

**Selection of Technical Consultant
for the
Planning and Designing for Comprehensive Development of
Office complex of Chhattisgarh Public Service Commission
at Sector 19, Naya Raipur**

Request for Proposal

VOLUME I

October 2014

NIT No. 104 /RFP/CG PSC/ EEC-IV /CE (E)/NRDA/2014-15, Raipur, Dated: 12/11/2014



NAYA RAIPUR DEVELOPMENT AUTHORITY

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 a 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

- 1.1.1. 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. As a part of City development NRDA is developing a Government office zone in North Block area of the Capital complex area situated in Sector 19. Apart from secretariat and Head of the dept building, NRDA is constructing complexes for Office usages of Government departments within the Sector 19.
- 1.1.2. Naya Raipur Development Authority (“NRDA” or “Authority”) intends to develop “**Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur**”. The building shall be designed with all necessary allied services, parking facilities and integrated development of the campus.
- 1.1.3. Details of the plot identified for the proposed building is detailed in **Annexure 1A & 1B** of the document. Please note that the design brief is tentative and selected consultant will have to finalize the design brief with NRDA after award of the project.
- 1.1.4. **The proposed Campus and Buildings has to be designed on energy efficient design principle and as per applicable bye laws and Urban Design Guidelines of Naya Raipur and development regulations.**
With the aforesaid objective, NRDA(“Authority”) invites proposals in prescribed format from Firms/ Team of Architects and Engineers for selection of “**Technical Consultant**” for the “**Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur**” (“the Project”)
- 1.1.5. Applicants are invited to submit the technical proposal for providing consultancy services required for the Project. The Applicants who 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 shall be insisted for signing of the Service Agreement between the Authority and the Technical Consultant for providing the Services.
- 1.1.6. The Scope of work (SOW) and design Requirement for the Project has been set out in Section II.
- 1.1.7. The consultancy services as detailed in the RFP are to be provided at a fixed fee as detailed in para **5** in section I here under.
- 1.1.8. 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.
- 1.1.9. 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 contained herein. 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 the Authority.

The Selection process:

- 1.1.10. The Authority has adopted the evaluation and selection process in three cover system. The Applicants are required to submit their proposal through Key Submissions (Cover -1) and Technical

Proposal (Cover – 2) .Both the envelopes shall be placed in the third outer cover. This shall be followed by presentation before the jury. The selected consultant shall be paid a fixed fee as detailed in the RFP.

- 1.1.11. During the 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 ("Technical Consultant")**" for the "for the "**Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur**".

1.2. Schedule of Proposal Process

The Authority shall endeavor to adhere to the following schedule:

S. No	Event Description	Date
1	Uploading of RFP in the website	15.10.2014
2.	Last date for receiving queries	12.00 Hrs., on 21.10.2014
3.	Pre-Proposal meeting / Conference	12.00 Hrs., on 21.10.2014
4.	Clarifications by Authority	Shall be uploaded on the website as well as emailed to all the applicants
5.	Proposal Due Date and time	15.00 Hrs., on 29.11.2014
6	Technical Presentation	To be intimated later to the qualified Applicants 10.00 Hrs.,

Note :

- i. The venue of the Pre- Proposal conference shall be at office of the CEO, NRDA, 1st floor, Utility block, Capitol Complex, Sector- 19, Naya Raipur- 492 002, Chhattisgarh,
- ii. All the time and dates mentioned above and elsewhere in this RFP shall be Indian standard Time (GMT +5 Hrs and 30 minutes)

2. 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 a firm, or a consortium of maximum two entities. An entity could be any individual or a registered Firm working as a technical consultant.
- 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 Proposal and all communications in relation to or concerning the Proposal Documents shall be in English language.
- 2.1.5 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.
- 2.1.6 This RFP is not transferable.
- 2.1.7 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 Cost of Proposal

- 2.2.1 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. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the **Selection** Process.

2.3 Site visit and verification of information

- 2.3.1 Applicants are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them.
- 2.3.2 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.
- 2.3.3 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.

2.4 Right to accept and to reject any or all Proposals

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 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.

2.4.5 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.

2.5 Clarifications

2.5.1 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 2.11.4**. 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 Applicant. The Authority will forward all the queries and its responses thereto, to all Applicants without identifying the source of queries.

2.5.2 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.

2.5.3 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.

2.6 Amendment of RFP

2.6.1 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.

2.6.2 Any Addendum thus issued will be sent in writing to all the Applicants.

2.6.3 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.

C. Proposals

2.7 Deleted

2.8 Processing Fee

A processing fee as detailed in the RFP shall be submitted along with the proposal.

2.9 Modification/ substitution/ withdrawal of Proposals

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

D. PREPARATION AND SUBMISSION OF PROPOSALS

2.10 Format and Signing of Proposals

2.10.1 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 are complete in all respects.

2.10.2 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.

2.11 Sealing and Marking of Proposal

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

2.11.2 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. A non refundable processing fee in the form of demand draft is required to be enclosed for an amount of Rs. 10,000 (Rupees Ten Thousand only) drawn in favor of CEO, Naya Raipur Development Authority (NRDA) drawn on any scheduled / Nationalized bank, payable at Raipur, Chhattisgarh.
- c. Power of Attorney for signing of proposal in the prescribed format (Appendix – II);
- d. Affidavit of Correct Information (Appendix – III);
- e. A copy of the General conditions of contract with each page initialed by the person signing the Proposal.

Envelope 2: “Technical Proposal”

- a. Technical Proposal as per **Formats I, II, III and IV**
 - 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 elsewhere in the RFP.
 - c. Broad conceptual Proposal: Plans ,elevations, 3D views & Perceptive etc
- 2.11.3 The applicants shall also submit true copies of 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 two envelopes specified in Clauses 2.11 shall be placed in an outer envelope, which shall be sealed. Each of the two envelopes shall clearly bear envelope 1 and envelope 2 along with the following identification:

Proposal for the Selection of (“Technical Consultant”) for the “for the “Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public

Service Commission at Sector 19, 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.

2.11.4 Each of the envelopes shall be addressed to:

ATTN. OF:	Chief Executive Officer (CEO)
	Naya Raipur Development Authority, 1st floor, Utility block, Capitol Complex, Sector- 19, Naya Raipur- 492 002, Chhattisgarh E-mail, ceo@nayaipur.com

2.11.5 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.

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

2.11.7 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.

Sr.	Parameter	Supporting Documents
1	Comprehensive planning and designing of at least one government building of having not less than 13000sqm built-up area completed during last 5years after 30.10.2009	Completion Certificate from the Client along with photograph and building permission from ULB if any, occupancy certificate from ULB etc. shall be enclosed.
2	Average annual turnover of at least Rs. 50Lakhs in the last 3 years.	Audit certificate from statutory authorities / copy of audited balance sheet in respect of last three financial years, duly certified by a Chartered Accountant
3	Qualifications and competence of the key professional staff proposed	CVs of the key professionals as detailed in RFP

2.12 Proposal Due Date

2.12.1 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.

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

2.13 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.

2.14 Rejection of Proposals

2.14.1 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.

2.14.2 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.

2.15 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.

2.16 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.

2.17 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, shall be opened by the CEO or any officer authorized by him after the proposal due time on the Proposal Due Date, at the place specified and in the presence of the Proposal who choose to attend. If found responsive, the envelope II shall be opened there after.
- 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 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 Appendix I, II & III duly signed and filled up.
- e. It is accompanied by the Power(s) of Attorney as specified in **Clauses 2.1.3**, if applicable.
- f. It contains all the information (complete in all respects) as requested in this RFP and / or Proposal Documents (in formats same as those specified);
- g. A non refundable processing fee in the form of a demand draft is required to be enclosed for an amount of Rs. 10,000 (Rupees Ten Thousand only) drawn in favor of CEO, Naya Raipur Development Authority (NRDA) drawn on any scheduled / Nationalized bank, payable at Raipur, Chhattisgarh.
- h. It does not contain any condition or qualification; and
- i. It is not non-responsive in terms hereof.

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 Mandatory Eligibility Criteria: The Applicant must satisfy the Mandatory criteria as below:-

- a. The consultant should have carried out Comprehensive planning and designing of at least one government building of having not less than 4000sqm built-up area completed during last 5years after 30.07.2008

Proof of project completion certificate and other supporting documents such as copy of work order, agreement and certificate of completion from client, photographs, building permission, occupancy certificate from ULB etc. shall be enclosed.

- b. The consultant should have an average annual turnover of at least **INR 50Lakhs as in the last three financial years (2010-2011, 2011-2012, 2012-2013, 2013-14)** from planning and design consultancy Services.
- c. Consortium is not allowed for the project

3.4 Technical Proposal: - The bidder, fulfilling the mandatory eligibility criteria as above shall be evaluated for the technical proposal submitted by them.

3.4.1 Contents of Technical Proposal : The technical proposal shall consist of the following:

I. Experience of Firm

- a) The documents regarding completion of work as desired in the eligibility Criteria to

establish the parameters as mentioned stating the details of the project including area in sqm., Cost in INR, Project brief including specification, photograph etc. Delay in execution of work if any and other relevant parameters. The Certificate from the client shall be produced.

b) Audit certificate from statutory authorities / copy of audited balance sheet for last three financial years, duly certified by a Chartered Accountant.

II. Team of key professionals:

Applicants must include the following key professionals in the Team:

Sl. No.	Position	Experience
1	Team Leader / Lead Consultant	He/ She shall be Bachelor of Architecture and shall have a minimum of 15 years of experience in planning and Designing with at least one High Rise Building completed during last 5 years.
2	Structural Engineer	Should be a Structural Engineer with minimum 15years of experience in structural design of building and other structures.
3	Quantity surveyor	Should be a Bachelor of in Civil Engineer with minimum 10years of minimum experience in quantity survey of buildings and infrastructure works.

Note:

1. Other than the required Key personnel the Consultant shall also be required to engage other experts, Electrical, PHE, Irrigation, HVAC, Fire Fighting, and other consultant etc. required for successful completion of the project .

In addition to above, the following conditions shall apply:

- a. Only one Curriculum Vitae (CV) may be submitted for each position 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 one 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 one 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, Team Leader/ Lead Consultant 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.

III. Approach and Methodology

- a. 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 the under marking system in clause 3.5, here order.

3.5 Marking system:

The Technical Proposal shall be evaluated on the following parameters:

SL. NO	PARAMETERS	Maximum Marks Awarded
I	Experience of Firm	45
A	Experience as per eligibility criteria of the firm in providing comprehensive planning and designing of government building of having not less than 13000sqm built-up area completed during last 5years after 30.10.2009 1. Experience of at least one completed similar project will score 20marks. 2. Experience of at least two completed similar projects will score 25marks. 3. Experience of at least three of more completed similar projects will score 30 marks.	30
B	Average annual turnover in the last 3 years. 1. INR 50Lakhs to 100Lakhs will score 10marks. 2. INR 100Lakhs and above will score 15marks.	15
II	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 / Lead Consultant	15
B	Structural Engineer	5
C	Quantity surveyor	5
III	Approach & Methodology (To be evaluated on the basis of submissions)	30
A	General understanding of the project	
i	Understanding of requirements	2.5
ii	Methodology Write-up in conformity with TOR	2.5
B	Concept design	
	Broad Conceptual proposal ,elevations, Preservative & 3D views etc.	10
C	Innovativeness/Comments on Terms of Reference	5
D	Work Program	
i	Organization Chart to be deployed for the project	4
ii	Graphical Presentation of Work Chart (Bar Chart)	3
iii	Staffing Schedule for the project	3
Total (I + II + III)		100
Those scoring a minimum of 70 marks in the above evaluation shall be invited for making the presentation on the detailed concept design to be made before the committee appointed by NRDA.		

3.6 Selection process of Technical Consultant

3.6.1 Responsiveness

1. 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.

2. As part of the evaluation, the Key Submission in envelope 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. Quality Based Selection method would be adopted for selection of Consultant for the Assignment.
4. In case there are two or more Applicants obtaining the highest Composite Score, NRDA may decide in favour of the consultants obtaining more marks in **the Broad Conceptual proposal**. The selection in such cases shall be at the sole discretion of NRDA.

3.6.2 Mandatory eligibility Criteria

1. The applicant shall be evaluated for the mandatory eligibility criteria as mentioned in para 3.3 above to meet the minimum eligibility based on the proposal submitted in envelope 2.
2. Those found eligible shall be evaluated for the technical proposal submitted.

3.6.3 Technical Evaluation

1. The technical evaluation committee shall evaluate objectively and allot markings on the basis of the technical submittals, out of 100 marks as detailed in clause 3.5 above.
2. Those applicants who obtain 70 or more marks in the technical evaluation shall be invited for making the presentation before a committee, appointed by NRDA.
3. The committee shall award the rankings during presentation, based on the objective assessment with respect to Design Requirements and Scope of work as detailed in the RFP.
4. The Applicant obtaining the highest Rank would be declared as the short listed Applicant.
5. 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.
6. 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.

3.6.4 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, subject to the provisions as stated elsewhere in the RFP.
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; or
 - b. Take any such measures as may be deemed fit in the sole discretion of NRDA, including annulment of the Selection process.

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.

4. MISCELLANEOUS

- 4.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Raipur and 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.

5. CONSULTANCY FEE

- a. The consultancy fee has been fixed as **Rs. 450 (Rupees Four hundred and fifty only) per sqm** of the Actual floor area for the FAR achieved as defined in CG Bhoomi Vikas Niyam 1984 for **office complex**. The area which is not considered for the FAR shall not be considered for payment except the actual basement area, if any. The actual basement area shall be added in the floor area as above for payment of consultancy fee. This shall be inclusive of all out of pocket expenses to be incurred by the Consultant towards all the services required to be rendered as mentioned in the RFP & GCC including site visits, travel, documentation and communication etc., all taxes, royalties, fee and charges excluding the service tax as applicable. The service tax shall be paid in addition to the fee payable as per agreement and at a rate as applicable.
- b. For the purpose of making payments in terms of Clause 6 of General Conditions of contract, the estimated built-up area shall be considered as **(Plot Area x FAR)** sqm, till the actual built-up area of the project is arrived at, and approved by the Building plan approval authority.
- c. Incase due to any reasons the contract is not completed as per terms of RFP, the consultant shall be paid for the stage up to which the work has been completed by the consultant and submitted to NRDA. In such case NRDA shall not be liable for any direct or indirect losses what so ever. In such cases the decision of NRDA shall be final and binding.

SECTION - II

1. DESIGN REQUIREMENT : Please Refer Annexure 1A & 1B

2. SCOPE OF WORK

Broad Scope of services

NRDA intends to develop

- a. Preparation of Comprehensive Architectural Design (Site Layout, Building layout plan, Building design, structural design, furniture layout, service design and preparation of working drawings) for development of **Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur**, Including preparation of cost estimates, bills of quantities, Obtaining the statutory approval, assistance to PMC in framing the tender document for project execution and periodic site supervision of project.

- b. Design Services

The broad scope of services shall include but not limited to the following,

1. Carry out case studies of best designed similar Buildings in India and abroad and develop detail design brief in Consultation with the appropriate authority.
2. Site assessment study
3. Overall design of the full site in the form of outer block design, elevations, 3D forms, walkthrough and total parking requirement with clear cut identification of the area for the first phase of the development.
4. Preparation of comprehensive Architectural Design for the full phase of development (Site Layout, Building layout Plan, building design, structural design, service design and preparation of working drawings) for development of various buildings in the campus.
5. Obtaining the statutory approvals and other required clearances.
6. Preparation of detailed cost estimates , Rate analysis and all working drawings good for construction
7. Preparation of BOQs, specifications & Drawings
8. Periodic supervision and coordination with PMC, NRDA and contractor during construction

Stage 1: Conceptual design and block cost

The consultant shall:

1. Carry out case studies of best designed similar Campuses in the across in India.
2. Prepare a design brief after taking into consideration the Client's requirements and discussion with concerned departments for detail building uses, activities, functional relationship, space requirement and site Planning.
3. Study of Development plan, Urban Design Guidelines, GDCR of Naya Raipur , Bhoomi Vikas niyam of Chhattisgarh and study of local Architecture of Chhattisgarh
4. Conduct detailed site survey identifying physical features and contours, detailed Site Evaluation, Geo technical survey, Site analysis/opportunities and constraints study, analysis of architectural character, connectivity, social issues and heritage.
5. Study Site Capacity to develop design options.
6. Prepare preliminary proposal for development and its impact on immediate environs.
7. Prepare Conceptual plan of landscape, building foot print (including water harvesting and other site measures) and location of utilities
8. Carry out pedestrian/ Non motorized Transport/motorized vehicular movement & parking analysis and planning.
9. Carry out Volumetric study and urban form recommendations. Urban Design or volumetric disposition in 3D drawings and supporting plans and quantifications.
10. Study and incorporate Architectural controls/guidelines/regulations for proposed building based on the Master Plan and Urban Design Guidelines for Naya Raipur city
11. Prepare Conceptual design showing:

- Master Plan of site based on chosen option clearly indicating all components.
- i. Broad Land use of site along with calculations.
 - ii. Trunk Level Network of services of site
 - iii. Building design, space planning, and area distribution
 - iv. Site Grading, preliminary cut fill quantities and Landscape Design
 - v. Graphic Design and Signage.
 - vi. General furniture layout
12. Prepare a report for of campus concept design containing all the above clearly bringing out the design thought process and comparison of options.
 13. Estimate block cost of design for external development, building services and landscape.
 14. Submit the draft conceptual layout, block estimate of cost and the report as described under sub para 1 to 13 above.

Deliverables (2 Sets Each)

- a) hard copies and soft copies (editable format in CD ROM) of conceptual design and rough cost estimate
- b) hard copies and soft copies (editable format in CD ROM) of case studies

Stage 2: Draft Building Plans and Block cost of estimate

The consultant shall:

1. Make a presentation of the conceptual layout and take into consideration any change, modification if required
2. Prepare the draft conceptual layout with block cost estimate incorporating desired changes for approval of NRDA
3. Submit final layout after incorporating changes, if any, by NRDA
4. Prepare draft Building Plans, Elevation and sections and block cost of estimate and submit for approval and make presentation
5. Submit a design basis report for structural design based on the Geotechnical survey as well as the finalized design.
6. Submit a design basis report for all the services.

Deliverables (2 Sets Each)

Hard copies and soft copies (editable format in CD ROM) of Final conceptual design

- A In the form of Plans, elevations, sections etc. in suitable scale
 - B 3d Forms study by giving 3D views of final design, detail model at suitable scale & Walkthrough of premium HD quality showing different blocks ,entrances, parking area, different types of activities, features and movements in each room as per instruction of Client.
 - C any relevant details supporting the concepts, including geotechnical survey report, contour survey report.
 - D broad cost estimates for overall building and Landscape
- a) Hard copies and soft copies (editable format in CD ROM) of draft Building plans, elevation and sections
 - b) Hard copies and soft copies (editable format in CD ROM) of Design Basis report for Structural design and services.

Stage 3: Preparation of structural designs and working drawing for civil works, all services, Landscape and interior design

The consultant shall:

1. Prepare the draft final building plan, elevations, and sections and block cost of estimate incorporating desired changes for approval for NRDA.
2. Submit final Building plan after incorporating changes if any for approval of NRDA as required
3. Assist NRDA after approval of Final building plan in obtaining approval and clearances from various authorities as required
4. Prepare structural design and working drawings required for execution of all civil works for building and site development and submit for approval.

5. The Structural Design and Drawings are to be vetted and got approved (Proof Checked) from IIT Roorkee / IIT Delhi or any other institute as approved by NRDA..
6. Fee for proof checking of the structural designs and drawings shall be paid by NRDA, however, the liasoning and reiteration in designs/drawings, if needed, shall be done by the Technical Consultant at his own cost.
7. Modify the structural designs and working drawings based on the comments of NRDA proof checking agency appointed by NRDA and resubmit for approval.
8. Preparation of Working drawings for all services, Landscape and interior design
 1. Prepare details working drawings for
 - Electrical and telecom design
 - Public Health Engineering services covering the following systems:
 - i. Water Supply
 - ii. Sanitation and drainage
 - iii. Water treatment— recycle and reuse options
 - iv. Solid waste Management system
 - Fire Protection / Fighting System
 - HVAC Engineering covering all heating, ventilation and air-conditioning system
 - Building automation system
 - Lifts/escalator and other vertical movement systems
 - Internal and external Landscape, irrigation ,lighting design, Façade lighting design and water feature design
9. Prepare general furniture layout for all the built up areas and allocated spaces
10. *Prepare detailed **Interior Design** and working drawings for **all the built-up areas and common spaces** such as entrance plaza, lobby areas, conferences, cafeterias, meeting rooms etc in the form of false ceiling, flooring, acoustics, illumination, painting, wall textures, finishes and furniture's design.*
11. Submit the working drawings for all services, landscape, interiors to the NRDA for approval
12. Modify the working drawing based on the comments and resubmit to NRDA for approval

Prepare detail cost estimate, Bill of quantities and rate analysis on the basis of local SoR / Market rates based on the final design and working drawings and submit to NRDA for approval after finalization of working drawings.

Deliverables (2 Sets Each)

- a) hard copies and soft copies (editable format in CD ROM) of Final Building plans, elevation and sections
- b) hard copies and soft copies (editable format in CD ROM) of Structural designs and working drawings for civil works, along with structural analysis and design results
- c) hard copies and soft copies (editable format in CD ROM) of working drawings of services, landscape and interiors

- d) hard copies and soft copies (editable format in CD ROM) of detail cost estimates, Bill of Quantities and rate analysis

Stage 4: Finalization of detail cost estimates, rate analysis and Bill of Quantities

The consultant shall:

1. Modify detail cost estimates, rate analysis and Bill of quantities based on the comments of NRDA and resubmit for approval
2. On approval of detail cost estimate, rate analysis and Bill of quantities Provide inputs and clarification to NRDA / PMC for finalizing tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other General and Special conditions of contract.(Main responsibility of preparing tender documents will be with PMC)
3. Assist NRDA and PMC in the selection process management for the appointment of contractor.
4. Obtaining all statutory approvals from Local Authority and the government.
5. **Open a local office for coordination with PMC and NRDA and to provide technical assistance on design / drawing / specification as requested by PMC**

Deliverables (2 Sets Each)

Hard copies and soft copies (editable format in CD ROM) of detailed cost estimates, rate analysis and Bill of quantities, specification, all working drawings and special conditions of contract

Stage 5: Issue of all Working drawings

The consultant shall:

1. Modify all the working drawings (GFC, Structural, utilities landscape, services and interiors) and issue for construction based on the comments of NRDA

Deliverables (5 Sets)

hard copies and soft copies (editable format in CD ROM) of working drawings good for construction (GFC) of all the works such as Architectural, Structural, utilities landscape, services and interiors.

Stage 6: Supervision during construction phase

The technical consultant shall:

1. Coordinate with PMC / NRDA and provide clarification on any details required by the Authority and PMC.
2. Review the shop drawings prepared by contractor for construction on site and give timely approval.
3. Attend periodic site meetings and work progress review meetings as requested by PMC and NRDA.
4. **At least 18 Visit** to the site of work, at intervals, to inspect and evaluate the construction works by the review experts as desired by NRDA/ PMC in writing. This shall include visits by the expert designers for clarification / decision etc to the site. The expert shall be available for one full day. The visit shall be planned at a notice of one week. These visits shall be in addition to the site supervision staff deputed during construction period. Consultant shall have to revise any detail if any discrepancy is observed between drawing and actual possibility on site based on the suggestion of PMC as per the site requirements.
5. Have to give timely approval to samples of materials forwarded by PMC.

6. Specific comment on the extra items/ deviations their specifications and rate analysis wrt tender conditions and market rates.

Deliverables (5 Sets)

Hard copies and soft copies (editable format in CD ROM) of work completion status at every stage as defined in the payment schedule

Stage 7: Completion of Services

The consultant shall

1. Prepare and submit completion reports and drawings for the project as required and
2. Assist the Client to get the “Completion/Occupancy Certificate” from statutory authorities, wherever required.
3. Assist PMC in certifying and issuing three sets of ‘as built’ drawings including services and structures in soft and hard copies.

Deliverables (5 Sets)

Hard copies and soft copies (editable format in CD ROM) of as built drawings including services and structures

Hard copies and soft copies (editable format in CD ROM) of completion report

3. DELIVERABLES:

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

4. 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 Team Leader 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 e approvals have to be arranged before Stage 4. 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.

5. ASSISTANCE IN PREPRATION OF PROPOSAL DOCUMENTS

The Technical Consultant shall assist the Authority in preparation of the tender documents by providing intermittent inputs as and when required. The costs of all such inputs provided by the Technical Consultant shall be deemed to be included in the Financial Proposal and no separate costs or expenses would be payable for this work.

6. ASSISTANCE IN PRE-PROPOSAL MEETINGS

The Technical Consultant shall assist the Authority in pre- Proposal meetings for selection of the contractor. The Technical Consultant shall envisage this in their financial proposal and no additional cost will be paid by the Authority for this work. It shall be the responsibility of the Technical Consultant to provide these intermittent services as per the Scope of Work.

7. 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.

8. PERIODIC SUPERVISION

- a) After the commencement of work the consultant shall provide all assistance to the NRDA/ PMC in providing any further clarifications, details, designs, drawings, etc required during the execution and sort out any queries raised by the contractor without any additional cost.
- b) **The Team Leader and other members of Team shall provide a minimum of one visit per month during the construction period subjected to a maximum of 18visits.**The visits shall be in addition to the visits required to Raipur / Naya Raipur before finalizing the construction agency i.e. issue of work order to the construction agency
- c) **In addition to monthly visit any additional visit shall be made as and when required by NRDA at a notice of at least 7 days.**
- d) In case of any additional site visit specified in the above scope of work by expert designers for clarification / decision etc to the site is warranted, the consultant shall be paid Rs.10000/- per person per day allowances and the actual air travel by economy class shall also be reimbursed for the site visit including all the expenditure such as lodging, boarding etc' inclusive of all taxes except service tax as applicable which shall be reimbursed by the authority as actual upon submission of the site inspection / visit report.
- e) **In case the consultant fails to make monthly visit or as per the request of NRDA, to the site the NRDA shall levy compensation equal to Rs 50000/- for each such visit.**
- f) **During the construction period any query raised by the foeld unit of NRDA, the consultant shall reply within a period of 15 days for the smooth functioning of the project.**

9. SITE TEAM DURING CONSTRUCTION

- a) In addition to the above back office positions, the consultant depute an architect at site of minimum 5years of experience to provide technical support to NRDA, who will coordinate and assist the Client, PMC, Consultant's back office inputs, submissions, timely deliverables and facilitate the entire approval process of the Project and issuing of GFC and working drawings, Review of Progress reports and issue clarifications during construction period.
- g) **In case the consultant fails to depute the architect after the signing of the work contract, a compensation of Rs 25000/- per month shall be levied.**

APPENDIX – I

Letter of Proposal

Dated:

The Chief Executive Officer,
Naya Raipur Development Authority (NRDA),
Raipur – 492002

Sub: Proposal for the Selection of (“Technical Consultant”) for the “Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur” (“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.

We understand that only a single Consultant will be selected for project mentioned above. In case we are shortlisted in more than one project, we assume that the quality and time of delivery of services will not be affected and we shall ensure

However NRDA reserves the right to restrict the scope of work to either one or both projects depending on the materialization of projects.

- 5 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.
- 6 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 any agent engaged or indulged in any corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in 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 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.

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

8 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.

9 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.

10 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.

11 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.

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

13 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

APPENDIX – II

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 “RFP for the Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur” (“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.*

Affidavit of Correct Information

[Rs.100/- (Rupees Hundred only) Stamp Paper duly notarized]

To,

**The Chief Executive Officer,
Naya Raipur Development Authority (NRDA),
Raipur – 492002**

With reference to the documents submitted to NRDA, we hereby undertake that other than the details provided under RFP Submission, we have no dispute/ litigation/ legal proceedings against any of our clients, in any of our projects other than the listed.

All documents and information submitted in Technical Tender (including the above undertaking) are certified to be accurate, correct and final. In the event that any of the documents or information submitted by us is found to be in-accurate/ incorrect/ misleading, we understand that our Tender is liable to be cancelled or if contract is awarded, contract is liable to be terminated, without prejudice to any of the rights of NRDA, which otherwise may be accruable to NRDA.

I also undertake that I will furnish all other documents required under the Tender document or contract, after signing the agreement during execution of work.

Signature of Tenderer

Date:_____

Section - III

Format I

PROJECT EXPERIENCE

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 (including E mail ID):
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>Current status</i>	
Description of actual services provided by your Staff:	
Name of Senior Staff of your firm involved and functions performed:	

The Project Data Sheets should necessarily be accompanied with copies of work orders / advisory services agreements/service certificates from clients / independent auditor¹as applicable, as proof of experience. Projects without proof of experience shall not be considered for evaluation.

¹ The independent auditor issuing the certificate should clearly indicate his/her membership number assigned by the Institute of Chartered Accountants of India (ICAI) or equivalent organization abroad.

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

Name of Key Staff :

Date :

Note: The CVs shall be signed by the proposed key staff the person signing the proposal and counter signed.

Format III

Work Plan

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

(Illustrative schematic of Work Plan with Manpower Allocation)

Format IV

Technical Proposal

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

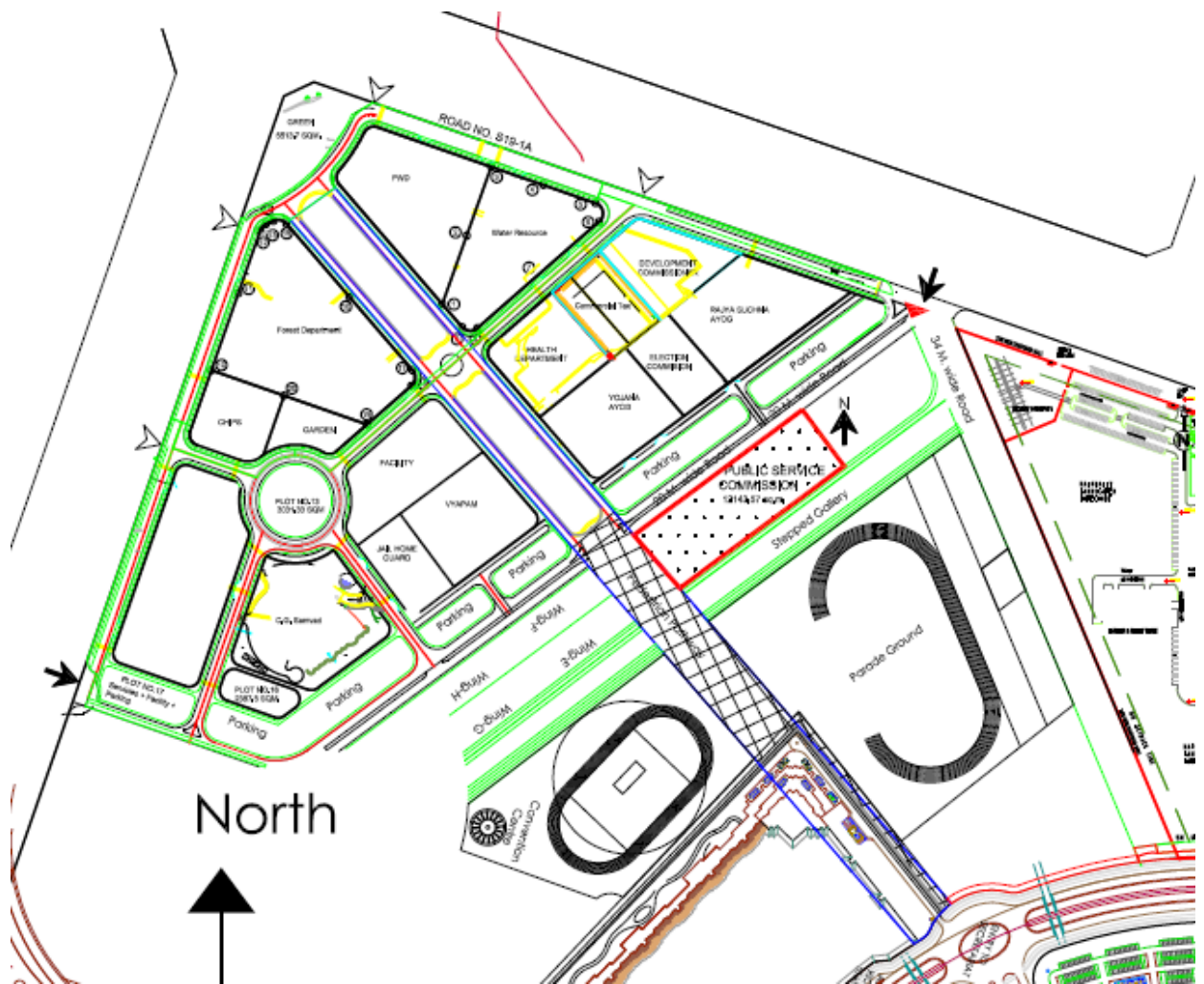
1. Approach and Methodology

- Project Appreciation
- Team deployment details for the project including details of team member and their expertise.
- Conceptual site plan based on energy efficient design Principles
- Conceptual building plan showing 3d views of forms, elevation and perspective etc. in proper scale showing Energy efficient design.
- Methodology for space Planning.
- Methodology of planning based on the Rules and regulations enacting on the site.
- Services Planning

Annexure 1A : Details of Plot Area

Project - Plot	Plot Area (Sq.m.)	Max. permissible FAR	Max. ground coverage	Max. height allowed	Marginal setbacks
Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur	12143	1	25%	18 m	Front- 15m, Other sides-6m

Annexure 1B : Key Plan



Autocad drawing uploaded

Annexure 2 : Draft Agreement

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

BETWEEN:

Naya Raipur Development Authority (NRDA), acting through CEO, 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 develop a State Election Commission & Chief Election Officer Building at Naya Raipur.
- B. With the aforesaid objective, NRDA ("the Authority") intends to appoint a consultant ("Technical Consultant") for providing RFP for the **Planning and Designing for Comprehensive Development of Office complex of Chhattisgarh Public Service Commission at Sector 19, Naya Raipur** ("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 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

- D. in pursuance of the LOA, the parties have agreed to enter into this Agreement.
E. 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.	Composition of the team and tasks of Key personnel
3.	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

CEO, NRDA
Naya Raipur Development Authority

In the presence of:

- 1.
- 2.

Annexure-III

Design Requirements

S. No.	Description	Total Floor Area (SQM)	Including Cabin for
1	2	3	4
1	President & Members room & Welcome Room	750.00	President , 4 Members,
2	Commission Secretariate	3000.00	Secretary, Dy Secretary,law officer, Statistical officer, Legal Consultant.
3	Examination Section	1500.00	Exam Controller, Upper Exam controller, Dy Exam controller, SDO
4	Interview Room	300.00	Two cabins
5	Records Room	4350.00	Record Keeper
6	Examination Hall	700.00	Two cabins
7	Computer Cell	350.00	Programmer
8	Valuation Room	300.00	One cabin
9	Strong Room	200.00	
10	Library	200.00	Librarian
11	Meeting Hall	200.00	
12	General Section	350.00	One room
	Total Floor area	12200.00	Total

Note

1. The above design brief is for the preparation of the concept design at the RFP stage. The selected consultant will have to finalize the design brief in consultation with Chhattisgarh Public service commission and NRDA .

2. The consultants are supposed to assume other requirement on the basis of their experience.
3. Extract of Bhumi Vikas regarding FAR calculations and other details are uploaded. Pl. refer Chapter -18 of the NRDP for Development control which is can be downloaded on [www:nayaraipur.gov.in](http://www.nayaraipur.gov.in)