dear Sir,

- 1 With reference to your RFP document dated *****, I/we, having examined the Proposal Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
- 2 All information provided in the **Proposal** and in the Appendices is true and correct.
- 3 I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Proposal.
- 4 I/ We acknowledge the right of the Authority to cancel the Selection process at any time or to reject any Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 We understand that only a single Consultant will be selected for project mentioned above. However NRDA reserves the right to restrict the scope of work to either one or both projects depending on the materialization of projects.
- 6 We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7 I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Proposal Documents, including any Addendum issued by the Authority.

- (b) I/ We do not have any conflict of interest in accordance with the provision set out in 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, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority 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 Clause 4 of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8 I/ We declare that we are not a Member of a/ any other firm submitting a Proposal for the Project.

9 I/ We further certify that in regard to matters relating to Proposal 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.

10 I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

11 I/ We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the referred to above, we shall intimate the Authority of the same immediately.

12 In the event of my/ our being declared as the successful Applicant, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to me/us prior to the Proposal Due Date.

13 The Consultancy Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, General Conditions of contract.

14 An undertaking in the Performa as per **Appendix -V is submitted along with key submissions.**

15 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,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)

Name and seal of Applicant

Power of Attorney for signing of Proposal

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us/ and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for **the Selection of consultant (“Technical Consultant”) for the “Master Plan For Infrastructure for Layer-II (“the Project”)** , by the,(NRDA) (the “Authority”) including but not limited to signing and submission of all applications, Proposals and other documents and writings, participate in Proposals' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Service Agreement with the Authority.

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

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

For _____
(Signature)
(Name, Title and Address)

Witnesses:

1

2

Accepted

[Notarised]

(Signature)

(Name, Title 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 executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

Technical Proposal

The Technical Proposal shall set out the approach and methodology proposed for the Project and shall comprise:

1. Approach and Methodology

General understanding of the project
Understanding of requirements
Methodology Write-up in conformity with TOR
Ideas on Public participation and motivation of Stake holders
Innovativeness/Comments on Terms of Reference
Work Program
Organization Chart to be deployed for the project
Graphical Presentation of Work Chart (Bar Chart)
Staffing Schedule for the project

Format for Financial Proposal

(To be enclosed in a separate cover)
(On the Letterhead of the Applicant)

Date:

The Chief Executive Officer (CEO)

Naya Raipur Development Authority
Mantralaya, Near Mahanadi Bhavan, Capital Complex,
Sector-19, Naya Raipur 492 002, Chhattisgarh

Sub: Financial proposal for Selection of technical consultant for the ““Planning and designing for Railway Station complex at CBD Naya Raipur”

Sir,

Having gone through this RFP document and the General Conditions of contract and having fully understood the scope of work for the Project as set out in this RFP, we are submitting our Financial proposal in Format

The Fee is inclusive of all taxes and inclusive of all out of pocket expenses including the, site visits, expenses of travel, documentation, communication and local office expenses incurred by consultants for carrying out the Services envisaged in this RFP document and General Conditions of contract excluding applicable service tax. The detailed stage wise payment shall be made in accordance with clause no. 6 of General conditions of Contract.

We have reviewed all the terms and conditions of the RFP and undertake to abide by all the terms and conditions contained therein. We hereby declare that there are, and shall be no deviations from the stated terms in the RFP Document.

Yours faithfully,

For and on behalf of

.....

(Name of the Applicant) _____

(Signature of Authorized Signatory) _____

(Name and designation of the Authorized Perso

Format-B

Financial Proposal

Sr. No.	Description	Fees in Figures in Rupees	Fees in Words in Rupees
1	Total lump sum fees for the Cost of Consultancy project as per Terms of References for Master Planning Including Road Network for Layer-II including Green Belt	Rs. _____ _____ Only	Rs. _____ _____ Only

Note:

- i. The fees quoted above are inclusive of all taxes, levies, duties etc. However service tax as applicable by law will be reimbursed by NRDA.
- ii. The fees quoted above are inclusive of all expenses likely to be incurred in carrying out the assignment including material, deliverables as detailed, site visits, out of pocket (traveling, accommodation, subsistence, transportation) expenses and other miscellaneous expenses and all other expenses.
- iii. The actual area of the Town Development scheme shall be decided in consultation with NRDA.

.....
(Name of the Applicant) _____

(Signature of Authorized Signatory) _____

(Name and designation of the Authorized Person)

Undertaking

(For Consultants Registered outside India)

I/We undertake that, In case we are selected as successful applicant, I/We _____ (Applicant Lead Firm / Individual) .I/we obtain prior permission from Govt of India to function as consultant for the project within 21 days from the issue of LOA from the Authority.

Note: Strike off whichever is not applicable.

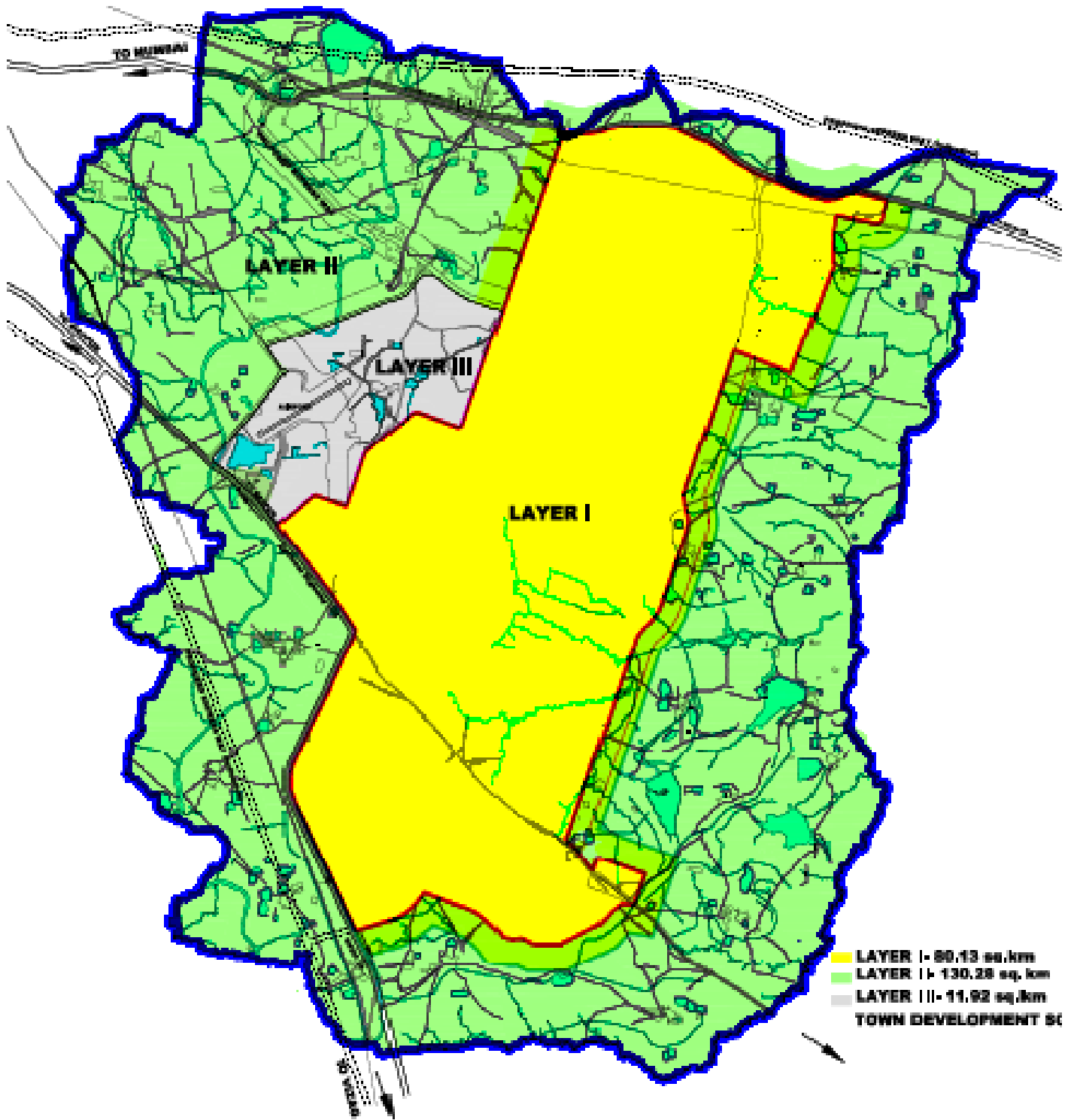
Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)

Name and seal of Applicant



Undertaking

I/We hereby undertake the following:

1. I/We undertake that neither I/we or any of our consortium members and any of its constituents has been barred or blacklisted by any Central and/or State Government of India.
2. I/We undertake that neither I/we individually or institutionally are not in any manner involved with the selection/screening process of this EOI/RFP and employess of NRDA

Date:

Signature of the Authorized Signatory

Place:

(Name and Designation of the Authorized Signatory)
Name and seal of the applicant

Draft Agreement

THIS AGREEMENT ("**Agreement**") is made on the _____ day of _____, 2014 at Raipur.

BETWEEN:

Naya Raipur Development Authority (NRDA), acting through Chief Executive Officer NRDA (hereinafter referred to as "Authority" or the "First Party" which expression shall, unless it be repugnant to the context or meaning thereof, include its respective successors, administrators and permitted assigns) of One part

AND

_____, having its registered office at _____ (herein after referred to as "Consultant" or the "Second Party") which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and permitted assigns) of the Other Part

Authority and Consultant are collectively referred to as 'Parties' and individually as "Party".

WHEREAS

- A. The Naya Raipur Development Authority ("NRDA") intends to Prepare Master Plan for Infrastructure including Road Network for Layer-II including Green Belt covering an approx. area of -----ha.
- B. With the aforesaid objective, NRDA ("the Authority") intends to appoint a consultant ("Technical Consultant") for providing Master Plan for Infrastructures including Road Network for Layer-II including Green Belt covering an approx. area of -----ha.. ("the Project").
- C. the Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to the Authority that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to the Authority on the terms and conditions as set forth in the RFP and this Agreement; and
- D. the Authority, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated (the "LOA"); and
- E. in pursuance of the LOA, the parties have agreed to enter into this Agreement.
- F. The first party hereby appoints the second party as consultant and the second party accepts the appointment on the conditions as laid down in the following documents:-.

1.	Terms of Service and General Conditions of Contract as submitted in RFP Volume I and Volume II along with the formats appendices
2.	Financial proposal submitted by the second party in Appendix IVI and accepted by the first party

3.	Composition of the team and tasks of Key personnel
4	Letter of Award along with any other negotiation letter before acceptance

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of

For and on behalf of **CEO, NRDA**

Naya Raipur Development authority

Technical Consultant:

Signature

Signature

Consultant

In the presence of:

- 1.
- 2.