DT&CP invites detailed proposals from eligible consultants ("Bidder") for providing “Selection of Project Support Consultants for Directorate of Town and Country Planning, Government of Chhattisgarh, Naya Raipur

<table>
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<th>Event Description</th>
<th>Scheduled Date</th>
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<tbody>
<tr>
<td>Proposal Due Date (PDD) and time</td>
<td>Date 30/01/2018 up to 15:00 Hrs.</td>
</tr>
</tbody>
</table>

For corrected RFP document after Pre-Proposal Conference meeting dated which is held on 30/12/2017 and further information please visit Website: [www.tcp.cg.gov.in](http://www.tcp.cg.gov.in)

All other information in this regards will be published in the department’s website only.

Director,
Directorate of Town and Country Planning,

*Government of Chhattisgarh*
REQUEST FOR PROPOSAL

Selection of Project Support Consultants for Directorate of Town and Country Planning, Government of Chhattisgarh, Naya Raipur

Modified NIT No. -197/ M-235 dated 17/1/2018

December 2017

Directorate of Town and Country Planning, Government of Chhattisgarh
3rd floor, 4th Block, Indravati Bhawan, HOD Building, Naya Raipur – 492002, Chhattisgarh.
Phone No: 0771-2511852, Fax No: 0771-2511853
Email ID : cgtownplan@gmail.com
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<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Type Of Technical Proposal</td>
<td>QCBS, Quality cum Cost based Selection</td>
</tr>
<tr>
<td>2.</td>
<td>Last Date of Receipt of pre-proposal Query</td>
<td>Date 30/12/2017 ; Time 12.00hrs</td>
</tr>
</tbody>
</table>
| 3.    | Date of Pre-Proposal Meeting                                         | Date 30/12/2017 ; Time 12.00hrs  
Venue: Directorate of Town and Country Planning, Government of Chhattisgarh  
3rd floor, 4th Block, Indravati Bhawan, HOD Building, Naya Raipur |
| 4.    | Last date and time of Submission of Proposal (Proposal Due Date)     | Up to 15.00 hrs ; Date 30/01/2018                                                                                                                                 |
| 5.    | Opening Of Technical Proposal                                        | At 16.00 hours (IST) or thereafter; Date 30/01/2018                                                                                                                                 |
| 6.    | Date Of Opening of Financial Proposals                               | To be intimated later                                                                                                                                 |
| 7.    | Date of Presentation by Team Leader                                  | To be intimated later                                                                                                                                 |
| 8.    | Duration of Services:                                                | 3 Years (The services will further be extended by two yearly extensions on satisfactory performance ) |
| 9.    | A non refundable processing fee & Earnest Money Deposit               | a. Non refundable processing fee: A crossed demand draft of Rs 10,000 (Rupees Ten Thousand Only) is required to be enclosed Drawn in favor of Directorate of Town & Country Planning Department (DT & CP) on any scheduled bank, payable at Raipur, Chhattisgarh.  
b. EMD: Rs. 5,00,000/- (Rupees Five Lacs Only) in the form of DD drawn on Nationalised/ Scheduled bank in favour of Directorate of Town & Country Planning Department (DT & CP) Payable at Raipur.” |
| 10.   | Validity of Proposal                                                 | 120 days from due date of submission of proposal.                                                                                                                                 |
| 11.   | Name and Address Where Queries/correspondence concerning this request for proposal is to be sent. | Director,  
Directorate of Town and Country Planning, Government of Chhattisgarh  
3rd floor, 4 Block, Indravati Bhawan, HOD Building, Naya Raipur – 492002, Chhattisgarh.  
Phone No: 0771-2511852  
Fax No: 0771-2511853  
Email ID : cgtownplan@gmail.com |
| 12.   | Address where Bidders must submit proposal at the                    | Director,  
Directorate of Town and Country Planning, Government of Chhattisgarh  
3rd floor, 4 Block, Indravati Bhawan, HOD Building, Naya Raipur – 492002, Chhattisgarh. |
DISCLAIMER

The information contained in this Request for Proposal (*RFP*) document provided to the Bidder(s), by or on behalf of Directorate of Town & Country Planning Department (DT & CP) or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for Directorate of Town & Country Planning Department (DT & CP), its employee or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Directorate of Town & Country Planning Department (DT & CP) its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

Directorate of Town & Country Planning Department (DT & CP) may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.
SECTION 1. INVITATION AND SCHEDULE OF BID

1.01 The Town & Country Planning Department, Chhattisgarh is the government department for the preparation of Regional Plan & Development Plan for cities and towns, Department is also technical advisor to all the Development Authorities, Regulated Areas, Urban Local Bodies of the State of Chhattisgarh.

1.02 Other than this the department is also involve in framing out the State Housing policies. Various Building Bye Laws, Zoning Regulations with reference to the administrative control of Housing and Urban Planning Department of the State of Chhattisgarh.

1.03 Major Objective of the department to encourage planned and systematic urban and rural growth in a comprehensive manner, to stop haphazard constructions, to make optimum use of precious urban land, to create conducive conditions for encouraging planned constructions, to plan for creating essential urban infrastructure, to sub serve the basic needs of poor and especially urban slum population, to upgrade environment for conducive habitat.

1.04 The duties of Town & Country Planning department is majorly

   i. To Constitute Planning / Special Areas
   ii. To prepare existing land use map and Development plan of planning Areas
   iii. To Implement the approved/notified Development Plan/IDP
   iv. To Prepare Sectoral Plans and Town Development Schemes.
   v. Carry such surveys and inspections and obtain such pertinent report from Government Departments, Local authorities and public institutions as may be necessary for the preparation of the Development plans.
   vi. Perform such duties and functions as are supplemental, incidental and consequential to any of the foregoing functions or as may be assigned by the State Government for the purpose of carrying out the provisions of the Chhattisgarh Nagar Tatha Gram Nivesh Adhiniyam 1973
   vii. To prepare structure plan.
   viii. To prepare Traffic & Transportation Plan.
   ix. To prepare Conservation Area Plans
   x. To prepare layout for industrial and residential developments

1.05 Directorate of Town & Country Planning Department (DT & CP) has a limited manpower and in-house professional capacity to meet the challenges for implementation of the projects mentioned in para 1.03 to 1.04 above. There is an imperative need of procuring services of an external agency to enhance the capacity. Directorate of Town & Country Planning Department (DT & CP) intends to select and appoint a Project Support Consultant (PSC) through this RFP for the Support for projects mentioned in para 1.03 to 1.04 above.

1.06 INVITATION TO SUBMIT PROPOSALS

DT&CP invites detailed proposals from eligible consultants (“Bidder”) for providing “Selection of Project Support Consultants for Directorate of Town and Country Planning, Government of Chhattisgarh, Naya Raipur” (“The Assignment”), in prescribed format as set out in the RFP.
1.07 SERVICES

i. “Project Support Consultant, while drawing its knowledge and intelligence resources from the core strength from the parent organizations, shall provide the services of a team of experts and support staff with skills and experience commensurate with the task requirements to operate from their own office supporting Directorate of Town & Country Planning Department (DT & CP) at approved location in Naya Raipur / field offices. The minimum requirement of the expertise to be stationed is given in Appendix H.

ii. All the submissions and output shall be vetted by the back office and shall be submitted officially with a cover letter duly signed (both the submission and the cover letter) by the Team Leader with his / her name and office seal.

iii. DT&CP is anticipating the requirements for the next 3 years for the Project Support Consultant. The services will further be extended to two yearly extensions on satisfactory performance. However, DT&CP shall have the discretion to increase or decrease the duration and scope of services of consultant under the assignment.

1.08 The Department would endeavor to adhere to the following schedule of Bidding Process:

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Scheduled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-Proposal Conference</td>
<td>Date 30/12/2017; Time 12.00hrs</td>
</tr>
<tr>
<td></td>
<td>Venue: Directorate of Town and Country Planning,</td>
</tr>
<tr>
<td></td>
<td>Government of Chhattisgarh</td>
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<tr>
<td></td>
<td><em>Indravati Bhawan, HOD Building,</em></td>
</tr>
<tr>
<td></td>
<td>4 Block, 3rd floor, Naya Raipur</td>
</tr>
<tr>
<td>2. Proposal Due Date (PDD) and time</td>
<td></td>
</tr>
<tr>
<td>(i.e. last date and time of receiving Proposals)</td>
<td>Date 30/01/2018 up to 15:00 Hrs.</td>
</tr>
<tr>
<td>3. Opening of Technical Proposals</td>
<td>On Proposal Due Date at 16:00 Hrs or thereafter</td>
</tr>
<tr>
<td>4. Technical Presentation</td>
<td>Shall be intimated later</td>
</tr>
<tr>
<td>5. Opening of Financial Proposals</td>
<td>Shall be intimated later</td>
</tr>
<tr>
<td>6. Validity of Proposals</td>
<td>120 days of Proposal Due Date</td>
</tr>
</tbody>
</table>

1.09 COMMUNICATIONS

All communications including the submission of Proposal should be addressed to:

ATTN. OF:
Director,
Directorate of Town and Country Planning,
Government of Chhattisgarh
*Indravati Bhawan, HOD Building,*
4 Block, 3rd floor, Naya Raipur – 492002, Chhattisgarh.
Phone No: 0771-2511852 Fax No: 0771-2511853
Email ID : cgtownplan@gmail.com
Website: www.tcp.cg.gov.in

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

“Selection of Project Support Consultants for Directorate of Town and Country Planning, Government of Chhattisgarh”
SECTION II. INSTRUCTIONS TO BIDDERS

2.01 General terms of Bidding:

i. An Applicant / consultant can submit only one Proposal

ii. The applicant should be a firm; an entity could be any individual or a registered Firm/company working as a technical consultant in architectural and Urban Planning services. Consortium or joint venture is not acceptable.

iii. The Proposal and all communications in relation to or concerning the Bidding Documents shall be in English language.

iv. The Bidding Documents including this RFP and all attached documents are and shall remain the property of the DT&CP and are transmitted to the Consultants solely for the purpose of preparation and the submission of a Proposal in accordance herewith. Consultants 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 DT&CP shall not return any Proposal or any information provided along therewith.

v. This RFP is not transferable.

vi. Notwithstanding anything to the contrary contained in this RFP, the detailed terms specified in the General Conditions of Contract shall have overriding effect;

2.02 Cost of Bidding

The Consultants 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 DT&CP will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.03 Verification of information and Site visit

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

ii. It shall be deemed that by submitting a Proposal, the Consultant has:

a) made a complete and careful examination of the Bidding Documents;

b) received all relevant information requested from the DT&CP;

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 DT&CP 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 DT&CP, 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.

iii. The DT&CP shall not be liable for any omission, mistake or error on the part of the Consultant 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 DT&CP.
2.04 Right to accept and to reject any or all Bids

i. Notwithstanding anything contained in this RFP, the DT&CP 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.

ii. The DT&CP 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 Consultant does not provide, within the time specified by the DT&CP, the supplemental information sought by the DT&CP for evaluation of the Bid.
   c) Such misrepresentation/ improper response shall lead to the disqualification of the Proposal

iii. 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 Consultant or the Consultant has made material misrepresentation or has given any materially incorrect or false information, the Consultant 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 Consultant 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 DT&CP to the Consultant, without the DT&CP being liable in any manner whatsoever to the Consultant or Technical Consultant, as the case may be. In such an event, the DT&CP shall forfeit and appropriate the Bid Security as mentioned in this RFP

iv. The DT&CP reserves the right to verify all statements, information and documents submitted by the Consultant in response to the RFP. Failure of the DT&CP to undertake such verification shall not relieve the Consultant of its obligations or liabilities hereunder nor will it affect any rights of the DT&CP there under.

2.05 Amendment of RFP

i. At any time prior to the deadline for submission of Proposals, the DT&CP may, for any reason, whether at its own initiative or in response to clarifications requested by a Consultant, modify the RFP by the issuance of Addenda.

ii. Any Addendum thus issued will be uploaded on the web site of DT&CP www.tcp.cg.gov.in. Consultants are requested to visit the site regularly.

iii. In order to afford the Consultants a reasonable time for taking an Addendum into account, or for any other reason, the DT&CP may, at its own discretion, extend the Proposal Due Date.

2.06 Pre-Proposal Conference
i. Pre-Proposal conference of the Applicants is convened at the designated date, time and place. Bidders are requested to participate in the Pre-Proposal Conferences. A maximum of three representatives of each Applicant shall be allowed to participate on production of DT&CP letter from the Applicant. During the course of Pre-proposal conferences, the Applicants shall be free to seek clarifications and make suggestions for consideration of the DT&CP. The DT&CP 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. The DT&CP shall Endeavour to respond to the questions raised or clarifications sought by the Consultants. However, the DT&CP 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 DT&CP to respond to any question or to provide any clarification.

ii. The DT&CP may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Consultants. All clarifications and interpretations issued by the DT&CP shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by DT&CP or its employees or representatives shall not in any way or manner be binding on the DT&CP.

2.07 Preparation and Submission of Bids
i. Format and Signing of Proposals
The Consultant shall provide all the information sought under this RFP. The DT&CP will evaluate only those Proposals that are received in the required formats and complete in all respects.

ii. The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Consultant 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 Bid.

2.08 Bid process
i. DT&CP intends to adopt a QCBS, Quality cum Cost based bidding process for selection of the firm for PSC for this Assignment. The Proposal would be evaluated on the basis of the evaluation criteria set out in this RFP document in order to identify the successful Applicant (“Successful Applicant”). The Successful Applicant is required to enter into a Consultancy Agreement with DT&CP and the draft of the same is set out in Appendix L. The fees shall be paid to the Successful Applicant by DT&CP in the manner as set out in the Draft Consultancy Agreement.

ii. At any time prior to the Proposal Due Date, DT&CP may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP document by the issuance of Addenda, or amendment.

iii. The Proposal shall remain valid for a period not less than 120 days from the Proposal Due Date (Proposal Validity Period). DT&CP reserves the right to reject any Proposal, which does not meet this requirement.

2.09 Minimum Eligibility Criteria
i. The consultant should have experience of successful completion of development plans of at least 2 towns/cities with population more than 3 lacs as per census 2011 in last 5 years.

ii. The consultant should have minimum 10 Urban / town planners employed on the pay roll.

iii. The average annual turnover of a firm from planning consulting services should be more than INR 5 Crores in last 3 financial years ending in March 2017, March 2016 and March 2015.
iv. For the purpose of this RFP document, a Business Entity shall mean a sole proprietorship firm / registered partnership firm a company registered in India under the Companies Act 1956 amended on 2013.

v. Consortia shall not be allowed.

vi. Experience of a bidder as a member of consortia, for any project/work shall not be considered.

vii. Any entity, which has earlier been barred by the Government of Chhattisgarh (GoCG), or Government of India (GoI), or any of the agencies of GoCG from participating in similar projects during last 5 years and the bar subsists as on the Proposal Due Date, shall not be eligible to submit a Proposal.

2.10 Bid Processing Fees and Earnest Money Deposit (EMD)

i. A Non refundable processing fee of Rs 10000 (Rupees Ten Thousand Only) is required to be submitted by a crossed demand draft drawn in favor of Directorate of Town & Country Planning Department (DT & CP) on any scheduled bank, payable at Raipur, Chhattisgarh.

ii. Proposal should necessarily be accompanied by Earnest Money Deposit for an amount of Rs. 5,00,000/- (Rs. Five Lakh only) in the form of a Demand Draft in favour of, Directorate of Town & Country Planning Department (DT & CP) on any scheduled bank payable at Raipur.

iii. EMD shall be returned to the unsuccessful Bidders within a period to two (2) weeks from the date of signing of Consultancy Agreement between Directorate of Town & Country Planning Department (DT & CP) and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon completion of the Consultancy services.

iv. EMD shall be forfeited in the following cases:
   if any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
   if the successful Bidder fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by Directorate of Town & Country Planning Department (DT & CP).

2.11 Performance Security

An amount of Five percent shall be deducted from each payment made to the PSC during the first year of consultancy and retained as Performance Security which shall be returned after satisfactory completion of the consultancy services. In case the consultancy is continue for the further period, no deduction shall be on account of performance security but the retained amount shall be refunded after the satisfactory completion of the consultancy services.

2.12 Clarifications

A prospective Bidder requiring any clarification on the RFP document may notify TOWN & COUNTRY PLANNING DEPARTMENT in writing to the address as specified in the RFP. The Bidders should send in their queries latest by the Last Date of Receiving Queries mentioned in the Schedule of Bidding Process. Directorate of Town & Country Planning Department (DT & CP) may, on its own discretion, forward its responses to all the bidders. Responses would include a description of the enquiry without identifying its source at its sole discretion.
2.13 Format and Signing of Proposal

The Bidder is required to provide all the information as per this RFP document. Directorate of Town & Country Planning Department (DT & CP) shall evaluate only those proposals that are received within the time and in the required format and are complete in all respects. Each Proposal shall comprise the following:

Part I Submission ("Key Submission and Technical Proposal")

i. Covering letter in the format set out in Appendix A
ii. Details of the Bidder in the format set out in Appendix B
iii. Processing Fees as specified in clause 2.10.
iv. Earnest Money Deposit as specified in clause 2.10.
v. Power of Attorney as per Appendix C, authorizing the signatory of the Proposal to submit the proposal
vi. RFP and draft Consultancy Service Agreement duly signed in blue indelible ink and stamped by the authorized representative of the bidder.
vii. Technical Proposal comprising
   a) Project experience Date Sheets in the format set out in Appendix D, with supporting proof
   b) Approach and methodology in Appendix G
   c) Qualifications and competence of the team leader and key professional staff Appendix E
   d) Financial capability of the applicant in Appendix F

Part II Submission ("Financial Proposal")

i. Financial proposal in the format as set out in Appendix I.
ii. The Financial Proposal shall be quoted as a lump sum fixed amount calculated on man month basis which shall be payable to the consultant for the PSC under the agreement. It shall be inclusive of
   a) The Cost to Company expenses of the experts and employees proposed to be deployed
   b) Overheads & miscellaneous expenses and profit
   c) Office set up expenses, rents and other miscellaneous expenses
   d) Expenses on account of travel to any other cities in Chhattisgarh
iii. Consultant shall make available one vehicle to permit staff to travel in the state for work
iv. The Financial Proposal shall be inclusive of all taxes, surcharges out pocket expenses which may be incurred by the consultant towards travel, documentation and communication except those agreed in the RFP, However, the Financial Proposal shall not include Prevailing taxes and GST on such services which shall be payable extra be Directorate of Town & Country Planning Department (DT & CP) at than prevailing rate on every payment made to the PSC. Income tax as applicable shall be deducted at source from every payment towards fees.
2.14 Sealing and Marking of Proposal

i. The Bidder shall seal the Part I Submission and the Part II Submission separately in two envelopes, duly marking the envelopes as “PART I SUBMISSION ("Key Submission and Technical Proposal")” and “PART II SUBMISSION ("Financial Proposal")”. These envelopes shall then be sealed in a single outer envelope.

ii. The original Proposal shall be typed or written in indelible ink and each page shall be initialed by the authorized signatory of the Bidder. All the alterations, Omissions, additions, or any other amendments made to the Proposal shall also be initialled by the person(s) signing the Proposal.

iii. The Bidder shall prepare (1) one original in hard copy and (1) duplicate of the Proposal in soft version in CD Rom in PDF format clearly marked “ORIGINA(L)(Hard Copy) and “Soft Copy” respectively. In the event of any discrepancy between the original and the soft copy, the original shall prevail.

iv. The Bidder shall seal the original and soft copy of the Proposal in separate envelopes, duly marking the envelopes as “ORIGINAL” and “SOFT COPY”. The envelopes shall then be sealed in a single outer envelope.

v. Each of the envelopes, both outer and inner, must be super scribed with the following information

   a. Name and Address of Bidder
   b. Contact person and phone numbers
   c. “Selection of Project Support Consultants for Directorate of Town and Country Planning, Government of Chhattisgarh”

All envelopes shall be addressed to:

Director,
Directorate of Town and Country Planning,
Government of Chhattisgarh
4 Block, 3rd floor,
Indravati Bhawan, HOD Building,
Capital Complex, Sector 19,
Naya Raipur – 492002, Chhattisgarh
Phone No: 0771-2511852 Fax No: 0771-2511853
Email ID : cgtownplan@gmail.com
vi. If the envelope is not sealed and marked as instructed above, Directorate of Town & Country Planning Department (DT & CP) assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of Directorate of Town & Country Planning Department (DT & CP), be rejected.

vii. The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder’s own risk.

viii. It shall be deemed that prior to the submission of the Proposal, the Bidder has:
   a) Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this RFP document;
   b) Received all such relevant information as it has requested from Directorate of Town & Country Planning Department (DT & CP); and
   c) Made a complete and careful examination of the various aspects of the Projects for which the consultancy services are to be provided.

ix. Directorate of Town & Country Planning Department (DT & CP) shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

2.15 Proposal Due Date

Proposals should be submitted before 15.00 hours IST on Proposal Due Date as indicated in the Schedule of Bidding Process, at the address and in the manner and form as detailed in this RFP document, Proposals submitted by either facsimile transmission or telex will not be accepted.

Directorate of Town & Country Planning Department (DT & CP) may, in exceptional circumstances, and at its sole discretion, extend Proposal Due Date by issuing an Addendum.

2.16 Opening of Proposals and clarifications

Directorate of Town & Country Planning Department (DT & CP) would open the Part I Submission of the Proposals on any earliest convenient working day after the Proposal Due Date for the purpose of evaluation. The Part II Submission of the short listed Bidders shall be opened after intimation of the date, time and venue of such opening.

Directorate of Town & Country Planning Department (DT & CP) reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.

To facilitate evaluation of Proposals, Directorate of Town & Country Planning Department (DT& CP) may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.
SECTION III. EVALUATION AWARD AND SIGNING OF AGREEMENT

3.01 The evaluation of the proposals shall be done on Quality cum Cost Basis (QCBS). From the time the proposals are opened till the time the contract is awarded, the bidder should not contact DT & CP on any matter related to its Technical and/or Financial proposal. Any effort by a bidder to influence in examination, evaluation, ranking of proposals or recommendation for award of contract may result in rejection of the bidder’s proposal.

3.02 No request for alteration, modification, substitution or withdrawal shall be entertained by DT & CP in respect of proposals already submitted by the bidder.

3.03 Prior to evaluation of proposals, DT & CP will determine whether each proposal is responsive to the requirements of the RFP by opening the Envelop-1. A proposal shall be considered responsive only if:

i. It is received by the proposal Due Date including any extension thereof;

ii. It is accompanied by the Processing fees and EMD in accordance with the Clause no 2.10 of this RFP document;

iii. It is signed, sealed, hard bound and marked as stipulated in this RFP document;

iv. It is accompanied by the Power of Attorney, authorizing a representative of the bidder for signing the proposal;

v. It contains all the information (complete in all respects) as requested in the RFP;

vi. It does not contain any condition or qualification;

3.04 DT & CP reserves the right to reject any proposal which is non-responsive.

3.05 DT & CP shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

3.06 After the technical evaluation is completed and the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangement for attending the opening.

3.07 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: \( S = St \times T\% + Sf \times P\% \). The firm achieving the highest combined technical and financial score will be invited for negotiations.
3.08 The Evaluation of the Technical Proposal shall be done based on the following scoring system –

The proposals will be evaluated on Quality cum Cost Based services with a weight age of Technical 80% and Financial 20%

3.09 Scoring Methodology:

The Evaluation of the Technical Proposal shall be done based on the following scoring system the criteria, sub-criteria, and point system for the evaluation of Full Technical & Financial Proposals are:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Parameter</th>
<th>Maximum Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Experience of Firm</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Experience of successful completion of development plans of towns/cities in last 5 years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. For at least two completed similar project will score 10marks.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2. For at least three completed similar project will score 15marks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. For at least four or more completed similar projects will score 20marks</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Experience of successful completed Project support consultancy Services for similar nature of work with Central / state Gov. / Authority in last 5 years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. For at least one completed similar project will score 10 marks.</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2. For at least two or more completed similar projects will score 20marks</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Key Personnel in the team for the Project based on:</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Sr. Urban Planner</td>
<td>08</td>
</tr>
<tr>
<td>3</td>
<td>Town Planner</td>
<td>06</td>
</tr>
<tr>
<td>4</td>
<td>GIS Expert</td>
<td>06</td>
</tr>
<tr>
<td>III</td>
<td>Approach &amp; Methodology (To be evaluated on the basis of submissions)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Understanding of the Project requirements</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Methodology Write-up in conformity with TOR</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>Presentation on Approach &amp; Methodology in responding to the ToR</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total (I+II+III+IV)</td>
<td>100</td>
</tr>
</tbody>
</table>

Note:
Key Personnel in the team for the Project will be evaluated based on following percentages:

1) General qualifications & Experience:
   (a) Education:                          : 20
      Minimum as per ToR                   : 15
      Additional Relevant training / higher education : 05
   (b) Experience:                        : 40
      Minimum as per ToR                   : 25
      Two years more than minimum          : 15

2) Adequacy for the Assignment (relevant education, training, experience in the sector / similar assignments as per TOR) : 40

On evaluation of technical proposal, the marks shall be given out of 80 as detailed above excluding IV i.e for Presentation.

The consultant who score more than 55 marks out of 80 shall only be invited for making presentation before the jury
In presentation the marks shall be given out of 20
Total points : 100
The minimum technical score (St) required to be eligible: 65
Financial bid in respect of consultants getting top three technical score shall only be opened.

The formula for determining the financial scores is the following:

\[ S_f = \frac{100 \times F_m}{F} \]

Where \( S_f \) is the financial score, \( F_m \) is the lowest monthly fixed fees in lump sum and \( F \) the monthly fixed fees in lump sum of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

\[ T = 80\%, \quad \text{and} \quad P = 20\% \]

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (\( T = \) the weight given to the Technical Proposal; \( P = \) the weight given to the Financial Proposal; \( T + P = 1 \)) as following:

\[ S = St \times T\% + Sf \times P\% \]

Note: At present, only the Team Leader & Sr. Town Planner CVs shall be submitted in technical proposal.

3.10 The Team leader shall deliver the presentation. No other person shall be allowed to deliver the presentation. In case the Team leader does not attend for making presentation the marks in "PRESENTATION" shall not be given.

3.11 Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of top three Consultants shall be then opened, and the total prices read aloud and recorded.

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

3.13 The event of acceptance of the Proposal of the Preferred Bidder with or without negotiations, DT & CP shall declare the Preferred Bidder as the Successful Bidder. DT & CP will notify the Successful Bidder through a Letter of Acceptance (LoA) that its Proposal has been accepted.

3.14 The Successful Bidder(s) shall execute the Consultancy Agreement within one week of the issue of LoA or within such further time as DT & CP may agree to in its sole discretion.

3.15 Failure of the Successful Bidder to execute the consultancy agreement within specified period shall constitute sufficient grounds for the annulment of the LoA and forfeiture of the EMD.

3.16 Notwithstanding anything contained in this RFP, DT & CP reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

3.17 Contract commencement date: The contract shall commence from the date of signing of the contract agreement. However, the Planning PSC Services under the Agreement shall commence from the date of deployment of the Team Leader at Naya Raipur.

3.18 Team Deployment

3.19 The selected Project Support Consultant shall, not later than 1 (one) month from the date of intimation of its selection as successful Bidder, get the CVs of the team members to be deployed in Naya Raipur approved from the Director, Directorate of Town & Country Planning Department (DT & CP), sign the agreement for the PSC and deploy the team members in Naya Raipur. Provided that, if CV/s of team member/s is not approved, the personnel shall be changed and the CV/s of other personnel/s education and experience shall be submitted by the consultant for approval. Provided further that in the event of any delay in signing the agreement on the part of the consultant or getting approval of CV of any member of delay in deployment of any team member, a time...
extension up to 30 days may be given on written application of the consultant by the with or without penalty which shall be deducted from the first payment due under this agreement.”
(On the Letterhead of the Bidder)

Date :
To:

Director
Directorate of Town & Country Planning Department
4th Block, 3rd floor, Indravati Bhawan, HOD Building,
Naya Raipur (C.G.) 492002

Subject :- Proposal for the Selection of Consultant for Project Support Services for Projects in Directorate of Town & Country Planning Department, Chhattisgarh, Raipur

Dear Sir;

Being duly authorized to represent and act on behalf of ………………….(hereinafter referred to as “the Applicant”), and having reviewed and full understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _________ (Name of Applicant) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from the Proposal Due Date.

2. It is hereby agreed confirmed that-
   
a. that our firm and consortium partners and the parent companies will not accept the assignment of advising to, and will not involve in debt or equity with or in the rating of; the potential Applicant s for implementation of any project whatsoever for which the consultancy is/being provided under this assignment.

b. that notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

c. that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Your faithfully,

For and on behalf of (Name of Bidder)

Duty signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)
Appendix B

Details of Bidder

(On the Letter Head of the Bidder)

1. 
   (a) Name of Bidder
   (b) Address of the office(s)
   (c) Date of incorporation and/or commencement of business
   (d) Registration no.

2. Details of individual(s) who will serve as the point of contact/communication for the Town & Country Planning Department (DT & CP) with the Bidder:
   (a) Name : 
   (b) Designation : 
   (c) company/Firm : 
   (d) Address : 
   (e) Telephone number : 
   (f) E-mail Address : 
   (g) Fax number : 
   (h) Mobile number : 
Appendix C

POWER OF ATTORNEY

(On Stamp paper/e-stamp of relevant value)

Know all men by these presents, We …………………………………….. (name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms………………………………….. (name and residential address) who is presently employed with us and holding the position of ……………………………………….. as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for selection of consultant for project support services for projects in Directorate of Town & Country Planning Department (DT & CP). Including signing and submission of all documents and providing information/responses to Directorate of Town & Country Planning Department (DT & CP) in all matters in connection with our Proposal for the said Assignment.

Way hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the __________ Day of ________ 2017
For ________________________________

(Name and designation of the person(s) Signing on behalf of the Bidder)

Accepted __________________Signature)
(Name, Title and Address of the Attorney)
Date : ______________________________

Note :
1. To executed only if the Bidder is a Company or Partnership firm
2. 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 document of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
3. 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 favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
Format for experience Services provided by the firm (not more than 2 pages for each project, in the given tabular format only)

<table>
<thead>
<tr>
<th>S. No.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Name and Location</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name and Address of Client</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Brief Description of Project</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Brief Description of Actual Services provided:</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Professional Staff Provided, by the firm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. No of Staff:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. No. of Person Months:</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Name of Associated Firm (S) if any:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Professional Staff provided be each of Associated Firm (s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Name of Associated Firm (s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. No of Staff:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. No. of Person Months:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Date of –</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Commencement of advisory services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. completion of advisory services</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Approx Value of Services :</td>
<td></td>
</tr>
</tbody>
</table>
Format for the CV of Team Leader and key personals

1. Name:
2. Sex:
3. Date of Birth:
4. Contact / communication Address:
5. Permanent Address:
6. Mobile No.:
7. E-mail ID:
8. Work Experience:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Firm</th>
<th>From date</th>
<th>To Date</th>
<th>Duration of service</th>
<th>Designation</th>
<th>Number of persons reporting</th>
<th>Job Description</th>
</tr>
</thead>
</table>

9. Education Qualification:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Course / degree / qualification</th>
<th>Year of completion</th>
<th>% of Marks / OAGP obtained</th>
<th>Name of Institute</th>
<th>Name of board / university</th>
<th>Specialization, if any</th>
</tr>
</thead>
</table>

10. Details of training availed:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Training</th>
<th>Details of training program</th>
<th>Year of training</th>
</tr>
</thead>
</table>

11. Languages known:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of language</th>
<th>Speak (Y/N)</th>
<th>Read (Y/N)</th>
<th>Write (Y/N)</th>
</tr>
</thead>
</table>

12. Other details, if any, may be mentioned here

13. Certification by the Personnel:
    This is to certify that the above details are true to best of my knowledge __________________________ Signature of the personnel

14. Certification by the Authorized Signatory of the applicant firm:
    This is to certify that the above person is working with our firm as ________________ [mention present designation] from ____________ [mention the date], who will dedicated for the subject assignment for guiding, managing and supervising the team to be deployed. __________________________ Signature of the Authorized Signatory
Format for Financial details of the firms

Financial Capacity

The information regarding the turnover from consulting services in Last three years should be provided in the format below

<table>
<thead>
<tr>
<th>Financial year ended</th>
<th>Turnover in Crores of INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2015</td>
<td></td>
</tr>
<tr>
<td>March 2016</td>
<td></td>
</tr>
<tr>
<td>March 2017</td>
<td></td>
</tr>
</tbody>
</table>

*To be certified by Chartered Accountant
Methodology Statement and Approach

(Not More than 2 pages)
Appendix H

Qualifications and competence of the key professional staff of the Consultant who would provide back office support to Directorate of Town & Country Planning Department (DT & CP) and assist the staff deployed in Raipur / Naya Raipur.

Qualifications and competence of the Team Leader who would be deputed to Raipur

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>No of Expert</th>
<th>Qualification</th>
<th>Experience</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader/Town Planner</td>
<td>1</td>
<td>He should be B. Arch/BE and Master in Urban Planning/Regional Planning/Town Planning</td>
<td>15 years</td>
<td>He should have minimum experience of working and leading teams in at least 4 developments plans/Development plans for a population of at least 3 lakhs. The experts should have good working knowledge of hindi</td>
</tr>
<tr>
<td>2</td>
<td>Senior Planner</td>
<td>1</td>
<td>He should be Master in Urban Planning/ City Planning and working experience of GIS</td>
<td>8 Years</td>
<td>He should have minimum experience of working on at least two development plan/Development plans for a population of at least 3 Lakhs. The expert should have good working knowledge of hindi</td>
</tr>
</tbody>
</table>

(Please attach the curriculum vitae of Team Leader and Senior Town planner who would be deputed in Raipur/Naya Raipur for the overall project period)
Having gone through this RFP document and Draft Consultancy Agreement and having fully understood the scope of work for the Project as set out in the RFP document; we are pleased to quote the following fees for the Assignment:

**Total consultancy fees for 36 months as per scope of work (Table A and Table B)**

<table>
<thead>
<tr>
<th></th>
<th>In Figures</th>
<th>Table A + Table B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We confirm that

1. In case of difference in amount quoted in figures and words, the lower value will be considered for evaluation.

2. The Financial Proposal includes all taxes except GST and ant other tax levied other than income tax on such services which shall be reimbursed by DT&CP.

3. An amount of 5% of the total consultancy fees or Rs 40 Lakh shall be provided by DT&CP as mobilization advance against bank guarantee of equal amount for total period of contract.

4. The consultant will have to install commission its own office in Naya Raipur approved by DT&CP and will have to procure all hardware, software, office setup, furniture & furnishings as stated in the RFP and that the mobilization advance shall be deducted in 15 monthly equal installments from 4th monthly payment onwards without any interest.

**Summary of Man month computations**

**Table A**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Experts</th>
<th>Period in months</th>
<th>No of Experts</th>
<th>Man month rate (Rs)</th>
<th>Taxes applicable on Man month rate</th>
<th>Total Amount inclusive of Taxes ($3<em>4</em>(5+6))</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader/Town Planner</td>
<td>36</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Senior Town Planner</td>
<td>36</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Town Planner and GIS</td>
<td>36</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selection of Project Support Consultants for Directorate of Town and Country Planning, Chhattisgarh

<table>
<thead>
<tr>
<th>Expert</th>
<th>Period in months</th>
<th>Rate per Months</th>
<th>Taxes per month</th>
<th>Total Amount inclusive of Taxes (3* (4+5))</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Transport Planner</td>
<td>36</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 GIS expert</td>
<td>36</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Auto cad expert</td>
<td>36</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Office Assistant/ Hindi translator</td>
<td>36</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Table A</strong></td>
<td><strong>10</strong></td>
<td></td>
<td></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

Table B

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Period in months</th>
<th>Rate per Months</th>
<th>Taxes per month</th>
<th>Total Amount inclusive of Taxes (3* (4+5))</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Expance per month as per scope of work</td>
<td>36</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Expense of one vehicle as per scope of work</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Stationary and consumable charges as per scope of work</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Table B</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Y</strong></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

**Note:**

1. The consultant may on its own cost keep 2 Personals for the assistance of the team in the office
2. The above man month cost quoted is inclusive of profit and other overheads etc.
Appendix J

Details of Computer Hardware and software

<table>
<thead>
<tr>
<th>Sr.no</th>
<th>Particulars</th>
<th>Configuration or Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COMPUTER/LAPTOP TO technical members and suitable computers for other members.</td>
<td>CPU_i7, RAM 4 MB, HDD 500 GB</td>
</tr>
<tr>
<td>2</td>
<td>Plotter</td>
<td>A0 size colour with scanner</td>
</tr>
<tr>
<td>3</td>
<td>Printer</td>
<td>LaserJet A3 colour with scanner</td>
</tr>
<tr>
<td>4</td>
<td>AutoCAD for all technical persons</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Microsoft office</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>GIS software</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A vehicle for team member and for site visits.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Any other hardware and software required to provide the services</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. The configuration of hardware and software and pricing shall be approved by DT&CP before placing order.
2. The cost of hardware and software shall be included in financial offer.
3. The hardware and software shall be maintained by the consultant at his cost.

For and on behalf of (Name of Applicant)
Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)
Seal of the Applicant
Roles, Responsibilities and Broad Scope of Work of Project Support Consultant (PSC) and Minimum Qualification and Experience of Experts and Office Assistant

The Project Support Consultant while drawing its knowledge and intelligence resources for vetting of the documents, case studies, specialized opinion, guidance, suggestion on any matter etc. from the core strength of the parent organizations, shall provide the services of a team of experts and support staff with skills and experience commensurate with the task requirements to operate from the Directorate of Town & Country Planning Department (DT & CP) approved location in Naya Raipur.

The Roles, Responsibilities and Broad Scope of Work of PSC is set out below –

1. The PSC in meant to be an operation unit supplementing and enhancing the existing skill mix of Directorate of Town & Country Planning Department (DT & CP), rather than a supervisory body. It is expected to work in tandem with the existing staff with focus on strengthening implementation of the projects. The focus of PSC is to enhance the pace and quality of implementation of the activities under the projects

2. The PSC is required to open their own office with minimum tentative space requirement worked out as below

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Officer</th>
<th>Type of Room</th>
<th>Carpet area (Sq ft)</th>
<th>Total Area (Sq ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader/Town Planner</td>
<td>Cabin</td>
<td>15x15</td>
<td>225</td>
</tr>
<tr>
<td>2</td>
<td>Common office area with work station for all other experts</td>
<td>Work station</td>
<td>Lum sum</td>
<td>700</td>
</tr>
<tr>
<td>3</td>
<td>Pantry</td>
<td>Lum sum</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Conference room</td>
<td>14x14</td>
<td>196</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Common toilets</td>
<td>Lum sum</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Printing/zeroxing space</td>
<td>Lum sum</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Minimum Carpet Area required | **1301 Sq Ft**

Note: These are the minimum requirements worked out however the consultant may have office area more than this minimum requirement given.

3. The PSC shall support and assist Directorate of Town & Country Planning Department (DT & CP) in carrying out the following activities:
4. After agreement signed the consultant will have to submit an inception report in a month in a month period giving detail methodology and team deployment schedule and work plan for coming year and draft reporting format by the DT&CP.

5. Just after signing the agreement the first deliverable consultant to submit with the inception report with the updated standard Manual for preparation of development plans for Chhattisgarh state.

**Task A- Major Task**


b. The PSC team will assist DT & CP in carrying out and supervise actual surveys and procurement of satellite imageries but the cost of which will be borne by the DT&CP.

c. The PSC would assist DT& CP in all consultations regarding the finalizations of the Development Plans.

**Task B- Allied Task**

a. Provide technical advisory and consultant organization on matters concerning urban and regional planning strategies, research, appraisal, and monitoring of central government schemes and development policies.

b. Monitoring project progress in co-ordination with other departments of Directorate of Town & Country Planning Department (DT &CP) and those of State Government and Central Government departments/Ministries including parastatals.

c. Review the reports submitted by the technical consultants and survey agencies.

d. Review the project documents and bid documents prepared and advise on gaps. If any.

e. Assist the state department to develop Urban and Regional Information System.

f. Preparation of reports including progress report, utilization certificates and other reports on progress of implementation of state Reforms and Projects and infrastructure and other projects.

g. Preparation of Policy frame work, institutional frame work, investment and action plans.

h. And any other work assigned by Director, Town & Country Planning Department.

**2. DETAIL SCOPE OF WORK FOR PSC- MAJOR TASK**

**2.1 Development Plan**

The scope of the services for the preparation of the Development Plan for various towns should be carried out through Five Stages as follows:

(a) Stage-1: Existing Situation Assessment

(b) Stage-2: Vision and Strategy Formulation

(c) Stage-3: Final Spatial Strategy and Preliminary Development Plan

(d) Stage-4: Draft Development Plan

(e) Stage-5: Assistance to DT&CP in notification and finalization of Final Draft Development Plan

**Legal framework**
STAGE-1: EXISTING SITUATION ASSESSMENT

This stage represents the initiation of the Development Plan preparation. The scope of work in this stage is a comprehensive assessment of the existing situation and identification of the general trends of socioeconomic development at the regional level. Furthermore, the stage will concentrate on the assessment of available data and information and accuracy of this data in terms of quantity, quality and it’s adequacy for the purpose of the preparation of the intended Development Plan. Therefore, the Consultants shall collect all available data and conduct all necessary surveys and researches as described in this Stage.

The scope of work of the stage shall be accomplished in Five (5) Tasks as follows:

**Task 1: Data Collection and Review and Documentation of Policies, Strategies and Plans**

The task will draw a comprehensive picture of the existing socio-economic conditions, physical characteristic both built up and natural and assembly and appraisal of all of the data in order to identify existing development trends and issues. Furthermore, the Consultants shall fully comprehend all existing policies, plans, strategies and laws that influence the planning practices and execution of the approved plans, The activities to be carried in this Task are as follows.

(a) Review of all sectoral policies, strategies and plans on regional economic development, industrial policy, affordable housing, Smart City Mission, Amrut Mission, Ease of doing business, Modern building by laws, Housing for all, State SEZ policy, tourism and heritage, PPP framework, protection of environmental resources etc.

(b) Review and documentation of policies, strategies and plans through collection of data and information from various sources of all government authorities and other sources: and

(c) Compile all available spatial and attribute data, regarding existing conditions in the Project Area covering, but not limited to, the following areas:

(i) **Socio-economic data** including economic base characteristics of various economic sectors (agriculture, animal husbandry, fisheries, industry and tourism), employment, population and demographic characteristic, etc.

(ii) **Environment and Natural Resources** including forests, rivers, lakes and other water resources, environment and protected areas, natural drainage areas and flooding areas, ravines, sanctuaries/bio-diversity areas, mining and quarrying, high value natural scenic sites including the heritage areas etc related to the environmental concerns.

(iii) **Physiographic and geology**, climate, winds, topography, geology, natural risk sites, etc.

(iv) **Human settlement hierarchy, function and distribution**: including urban and rural settlements/habitats.

(v) **Built-up environment and land use**.

(vi) **Transportation Infrastructure** including road based rail based and air transport and networks.

(vii) **Physical Infrastructure data** including water supply and network. Electricity supply and network, sewerage system, telecommunication, solid waste treatment facilities.

(viii) **Social infrastructure data** including hierarchy of facilities, their distribution and accessibility.

(ix) **Projects under implementation** including the inventory of all infrastructure, housing and real estate projects under construction.

14. **Having accomplished the above activities, the Consultants shall**:

(a) Assess the quality and quantity of data available at the regional and other hierarchal levels.

(b) Identity the gaps in terms of information needed and the approach and methods to overcome such deficiency.

(c) Conduct all necessary field studies and assist department in surveys to update missing data and information needed for preparation of the Project.
The DT&CP will be providing

(i) Soft copies/original digital data on Satellite imagery, expected to be procured by DT&CP from National Remote Sensing Centre (NRSC), Hyderabad or Nagpur, India or any other source available.
(ii) Soft copy of existing Land-use Plan (in Auto Cad / GIS) if any exist
(iii) Soft copy and or hard copy of layouts approved by D&TCP in project area
(iv) Reports and Plans (hard and soft copies) of the existing Development Plan for urban areas.
(v) Introduction letter to the concerned agencies for obtaining necessary information.
(vi) Issuing press notifications, advertisements and letters as required for undertaking surveys, field investigation and consultation.
(vii) Participation in consultations with stake holders.
(viii) Any other data/information/services/assistance for the Project needs, as requested by consultants during contract duration.

Task-2: Base Map Preparation
Base map preparation shall cover, but not limited to, be following, Consultants, shall, however, may amend further, if any.

(a) Erstwhile Project Area:
(i) Verification and updation of existing base maps with reference to ground position and time to time government orders issued, which includes revision of the urban land use.
(ii) Digitization of land use through interpretation satellite imagery and ground truth verification.
(iii) Digitization of cadastral revenue village map, revenue boundaries with survey number of concerned villages with geo-reference for proposed as well as existing development plan.
(iv) Key Projects under implementation or committed by collection data from concern agencies.
(v) Infrastructure and Utilities mapping, wherever available, from concerned Government Departments.
(vi) Incorporation of approved layout road networks.

Task-3: Analysis and Assessment of Existing Situation
Based on the above, the Consultants shall conduct the assessment of the existing situation and identify issues, opportunities and challenges, the task shall cover with SWOT analysis (but not limited to) the following:

(a) Review of all sectoral policies, strategies and plans and G.O.s, wherever relevant;
(b) Status of present town/city in terms of implementation strategies;
(c) Position of project area and its influence over the regional area;
(d) Demographic characteristics;
(e) Regional Economic base assessment;

STAGE-2: VISION AND STRATEGY FORMULATION
Based on the detailed analysis and assessment of the development status and current trends in the Project Area carried out during Stage-1, the Consultants shall develop alternative strategies to achieve the goals and objective of the sustainable development in the Project Area in the light of State level policies.
In this stage, the Consultants shall carry out, but not limited to, the following:

(a) Identification of opportunities, strengths and weaknesses and threats for the development of the Project Area
(b) Formulate a Development Vision stating Vision Statement, targets and Strategies to achieve goals.
(c) Make a realistic demand assessment on key economic activities and employment opportunities.
(d) Demographic projection up to 2031 and estimate future demand on housing and other physical and social infrastructure.
Selection of Project Support Consultants for Directorate of Town and Country Planning, Chhattisgarh

(e) Evolve 2-3 alternative scenarios for spatial growth for future projections.
(f) With inputs from transportation model, and other key parameters evaluate all 2-3 alternative scenarios and finally chose preferred alternative.
(g) Each of proposed alternatives shall discuss the following:
(i) The vision of the regional spatial structure and the likely scale of development in the context of demographic trends, including migration patterns and housing issues.
(ii) The implications of the above on the distribution of population and activities and on the land use and environment.
(iii) The role and feasibility of developing growth centers that can attract inward investment and efficient infrastructure.
(iv) Economic sector development and employment generation, Strategic plans to invite foreign investment at strategic growth points for economic sustainability and balanced growth.
(v) The distribution of population and economic activities and urban rural linkages and the development.
(vi) The human resources development:
(vii) Regional and Urban infrastructure in terms of transport, water supply, power and communication, urban environment quality including waste management and flood control.
(viii) The integration of the capacity of the environment to accommodate in the proposed strategy.
   ▪ The integration of the capacity of the environment to accommodate in the proposed strategy.
   ▪ The maintenance and enhancing of the quality and diversity of natural and cultural heritage.
   ▪ Proposed strategy by identification of ecologically sensitive areas, protection needs.

STAGE – 3: SPATIAL STRATEGY AND PRELIMINARY DEVELOPMENT PLAN

Upon approval of the preferred strategy, the Consultants shall formulate the final spatial strategy and the resultant preliminary land use plan. The Preliminary land use plan shall be prepared to the detailed level described below and by incorporating all comments and feedback from the client. The scale of Base-map and Land use maps shall be 1:4000

(a) General zoning covering the whole Project Area and defining clearly all types of land uses including open space, protected and productive areas.
(b) Transportation Plan-structure plan for road network with hierarchy of roads and rail network road section.
(c) Trunk level water supply system, sewerage system
(d) Social Infrastructure including health, education, recreation, sports and other facility
(e) Commercial centers at the regional, town and district levels
(f) Solid waste and waste water treatment facilities
(g) Major resources and distribution system of water, power, sewerage disposal system

Strategy report will include the following:

(a) Regional Setting
(b) Current socio-economic condition and trends
(c) Projections based on current trends
(d) Opportunities and challenges
(e) Proposed development strategy
(f) Projection based on the proposed strategy
(g) Spatial implications of the proposed strategy
The other reports of Preliminary Draft Development Plan shall include the following:

(a) Transport Sector Plan  
(b) Strategic Environmental Action Plan  
(c) Development control and zoning regulations.  
(d) Capital Investment Plan for the consecutive 5 year development plans covering the period of the strategy (20 years), along with preliminary cost estimate of each proposal and priority

STAGE – 4: DRAFT DEVELOPMENT PLAN

Upon approval of the Preliminary Development Plan by the client, the Consultants shall incorporate the same on to Draft Development Plan.

STAGE – 5: ASSISTANCE TO DT&CP IN NOTIFICATION & FINALISATION OF FINAL DRAFT DEVELOPMENT PLAN AND DRAFT ZONAL DEVELOPMENT PLANS

Consultants shall facilitate in notification of Draft Development as per provision of Town & Country Planning act and its Rules, it will be open for 1 months. Upon receipt of objections and suggestions, the same shall be compiled. In consultation with the DT&CP, Strategies to incorporate objections and suggestions will be finalized, thereafter, Consultants shall incorporate the same in Final Draft Development Plan submit to the DT&CP. The DT&CP will then submit the same to Government of Chhattisgarh for approval. The proposed land use plan shall be superimposed on to village cadastral maps, showing revenue boundaries and survey numbers. The consultants shall also submit a “land use register”, showing survey number by each village.

Along with Final Draft Development Plan the Consultants shall submit all Plans and drawings in GIS platform in an agreeable format to the Client. The study area maps shall be digitized on GIS platform based on interpretation of the satellite imagery that will be supplied by DT&CP. The Development Plan shall be delivered 1:4000 scale however data capture for the Development plan has to be at 1:1000 Scale for using the same database as base map for town development scheme. The digital database shall be provided in GIS Platform and also in AutoCAD platform to the client.

Task – 5: Stakeholder Consultations

The Development Plan shall adopt participatory approach by conducting interactive sessions. Therefore, consultants shall devise effective strategy to conducts consultation with stakeholders including civil society of both urban and rural area, local community, agriculture community, industrialists, traders, elected representatives, academicians, government and non-governmental organizations.

A minimum number of various levels of consultations at village/mandals, workshops at District level and city level, however, Consultants may propose additional number of consultation, if needed.

1. Contents of the Development Plan

(1) Considering the above component the plan will be prepared in conformity with the Chhattisgarh Nagar Tatha Gram Nivesh Adhiniyam 1973;
(2) The review draft Development Plan shall consist of following maps, diagrams, charts, reports and other written matter of an explanatory of descriptive nature as pertaining to the development of the whole or any part of urban/town/city:

(a) Indicate broadly the land use proposed in the planning area;

(b) 1[“allocate broadly areas or land, keeping in view the regulations for natural hazard prone area, and eco and sensitive areas for.”]
2 [allocate broadly areas or zones of land for-]

(i) residential, industrial, commercial and environmentally agricultural, purpose; recreation purpose such;
(ii) open spaces, parks and gardens, green-belts, zoological gardens and playground; plantation etc;
(iii) under public and semipublic uses public institutions and offices; and social infrastructure;
(iv) such other special purposes as the Director may deem fit.

(c) lay down the pattern of National and State Highways connecting the planning area with the rest of the region, ring roads, arterial roads and the major roads within the planning area;

(d) provide for the location of air-ports, railway stations, bus terminus and indicate the proposed extension and development of railways and canals;

(e) make proposals for general landscaping and preservation of natural areas;

(f) project the requirement of the planning area of such amenities and utilities as water, drainage, electricity and suggest their fulfillment;

(g) propose broad based regulation for zoning, by way of guide lines

(h) lay down the broad-based traffic circulation patterns in a city;

(i) Indicate measures for flood control, prevention of air and water pollution, disposal of garbage and general environmental control.

(ii) Indicate measures for abandoned mines area and existing mining area and dumping of fly ash etc.

(3) The written matter forming part of the draft Development Plan shall include such summary of the main proposal and such descriptive matter as the DT&CP may consider necessary to illustrate or explain the proposal indicated by maps, charts, diagrams and other documents.

(4) The draft Development Plan may include all the following:

(a) Reports of the survey and analysis of the socio-economic features with special reference to the trends of growth of population, industries, mining, forest and tribal land shape, orientation existing land use, topography soil characteristics, climate, existing settlement etc and such other matters as may relate to planned development;

(b) Proposed land use plan as well as analysis of estimated future needs and consisting of comprehensive proposals for the most desirable utilization of land such as agricultural, commercial, Industrial, residential, cultural, educational, Head of Administration, recreational, P.S.P. transportation and other activities;

(c) Identification of major issues and problems

(d) Future traffic and transportation plan including updating major road and by-passes based upon reports of survey and inventory of volume of traffic and capacity of existing road, highways and
consisting of proposals for a system of street, roads, highways and parking, loading, unloading and terminal facilities;

(e) Study of central area, identification of problems and proposals,

(f) Drainage, sewerage and utilities plan preparation consisting of proposals for provision of water, electricity, drainage and disposal of sewage and refuse;

(g) Housing plan consisting of estimates of housing requirements and proposals relating to future housing areas and typology of new housing units, proposals for slum upgradation;

(h) Public & Semi Public, Education, recreation and community facilities plan indicating proposals for parks, open spaces, recreational educational and cultural centers, reuse of derelict mine sites;

(i) A financial plan containing capital improvement programmes, estimates of revenues and resources, estimates and objectives of public services and such other fiscal matters and proposals for the implementation in states of the Development Plan;

(j) Specific proposals for new township schemes, industrial estate schemes, pollution mitigation measures including reclamation of existing ash dykes, of any river action plan, relocation of re-housing schemes or improvement programmers or any specified purpose as in the opinion of the DT&CP are necessary or desirable for the planned development of the city...

2.1.1 Deliverable & Time line

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Milestones/Deliverables</th>
<th>No. of Copies</th>
<th>Completion/ submission Time (at the end of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On submission of Inception report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>1 week from Start date</td>
</tr>
<tr>
<td>2</td>
<td>On submission of Interim report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>1.5 month from Start date</td>
</tr>
<tr>
<td>3</td>
<td>On submission of Field Surveys report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>2.5 month from Start date</td>
</tr>
<tr>
<td>4</td>
<td>On submission of Stage-1 Report – Existing Situation Assessment</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>5 month from Start date</td>
</tr>
<tr>
<td>5</td>
<td>On submission of Base map</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>7 month from Start date</td>
</tr>
<tr>
<td>6</td>
<td>On submission of Traffic survey analysis and findings Report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>9 month from Start date</td>
</tr>
<tr>
<td>7</td>
<td>On submission of Consultation Report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>11 month from Start date</td>
</tr>
<tr>
<td>8</td>
<td>On submission of Stage-2 Report Vision and strategy Formulation Report</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>12 month from Start date</td>
</tr>
<tr>
<td>9</td>
<td>On submission of Stage-3 Report – Preliminary Draft Development Plan</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>14 month from Start date</td>
</tr>
<tr>
<td>10</td>
<td>On submission of Draft Development Plan</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>16 month from Start date</td>
</tr>
<tr>
<td>11</td>
<td>Consolidated Report on Public objections and suggestion from interested public and local authorities on Draft Development Plan and as per the Act</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>18 month from Start date</td>
</tr>
<tr>
<td>12</td>
<td>Addressal of comments and suggestions in consultation with DT&amp;CP in to Final Draft Development Plan and Finalise the Plan</td>
<td>3 Hard Copy &amp; 1 Soft Copy</td>
<td>19 month from Start date</td>
</tr>
</tbody>
</table>
Please note that the consultant may be given simultaneously task for any number of Development plans at a time by the DT&CP

They will have to plan for time and will have to submit progress reports for each task every month.

*The report submitted should be in Hindi and English.*

### 2.2 Allied task

- a. Provide technical advisory and consultant organization on matters concerning urban and regional planning strategies, research, appraisal, and monitoring of central government schemes and development policies.
- b. Monitoring project progress in co-ordination with other departments Directorate of Town & Country Planning Department (DT & CP) and those of State Government and central Government departments/Ministries including parastatals.
- c. Review the report submitted by the technical consultants.
- d. Review the project documents and bid document prepared and advise on gaps, if any.
- e. Developing and assist the state department to develop Urban and Regional Information system.
- f. Preparation of reports including progress report, utilization certificates and other reports on progress of implementation of state Reforms and Projects and infrastructure and other Projects.
- g. Preparation of Policy frame work, institutional frame work, investment and actions plans
- h. Any other work instructed by Directorate of Town & Country Planning Department

### 3. Consultant Team Requirements

#### 3.1 Team to be placed in Raipur during the Tenure of agreement

The PSC will provide the services of a team of experts and assisting staff with skills and experience commensurate with the task requirements. All team members shall operate from the Directorate of Town & Country Planning Department (DT & CP) approved location in Raipur. The experts and assisting staff shall be positioned in Raipur/Naya Raipur for the full duration of the consultancy service. The minimum qualifications of key staff shall be as given in the table below –

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Experts</th>
<th>No of Expert</th>
<th>Minimum qualification Required</th>
<th>Minimum No years experience</th>
<th>Relevant experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>1</td>
<td>He should be B. Arch/BE and Master Degree in urban Planning/Regional planning/Town Planning</td>
<td>15</td>
<td>He should have minimum experience of working and leading team in at least 4 developments plans for a population of at least 3 Lakhs. The expert should have good working knowledge of hindi</td>
</tr>
</tbody>
</table>
### Selection of Project Support Consultants for Directorate of Town and Country Planning, Chhattisgarh

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Experts</th>
<th>No of Expert</th>
<th>Minimum qualification Required</th>
<th>Minimum No years experience</th>
<th>Relevant experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Senior Planner</td>
<td>1</td>
<td>He should be Master in Urban Planning/City Planning and working experience of GIS</td>
<td>8</td>
<td>He should have minimum experience of working on at least two development plan/Development plans for a population of at least 3 Lakhs. The expert should have good working knowledge of hindi</td>
</tr>
<tr>
<td>3</td>
<td>Town Planner and GIS Expert</td>
<td>1</td>
<td>He should be Master in Urban Planning/City Planning and working experience of GIS</td>
<td>6</td>
<td>He should have minimum experience of working on at least one development plan/Development plans for a population of at least 3 Lakhs. The expert should have good working knowledge of hindi</td>
</tr>
<tr>
<td>4</td>
<td>Transport Planner</td>
<td>1</td>
<td>He should be B.Arch/BE and Masters in Transport Planning</td>
<td>4</td>
<td>He should have minimum experience of working on transport issues of at least 2 Urban planning projects. The experts should have good working knowledge of hindi</td>
</tr>
<tr>
<td>5</td>
<td>GIS expert</td>
<td>3</td>
<td>He shall have Master/Post graduate diploma in Remote sensing or in GIS Planning from an accredited college/University</td>
<td>3</td>
<td>He should have minimum experience of working in at least two development plans of population more than 3 Lakhs. And expertise in analyzing the satellite imageries and preparation of base maps in similar projects</td>
</tr>
<tr>
<td>6</td>
<td>Auto cad expert</td>
<td>1</td>
<td>He shall a certification in auto cad from an accredited institution and good working knowledge of hindi</td>
<td>3</td>
<td>He should have minimum experience of working on at least one large urban scale projects in auto cad</td>
</tr>
<tr>
<td>7</td>
<td>Office Assistant/hindi Expert</td>
<td>2</td>
<td>He should be a graduate with good working knowledge of Hindi as well as English</td>
<td>3</td>
<td>He should have experience in handling office operation and good drafting knowledge in Hindi</td>
</tr>
</tbody>
</table>
THIS AGREEMENT (“Consultancy Agreement”) is made on the ______ this day of __________2017 at Raipur.

BETWEEN:

Town & Country Planning department, a statutory DT&CP constituted by Government of Chhattisgarh under Chhattisgarh Nagar Tatha Gram Nivesh Adhiniyam, 1973, having it’s office at Indravari Bhawan HOD Building, 4th Block, 3rd Floor, Naya Raipur (hereinafter referred to as “TOWN & COUNTRY PLANNING DEPARTMENT” or the “First Party” which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and assigns) or One Part

AND

_______ firm having its registered office at __________(hereinafter referred to as the Consultant or the “Second Party”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns) of the Other Part

TOWN & COUNTRY PLANNING DEPARTMENT and the Consultant are collectively referred to as ‘Parties’ and individually as “Party”.

WHEREAS:

A. The Town & Country Planning Department, Chhattisgarh is the government department for the preparation of Regional Plan & Development plan for cities and towns, along with Structure Plan, Department is also technical advisor to all the Development Authorities. Regulated Areas, Urban Local Bodies of the State of Chhattisgarh.

B. Other than this the department is also involve in framing out the State Housing policies. Various Buildings Bye Laws, Zoning Regulations with reference to the administrative control of Housing and Urban Planning Department of the State of Chhattisgarh.

C. Major Objective of the department to encourage planned and systematic urban and rural growth in a comprehensive manner, to stop haphazard constructions, to make optimum use of precious urban land, to create conducive conditions for encouraging planned constructions, to plan for creating essential urban infrastructure, to sub serve the basic needs of poor and especially urban slum population, to upgrade environment for conducive habitat.

D. The duties of Town & Country planning department in majorly

• To constitute Planning/Special Areas
• To prepare existing land use map and Development plan of planning Areas
• To implement the approved/notified Development Plan
• To prepare Sectoral Plans and Town Development Schemes.
• Carry such surveys and inspections and obtain such pertinent reports from Government Department, local authorities and public institutions as may be necessary for the preparation of the Development plans.
• Perform such duties and functions as are supplemental, incidental and consequential to any of the foregoing functions or as may be assigned by the State Government for the purpose of carrying out the provisions of the Chhattisgarh. TCP Act.
• To prepare Structure Plan.
• To prepare Traffic & Transportation Plan.
• To prepare Conservation Area Plans.
• To prepare layout for industrial and residential developments

E. Directorate of Town & Country Planning Department (DT & CP) has a limited manpower and in-house professional capacity to meet the challenges for implementation of the projects mentioned in para 3 to 5 above. There is an imperative need of procuring services of an external agency to enhance the capacity. Directorate of Town & Country Planning Department (DT & CP) intends to select and appoint a Project Support Consultant (PSC) through this RFP for the support for projects mentioned in para above

In response to the request for proposal, several proposals were received and after evaluating the same, the Proposal submitted by the Consultant has been accepted and Letter of Acceptance No. __________ dated __________ was issued.

F. The Consultant covenants to undertake the Assignment as set forth in the Terms of Reference (As in Appendix H, hereinafter referred to as “the Services”) and to perform, fulfill, comply with and observe all and singular provisions, conditions and requirements of this Agreements.

G. In consideration thereof Town & Country Planning department will pay to the Consultant fee (hereinafter referred to as “the Fee” As in Appendix I) and will perform, fulfill, comply with and observe all singular provisions, conditions and requirements to the Agreement.

H. Town & Country Planning department hereby appoints …………………………….. as the Consultant on the conditions as laid down in the agreement and in the following annexure appended hereto and forming an integral part of this Agreement and the Consultant accepts the appointment :-

<table>
<thead>
<tr>
<th>Appendix H</th>
<th>Qualifications and competence of the key professional staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix I</td>
<td>Fees offered by the consultant and accepted by Town &amp; Country Planning department</td>
</tr>
<tr>
<td>Appendix K</td>
<td>Roles, Responsibilities and Broad Scope of Work of Project Support Consultant (PSC) and Minimum Qualification and Experience of Experts and Office Assistant</td>
</tr>
<tr>
<td>Appendix M</td>
<td>General Conditions of Contract</td>
</tr>
</tbody>
</table>

NOW THIS AGREEMENT WITNESSES this the parties hereto have caused this contract to be signed in their respective names as on the day and year first above mentioned.

SIGNED, SEALED AND DELIVERED ON THIS DAY AND YEAR FIRST HEREIN ABOBE MENTIONED
The Town & Country Planning Department, Raipur, Chhattisgarh – First Party
By the hands of its authorized signatory

Name :
Address :
Director Town & Country Planning department
Raipur (C.G.)

Authorized Signatory of Second Party
Name :
Address :
In the presence of :
1. Name: ____________________________ 2. Name: ____________________________
GENERAL CONDITION OF CONTRACT

1. RELATIONSHIP BETWEEN THE PARTIES
Nothing contained herein shall be construed as establishing a relation of employer and employee or agent as between Town & Country Planning department and the Consultant. The Consultant, subject to this Agreement, has complete charge of personnel performing the Service and shall be fully responsible for the Service performed by if or on its behalf hereunder. The Agreement shall commence on the date it is execute by the Parties.

2. DURATION OF THE AGREEMENT
The duration of the project support consultancy agreement shall be three years initially which may be extended for a further period of Two Years with enhancement of 20 (twenty) percent of fees in each year on previous year’s fees provided that the services are found satisfactory and further that the enhancement shall be applicable after the completion of second year of the services.

3. MODE OF PAYMENT
3.1 The fees as approved under the RFP shall be every month paid on the invoice raised by the PSC by the 5th day of the next month within 15 days of such invoice. However the first monthly fees shall be paid one month after the deployment of the staff at Raipur. The fees shall be inclusive of the Cost to Company expenses of the experts and employees deployed and overheads & miscellaneous expenses and profit. It shall also inclusive of all taxes. Surcharges out pocket expenses which may be incurred by the consultant towards travel, documentation and communication except those agreed here under.

3.2 The Taxation GST levied on such services shall be payable extra by Town & Country Planning department at then prevailing rate on every payment made to the PSC including travel reimbursement.

3.3 Income tax as applicable shall be deducted at source from every payment.

4. PERFORMANCE SECURITY
An amount of Five percent shall be deducted from each payment made to the PSC during the first year of consultancy and retained as Performance Security which shall be returned after satisfactory completion of the consultancy services, in case the consultancy is continue for the further period, no deduction shall be on account of performance security but the retained amount shall be refunded after the satisfactory completion of the consultancy services.

5. Town & Country Planning department shall finalize all reports/documents to be submitted by the consultant under the Agreement by itself of through an external agency appointed by Town & Country Planning department.

6 PENALTY FOR DEFAULT
For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 30 working days in a year or more than 7 working days at one time. The consultant shall deploy a personnel of equal or higher qualification and experience under intimation to the Director. In the event of the failure of the consultant to do so, a prorate deduction in the fees and a penalty of 1% (one percent) per working day of fees for the member remaining absent shall be made from the payment due.”

In the event of total default/ failure by the Consultant in providing the Services, Town & Country Planning department reserves the right to get the Services executed by any other Consultant at the cost and risk of the Consultant. DT&CP reserves the right to adjust in part or full the Amount deposited as EMD and deducted as performance security for such services by other consultant.

Penalty for deficiency in Services

In addition to the liquidated damages not amounting to penalty, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated.

In the event of total default / failure by the Consultant in providing the Services, DT & CP reserves the right to get the Services executed by any other consultant at the cost and risk of the Consultant.

The following activities shall attract penalties which shall be made from the monthly bill for consultancy services –

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activities</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Checking of deliverables and Report Submission</td>
<td>If there is any delay in the review and approval, DT &amp; CP may impose a penalty by deducting upto 1% age on the monthly fees payable</td>
</tr>
<tr>
<td>3</td>
<td>Change of Manpower</td>
<td>If there is any change in manpower. Key personnel as proposed in the bid shall not be changed during the contract period. However, in case of situations beyond control of the consultant, if any key personal is replaced during the working period, it shall always be with equal better qualified experienced personnel. The same shall be allowed after interview and approval of DT &amp; CP. In such case a compensation of Rs.3.0Lakh per such per change in case of team leader and Rs.1.0Lakh per change in case of other key personnel shall be levied. In case of other team members, DT &amp; CP shall impose a penalty up to Rs 25,000/- (Rupees Twenty Five Thousand Only) on each change.</td>
</tr>
<tr>
<td>4</td>
<td>Mistake in deliverables due to negligence/intentional</td>
<td>If there is any major mistakes found in deliverables which is more than +/- 5%, DT &amp; CP will impose a penalty by deducting upto Rs5,000/- (Rupees Five Thousand Only) per mistake.</td>
</tr>
<tr>
<td>5</td>
<td>Conduct quality control measures and QA</td>
<td>The DT &amp; CP may or may not conduct by its own or appoint external person / consultant / agency to carry out</td>
</tr>
</tbody>
</table>
Selection of Project Support Consultants for Directorate of Town and Country Planning, Chhattisgarh

<table>
<thead>
<tr>
<th>Sr. No.</th>
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<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>independent quality monitoring and checking of works carried out by consultant and certified or /and recommended for payment by the Consultant. If such checks disclose that works submitted by the Consultant do not meet the specified requirement, DT &amp; CP will not pay the Consultant fees for the man month and expenditure involved in such submission. In addition, DT &amp; CP will impose a penalty upto 100% of such fee and without entitlement to payment of further fees in this scope of work.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Performance of the team members</td>
<td>If the service of a team member provided by the Consultant is not acceptable to the DT &amp; CP, the Consultant shall replace the team member with in 30days of given such notice. If the Consultant fails to quickly deploy/replace a team member as instructed by the Employer, the Employer may make temporary arrangement. The temporary deployment/replacement shall be paid by the DT &amp; CP with commensurate reduction in the person month scope of the PSC Contract. In addition to the cost of the temporary replacement, DT &amp; CP shall impose a penalty upto 50% of the cost of the temporary deployment/ replacement until such time that the Consultant provides an acceptable replacement/ team member.</td>
</tr>
</tbody>
</table>

7. TERMINATION OF THE AGREEMENT

This Agreement shall be effective on the day hereof and shall continue in full force until completion of the Services or terminated earlier as per the Clause (i),(ii) & (iii) below;

(i) Town & County Planning department shall have right to review the performance of the PSC and if Town & Country Planning department is not desirous of continuation of the services of the PSC on ground of unsatisfactory performance or breach of any term or condition of the contract it may terminate the agreement by giving notice of 60 days and by providing reasonable opportunity to be heard.

(j) If Town & Country Planning department terminates the Agreement as a result of a default of the Consultant, the Consultant shall be liable for the extra costs reasonable incurred by Town & Country Planning department in obtaining completion of the part of the Services which remained incomplete as at the date of termination

(II) Town & Country Planning department or the PSC may terminate the agreement by giving the termination notice of three months in advance.

(III) If Town & Country Planning department terminates the agreement, not as a result of any default be the consultant, then Town & Country Planning department shall compensate the
Consultant for the Service performed till the date of notice of termination but on other claim on any ground shall be allowed

The communication of termination of the Agreement shall be by means of written notice (“Termination Notice”)

8. RESPONSIBILITIES AND OBLIGATIONS OF THE CONSULTANT

The Consultant shall:

(a) Provide the Services as set out in Appendix H
(b) Exercise the degree of skill, care and diligence normally exercised by member of the profession performing services of a similar nature;
(c) Be bound to comply with any written direction of Town & Country Planning department to vary the scope sequence or timing of the Services; and
(d) Use all reasonable efforts to inform itself to Town & Country Planning department’s requirements for the Deliverables for which purpose the Consultant shall consult Town & Country Planning department throughout the performance of the Services.

9. CONFIDENTIALITY AND PUBLICITY

The Consultant shall treat of details of the output of the assignment and the Services as confidential for the consultant own information only and shall not publish or disclose the details of the output, deliverables/milestone submitted to Town & Country Planning department or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of Town & Country Planning department.

10. OTHER CONDITIONS

10.1 In the event Town & Country Planning department desires the Consultant to perform such additional services which are not within Terms of Reference, the Consultant shall agree to perform such additional services on such renegotiated, modified and new terms and conditions as may be mutually agreed by the Parties.

10.2 Town & Country planning department desires the Consultant documents/information reports as may be required by the Consultant to enable it to provide the services. Town & Country Planning department undertakes and agrees to furnish to the Consultant from time to time such other departments/reports/ information in its possession and/or knowledge as it may consider relevant to perform the service, as and when information is received by/available with the Town & Country Planning department.

10.3 All intellectual property conceived, originated, devised, developed or created by the Consultant, its agents, specifically for the purpose of rendering the services, shall vest with Town & Country Planning department unless otherwise agreed, between Town & Country Planning department and the Consultant. Town & Country Planning department as sole beneficial owner shall be entitled to use such intellectual property for the purpose of the project.
10.4 Unless otherwise agreed, Town & Country Planning department shall have the copyright on all the reports, documents, and maps etc., authored, prepared or generated during the course of the services to be provided by the consultant.

11 COMPLIANCE WITH LAWS

The Consultant shall take due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgments, decrees, injunctions, writs of or orders of any court of record, as may be in and effect during the subsistence of this Agreement applicable to the consultant.

12 GOVERNING LAW AND JURISDICTION

The Agreement shall governed by the laws of India. The Courts at Raipur shall have jurisdiction over all matters arising out of or relation to this Agreement.

13 DISPUTE RESOLUTION

13.1 Amicable Resolution

Any dispute, difference or controversy of whatever nature between the Parties. Howsoever arising under, out of or in relation to this Agreement (the “Dispute”) shall in first instance be attempted to be resolved amicably through discussion between the Parties.

13.2 Arbitration

a Procedure
Any Dispute which is not resolved amicably within 30 days, the same shall be referred to the sole arbitration of secretary, Housing and Environment Department, Government of Chhattisgarh, whose decision shall be final and binding on both the Parties. Such arbitration shall be governed by the arbitration and Conciliation Act, 1996 (“Arbitration Act”) and its subsequent amendment as applicable.

b Place of Arbitration
The place of arbitration shall ordinarily be Naya Raipur but by agreement of the parties, the arbitration hearings, if required, may be held elsewhere.

c English Language
The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and awards shall be in English and, if oral hearing take place, English shall be the language to be used in the hearings.

d Enforcement of Award
The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the parties and shall be enforceable in accordance with the provision of Arbitration Act subject to the aggrieved parties to secure relief from any higher forum.

e Performance during Dispute Resolution
Pending the submission of and/or decision on a dispute and until the arbitral award is published; the parties shall continue to perform their respective obligations under this Agreement, without prejudice to a final adjustment in accordance with such award.

14 SEVERABILITY
In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

15 WAIVER
Waiver by either Party of any default by the Party in the observance and performance of any provision of or obligations under this Agreement:

i. shall not operate or be any construed as a waiver of any other or subsequent default hereof or other provisions or obligations under this Agreement;

ii. Shall not be effective unless it is in writing and executed by a duty authorized representative of such Party and

iii. Shall not affect the validity or enforceability of this Agreements in any a manner.

Neither the failure by either Party to insist on any occasion upon the performance of the terms conditions and provision of this Agreement or any obligation hereunder nor time or other indulgence granted by a party to the other party shall be treated or deemed as waiver/breach of any terms, conditions or provisions of this Agreement.

16 MODIFICATION
Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.

17 NOTICES
Unless otherwise started, notice to be given this Agreement including but not limited to a notice of waiver of any term, breach of any term of this Agreement and termination of this Agreement, shall be in writing and shall be given by hand delivery, recognized courier, mail telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses mentioned hereinabove.

18 TRANSFER OR ASSIGNMENT
No Party may assign it’s the Agreement without the consent of other Party. Unless specifically to the contrary, in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

19 VARIATIONS
Town & Country Planning department may, by written notice to the Consultant, direct the Consultant to vary the scope, sequence or timing of the Service will suitable compensation for such variation to be agreed mutually and the Consultant shall be bound to comply with that direction.