

**Selection of Technical Consultant  
For Comprehensive Landscape  
Planning  
Services & Project Management  
Consultancy**

**For**

**Central Park area  
In  
Naya Raipur**

**January 2011**



**Naya Raipur Development Authority**

In front of Mahanadi Dwar of Mantralaya

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## **DISCLAIMER**

The request for proposal document contains two volumes

<b>Volume I</b>	<b>Instruction to Bidders</b>
<b>Volume II</b>	<b>General Conditions of contract</b>

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 Bidders 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 an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders 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 not, assessments and statements do not purport to contain all the information that each Bidder 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 Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the RFP and obtain independent advice from appropriate sources.

Information provided in the RFP to the Bidders 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 Bidder 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 Bidder 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 Bidder or to appoint the Successful Bidder / 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 Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder 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 and Objectives

1.1.1. Naya Raipur Development Authority (“NRDA” or “Authority”) intends to develop Landscaping and Avenue development of 200 meter wide road, Central park area opposite to the Mantralaya building, Flyover interchange Landscape development at Serikhedi in Naya Raipur. The Landscape development scheme should propose theme based park within this area along with essential public amenities and utilities

1.1.2. Details of the area identified for these zones are as follows

Sub Projects	Area (HA)
Central Avenue Zone	17.54
Central park opposite to Mantralaya	28.63
Round about development	5.68
Flyovers interchange Landscape design only for the embankment, entrance and area around the Tank/lake.	2.5
<b>Approximate Total Area</b>	<b>54.35</b>

**Note:** The Site Plan for the subprojects is shown in Annexure 1 & 2 respectively of the document.

1.1.3. The proposed Landscape design shall be planned as per applicable byelaws and Urban Design Guidelines of Naya Raipur.

1.1.4. With the aforesaid objective, NRDA (“Authority”) invites proposals in prescribed format from Landscape Planning firms for selection of consultant (“Technical Consultant”) for providing Comprehensive Landscape Planning services & project Management Consultancy for Central Park area at Naya Raipur (“the Project”)

1.1.5. 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 Bidders. The Proposal would form the basis of selection of the Bidders. The successful Bidder shall be called as Technical

Consultant. After selection a letter of award would be sent to the Technical Consultant and for signing of the Service Agreement between the Authority and the Technical Consultant for providing the Services is envisaged.

- 1.1.6. The Scope of work (SOW) for the Project has been set out in Section II.
- 1.1.7. A single Consultant will be selected for project mentioned above.
- 1.1.8. NRDA also reserves right to defer the signing of agreement for this project, subject to the condition that the period of the deferment shall not exceed more than one year from the date of notice of acceptance of the first sub project. 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.
- 1.1.9. 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 "Bidding 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.
- 1.1.10. The statements and explanations contained in this RFP are intended to provide a proper understanding to the Bidders 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 Bidding 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.

## **1.2. The Bidding process**

- 1.2.1. The Authority has adopted a single stage bidding process in three cover system. The Bidders are required to submit their proposal through Key Submissions (Cover -1), Technical Proposal (Cover – 2) and Financial Proposal (Cover – 3).
- 1.2.2. During this Proposal Stage, Bidders 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.
- 1.2.3. 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 providing Comprehensive Landscape Planning services & Project Management Consultancy for Central Park area at Naya Raipur ("the Project")**".

## **1.3. Schedule of Bidding Process**

The Authority shall endeavor to adhere to the following schedule:

<b>S. No</b>	<b>Event Description</b>	<b>Date</b>
1	Issue of RFP	20-1-2011
2	Last date for receiving queries	5-2-2011
3	Pre-Bid meeting	10-2-2011
4.	Clarifications by Authority	15-2-2011
5.	Proposal Due Date	25-2-2011
6.	Technical Presentation	To be intimated later
7.	Financial Opening of Proposals	To be intimated later

## **2. INSTRUCTION TO BIDDERS**

### **A. GENERAL**

#### **2.1. General terms of Bidding**

- 2.1.1. An Applicant can submit only one Proposal.
- 2.1.2. The Bidder should submit a Power of Attorney as per the format at **Appendix – II**, authorising the signatory of the Proposal to commit the Bidder.
- 2.1.3. The Financial Proposal should be furnished in the format at **Appendix - IV**
- 2.1.4. The Proposal and all communications in relation to or concerning the Bidding Documents shall be in English language.
- 2.1.5. The Bidding Documents including this RFP and all attached documents are and shall remain the property of the Authority and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Proposal in accordance herewith. Bidders 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 Bidding**

- 2.2.1. The Bidders shall be responsible for all the costs incurred by them, associated with the preparation of their Proposal and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.



**2.3. Site visit and verification of information**

2.3.1. Bidders 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 Bidder has:

- a. made a complete and careful examination of the Bidding 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 Bidding 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 Bidding 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 Bidding 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 Bidder 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 Bidding Documents or the Bidding 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 Bids**

- 2.4.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal or to annul the Bidding Process and reject all Bids 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 and appropriate the Bid Security if:
- a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Bidder does not provide, within the time specified by the Authority, the supplementary information sought by the Authority for evaluation of the Bid.
  - c. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder.
- 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 Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder 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 Bidder 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 Bidder, without the Authority being liable in any manner whatsoever to the Bidder or Technical Consultant, as the case may be. In such an event, the Authority shall forfeit and appropriate the Bid Security in accordance with Clause referred in RFP
- 2.4.4. The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of the Authority to undertake such verification shall not relieve the Bidder 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 Bidding Documents shall be deemed to be part of this RFP.

2.4.6.

## **2.5. Clarifications**

2.5.1. Bidders requiring any clarification on the RFP may notify the Authority in writing or by fax and e-mail to the address in accordance with Clause 2.9.5. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in Clause 1.3, the Authority shall endeavour to respond to the queries within the period specified therein. The responses will be sent by fax or e-mail. The Authority will forward all the queries and its responses thereto, to all Bidders without identifying the source of queries.

2.5.2. The Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. 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 Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding 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 Bidder, modify the RFP by the issuance of Addenda.

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

2.6.3. In order to afford the Bidders 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. PREPARATION AND SUBMISSION OF BIDS**

### **2.7. Format and Signing of Proposals**

2.7.1. The Bidder 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.

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

## **2.8. Sealing and Marking of Proposal**

2.8.1. The Bidder shall submit the Proposal in the format specified in Clause 2.8.2, and seal it in envelopes.

2.8.2. 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. Bid Security in the form of Demand draft
- c. Power of Attorney for signing of 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. Processing fees to be enclosed as a crossed demand draft for an amount of Rs. 5000 (Rupees Five thousand only) drawn in favour of CEO, Naya Raipur Development Authority (NRDA) on any scheduled bank, payable at Raipur

### Envelope 2: “**Technical Proposal**”

- a. Technical Proposal as per **Appendix –III**

### Envelope 3: “**Financial Proposal**”

- a. **Proposal** consisting of the Bidders' financial offer for the Project in the format set out in **Appendix IV** of this document. The Financial Proposal shall be quoted, inclusive of local office cost, site visits, travel, documentation, lodging boarding and all other expenditures inclusive of service tax and all other taxes, as percentage of the total cost of the project, subject to the **upper ceiling of 5%** of the estimated cost or actual awarded cost whichever is less.
  - b. In case the actual awarded cost of the project is less than the estimated cost the lesser of the two will be the basis of the payment to the consultant.
  - c. 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 including service tax as applicable except those as prescribed in this RFP.
  - d. The Authority reserves the right to reject any Financial Proposal which is non-responsive.
- 2.8.3. The bidder shall also submit true copies of the documents (comprising Key Submissions and technical proposal) accompanying the Proposal, as specified in Clause 2.8.2, 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 2.8.2 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 providing Landscape Planning & Project Management Consultancy services for Central Park area at Naya Raipur ("the Project").**

and shall clearly indicate the name and address of the Bidder. In addition, the **Proposal** Due Date should be indicated on the right hand top corner of each of the envelopes.

2.8.4. Each of the envelopes shall be addressed to:

ATTN. OF:	Mr. S.S. Bajaj
DESIGNATION	Chief Executive Officer (CEO)
ADDRESS:	Naya Raipur Development Authority (NRDA) Raipur - 492001
<b>FAX NO:</b>	+91 771 4066188
<b>E-MAIL ADDRESS</b>	ceo@nayaraipur.com

2.8.5. 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.

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

## 2.9. Proposal Due Date

2.9.1. **Proposal** should be submitted before 1600 hours IST on the **Proposal Due Date** at the address provided in Clause 2.8.4 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified at Clause 2.8.4.

2.9.2. The Authority may, in its sole discretion, extend the **Proposal Due Date** by issuing an Addendum in accordance with Clause 2.7 uniformly for all Bidders.

## 2.10. Late Proposals

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

## 2.11. Rejection of Proposals

2.11.1. 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.

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

## **2.12. Validity of Proposals**

The **Proposal** shall be valid for a period of not less than 180 days from the **Proposal** Due Date subject to the conditions prescribed in the RFP. The validity of **Proposal** may be extended by mutual consent of the respective Bidders and the Authority.

## **2.13. Confidentiality**

Information relating to the examination, clarification, evaluation and recommendation for the Bidders 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 Bidding 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.

## **2.14. Correspondence with the Bidder**

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

## **D. BID SECURITY**

### **2.15. Bid Security**

2.15.1. The Bidder shall furnish as part of its Proposal, a Bid Security of Rs 25000/- (Twenty five 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.

2.15.2. Any **Proposal** not accompanied by the Bid Security shall be rejected by the Authority as non responsive.

2.15.3. The Bid Security of unsuccessful Bidders will be returned by the Authority, without any interest, as promptly as possible on acceptance of the Proposal of the successful Bidder or when the Bidding process is cancelled by the Authority. Where Bid Security has been paid by deposit, the refund thereof shall be in the form of an account payee demand draft in favour of the unsuccessful Bidder(s).

2.15.4. The Successful Bidder's Bid Security will be retained as a part of the performance security.

2.15.5. 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 Bidder submits a non-responsive **Proposal**;
- b. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in Section 4 of this RFP;
- c. If a Bidder withdraws its Proposal during the period of Proposal validity as specified in this RFP and as extended by the Bidder from time to time;
- d. In the case of successful Bidder, if he fails within the specified time limit - to sign the Service Agreement

## **2.16 Modification/ substitution/ withdrawal of Proposals**

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



### **3 EVALUATION OF PROPOSALS**

#### **3.1 Opening and Evaluation of Proposals**

- a. The Outer Envelope and Envelope 1 & 2 shall be opened by the CEO or any officer authorized by him after the bid due time on the Proposal Due Date, at the place specified in the RFP and in the presence of the Bidders who choose to attend.
- b. The Authority will subsequently examine and evaluate the Proposals in accordance with the provisions set out in this Section 3.
- c. To facilitate evaluation of **Proposals**, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder 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 accordance with Clause 2.8.2 and as per the format in **Section III** ;
- b. it is received by the Proposal Due Date including any extension thereof
- c. it is signed, sealed, in spiral bound booklet<sup>1</sup> and marked as stipulated in Clauses in RFP.
- d. it is accompanied by the Bid Security as specified in RFP;
- e. it is accompanied by the Power(s) of Attorney as specified in RFP,
- f. it contains all the information (complete in all respects) as requested in this RFP and/or Bidding Documents (in formats same as those specified);
- g. it does not contain any condition or qualification; and
- h. It is accompanied by a Processing Fee in accordance with conditions in RFP

Satisfying the Test of Responsiveness is mandatory for Bidders 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 Technical Proposal

#### 3.3.1 Contents of Technical Proposal

##### (i) Minimum Eligibility: Eligible Experience

The Bidder must satisfy all of the following qualification criteria for experience.

- a. Should have successfully provided comprehensive Landscape Planning services and site supervision for at least one Landscape project of area more than 20 Ha or two projects of area more than 10 Ha each commissioned and completed in the last 5 financial years beginning from FY 2005 - 06 onwards
- b. Should have experience in preparation of at least one Management plan of Landscaping project of Park of value not less than Rs 10 Crores or two projects of 5 crores each in last 5 financial years beginning from FY 2005 - 06 onwards.
- c. Must have minimum 2 qualified landscape Planners who are employed full time with the Bidder.

**(ii) Details of Team required for Design & periodic Supervision:** Bidders must include the following key professionals in the Team:

Sl. No	Position	Experience
1	Principal Landscape Architect	Registered Architect with Council of Architecture with Master in Landscape Planning having at least 10 years of experience: Should have designed at least 3 projects each of project cost minimum Landscape Planning on 20 ha area
2	Architect	Registered Architect with Council of Architecture with more than 5 years of overall experience and Working experience on at least 2 projects for developing Landscape plan having area of 20 ha..
3	Botanist	He should be having a Bachelors & post graduate degree in

Sl. No	Position	Experience
		Botanical science : Should have experience of plantation projects of minimum two 20 Ha area projects
4	Civil Engineer	Should be a Civil Engineer with minimum 7 years of experience in infrastructure design and Project Management

**The team will be adequately supported by other non technical staff.**

**(iii) Details of Team required during Construction period:** Bidders must include the following key professionals to be stationed at Raipur:

S.No	Designation	Experience	No. of Key Personnel
1.	Resident Team Leader/ Engineer	Should be a Civil Engineer with implementation of two landscape projects of minimum 7 years of experience in 5 Ha area	1
2.	Sr. Site Engineer	Should be a Civil Engineer with minimum 4 years of experience in implementation of landscape projects of minimum 5 Ha area	2
3.	Material Testing and Quality Controller	Should be a Civil Engineer with minimum 5 years of experience in Quality control of projects more than 5 crores value of Landscaping project	1
	<b>Total</b>		<b>4</b>

**Responsibilities of Key personnel stationed at Raipur during construction phase**

Designation	Indicative Role
Resident Team Leader/Engineer	<ul style="list-style-type: none"> <li>• In-charge of the functions and responsibilities in implementation of the Project during development period, construction period, and the NRDA during the agreement period</li> <li>• Assist in planning, control and management of the team work;</li> <li>• Review and assist in developing implementation schedules and resource requirements;</li> <li>• Assist in monitoring progress, evaluating results and identification of resolution of constraints;</li> <li>• Coordinate all implementation activities with various stakeholders;</li> </ul>

Designation	Indicative Role
	<ul style="list-style-type: none"> <li>• Review and finalise the monthly/quarterly reports prepared by the team members;</li> <li>• Assist in identifying the physical, institutional and financial data to be analysed to monitor sustainability and impact on Project.</li> </ul>
Sr. Site Engineer-	<ul style="list-style-type: none"> <li>• Review and comment on planning, designing, scheduling and execution of the Project.</li> <li>• Assist the Team Leader in day to day Project Engineer activities in implementation of the Project</li> <li>• Review the running bills of quantities prepared by the Contractor for the development of the Project and ensure compliance with all applicable laws and guidelines;</li> <li>• Day to day supervision of the implementation work at the site</li> <li>• Ensure implementation adhering to approved design and drawing</li> <li>• Ensuring quality of work at site as per standard practice</li> <li>• Ensure adherence to safety standards at site as per standard practice</li> <li>• Monitoring the progress of implementation work</li> <li>• Registering quantum of daily progress achieved at site</li> <li>• Ensure implementation of the project as per applicable laws, rules, policies and guidelines</li> </ul>
Material Testing and Quality Controller	<ul style="list-style-type: none"> <li>• Test the quality of the materials to be utilized for the project</li> <li>• Review and comment on quality assurance and quality control of the materials and the services envisaged for the project</li> <li>• Preparation of quality control manuals</li> </ul>
Experts from relevant fields as may be required to discharge responsibilities as per the scope of work who would coming as & when required	<ul style="list-style-type: none"> <li>• During the construction period, review detailed shop designs prepared by the contractor of the respective works and ensure compliance with all applicable laws and guidelines;</li> <li>• Provide recommendations to NRDA;</li> <li>• Support the Resident Engineer in monitoring the implementation of the Project.</li> </ul>

**Other than the Key Personnel mentioned, expert(s), such as, Management Specialist, Civil Engineers, Quantity Surveyor, Architects, Electrical Engineer, Water supply & sanitation engineer, Chemist, Geophysics specialist and Watershed Management specialist, quantity surveyor shall be engaged by the Consultant as may be required**

**for carrying out the activities and discharging its duties successfully, as per the Terms of Services specified in Section-II of this document.**

The following conditions would apply:

- a. At least three key professional staff including the Principal Landscape Architect and Resident Team leader proposed must be employees of the Bidder.
- b. 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.
- c. No alternative to key professional staff can be proposed
- d. 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
- e. Any change in more than two of the key persons during the tenure of the assignment would attract an 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, Principal Architect 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. The team will be supported by all the required professional for the successful completion of the project.
- j. Any external consultant/sub consultant will have to approved by NRDA.

**(ii) Approach and Methodology**

- a. The bidder must submit the concept design in the form of plans elevations sections 3D views on the basis of requirement given in this RFP. All the

submissions should be on A3 size papers.

- b. The Technical Proposal would also include presentation by the Bidder. The following details of the Bidder would form part of the presentation:
- i. Relevant experience of the Bidder as per Section III, Format 1
  - ii. Conceptual Landscape design as per Appendix III
  - iii. Team strength and their experience as per Section III, Format 2
- c. The Technical Proposal must not include any Financial Proposal details.

### 3.3.2 Evaluation of Technical Proposal

The Technical Proposal shall be evaluated on the following parameters:

SL. NO	PARAMETERS	Marks Awarded
1	<b>Experience of Firm</b>	<b>15</b>
	Experience of the firm in providing A comprehensive landscape services and site supervision-3 <i>* One project of min 20 Ha will receive 5 marks and more than 3 projects experience will receive 15 marks</i>	15
2	<b>Description of approach and methodology proposed for the Design &amp; Technical presentation</b>	<b>60</b>
A	Conceptual landscape Design	20
B	work plan during Planning & construction stage	5
C	Brief narrative defining approach & Methodology for Design & Project Management	5
D	Technical Presentation	30
3	<b>Key Personnel in the team for the Project based on:</b> (i) The relevant qualification (ii) And relevant work experience in projects of similar nature	<b>30</b>
A	Principal Landscape Architect and resident Team leader 6marks each	12
B	Other positions (3marks for each position)	18
	<b>Total</b>	<b>100</b>

### **3.4 Selection process of Technical Consultant**

- a. The Bidders meeting the criteria set out in Clause 3.2 shall be declared as the Responsive Bidders. The Bidders not meeting the criteria set out in Clause 3.2 shall be declared as Non Responsive Bidders.
- b. The Responsive Bidders who meet the required qualification, as set out in Clause 3.3.1, would be In the second stage of the evaluation process and NRDA shall select three best –suited technical proposals and shall rank them as R1, R2 & R3 in order of merit.
- c. Financial proposal of the Technical proposals ranked as R1, R2 & R3, shall only be opened. The bidder whose technical proposal is ranked as R1 shall be asked to match the lowest financial offer of the three.
- d. Work may be awarded to Bidders whose technical proposals are ranked as R2 & R3, only in case of refusal from Bidder ranked as R1 or R2 respectively in that order.
- e. The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted Price shall be that of the Consultant.
- f. 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
- g. The Authority will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
- h. After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Successful Bidder and the Successful Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof subject to conditions mentioned in clause 1.1.8 & 1.1.9. In the event the duplicate copy of the LOA duly signed by the Successful

Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Successful Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

- i. After acknowledgement of the LOA as aforesaid by the Successful Bidder, it shall execute the Service Agreement within 10 (Ten) days from the date of acknowledgement subject to conditions mentioned in clause 1.1.8 & 1.1.9.

### **3.6 Contacts during Proposal Evaluation**

Bids 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 Bidders. While the Bids are under consideration, Bidders 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 Bids under consideration.



#### **4. PRE-BID CONFERENCE**

- 4.1 Pre-Bid conference of the Bidders is convened at the designated date, time and place. Invited bidders shall be allowed to participate in the Pre-Bid Conferences. A maximum of three representatives of each Bidder shall be allowed to participate on production of authority letter from the Bidder.
  
- 4.2 During the course of Pre-Bid conferences, the Bidders 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 Bidding Process.

## **5. MISCELLANEOUS**

- 5.1 The Bidding 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 Bidding Process.
- 5.2 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 Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - (b) Consult with any Bidder 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 Bidder; 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 Bidder.
- 5.3 It shall be deemed that by submitting the Proposal, the Bidder 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

### SCOPE OF WORK

#### 1. Broad Scope of services

The broad scope of services would majorly include two roles.

- A. As Landscape Planning & design Consultant
- B. As Project Management Consultant

but not limited to the following

- 1 Carry out case studies of best designed Landscape planning of major avenues or streetscapes in India or abroad and develop detail design brief in Consultation with NRDA.
- 2 Site appraisal and suitability
- 3 Topographic survey
- 4 Site planning
- 5 Conceptual and final landscape plan
- 6 Landform and grading Planning
- 7 Surface drainage design and water management
- 8 Irrigation Planning and design
- 9 Open space design - hard and soft area designing
- 10 Planting design
- 11 Landscape structures and features
- 12 Utility buildings
- 13 Garden Furniture design
- 14 Illumination design
- 15 Graphic design and signage
- 16 Integration with external services
- 17 Preparation of detail BOQ , Estimates and specification
- 18 Obtaining the statutory approvals
- 19 Bid process management for appointment of contractor
- 20 Project management & site supervision during construction phase
- 21 Preparation of Maintenance manual

#### 2. Detailed Scope of services

- 2.1. Preparation of comprehensive Landscape plan for all the three Specific areas as mentioned in **Annexure** (Site Layout, Building utilities plan, planting layout, electrical plan, waterscapes planning, structural design, service design and preparation of working drawings) for Naya Raipur including preparation of detailed cost estimates, specifications, rate analysis and Bill of quantities.

### **Stage 1: Site analysis and Design brief**

The consultant shall:

1. Carry out study case studies of best designed Public parks having area more than 50 Ha and landscaping of Parks, Avenue development, Flyovers, Junctions in India or abroad and its application in the project.
2. Study of Development plan, Urban Design Guidelines, GDCR of Naya Raipur and study of local Architecture of Chhattisgarh
3. Prepare a **design brief after taking into consideration** the Client's requirements and discussion with concerned departments for detail Zoning plan, activities, functional relationship, space requirement and site Planning.
4. Conduct detailed site survey identifying physical features and contours, detailed Site Evaluation, soil investigation survey, hydro-geological studies, Site analysis/opportunities and constraints study, analysis of up-coming architectural character, connectivity, social issues and heritage.
5. Study the micro climate of the region
6. Study of Art and culture of Chhattisgarh suitable to incorporate in design
7. Study the flora, species, plants, and its suitability for the project.
8. Study of offsite infrastructure.
9. Study Site and Capacity analysis to develop design options.
10. Methodology and team deployment plan for project.
11. Submit the report

### **Stage 2: Conceptual design and block cost**

The consultant shall:

1. Prepare Conceptual Landscape Plan for overall site plan and clearly demarcating the phase development as per the requirement of the department showcasing sustainable design decisions (2 options of design should be submitted to NRDA) consisting of:
  - a. Functional identity of the spaces

- b. Space planning for different functions
  - c. Identification of active and passive spaces
  - d. Pedestrian and vehicular movement
  - e. Hard and soft landscape for each spaces
  - f. Location and design of utility buildings
  - g. Details of plantation, species and its design.
  - h. Natural and artificial water bodies and other landscape elements
  - k. Site Grading, preliminary cut fill quantities and Landscape Design
  - l. Illumination plan
  - m. Graphic Design and signages
  - n. Furniture layout
  - o. Infrastructural design including irrigation, solid waste management, water supply
2. Prepare broad cost estimates of each option
  3. Prepare a report for 2 option of concept design containing all the above clearly bringing out the design thought process and comparison of options.
  4. Submit the draft conceptual layout, block estimate of cost and the report as described under sub para 1 to 4 above.

***Deliverables***

3 hard copies and 3 soft copies (editable format in CD ROM) of conceptual design

3 hard copies and 3 soft copies (editable format in CD ROM) of case studies

**Stage 3: Draft Final Landscape Plans and Block cost of estimate**

The consultant shall:

1. Make a presentation of the conceptual Landscape plan (2 options) and take into consideration any change, modification if required
2. Prepare the draft conceptual Landscape plan from the finalized option out of two with block cost and estimate incorporating desired changes for approval of NRDA
3. Submit final Landscape Plan after incorporating changes if any by NRDA

4. Prepare draft detailing of Landscape plans, sectional details, detail planting layout, details of hard and soft landscape, lighting layout and block cost of estimate and submit for approval and make presentation

**Deliverables**

3 hard copies and 3 soft copies (editable format in CD ROM) of Final Landscape design

- A in the form of Plans elevation, sections at a suitable scale
- B 3d Forms study by giving 3D views of final design, walk through and detail model at suitable scale
- C any relevant details supporting the concepts
- D broad cost estimates for Landscaping

3 hard copies and 3 soft copies (editable format in CD ROM) of draft Building plans, elevation and sections

**Stage 4: Preparation of structural designs and working drawing for civil works**

The consultant shall:

1. Prepare the final landscaping plan showing sectional details, detail planting layout, details of hard and soft landscape, lighting layout and block cost of estimate incorporating desired changes for approval for NRDA
1. Submit final Landscaping plan after incorporating changes if any for approval of NRDA as required
2. Assist NRDA after approval of Final Landscape plan in obtaining approval and clearances from various authorities as required
3. Prepare detail architectural Design for all the utility building structure, gates, compound wall etc.
4. Prepare structural design and working drawings required for execution of all civil works for site development and building utilities and submit for approval.

5. Modify the structural designs and working drawings based on the comments of NRDA and resubmit for approval
6. Submit draft RFP for selection of PMC consultant for NRDA after approval of structural design and working drawings

***Deliverables***

5 hard copies and 3 soft copies (editable format in CD ROM) of Final Landscape plans, sectional details, lighting plan, infrastructural plan

5 hard copies and 3 soft copies (editable format in CD ROM) of Structural designs and working drawings for civil works

**Stage 5: Preparation of working drawings for all services, Landscape design:**

The consultant shall:

1. Prepare details working drawings for
  - Electrical 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
2. Prepare Design and working drawings for external Landscape, lighting design and water feature design
3. Prepare details of furniture layout
4. Prepare Interior Design and architectural working drawings for common utility buildings within the areas such as entrance plaza, cafeterias, security rooms, rain shelter design Toilets etc in the form of false ceiling, flooring, acoustics, illumination, painting, wall textures, finishes and furniture's design.
5. Submit the working drawings for all services and landscaping details to the NRDA for approval

6. Prepare a detail planting layout showing species, sizes, height and type of flowering bed planned for approval to NRDA
7. Modify the working drawing based on the comments and resubmit to NRDA for approval
8. Prepare detail cost estimate, Bill of quantities and rate analysis on the basis of local DSR/Market rates based on the final design and working drawings and submit to NRDA for approval after finalization of working drawings.

***Deliverables***

5 hard copies and 3 soft copies (editable format in CD ROM) of working drawings of services, landscape and interiors

5 hard copies and 3 soft copies (editable format in CD ROM) of detail cost estimates, Bill of Quantities and rate analysis

**Stage 6: Finalization of detail cost estimates, rate analysis, Bill of Quantities & tender documents for appointment of Contractor**

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
3. 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.
4. Assist NRDA in appointment of Contractors for various packages of work by assisting them in overall bid process management.
5. Prepare proposals for obtaining funds from funding agencies identified by NRDA.

***Deliverables***

5 hard copies and 3 soft copies (editable format in CD ROM) of detailed cost estimates, rate analysis and Bill of quantities



5 hard copies and 3 soft copies (editable format in CD ROM) of tender documents for selection of Contractors

## **Stage 7: Project Management Consultancy & Supervision during construction phase**

### **Broad Scope of Work**

The Project Management Consultant shall be responsible for entire project including Bid processing, execution & implementation of works at site, taking measurements, preparation/ checking and certifying contractor's bills in coordination with the appointed Consultants and through the appointed contractors, obtaining the requisite statutory approvals related to the entrusted works, handing over the completed works to NRDA or its designated agencies on its completion.

- a) Scrutiny and processing of complete tender documents for the various works under the project incorporating all statutory / mandatory provisions in respect of labour laws, taxes/ levies etc as per relevant rules, and obtaining approval from NRDA and arrange for award of works to contractors through tendering by NRDA.
- b) Day to day supervision of execution of construction works at site by contractors, quality control, taking measurements, entering measurements in the Measurement Books (Measurement Books may be hand written or the Consultant may enter the measurements in computer and measurements printed in indelible ink may be pasted on Measurement Books) preparation and certifying and finalizing the computer generated bill of contracts, handing over completed works to designated agencies and attend to CVC/ audit queries & all arbitration / litigation cases w.r.t the project till their conclusion.
- c) It is required to be taken 100% measurement checked by the Site Engineer, and minimum 30% by the Project Manager/ Resident Team leader.

### **Detail scope of work**

#### **1. Tender and Award of Work Stage**

- a) Finalization in coordination with appointed Consultant the draft tender documents including drawings, specifications, detailed estimates, and bill of quantities, General & Special Conditions of Contract etc complete in all respect and adequate enough for inviting tenders if remained at the allotment of PMC work.

- b) Obtain all necessary clearances/ approvals from statutory bodies and Local authorities for starting the works, execution, completion and use of the completed works.
- c) The Project Management Consultant shall give particular attention on Durability, Water tightness of roofs, walls, sanitary blocks, Ease of construction at various stages, while finalizing the design /details of the building. The Project Management Consultant shall also ensure that all the drawings are coordinated drawings incorporating all services etc required for execution purpose.
- d) The Project Management Consultant will assist NRDA to shortlist the agencies for execution of civil works and allied services for the said project, if so desired by NRDA, by inviting expression of interest through press notice, analyzing the details furnished by intending agencies/ contractors and submit recommendations to NRDA for approval of the shortlist. The Project Management Consultants shall also assist NRDA for inviting tenders for works, based on Tender documents approved by NRDA, strictly in line with the all prevailing Govt/CVC norms. The Project Management Consultant would, maintain the records of copies printed, sale of tender documents and stock etc. The cost towards advertisement, if any incurred by the Project Management Consultant, shall be reimbursed by NRDA on production of bills w.r.t. the same.
- e) The Project Management Consultant shall assist NRDA in holding pretender meeting in a pre-determined manner in consultation with NRDA and offer clarifications if any, sought by the intending bidders. The draft minutes of the pre-tender meeting shall be drawn by the Project Management Consultant and got approved by NRDA. The minutes of the Pre-tender meeting shall form part of the main contract document for this work.
- f) The NRDA shall receive and open the tenders in a pre-determined manner at pre-designated venue on the appointed date and time, in the presence of intending bidders and Project Management Consultant's representatives. The offers so received, shall be tabulated, evaluated and assessed by Project Management Consultant. After technical evaluations of bids, Project Management Consultant shall submit their recommendations to NRDA for approval. On acceptance of the tender by NRDA, Project Management Consultant shall assist NRDA for issue of letter of Intent/ Letter of award, and on its acceptance by the selected bidders, execution of contract agreement between NRDA and selected bidders and take further necessary actions in accordance with the tender conditions.
- g) The Project Management Consultant shall develop a Project Schedule that coordinates and integrates the design efforts/schedule with construction

schedules; update the Project Schedule incorporating a detailed schedule for all activities of the Project, including realistic activity sequences & durations, Process/prepare all drawings, bar bending schedule, check and finalize contractor's detailed programme of activities commensurate with the tender provisions, requirement of labor, materials & samples and delivery of products requiring long lead-time procurement including the NRDA's occupancy requirements showing portions of the project having occupancy priority.

- h) The Project Management Consultant shall assemble construction management team as approved by NRDA and have preliminary interaction with the contractor's Project Team on behalf of the NRDA to initiate all preliminary actions and mobilization. The Project Management Consultant shall establish an office immediately after pre bid meeting for appointment of the work contractor & provide adequate Technical & nontechnical staff as per project requirement and furnish the list of officials who will be posted for the project along with their professional qualifications in line with the stipulations. There should be no legal proceedings against the officials and should not be a terminated person from the Semi-government / Government Department.
- i) The Project Management Consultant shall prepare a Project Budget and cash flow statement as soon as major project requirements have been identified, and update the same periodically for the NRDA's approval and suggest corrective actions.

### **1. Construction Stage**

- a) The Project Management Consultant shall exercise perform all the duties, liabilities, functions and obligations as laid down with reasonable skill, care and diligence. and also ensure that the works are executed at site strictly as per the approval granted by NRDA/Concerned local authorities, the terms and conditions of the Contract Agreement entered between NRDA and the respective Contractors, within the given time frame & budget provisions.
- b) The Project Management Consultant will be required, during the construction phase to provide the field supervision and sufficient technical assistance (staff) for check on quality control of the work at site. For this purpose, the Project Management Consultant shall have to post their Quality Control Engineer at the site of work and provide the agreed necessary and adequate technical staff, for supervision and exercising adequate and constant day to day technical supervision over the construction including giving layout, its checking, checking requirements of materials and equipment and their procurement in time, conforming to approved specifications and accepted standards. Submission of weekly or fortnightly progress report as per the directions of NRDA, including

- maintaining necessary site records, containing data in support of the same, carrying out field tests on materials, structures etc. and obtaining necessary approvals thereon and maintaining adequate records thereof and certifying the bills for payment to the Contractors including recommendation of extension applications, extra items, variation statements, quality control check for final bills etc., on the forms prescribed by the NRDA.
- c) Cropping up of Extra items/ substituted items and deviations should strictly be avoided. However, in unavoidable circumstances extra items/substituted items, deviation the necessary statement duly supported by justification and analysis of rates shall be submitted by the Project Management Consultants as per CPWD formats or any other formats approved by NRDA along with Consultant's recommendations for extra/substituted items. The Project Management Consultant should ensure that the case is put up for NRDA's approval early enough so that in no case construction work suffers on this account. As regards grant of time extension cases, prior approval of NRDA should be obtained by Project Management Consultants.
- d) The scope under this phase of the assignment shall include, inter-alia, the following :
- a. Complete day-to-day supervision of contracted building and development work ensuring quality control in accordance with tender stipulations, specifications, drawings and site conditions. The quality control will be exercised at all stages of construction, viz. approval of materials, inspection of equipment, usage thereof in proper proportions and workmanship at all stages of execution of individual items of work.
  - b. Ensure proper establishment of field laboratories/quality control equipments on site by contractors to conduct tests on materials/mixes being used for construction such as cement, steel, bricks, mortars, concretes etc. Essential gauges, instruments etc. should be got calibrated periodically. The Project Management Consultant shall maintain necessary site records and obtain data in support of the same. They shall carry out field and laboratory tests on materials of construction as well as partially or completely erected structures etc. and maintain adequate records thereof.
  - c. Suggesting modifications, if any, due to site conditions and submit the recommendations along with cost variations on account of the same to NRDA for approval.
  - d. Ensure regular and timely flow of working drawings / instructions so as to complete the works without any delay on account of the same.

- e. Verification and recommendation for payment by NRDA of contractor's periodic or stage wise bills for the work done and material / plant advance, recording joint measurement of work and certification of the bills that the work is in accordance with the design, quality etc. and maintain necessary site computerized measurement records and other site records which are made available to NRDA for verification/authentication if required by NRDA.
- f. Monitoring progress by using modern methods of control such as computerized PERT / CPM, submission of progress reports of work executed monthly. Both financial and physical progress reports with reference to prefixed targets will be prepared. Constant review of progress within present time and cost parameters will have to be done. The Consultant will have to suggest improvements from time to time. Consultants shall inform NRDA of the progress of the project vis-à-vis PERT/CPM controls on a fortnightly basis.
- g. Complete administration and management of contract till expiry of the contract period.
- h. Coordination with other contracting agencies, the agencies like State Electricity Board, other local authorities, etc. which may be expected to be working in the same area.
- i. The Project Management Consultant shall be responsible for assessing, verifying and sending replies to the day-to-day issues raised by the contractors during the execution of work or after completion of the work. However, in case of any claims with financial implication, approval of NRDA shall be obtained. Nothing extra will be paid to the Consultant for such works. The consultant shall work as conciliator in the event of any dispute arising between the parties before the matter goes to legal forum. Consultant shall deal with all Arbitration / litigation cases either with Arbitrator or with any other Court of Law during the contract period as defined in the agreement till its conclusion.
- j. Rendering generally as Project Management Consultant, all technical services/ guidance/ advice as may in any way relate to or arise out of the construction of the said work as have been entrusted to the Project Management Consultant by NRDA.
- k. The Project Management Consultant shall collect and deliver to NRDA any specific written warranties or guarantees given by others, including all required trade contractor guarantees and warranties.

- l. The Project Management Consultant shall prepare a realistic cash flow/ expenses on budget head for the project on available information and update the same as required on a regular basis to reflect the current status.
- m. In case certain additional works are required to be carried out for obtaining approval of statutory bodies or to make the completed works/ areas operational, Project Manager, on obtaining the approval from NRDA shall complete the same before handing over the said completed works to NRDA, or to its appointed maintenance agency or to allottee / occupant authorized by NRDA.
- n. The Project Management Consultant shall keep NRDA apprised of any delays; keep a hindrance register indicating all details of all such delays which will also be furnished with recommendations for approval of NRDA for grant of extension of time by NRDA to contractors.

## **2. Completion Stage and Handing Over Stage**

- a) Obtain and submit all the records from the Consultant and the records of any changes made in the works during the progress of works and submit adequate number of completion reports and completion drawings for the project, prepared by the contractor/ Consultant incorporating all such changes, duly authenticated as required for obtaining 'Completion/Occupancy Certificate" from statutory authorities, wherever required.
- b) Obtain certification from Consultant and submit "As Built Drawings" prepared by the Contractor at an appropriate scale indicating the details of building, structure and services duly authenticating and supply 8 sets of as built/completion drawings to Project Coordinator NRDA also hand over the originals of the completed drawings.
- c) Obtain from the Consultant and submit two soft copies of the entire drawings / documents & two sets of drawings on reproducible paper for the works executed to the Project Coordinator, NRDA.
- d) Verification of work on its completion and issuing completion certificates (virtual as well as actual) for the completed works, so as to enable NRDA to record completion of the works.
- e) Verification by taking and recording joint measurements of the final bill to be submitted by the contractors, process, certify and recommend as per the terms and conditions of contract agreement for release of final payment by NRDA and attend to the observations /queries raised while processing the same for payments by NRDA.

- f) Project Management Consultant shall also submit necessary information as required by NRDA for finalization of accounts and commits to continue to till the accounts are finalized at agreed upon terms.
- g) The Project Management Consultant shall maintain complete documentation and render all technical services as may in any way relate to or arise out of the construction of the said work as have been entrusted to the Project Management Consultant by NRDA. Project Management Consultant shall obtain statutory approval/approvals of NRDA or the maintenance agency appointed by NRDA for the said purpose, with respect to the completed works.
- h) The completed works shall be handed over by the Project Management Consultant along with the necessary documentation in pre-determined phases, to the NRDA or the appointed agency or any allottee / occupant authorized by NRDA. Consultant shall also promptly attend to any defects/deficiency noticed in the completed works within the scope of work of execution by the said taking over agency without demur.
- i) Preparation of "Maintenance Manual" for all the works, landscape components, buildings and all the internal and external services.

### **Reports**

1. The consultant will prepare and submit the following reports (as given below) to the Employer on the format prepared by the consultants and as approved by the Employer (except for commencement report)

<b>SI No.</b>	<b>Report</b>	<b>Frequency</b>	<b>Due Date/Time</b>	<b>No. of Copies</b>
1.	Inception Report	One time	15 days after commencement of services.	10
2.	Progress Report (Monthly)	Every month	Before 10 <sup>th</sup> day of the following month	10
3.	Final Report	One time	Within 15 days of completion of services/contract.	10

2. The Commencement Report shall contain the details of all meetings held with the Client and the contractor and decisions taken therein, the resources mobilised by the Consultants as well as the contractor and the Consultants' perception in the management and supervision of the maintenance works. The Report shall also include the Work Programme and Resource Mobilisation for the Project.
3. The monthly Progress Report shall contain details of all meetings, decisions taken therein, mobilisation of resources (Consultants' and the contractor), Detailed

compliance report of each activity, progress and the projected progress for the forthcoming periods. The Report shall clearly bring out the delays, if any reasons for such delay(s) and the recommendations for corrective measures.

**4. Final Report**

The consultant will prepare a comprehensive final completion report after completion of the work. The report shall incorporate summary of the method of maintenance supervision performed, problems encountered and solutions undertaken thereon and recommendations for future projects of similar nature to be undertaken by the employer

***Deliverables***

5 hard copies and 3 soft copies (editable format in CD ROM) of monthly progress reports:

Monthly Progress Report shall comprise of following:

- i) Prepare fund flow statement of actual work plan and will also submit monthly & quarterly progress status.
- ii) List of clearances to be obtained
- iii) List of activities to be executed during the month as per last approved activity schedule
- iv) Cumulative progress achieved
- v) List of activities executed during the month with respect to the last approved activity schedule
- vi) Reason for delay and suggested corrective measures
- vii) List of issues affecting the work and remedial measures
- viii) List of activities on Critical Path
- ix) List if issues in which intervention of NRDA is required
- x) Recommendation on penalty, if delay is caused for any reason that is not beyond the control of the Contractor
- xi) Report on quality of work executed
- xii) Report on defect in construction and / or deviation from approved drawing and their remedial measures
- xiii) Report on quality of materials procured by the Contractor for using in works
- xiv) Report on any activity of the Contractor in deviation to the Agreement



xv) Report on dispute, if any

xvi) Actual site photographs to show the following;

- a. Progress at site
- b. Any defect in construction and / or deviation from approved drawing

### Stage 8: 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 NRDA in issuing three sets of 'as built' drawings including services and structures in soft and hard copies.

### Deliverables

5 hard copies and 3 soft copies (editable format in CD ROM) of as built drawings including services and structures

5 hard copies and 3 soft copies (editable format in CD ROM) of completion report

### 3. Time Frame for Deliverables, and payment milestones

3.1 please find below time schedule and payment milestone

Sl. No	Milestone	Time Schedule	Bill amount, as % of Consultancy Fee(Cumulative)
1	Stage 1	On Submitting <b>Site analysis and Design brief</b> 4 weeks after Letter of Award	5% (5%)
2	Stage 2	On Submitting draft conceptual Landscape plan (2 options) and block estimate of cost 4 weeks after Stage 1	5% (10%)
3	Stage 3	On approval of Final Conceptual Landscape and Block estimates for approval and after	5% (15%)

Sl. No	Milestone	Time Schedule	Bill amount, as % of Consultancy Fee(Cumulative)
		making presentation	
		4 weeks after stage2	
4	<b>Stage 4</b>	A On approval of final Landscape plans and details  B On approval of working drawings of civil works	10 %(25%)
		4 weeks after completion of stage 3	
5	<b>Stage 5</b>	a. On approval of service drawings, landscape drawings and architectural drawings for utility building and hard landscape  b. Preparation of detail cost estimate, rate analysis and Bill of quantities and submit to NRDA for approval  c. On submission of draft tender documents for approval	10 %(35%)
		6 weeks after approval of stage 4	
6	<b>Stage 6</b>	A On approval of detail cost estimate, rate analysis and bill of quantities  B On approval of 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.	5 %(40%)
		4 weeks after completion of stage 4	
7	<b>Stage 7</b>	i. On issue of work order to civil contractor	5 %(45%)
		ii. On completion of 20% of the work ( value of project cost)progress report	5 %(50%)

Sl. No	Milestone	Time Schedule	Bill amount, as % of Consultancy Fee(Cumulative)
		iii. On completion of 40% of the work ( value of project cost)progress report	5 %(55%)
		iv. On completion of 60% of the work( value of project cost)progress report	5 %(60%)
		v. On completion of 80% of the work ( value of project cost)progress report	5 %(65%)
		vi. On Completion of 100% of the work ( value of project cost)progress report	15 %(80%)
		104 weeks after award of contract	
8	<b>Stage 8</b>	On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities	20 %(100%)
		3 weeks after approval of stage 6	
	<b>Total</b>		<b>100%</b>

### 3.2 'In-principle' approval from local authorities

The Technical Consultant shall proactively assist the Authority in obtaining 'In principle' 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 Landscape 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 in-principle approvals have to be arranged before Stage 5

### **3.3 Assistance in preparation of bid documents for contractor**

The Technical Consultant shall assist the Authority in preparation of the bid 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.

### **3.4 Assistance in pre-bid meetings**

The Technical Consultant shall assist the Authority in pre-bid meetings for selection of contractors. 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.

## **4. 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 Bidders 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

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"><li>• <i>Project Brief</i></li><li>• <i>Project cost</i></li><li>• <i>Current status</i></li></ul>	
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 auditor<sup>2</sup>as applicable, as proof of experience. Projects without proof of experience shall not be considered for evaluation.

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<sup>2</sup> 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

<b>Name of Staff</b>	:	
<b>Profession</b>	:	
<b>Years with Firm</b>	:	
<b>Nationality</b>	:	
<b>Area of Specialization</b>		
<b>Proposed Position on Team</b>	:	

### 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**

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

(Illustrative schematic of Work Plan with Manpower Allocation)

**APPENDIX – I**

**Letter of Proposal**

Dated:

The Chief Executive Officer,  
Naya Raipur Development Authority (NRDA)  
, Raipur – 492001

**Sub: Proposal for Selection of Technical Consultant for comprehensive Landscape Planning services for Central park area at Naya Raipur**

Dear Sir,

- 1 With reference to your RFP document dated \*\*\*\*\*, I/we, having examined the Bidding 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 Bid.
- 4 I/ We acknowledge the right of the Authority to cancel the bidding 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 all the two projects 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 Bidding 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 security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 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 Bidding 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 Bidder, 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 I/We offer a Bid Security of Rs 25,000 (Rupees Twenty Five Thousand only) to the Authority in accordance with the RFP Document.

15 The Bid Security in the form of a Demand Draft

16 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 Bidder

**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 Selection of Technical Consultant for comprehensive Landscape Planning services for Central Park area at Naya Raipur , by the Naya Raipur Development Authority,(NRDA) (the "Authority") including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in Bidders' 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 Bid, 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 Bidder 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 Bidder.*
- *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**

- Project Appreciation
- Team deployment details for the project including details of team member and their expertise.
- Conceptual landscape plan
- Conceptual planning showing 3d views of forms, elevation and section in proper scale.
- Methodology for space Planning.
- Services Planning
- Methodology for Project Management Consultancy detail deployment schedule during implementation of project

**APPENDIX – IV**

**Format for Financial Bid**

**(To be enclosed in a separate cover)**

**(On the Letterhead of the Bidder)**

Date:

Chief Executive Officer (CEO)

Naya Raipur Development Authority (NRDA),

Raipur - 492001

**Sub:** Selection of Technical Consultant for comprehensive Landscape planning services & Project Management Consultancy services for Central Park area at 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 pleased to inform that we would charge Total Consultancy fee at ----- percentage (percentage in words and up to 2 decimal only) of the estimated cost (as defined in Clause No 6 of General conditions of Contract) or the actual cost of the project whichever is less, inclusive of all taxes and inclusive of all out of pocket expenses including the service tax, 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

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 Bidder)

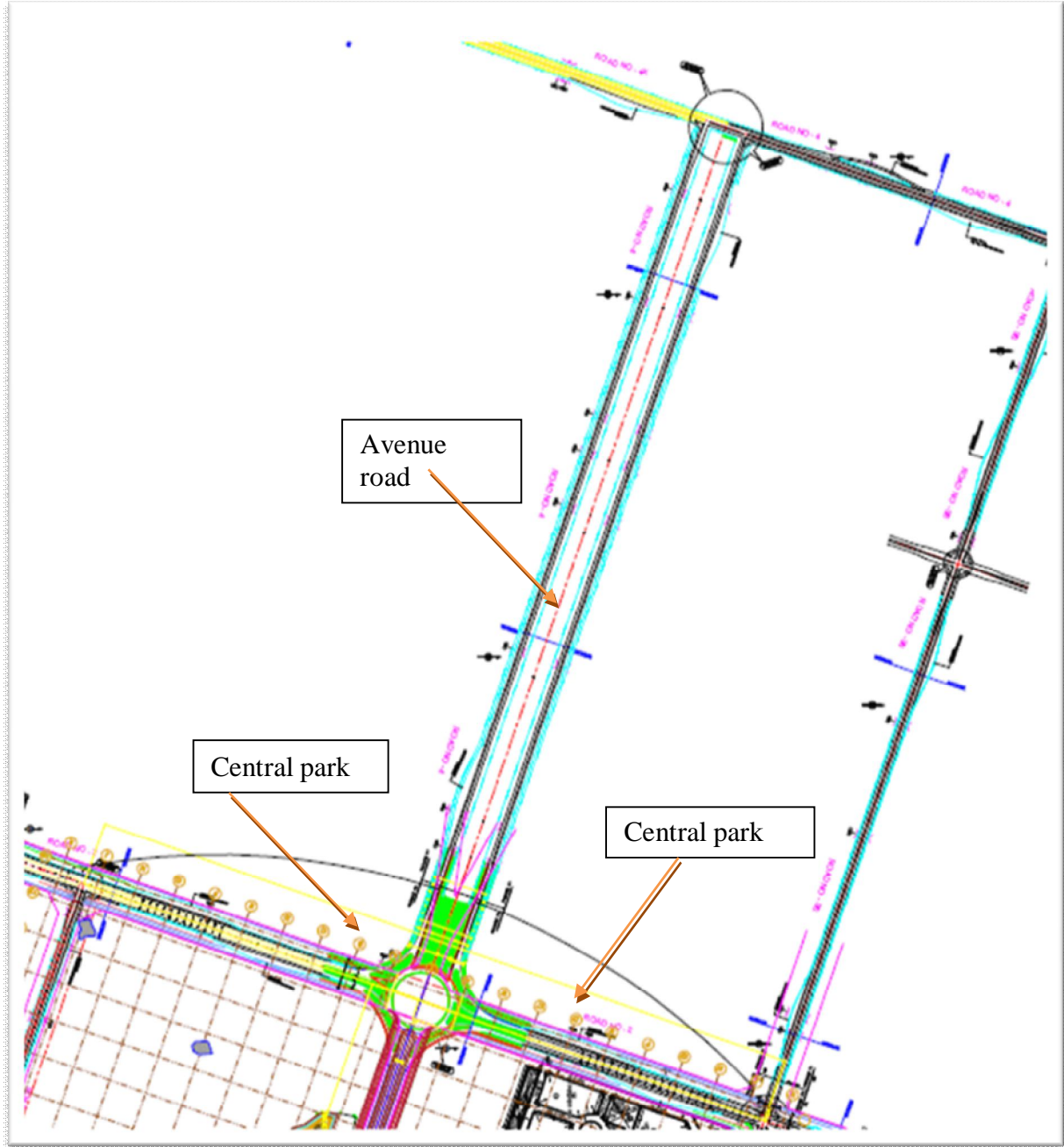
\_\_\_\_\_

(Signature of Authorized Signatory)

\_\_\_\_\_ (Name and designation of the Authorised Person)

## ***Annexure 1***

### **Key Plan of 200 mt Avenue road**



- If required details of drawing should be taken from NRDA

## Annexure 1

### Site Plan

