



# REQUEST FOR PROPOSAL(S)

## Formulation of GIS Based Development/ Master Plan(s) for Cluster '7' Identified ULB Towns of Uttarakhand

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Refer **Section 4.1** of RFP for important information regarding RFP Version No.

Date of Publication- **06 April 2022** | Proposal Due Date- **21 May 2022**

**Public Procurement of Consulting Service(s) by:**  
**Chief Town and Country Planner (CTCP),**  
**Town and Country Planning Department, Govt. of Uttarakhand (TCPD- GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001  
Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)



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# 1. Disclaimer

The information contained in this **Request for (Tender) Proposal (“RFP”) Document** or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of **Town and Country Planning Department, Government of Uttarakhand**, hereafter referred as TCPD- GoUK or any of its Employees/ Authorized Representatives, is provided to Bidder(s) on the Terms and Conditions set out in this RFP Document (including modifications to the RFP, circulated at a Future Date, as required/ deemed fit by the Project Proponent/ Client) .

This RFP Document is nor an agreement or neither an offer/ invitation by TCPD- GoUK to the prospective Bidders or any other person/ entity. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals while responding to this RFP Document. This RFP Document does not purport to contain all the information that each Bidder may require. RFP Document may not be appropriate for all persons/ entities, and it is not possible for TCPD- GoUK or any of its Employees/ Authorized Representatives, to consider the investment objectives, financial situation and particular needs of each party, who reads or uses this RFP document. The statements and information contained in this RFP Document may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the statements and information contained in this RFP Document and obtain independent advice from appropriate sources. For the avoidance of doubt, in case a Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information furnished by TCPD- GoUK and/or any of its Employees/ Authorized Representatives, in this RFP Document or under any other Assignment report etc. then the same shall not in any manner bind/ make liable the TCPD- GoUK and/or any of its Employees/ Authorized Representatives, to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information.

The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. TCPD- GoUK accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

TCPD- GoUK, and/or any of its Employees/ Authorized Representatives make no representation or warranty and shall have no liability to any person/ entity, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP document or arising in any way with short- listing of Bidder(s) for participation in the Selection Process. TCPD- GoUK also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP Document. The possession or use of this RFP in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be construed as legal, financial or tax advice.

TCPD- GoUK may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information or assessment contained in this RFP document and circulate the same in Public Domain through Electronic (Websites of TCPD, UHUDA, Uttarakhand State and Central e-Procurement Portal) display and/or Print Media for the information of Prospective Bidders interested to respond to this RFP Document.

The issue of this RFP document does not imply that TCPD- GoUK is bound to short-list Bidders for next stage of the Selection Process for the Assignment and TCPD- GoUK reserves the right to reject all or any of the Proposals, quoting reasonable/ valid grounds of Rejection, whatsoever.



The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TCPD- GoUK or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and TCPD- GoUK shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Proposal. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of TCPD- GoUK or to any other person in a position to influence the decision of TCPD- GoUK for showing any favor in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as the TCPD- GoUK may deem proper, including but not limited to rejection of the Proposal of the Bidder and forfeiture of its Proposal Security.

In case Bid Applicants identify/ catch up with any inadvertent typographical error/ mistake/ shortcoming cropping up as Part of this Tender, they are advised to relay information to the TCPD- GoUK for necessary Clarifications and Amendments, if necessary.

Laws (along with Rules and Regulations, thereunder) of the Republic of India are applicable to this RFP Document in order of Supremacy as follows

- Laws promulgated by the President of India
- Laws promulgated by the Governor of Uttarakhand
- Departmental Manuals/ Established Practices having precedence, within the TCPD- GoUK

## 2. Checklist for Submission of RFP

**To be Annexed** as Cover Page of Package 1 for All Bids of Bidder

Parameter (A)	Relevant Package of Digital Copies of Documents (B)	Tick, if attached or Strike off if Not Applicable (C)
i. <b>Bid Processing Fee</b>	<b>Package 01</b> To be uploaded as Non-Editable Digitally Certified (Signed) Copy	Scan Copy of Transaction Receipt (bearing UTR No.) of Digital Transfer for amount <b>INR Ten Thousand Only</b>
ii. <b>Earnest Money Deposit</b>	<b>Package 01</b> To be uploaded as Non-Editable Digitally Certified (Signed) Copy	Scan Copy of Transaction Receipt (bearing UTR No.) of Digital Transfer for amount as specified in <a href="#">Section 4.14</a> of this RFP
iii. <b>Pre-Qualification Proposal Docket</b>	<b>Bid Package 01</b>  To be uploaded as BOTH Editable & Non-Editable Digitally Certified (Signed) Copy of <b>Pre-Qualification Bid Proposal</b> in Digital Format	<ul style="list-style-type: none"> <li>▪ Entire RFP Document including All Addendums/ Corrigendum's but Excluding Standard Forms, unless mentioned herein (below)</li> <li>▪ Standard Form 01</li> <li>▪ Standard Form 02</li> <li>▪ Standard Form 03</li> <li>▪ Standard Form 04</li> <li>▪ Standard Form 05</li> <li>▪ Standard Form 06</li> <li>▪ Standard Form 07</li> <li>▪ Standard Form 08</li> <li>▪ Standard Form 09</li> <li>▪ Standard Form 10</li> </ul>
iv. <b>Technical Bid Proposal Docket</b>	<b>Package 01</b>  To be uploaded as BOTH Editable & Non-Editable Digitally Certified (Signed) Copy of <b>Technical Bid Proposal Docket</b> .	<ul style="list-style-type: none"> <li>▪ Standard Form 11</li> <li>▪ Standard Form 12</li> <li>▪ Standard Form 13</li> <li>▪ Standard Form 14</li> <li>▪ Standard Form 15</li> <li>▪ Any Other Flyer/ Brochure/ Report custom drafted to the Specific Cluster</li> </ul>
v. <b>Financial Bid Proposal Template</b>	<b>Package 02</b>  <b>Standard Form 16</b> to be filled in provided template on the e-Tender Submission Window and thereafter encrypted using a Class 3 Digital Signature Certificate (Signature + Encryption)  <b>Important Note:</b> Subsequently, prior to Opening of e-Tender Platform Financial Bids, Standard Forms 16 to 23 will be called for submission in a Sealed Envelope, by all Bid Applicants who have attained a Qualified Technical Score.	<ul style="list-style-type: none"> <li>▪ Standard Form 16</li> <li>▪ Standard Form 17</li> <li>▪ Standard Form 18</li> <li>▪ Standard Form 19</li> <li>▪ Standard Form 20</li> <li>▪ Standard Form 21</li> <li>▪ Standard Form 22</li> <li>▪ Standard Form 23</li> </ul>

## 3. Letter of Invitation

Ref: TCPD/0422/RFP/07

Dated: 06 April 2022

To:

\_\_\_\_\_  
[Name and Address of Prospective Bidder]

Attention: Mr./ Ms. \_\_\_\_\_ [Designated Representative of Prospective Bidder]

The Chief Town and Country Planner, Town and Country Planning Department, Govt. of Uttarakhand, hereafter referred as the CTCP, TCPD- GoUK, invites Tender Proposals in response to this RFP Document, from Interested Bidders (both National and International), fulfilling the Eligibility Criteria, mentioned herein, towards Public Procurement of Consulting Service(s) by the Town and Country Planning Department, Govt. of Uttarakhand towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand, grouped under **Cluster '7'** as per List at [Table 24](#)

### 3.1. Objective of Assignment

The objective of the assignment is to prepare Draft Master/ Development Plans Documents for the Identified ULB Towns under the Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand

### 3.2. Procurement Framework

An Entity/ Firm will be selected in accordance with the Uttarakhand Procurement Manual, 2017 and subsequent Amendments/ Additions therein, on the lines of **Quality and Cost Based Selection- QCBS (80:20)**.

### 3.3. RFP Components

The RFP Document includes the following Parts/ Sections:

- 3.3.1. Letter of Invitation
- 3.3.2. Procurement related Information to Prospective Bidders (Master Plan Consultants)
- 3.3.3. Terms of Reference
- 3.3.4. Minimum Eligibility Criteria for Bid Submission
- 3.3.5. Evaluation Criteria for Bid Shortlisting and Selection
  - 3.3.5.1. *Pre-Qualification (Stage 1),*
  - 3.3.5.2. *Technical Proposal (Stage 2) and*
  - 3.3.5.3. *Financial Proposal (Stage 3)*
- 3.3.6. Standard Forms for Submission of Information regarding
  - 3.3.6.1. *Pre-Qualification Proposal (Stage 1) Docket,*

**3.3.6.2.** *Technical Proposal (Stage 2) Docket and*

**3.3.6.3.** *Financial Proposal (Stage 3) Docket*

**3.3.7.** Standard Form of Contract/ Agreement

**3.3.8.** Procedure for Monitoring, Supervision and Approval (by the Procurement Agency/ Client) of Intermediate and Final Deliverables by the Successful Assignment Awardee

**3.3.9.** Annexures (1,2 and 3)

**3.3.10.** Any Addendum/ Corrigendum issued by the TCPD- GoUK during the Tender Submission Window Period

#### **3.4. Self-Attestation of all Submissions by Bidder**

Bidders are requested to self-attest (Seal and Signature) all Pages of this RFP Document including both Roman and Arabic numbered pages, as a token of their acceptance, after careful reading all parts of the RFP Document carefully and thoroughly.

Sd/-

**Chief Town and Country Planner (CTCP),**

Town and Country Planning Department (TCPD- GoUK)

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Mobile- 99277 91997; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

## 4. Procurement related Information to Prospective Bidders

### 4.1. Regarding Document Version Nos. for the Published Request for Proposal- RFP Tender Document

- 4.1.1. Bid Applicants are advised that for the Purpose of Tender Application/ submission, ONLY Tender Version No. **'V\_x- Final for Upload'** (along with corrigendum/ addendum, if any) is to be used.
- 4.1.2. The same (RFP Ver. 5.0) will be uploaded after the Second Pre- Bid Meeting, and would incorporate changes/ modifications, if any, as received by the Tender Inviting Authority- Procurement Agency/ Project Client, from amongst the Interested and Prospective Bidders (Master Plan Consultants) in the specified field.
- 4.1.3. In the interim, concurrent RFP Tender Document, only serves the purpose of communication/ information sharing with prospective Bid Applicants so as to enable them towards, review of the assignment, self-assessment of their consulting capabilities, and evince written queries from the prospective Bid Applicants, towards various aspects/ terms & conditions specified for this Public Procurement of Consulting Service(s).

*Table 1: Summary of Procurement related Important Information for all Prospective Bid Applicants*

Parameter (A)	Information (B)
4.2. <b>Assignment Title</b>	Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for <b>Cluster '7'</b> Identified ULB Towns of Uttarakhand
4.3. <b>Procurement Agency/ Project Client</b>	Town and Country Planning Department, Government of Uttarakhand (hereafter referred as TCPD- GoUK)
4.4. <b>Nodal Representative Client</b>	Chief Town and Country Planner, Town and Country Planning Department, Government of Uttarakhand (hereafter referred as CTCP, TCPD- GoUK)
4.5. <b>Address for Correspondence and/or Place of Receipt of Tender Document</b>	O/o Chief Town and Country Planner (CTCP), Town and Country Planning Department (TCPD- GoUK) Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001 Phone: 0135-2652216; Mobile- 99277 91997; Fax: 0135-2652234 Email: ctcputtarakhand@gmail.com
4.6. <b>Access/ Publication of RFP</b>	RFP can only be downloaded for Free from 'Official Website' of 1. Town and Country Planning Department, Govt. of Uttarakhand,



Parameter (A)	Information (B)
	<ol style="list-style-type: none"> <li>2. Uttarakhand Housing and Urban Development Authority (UHUDA)</li> <li>3. E-Procurement Website of the Govt. of Uttarakhand (<a href="https://uktenders.gov.in/nicgep/app">https://uktenders.gov.in/nicgep/app</a>)</li> </ol>
<b>4.7. First Date of Publication of RFP</b>	11 AM on <b>06 April 2022</b> (also referred as Day 'T1')
<b>4.8. Proposal Due Date (PDD) for Submission of Bid Proposals by Interested and Eligible Bidders, also</b>	<p>05 PM on <b>21 May 2022</b> (also referred as Day 'T45'), <b>only upon the E-Procurement Website of the Govt. of Uttarakhand</b> (<a href="https://uktenders.gov.in/nicgep/app">https://uktenders.gov.in/nicgep/app</a>)</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Total Initial/ Proposed Tender Preparation Window of <b>45 Calendar Days</b> (both days inclusive) is being provided to all Prospective Bid Applicants, from the First Date of Publication of RFP.</li> <li>• The RFP being floated for e-Tendering, Govt. Holidays falling on Proposal Due Date will not impact the Proposal Due Date.</li> </ul>
<b>4.9. Date of Pre-Bid Meeting<sup>1</sup></b>	<p>Note:</p> <ul style="list-style-type: none"> <li>• In case the Date of Pre-Bid meeting is a Holiday for the Offices of the Departments under Uttarakhand Government, The Date of Pre-Bid meeting will be automatically shifted to the next working day.</li> <li>• Pre-Bid meeting will be organized in 'In-person mode' only. There is no scope of Online Participation in the pre-bid meeting</li> </ul>
<b>4.9.1. First Pre-bid Meeting</b>	03 PM on Day 'T17'- <b>23 April 2022</b> , at the O/o Chief Town and Country Planner, Head Quarters of TCPD- GoUK at Dehradun
<b>4.9.2. Second Pre-bid Meeting</b>	03 PM on Day 'T27' <b>03 May 2022</b> at the O/o Chief Town and Country Planner, Head Quarters of TCPD- GoUK at Dehradun
<b>4.10. Medium of Publication of Modifications to RFP Document</b>	Official Websites mentioned at <a href="#">Section 4.6</a> of this RFP Document
<b>4.11. Bid Processing Fee (BPF), of RFP Document</b>	<b>INR 10000/- (Rupees Ten Thousand Only)</b>

<sup>1</sup> Interested and Eligible Bidders intending to Participate in the Pre-Bid Meeting are advised to intimate and/ or also send their Queries (if any) at least 4 Clear Days in advance of the scheduled Meeting through Email ID mentioned in the RFP Document. However, as a Preferred Practice, Live (conversation) Queries will not be entertained during Pre-Bid Meeting.

Parameter (A)	Information (B)
	<p>BPF (Non-Refundable in nature), to be paid only through Digital Transfer in Bank Account of Client, as mentioned below</p> <ul style="list-style-type: none"> <li>• Account Holder- Town and Country Planning Department, Uttarakhand</li> <li>• 14 Digit Savings Account No.- 00880100019894</li> <li>• Banker- Bank of Baroda</li> <li>• Branch- Dehradun (Main)</li> <li>• IFS Code- BARB0DEHRAD (fifth character is ZERO)</li> <li>• SWIFT Code- BARBINBBDEH</li> </ul>
4.12. <b>Estimated Value of Consultancy Services</b>	<ul style="list-style-type: none"> <li>• <b>For Clusters One, Two &amp; Five: - INR 100 Lakh</b> (Rupees One Hundred Lakh only)</li> <li>• <b>For Clusters Three &amp; Four: - INR 150 Lakh</b> (Rupees One Hundred and Fifty Lakh only)</li> <li>• <b>For Clusters Six and Seven: - INR 200 Lakh</b> (Rupees Two Hundred Lakh only)</li> </ul>
4.13. <b>Estimated Time Duration of the Assignment (Master Plan Consultancy Services)</b>	<p>Approx. Eighteen Months<sup>2</sup> (from Date of Issue of Work Order)</p>
4.14. <b>Earnest Money Deposit (EMD)</b>	<ul style="list-style-type: none"> <li>• <b>For Clusters One, Two &amp; Five: - INR 2 Lakh</b> (Rupees Two Lakh only)</li> <li>• <b>For Clusters Three &amp; Four: - INR 3 Lakh</b> (Rupees Three Lakh only)</li> <li>• <b>For Clusters Six and Seven: - INR 4 Lakh</b> (Rupees Four Lakh only)</li> </ul> <p>Interest Free Earnest Money Deposit- EMD (Refundable in nature) to be deposited with this Bid Proposal for specific <b>Cluster '7'</b> of identified ULB Towns</p> <p>EMD to be paid only through Digital Transfer in Bank Account of Client, as mentioned at <a href="#">Section 4.11</a> of this RFP Document.</p> <p><b>IMPORTANT NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Refer <a href="#">Section 4.25</a> of this RFP Document for dealing scenario regarding <b>Single Bid Applicant bidding for Multiple Clusters</b> being tendered simultaneously but separately by the Project Client</li> </ol>
4.15. <b>Deposit Money</b>	<p>Bid Applicants are advised to refer the information in below regarding applicable forms of Deposit Money to be deposited by the Successful</p>

<sup>2</sup> 13 Months of Time Barred Stages + Cumulative Processing Time of 5-6 Months staggered over Stages.

Parameter (A)	Information (B)
	Bid Applicant (upfront) and/or to be deducted by the Project Client, from the Payment due to the Successful Bid Applicant.
<b>4.15.1. Performance Guarantee Deposit</b>	<b>5% of the Contracted Value</b> as per Work Order Performance Guarantee Deposit- PGD has to be in form of a Bank Guarantee issued by a Scheduled Commercial Bank (In India), in favor of ' <i>Chief Town and Country Planner, TCPD- GoUK</i> ', payable at Dehradun, with validity of <u>730 Days/ 24 Months from Date of Issue of Letter of Intimation regarding Selection of Successful Bidder</u>
<b>4.15.2. Security Deposit</b>	<b>5% of the Contracted Value</b> as per Work Order Security Deposit- SD, will be deducted from the First Payment Due to the selected Successful Bidder
<b>4.16. Terms of Payment</b>	Refer <a href="#">Section 5.6.2</a> of this RFP Document
<b>4.17. Mobilization Advance</b>	None will be provided/ entertained
<b>4.18. Liquidated Damages for Delay</b>	Refer <a href="#">Section 5.6.5</a> of this RFP Document, for details
<b>4.19. Penalties against Non-Availability, Absence of CORE Team of 03 Specified Key Professionals</b>	Refer <a href="#">Section 5.6.6</a> of this RFP Document, for details
<b>4.20. Submission Proforma</b>	Refer <a href="#">Section 4.24</a> , of this RFP Document, for details
<b>4.21. Mode of Selection of Successful Bidder</b>	Quality and Cost Based Selection- QCBS (80:20), as per Provisions of the Uttarakhand Procurement Rules, 2017 and amendments thereafter.
<b>4.22. Time Period of Proposal Validity</b>	<u>180 Days from the Proposal Due Date</u>
<b>4.23. Date of Opening of Proposals</b>	Refer <a href="#">Section 4.31.4</a> , titled: <i>Date of Opening of Proposals</i> of this RFP Document, for details

**4.24. Submission Proforma to be followed by Bidders**

- A. **PRE-QUALIFICATION BID PROPOSAL**: - (**MULTIPLE** Digital Files) named
- a. **Package 01** (Bid Processing Fee)
  - b. **Package 01** (Earnest Money Deposit)

- c. **Package 01** containing **Pre-Qualification Bid Proposal Docket** in two identical copy Digital Files of Editable (\*.doc Platform File) and Non-Editable Version (\*.pdf Platform File) of the said Pre-Qualification Bid Proposal. Non-Editable Version requires to be Digitally signed, i.e., locked and secured (but not password protected) by the Bid Applicant or his/ her/ their authorized representative (for the purpose of this RFP Submission). In case of difference/ variance (in information presented) between the two versions- Editable and Non-Editable, precedence will be given to the Information presented in the non-Editable (secured) Version.
- B. **TECHNICAL BID PROPOSAL**: - (**SINGLE** Digital Files) containing
  - a. **Package 01 (Technical Bid Proposal)**: In two similar copy Digital Files of Editable (\*.doc Platform File) and Non-Editable Version (\*.pdf Platform File) of the said Technical Proposal. Non-Editable Version requires to be Digitally signed, i.e., locked and secured (but not password protected) by the Bid Applicant or his/ her/ their authorized representative (for the purpose of this RFP Submission). In case of difference/ variance (in information presented) between the two versions- Editable and Non-Editable, precedence will be given to the Information presented in the non-Editable (secured) Version.
- C. **FINANCIAL BID PROPOSAL**: - **Package 02 (Financial Bid Proposal)**; in a Single Copy) To be filled in provided template on the e-Tender Submission Window and thereafter **Digitally Signed & Encrypted** using a (legally valid in India) Class III (Signature + Encryption) Digital Signature Certificate, issued by licensed Certifying Authority under the Ministry of Information Technology, Government of India as per the Information Technology Act, 2000.
- D. All Packages to be uploaded against relevant Upload Windows as provided on the E-Tender Platform.
- E. **Sequence of Opening/ Process of Digital Bid Proposals** during Bid Scrutiny by Proposal Evaluation Committee is as Follows
  - a) Proposal Opening Stage 1 (Simultaneous opening of the Following Packages)
    - i. Package 01: - Bid Processing Fee
    - ii. Package 01: - Earnest Money Deposit
    - iii. Package 01: - Pre-Qualification Bid Proposal Docket
    - iv. Package 01: - Technical Bid Proposal Docket
  - b) Proposal Opening Stage 2 (To be opened only after Computation and Publication of Technical Score)
    - i. Package 02: - Financial Bid Proposal (Template)

#### 4.25. Number of Proposals and Respondents

- A. For any given Cluster, No Bidder (either individually or jointly) shall submit more than One (1) Proposal, in response to this RFP. Thus, any Bidder applying individually; shall not be entitled to submit another Proposal.
- B. Consortium and/or Joint Venture Entity are not Allowed to Participate in the said Consultancy Procurement
- C. The RFP Document is non-transferable. Digital Payment (of BPF and EMD) should essentially be initiated from the Bank Account of the Bid Applicant. Cash Deposits in designated Bank Account of the Project Client will not be entertained
- D. Single Bid Applicant may apply for One/ Few/ All of the Seven Separate Clusters (1 to 7) of Identified ULB Towns, being tendered simultaneously but separately by the Project Client, but will be awarded multiple Assignments (of Clusters) only when the specified Core Team Composition of the Bidder (Three Key Professionals) for multiple Cluster's being awarded does not remain common in any manner.
- E. In case the Core Team Composition of the Bidder (Three Key Professionals) of any Unique Bid Applicant remains common for Two or More Clusters, the Bid Applicant will be awarded a Maximum of One Cluster (1 to 7) of Identified ULB Towns as per the Sequence of Award enumerated in [Section 7.6](#) of this RFP Document.
- F. For the sake of Bid Evaluation and Work Award, under no conditions, will the Bid Applicant be allowed to change/ modify/ amend the Core Team Composition of the Bidder (Three Key Professionals) with a view to become eligible for award of one or more Clusters (1 to 7), prior to award/ issue of Work Order.

- G. Further, Two Separate and Unique Transactions require to be initiated by the Prospective Bid Applicant for BPF and EMD for Each Separate Bid Proposal pertaining to Seven Separate Clusters (1 to 7) of Identified ULB Towns, in case the Bid Applicant is bidding for Separate/ Multiple Clusters being tendered simultaneously, but separately by the Project Client.

**4.26. Proposal Preparation Cost**

- A. The Bidders shall bear all costs associated with the preparation and submission of the Proposal.
- B. TCPD- GoUK will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/ process.
- C. Bidders are encouraged to submit their respective Proposals after visiting the office of the Client and ascertaining for themselves the availability of documents and other data with the Client, Applicable Laws and regulations or any other matter considered relevant by them.
- D. All information/ data submitted with the Proposal are neither returnable nor claimable.

**4.27. Right to accept and reject any or all the Proposals**

- A. Notwithstanding anything contained in this RFP Document, TCPD- GoUK reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, assigning reasons only to those who query regarding the Acceptance/ Rejection.
- B. TCPD- GoUK reserves the right to reject any Proposal if:
  - a) At any time, a material misrepresentation is made or discovered
  - b) The Bidder(s) do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals,
  - c) The Bidder does not adhere to the formats (Standard Forms) provided in [Sections- 8, 9 and 10](#) of this RFP Document while furnishing the required information/details.

**4.28. Clarifications to Pre-Bid Queries**

- A. Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the TCPD- GoUK and/ or the Project Site (Identified ULB Towns of Uttarakhand)
- B. As per information furnished at [Section 4.9](#) of this RFP, two Pre bid meetings have been planned for the ease of prospective bid applicants.
- C. Procurement Agency/ Project Client- TCPD, GoUK, will be open to Pre-bid Queries, only through Email Medium, in prescribed tabular form, sent upon the email id specified in this RFP Tender Document, i.e., [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)
- D. Further, prospective bid applicants sending written queries, through Email to the TCPD- GoUK, should fully identify themselves within the Email and preferably use the same Email ID they are likely to place/ present in the Standard Form(s) for communication between the TCPD- GoUK and the Bid Applicant.
- E. Pre-bid Queries should be Precise, Brief and Specifically quote relevant Section No and/ or Page No of the RFP Text being Queried. Query in the nature of exhaustive suggestions (regarding Modifications) should ideally be avoided by the Prospective Bidders.

[Table 2: Format for Submission of Pre-Bid Queries in PDF/ Doc Format](#)

Sl. No.	Reference (Excerpts) in the Published RFP			Observation/ Request for Clarification received from the PBA
	Section (A)	Page (B)	Content (C)	
1				



Sl. No.	Reference (Excerpts) in the Published RFP			Observation/ Request for Clarification received from the PBA (D)
	Section (A)	Page (B)	Content (C)	
2				

- F. TCPD- GoUK would welcome maximum participation in the Pre-Bid Meeting, however as a Preferred Practice, **Live (conversation) Queries will not be entertained during Pre-Bid Meeting. Only Written Email Representations regarding Pre-Bid Queries will be entertained.**
- G. Further, for the purpose of **First Pre-bid meeting**, only those Queries which are received through email before 5 PM on Day 'T14' (14<sup>th</sup> Day starting from Date of Publication of Tender, also referred as T1), will be answered during the first scheduled Pre-Bid Meeting (as specified within [Section 4.9](#) of this RFP) and also published online, upon the 'Official Websites' designated for Tender Publication.
- H. Queries received after the above-mentioned deadline, but up to 5 PM on Day 'T23' (23<sup>th</sup> Day starting from Date of Publication of Tender, also referred as T1), will be answered during the **subsequent/ second scheduled Pre-Bid Meeting** (as specified within [Section 4.9](#) of this RFP) and also published online, upon the 'Official Websites' designated for Tender Publication.
- I. Bidders requiring any clarification on the RFP Document may send their queries to the Client by email at the mail-id provided in communications details in the Data Sheet with subject clearly written the following identification: *"Queries/Request for Additional Information concerning RFP Public Procurement of Consulting Service(s) for Formulation of GIS Based Development/ Master Plan(s) for Cluster '7' Identified ULB Towns of Uttarakhand"*
- J. While TCPD-GoUK will endeavor towards clarifications to the best possible scenario, however, the Prospective Bidders are advised to understand and acknowledge that it is not an obligation for the TCPD-GoUK to address all Queries (including Suggestive Modifications to RFP Document) to the Satisfaction of the Prospective Bidder.
- K. TCPD- GoUK reserves its right to either Entertain/ Incorporate/ Address or Ignore/ Reject/ Disallow the Queries of Prospective Bidders subject to Choose/ Prefer and/ or ascertain Feasibility at its own end, in the interest of the Public Procurement Exercise being undertaken herein.

**4.29. Amendments to the RFP**

- A. Prospective Bid Applicants are advised to visit the 'Official Websites' designated for Tender Publication, to access the Final RFP- **'V\_x- Final for Upload'** (refer [Section 4.1](#) of this RFP) after 5 PM on Day 'T30' (30<sup>th</sup> Day starting from Date of Publication of Tender, also referred as T1), for the purpose of Tender filing and submission at their end.
- B. At any time prior to the Proposal Due Date (PDD), the TCPD- GoUK, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded upon 'Official Websites' designated for Tender Publication, through a **CORRIGENDUM/ ADDENDUM** and this shall form an integral part of the RFP Document and/or Bid Proposal of the Prospective Bidders. The relevant clauses of the RFP Document shall be treated as amended accordingly. It shall be the sole responsibility of the Prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. The TCPD- GoUK shall not be responsible for failure to get/download the amendments.
- C. In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, TCPD-GoUK may, at its own discretion, extend the Proposal Due Date (PDD).

#### 4.30. Data Identification and Collection

- A. It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
- B. It would be deemed that by submitting the Proposal, the Bidder has:
  - a) Made a complete and careful examination and accepted the RFP in totality;
  - b) Received all relevant information requested from TCPD- GoUK and;
  - c) Made a complete and careful examination of the various aspects of the indicative Scope of Work.
- C. TCPD- GoUK shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

#### 4.31. Preparation, Submission, Opening & Acceptance of Proposals/ Bids

##### 4.31.1. Language and Currency of the Bid Proposal

- A. The Proposal and all related correspondence and documents should be written in the Hindi and/or English Language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate **CERTIFIED** translations of the pertinent passages in the Hindi and/or English Language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the Hindi and/or English Language translation shall prevail.
- B. The currency for the purpose of the Proposal shall be the **Indian National Rupee (INR)**.

##### 4.31.2. Proposal Validity Period and Extension

- A. Proposals shall remain valid for a period of as mentioned in the data sheet from the Proposal Due Date ("Proposal Validity Period") and TCPD- GoUK may solicit the Bidder's consent for extension of the period of validity, if required. TCPD- GoUK reserves the right to reject any Proposal, which does not meet this requirement.
- B. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, TCPD- GoUK may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

##### 4.31.3. Format and Signing of Proposals

- A. The Bidders shall SUBMIT Pre-Qualification + Technical + Financial Proposal (*Standard Form 16- Financial Proposal Submission Form*) through **e-Tender Platform initially**.
- B. Thereafter, **Standard Form Numbers 16, 17, 18, 19, 20, 21, 22 and 23** will be collected physically, inside a sealed envelope bearing details of both the Project Proponent and Bid Applicant, and superscribed "Financial Proposal for RFP towards Public Procurement of Consulting Service(s) for Formulation of GIS Based Development/ Master Plan(s) for Cluster '7' Identified ULB Towns of Uttarakhand". The concerning sum/ total values (as applicable) in Standard Form Numbers 17, 18, 19, 20, 21, 22 and 23, should correlate and support the figures quoted in *Standard Form 16- Financial Proposal Submission Form*, which is to be submitted initially in Encrypted Format, upon the e-Tender Platform before the deadline of Proposal Due Date (PDD).
- C. In their own Interest, Prospective Bidders, are advised to prepare and retain identical copies of their Pre-Qualification Bid Proposal, Technical Bid Proposal and Financial Bid Proposal separately, for referring the same at a Future Instance, when queried by the TCPD- GoUK for Clarifications during Scrutiny/ Evaluation.

- D. Pre-Qualification Bid Proposal, Technical Bid Proposal and Financial Bid Proposal should all be drafted upon A4 sized Page Layouts (unless any specific exhibit requires a different Paper Size).
- E. TCPD- GoUK would welcome/ appreciate **Color Digital Copies** of the Bid Proposal Components, Sequentially Page Numbered uniquely (using Master Page Number Sequence- common to the Entire Docket) in case of Pre-Qualification Bid Proposal, Technical Bid Proposal and Financial Bid Proposal
- F. Bidders should provide all the information as per the RFP and in the specified formats. TCPD-GoUK reserves the right to reject any Proposal that is not in the specified formats.
- G. In cases where the Bid Proposal is Prepared and Certified by an Individual in the capacity of a Authorized Signatory, The Individual Self-certifying the Bid Proposal and all Supporting Evidences/ Documents submitted as an Integral Part of the Bid proposal, should also attach Certified Copy the relevant Authorization including Full Name, PAN and Details of Digital Signature Certificate (Type and Validity) of the Authorized Signatory, specifically made for the sole purpose of Bid Preparation, Certification, and Future Coordination and Communication (if selected as the Successful Bidder) amongst the Bidder and the TCPD- GoUK.

#### 4.31.4. Date of Opening of Proposals

- A. Date and Time of opening of Bid Proposal Package(s), will be communicated through a Website (Notice) Publication upon the Website of the Town and Country Planning Department, Govt. of Uttarakhand (<https://tcp.uk.gov.in>). Package 01 being unencrypted in nature will be opened sequentially but at a single instance/ occasion of time.
- B. Successful Tender Applicants of each stage (Pre-Qualification Stage and Technical Stage) will be communicated via email and also through Website (Notice) Publication upon the Website of the Town and Country Planning Department, Govt. of Uttarakhand (<https://tcp.uk.gov.in>); regarding intimation/ invitation to participate in the opening of submitted Financial Bid Proposal for the next stage of selection process. Before opening of Financial Bid Proposal, they must submit sealed envelope (physical hard copies) for Standard Form Numbers 16, 17, 18, 19, 20, 21, 22 and 23 at the office of the Project Client.
- C. Values within Standard Form 16- Version(s) upon the e-Tender Platform Template and sealed envelope of Physical Submission Stage; should both be identical. Any irregularity/ mismatch will attract scrapping of the entire Bid proposal of the applicant.
- D. Further the concerning sum/ total values (as applicable) in Standard Form Numbers 17, 18, 19, 20, 21, 22 and 23, should correlate and support the figures quoted in *Standard Form 16- Financial Proposal Submission Form* , which is to be submitted (initially) in Encrypted Format, upon the e-Tender Platform before the deadline of Proposal Due Date (PDD)

## 5. Terms of Reference (ToR)

### 5.1. Contents of ToR

- A. *Introduction*
- B. *Scope of Work*
- C. *Deliverables (Stage Wise Sequence of Tasks)*
- D. *Time/ Payment Schedule*
- E. *Other conditions of payment*
- F. *Procedure for Monitoring & Review of the Assignment*
- G. *Earnest Money & Performance Guarantee*
- H. *Draft Format of Agreement between the Successful Bidder and TCPD- GoUK*
- I. *Other General Aspects of the ToR*

### 5.2. Introduction

Master/ Development Plans provide the basis for Infrastructure provision, effective land use management and utilization, spatial growth management, enable project planning and urban management. In order to address this requirement, GIS- based Master/ Development Plan Formulation is to be taken up by the Town and Country Planning Department, Govt. of Uttarakhand, which is the state Nodal Agency for Master/ Development Plan in Uttarakhand state.

Accordingly, Town and Country Planning Department, Govt. of Uttarakhand proposes to undertake work in Uttarakhand for preparation of GIS Based Master/ Development Plans of following identified ULB Towns within the State. Refer to [Section 14](#) titled [Annexure 2- Cluster Information of Identified ULB Towns, for Formulation of GIS based Development/ Master Plan\(s\)](#) for more details.

Master Plan Formulation for Various ULB Towns in any given Cluster, have to be taken up by the Awardee Master Plan Consultant/ Successful Bidder, as per the Priority Sequence to be advised by the O/o the CTCP, TCPD- GoUK, at the time of issue of Offer Letter for Award of Work, by the Client/ Procurement Agency. Accordingly, the Intermediate Milestones and Deliverable linked Payment Schedule may also undergo some modifications to align with the **'PHASING of the ASSIGNMENT'**

#### 5.2.1. Description of the Assignment

MINIMUM QUALITY of Outcome/ Deliverable Expectations of the TCPD- GoUK are aligned to the Design and Standards, Methodology and Procedure as outlined in the GIS based Master Plan Formulation under AMRUT Scheme of the Town and Country Planning Organization, Ministry of Housing and Urban Affairs, Government of India.

**The major components of the assignment are:**

**5.2.1.1. Formulation of Master/ Development Plan**

Formulation of Master/ Development Plan of Delineated Region, which includes the Urban Local Body along with Peripheral Areas (approx. up to 25% of the ULB Core Area) as per comments of TCPD- GoUK. **Very High-Resolution Satellite (VHRS)** Imagery and/ or Data will be self-procured by the Successful Bidder, hereafter referred as Master Plan Consultant (MPC), for preparing Large Scale Urban Base Map<sup>3</sup> at 1: 4000 scale or better and the Large-Scale Urban Base Map will be vetted by the TCPD- GoUK, as per Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand. The Assignment includes (but is not limited to) Demand Assessment, Identification of Issues, Projected Requirements, Development Strategy and Draft Proposals on the GIS Base Map and Sector-Wise Data Analysis, to be done by the MPC.

**5.2.1.2. Spatial Attribute Collection and Vetting of Base Maps**

The MPC needs to self-procure Satellite Imagery from Established/ Verified Sources<sup>4</sup>, and also ground truthing and collection of spatial attributes<sup>5</sup>. Currently, the TCPD-GoUK, is in the process of acquiring 80 CM Resolution Satellite Imagery from the Survey of India, through means of Intra Government Collaboration, for some of the Identified ULB Towns, which are part of this Assignment. An Updated List of such Towns will be shared with the Successful Bidder(s) for their respective clusters, along with the Procured Satellite Imagery to provide a Jumpstart for the purpose of Base Map Creation and Updation, by the Successful Bidder. For the purpose Vetting (by TCPD- GoUK) of Ground Data/ Attributes collected by the MPC during Ground Truthing and Field Surveys, (Physical) Paper Maps of scale 1:1000, is to be used by the MPC. For Contoured Sites/ Hilly Terrain Digital Elevation Modelling and Drone Surveys will remain a key component of the entire process, in order to achieve efficacy and accuracy of work in a time bound manner. A methodology needs to be prepared for the selection and procurement of suitable satellite imagery and the MPC have to seek vetting of TCPD- GoUK before commencement of Base Map Preparation. Prepared Base Maps need vetting of TCPD- GoUK before adoption and progress to onward stages of Work.

**5.2.1.3. Urban Database Creation**

Sector-wise data collection and data analysis report of 24 socio-economic and physical aspects as outlined in the [Section 5.3](#) is to be done by the MPC. An indicative format of attributes to be incorporated in the GIS database is provided in the AMRUT Design and Standards (accessible at URL [http://amrut.gov.in/upload/uploadfiles/files/designandStandards\\_AMRUT\(3\).pdf](http://amrut.gov.in/upload/uploadfiles/files/designandStandards_AMRUT(3).pdf)). In addition, primary surveys such as land use survey, traffic and transport survey, household surveys, etc. are to be undertaken as per the Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand.

**5.3. Scope of Work**

**5.3.1. The extract(s) for formulation of Master/ Development Plan**

These are annexed in Detail at [Section 13](#) titled [Annexure 1- Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand](#)

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<sup>3</sup> Refer URL [http://amrut.gov.in/upload/uploadfiles/files/designandStandards\\_AMRUT\(3\).pdf](http://amrut.gov.in/upload/uploadfiles/files/designandStandards_AMRUT(3).pdf) for Design and Standards Expectations related to this Master Plan Formulation Assignment

<sup>4</sup> as Approved in the GIS based Master Plan Formulation under AMRUT Scheme, subject to availability of Data

<sup>5</sup> as per AMRUT Design and Standards for the preparation of Base Map



### 5.3.2. Components of the Master/ Development Plan

The Master/ Development Plan being prepared will include, but not be limited to, the following aspects:

- 5.3.2.1. *Location, physiography, linkages, climate, regional setting*
- 5.3.2.2. *Historical background.*
- 5.3.2.3. *Brief description of Town, review of existing Master/ Development Plan (if any) and issues related to implementation of (existing) Master/ Development Plan.*
- 5.3.2.4. *Spatial growth of the town & (future growth) direction, incorporation of new and potential areas.*
- 5.3.2.5. *Demographic data including population (urban/ rural, ward-wise, male and female), literacy rate, growth of population, workers and non-workers, economic base, participation rate occupational structure, etc. shall be collected – as per current and past Census data.*
- 5.3.2.6. *Employment generating activities – existing and potential.*
- 5.3.2.7. *Industries—existing and potential, their nature, employment etc.*
- 5.3.2.8. *Commercial activities including retail and wholesale business, warehousing and godowns, mandis, rural markets, etc.*
- 5.3.2.9. *Government and semi government offices and government reserved areas.*
- 5.3.2.10. *Educational facilities (Govt. /Private) including universities, colleges (engineering, medical, arts, science, commerce, law, etc.), schools (higher secondary, secondary, middle, primary, nursery, etc.) vocational training centers, etc.*
- 5.3.2.11. *Medical facilities (Govt. /Private) including hospitals, dispensaries, primary health centers, veterinary, ayurvedic, homeopathic, etc.*
- 5.3.2.12. *Social, cultural and other religious activities.*
- 5.3.2.13. *Other community facilities including cremation and burial grounds.*
- 5.3.2.14. *Physical infrastructure – electricity, water supply, sewerage, solid waste management, telephone, etc.*
- 5.3.2.15. *Recreational facilities including parks, open spaces, mela grounds and playgrounds, semi-public recreation, etc.*
- 5.3.2.16. *Agricultural use including dairies, orchards, nurseries, reserved forests, etc.*
- 5.3.2.17. *Transport infrastructure and Circulation facilities including road infrastructure, airport/railway stations and yards, road transport terminals, stands for buses and trucks, parking, etc.*
- 5.3.2.18. *Proposals/ commitments by Central/ State Government concerned Local Body, development authority, etc.*
- 5.3.2.19. *All vacant lands under government ownership (non-built).*
- 5.3.2.20. *All categories of forest lands.*
- 5.3.2.21. *Places of tourist and heritage importance both natural and manmade including natural areas, fairs and festivals, etc.*

- 5.3.2.22. *Legislative and Institutional Framework, institutional structure – municipal bodies, development authority, etc.*
- 5.3.2.23. *Action Plan, identification of projects and phasing, resource mobilization.*
- 5.3.2.24. *Superimposition and digitization of Cadastral Map/ Municipal Wards to the extent of Individual Khasra Nos<sup>6</sup>/ Ward Nos. with Property Nos.*
- 5.3.3. Spatial attribute collection and vetting of Base Map
- 5.3.4. The MPC needs to procure Very High-Resolution Satellite (VHRS) Imagery/ Data, that has a 30 CM (or better) resolution, meaning each pixel stands for a 30 CM x 30 CM (or better) area on the ground, and prepare Base Maps at a scale of 1:4000 for medium towns and 1:2000 for small towns as per specified framework of the TCPD- GoUK. Refer [Section 5.2.1.1](#) titled [Formulation of Master/ Development Plan](#) for Details. The layer-wise spatial attributes will be collected from the field by the MPC and the draft final base map will be updated which can be used as an input to the plan formulation.
  - 5.3.4.1. *Urban and socio-economic data is an input to be used to study the existing situation, identification of issues and formulation of proposals and projections. While most of the data to be collected is secondary, some crucial data may be required to be collected from primary surveys. Data analysis will be presented sector-wise, in the form of chapters in the draft Master/ Development Plan document. The final chapter structure of the Master/ Development Plan will be as per Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand.*
  - 5.3.4.2. *Databases to be created and surveys to be conducted – including land use survey, socio-economic, traffic and transportation and other surveys will be as per the Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand.*
- 5.3.5. Formulation of Master/ Development Plan
  - 5.3.5.1. *The horizon year for the draft Master/ Development Plan will be 2043.*
  - 5.3.5.2. *The draft Master/ Development Plan will specify the aims and objectives for the development of the city/ town.*
  - 5.3.5.3. *Contents of the draft Master/ Development Plan document will be as per URDPFI Guidelines and statutory provisions of the relevant Act.*
  - 5.3.5.4. *Master Plan preparation for Small Towns will be undertaken at a Scale of 1:2000, without any further need to prepare Zonal Development Plans*
  - 5.3.5.5. *Master Plan preparation for Medium Towns will be undertaken at a Scale of 1:4000, with further need to prepare Zonal Development Plans at a scale of 1:2000 under the scope of this assignment itself.*

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<sup>6</sup> For all such Identified ULB Towns wherein Digitized Records of the Revenue Department are available.

## 5.4. Deliverables (Stage Wise Sequence of Tasks)

### 5.4.1. Brief Description of the Assignment:

Town and Country Planning Department, Govt. of Uttarakhand intends to hire Master Plan Consultant(s) for “GIS based Master/ Development Plan Formulation” for identified ULB Towns of Uttarakhand. The selected Consultancy Firm shall be required to generate all the data sets as per AMRUT Design Standards and/or with suitable modifications as directed by the O/o CTCP, TCPD- GoUK.

Following activities are to be covered under the Assignment:

- 5.4.1.1. **REVIEW** of previously prepared Master/ Development Plan (if any), and GIS Based Master/ Development Plan **FORMULATION** for development areas with special emphasis on Urban infrastructure and Investment plan– keeping in view the potential led development envisaged. The key objective(s) of this exercise are: -
- 5.4.1.2. Determination of the Carrying Capacity of the Identified Development Areas, considering its location (in an Eco-sensitive/ Seismic Zone/ any Other Fragile Parameter) and should be based on assumptions of a decent and adequate quality of life, based on the acceptable / appropriate infrastructure, amenities and the available natural resources.
- 5.4.1.3. Assessment of the Potential for Industrial and Tourism Led Development including projection of future employment.
- 5.4.1.4. Estimation of the Population and Activity Level that can be supported in context to Levels/ Tiers of Urban Development (Density, location, land-uses, scale, etc.).
- 5.4.1.5. Preparation of a Comprehensive Report that analyses the status, suitability and sufficiency of various infrastructural facilities, utilities, and natural resources available and planned for the area.
- 5.4.1.6. Facilitation of High-Quality Urban Infrastructure to improve the quality of life.
- 5.4.1.7. Conservation and Revitalization of the System// Network of Water Bodies.
- 5.4.1.8. Urban Renewal Schemes for Core (old built-up area), Heritage and Sensitive areas.
- 5.4.1.9. Suggestions regarding Self-Financing Projects to improve the infrastructure.
- 5.4.1.10. Suggestive Measures regarding Urban Design Guidelines and Development Controls.
- 5.4.1.11. Suggestive Sectoral Policy Interventions and Plan Implementation Mechanism.

### 5.4.2. OBJECTIVES of the Assignment

- 5.4.2.1. The Work envisages preparation of GIS Based Master/ Development Plan(s) for the Identified Development Areas and aims at sustainable development evolving development vision and road map for balanced growth of the region by regulating future spatial development to be envisaged for the horizon year, 2043. The Master/ Development Plan will be a statutory instrument as it conforms to the provisions stated as per the relevant Act.
- 5.4.2.2. The Specific Objectives of the Assignment are as under:

- A. *The Master/ Development Plan for project area should be prepared integrating the road pattern and land uses proposed for the **HORIZON YEAR 2043**.*
- B. **Road Map for Regulating Future Growth:** *Prepare a Master/ Development Plan in accordance with the Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand envisaging a Land use Plan, considering potential growth and emerging development pressure and provide a road map/strategy for regulating future growth in a planned manner for the development area.*
- C. **Environmental Sustainability:** *Prepare a Master/ Development Plan avoiding potential adverse implications on existing environmental resources including rich agricultural hinter land with many canals and river, forest areas, sanctuaries, heritage precincts, bio-diversity areas, water bodies, in compliance with all related legislations of Government of India. Master/ Development Plan should be supported by strategic environmental plan.*
- D. **Location Plan:** *Through a realistic estimated demand, prepare a Master/ Development Plan, which suggests appropriate locations for future employment areas, new growth centers and provides for adequate land for key public infrastructure including hierarchy of roads, modern, feasible and efficient public transportation system, transportation terminals, trunk water supply system, waste water and solid waste management system and disposal areas, trunk power supply and key institutional, social and recreational facilities .*
- E. **Transportation Plan based on Land Use–** *Transportation Model to guide development: Prepare a Master/ Development Plan, which focuses on transportation plan and infrastructure, assessed through detailed field studies and surveys, realistic estimation of transportation demand in the base year and future travel demand pattern based on land-use transportation model within the Project Area.*
- F. **Participatory and Consultative Plan:** *Prepare a Master/ Development Plan, which combines perceptions and visions of various stakeholders including civil society of both urban and rural areas, agriculture community, industrialists, traders, elected representatives, academicians, government and non- governmental organizations.*
- G. **Capital Investment Plan and Resource Mobilization Strategies (Business Plan):** *Prepare a Master/ Development Plan, which identifies key infrastructure projects, estimated capital investment, resource mobilization strategies and realistic implementation plan. Prepare an exclusive document on "Working Plan" to facilitate Authority, in implementation of short-, medium and long-term projects that are translated from the Master/ Development Plan. The Working Plan shall help Authority for accessing funding for various infrastructure projects.*
- H. **Planning Strategies on Conservation** *of ecologically sensitive zones and archeological protection areas.*
- I. **Evaluation of Housing strategies** *and plan for socio-economic condition wise future housing need and stock.*

- J. **Urban Environmental Plan** to conserve the ecosystem and suggest ways and means to contain pollution.*
- K. To prepare **Water Conservation Strategy for Urban Settlements** (being undertaken for Master Plan Formulation), with a view to cater to Present and Horizon Year Requirements through Demand and Supply Side Management separately.*
- L. To undertake **Geotechnical Studies and Survey** of Soil Strata, Slope, Composition, Bearing Capacity, Character, etc. of Terrain/ Land Area from aspect of suitability for Development/ siting of Human Settlements.*
- M. **Urban Design/ Renewal Plans** for the core areas and in the zones of archeological monuments.*
- N. Prepare implementable action plans for short term and medium-term plans.*

**5.4.3. Areas of Interest** for Identified ULB Town(s)

- 5.4.3.1. ULB Specific Assignment Area Delineation Exercise for the Formulation of GIS Based Master Plans will be executed by the Selected MPC (for each ULB Town) for the Purpose of Preparation of a Shapefile (in File Formats \*.shp, \*.shx and \*.dbf), comprising Geospatial Vector Data of Attributes as enumerated in AMRUT Design and Standards.*
- 5.4.3.2. This Shapefile after vetting and approval of the TCPD- GoUK would comprise the Area of Interest and be utilized by the MPC in onward progress of the Master Plan Assignment.*

**5.4.4. Stage wise Deliverables** under the Assignment

- 5.4.4.1. To meet the above objectives, the preparation of the Master/ Development Plan for the Area of Interest will be carried out in Five Stages as follows:*
  - a) **Stage-1:** Existing Situation Assessment (Spatial attribute collection, ground truthing, and vetting of base map, collection of socio-economic data)
  - b) **Stage-2:** Vision-2043 and Strategy Formulation
  - c) **Stage-3:** Final Spatial Strategy and Preliminary Master/ Development Plan
  - d) **Stage-4:** Draft Master/ Development Plan including detailed Zoning Regulations and development controls.
  - e) **Stage-5:** Integration of Formulated Master Plan (GIS Data) with Web- GIS portal and/or Mobile Application as prescribed by the TCPD-GoUK
  - f) **Stage-6:** Assistance to TCPD- GoUK in finalization of Draft Master/ Development Plan and notification of final Master/ Development Plan, Zonal Development Plans, Zoning Regulations and action Plans.

**5.4.5. Breakup of stages:** -

- 5.4.5.1. **Stage-1:** Existing Situation Assessment (Spatial attribute collection, ground truthing, and vetting of base map, collection of socio-economic data)*

This stage represents the initiation of the Master/ Development Plan preparation. The scope of work in this stage is spatial attribute collection, ground truthing, and vetting of base map,



collection of socio-economic data and comprehensive assessment of the existing situation and identification of the general trends of socio-economic 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 its adequacy for the purpose of the preparation of the intended Master/ Development Plan. Therefore, the Consultants shall collect all available data and conduct all necessary surveys and researches as described in this task. **The scope of work of this stage shall be accomplished in Four (4) Tasks as follows:**

**a) Task– 1: Preparation of Inception report**

This task shall include preparation of work methodology, mobilization of team, approval of methodology for preparation of base map/existing land use map through open source/satellite imagery procured/ drone survey, work plan and town profile.

**IMPORTANT NOTE:** Placement of Master Plan Consultancy Team at Site Office and Headquarters, TCPD- GoUK, Dehradun:

For the purpose of Preparation of Master/ Development Plan, the MPC shall extend all support for regular review of Master/ Development Plan work by TCPD- GoUK through establishment of Following Offices and Deployment of Man Power.

- I. The MPC shall place **FULL TIME**, the **CORE TEAM** having Three Key Professionals mentioned at [Section 7.2.1.3](#) (as part of Team Composition), at the **Project Office** to be opened at Headquarters, i.e., O/o CTCP, Town and Country Planning Department, Dehradun and the **TERTIARY TEAM** having Nine Key Professionals mentioned at [Section 7.2.1.3](#) (as part of Team Composition) will be made available by the MPC, at the Project Office, as per requirement of the Project, and/or upon the instructions of the TCPD-GoUK, when desired by the latter to interact with the specified Nine Key professionals
- II. the MPC shall place **PART TIME** (as per Requirement of the Assignment, i.e., on Need Basis) Survey Team with relevant experts at **Site Office** to be established at any one or more of the Identified ULB Towns within the Cluster, at mutual agreement between the MPC and TCPD- GoUK

Routine Monitoring and Review of Work will be done by the TCPD-GoUK and daily/ Weekly/ Fortnightly updates needs to be given by Site Team in order to communicate Progress of Field Work in the 'Right Direction'.

The inception report shall include Details of the Team to be deployed by the MPC on Site (for Field Work) and at Headquarters, O/o CTCP, Town and Country Planning Department, Dehradun with Academic and Experience Details of Team Members. The Team Members at the Project Office, shall be placed for the whole of duration of the Assignment and the Out Station Movement (for Work/ Other related Reasons) of such Team Members will always be placed on record with the TCPD- GoUK. If any expert leaves midway of the Assignment duration, they shall be replaced by an expert of equal educational and experience criteria which shall be the selected by the department.

The Three Key Professionals, as cited in [Section 7.2.1.3](#), form the Core team, and the Master Plan Consultant is expected to pool/ increment expert Domain Resource (from the Tertiary Team), as per requirement both at Project office and at Site Office, for the purpose of appropriate execution and management of the assigned Master Plan Formulation Work. Further, role/ assistance of the TCPD-GoUK, into establishment of Project Office of the MPC, at Headquarters, Dehradun, would be limited

to provisioning of Covered Space with Electricity and Water Supply. All other necessary Office Infrastructure (including Furniture) required for the functioning and operation of the said Project Office of the MPC, will have to be brought in, by the MPC themselves.

The TCPD- GoUK reserves its right to instruct the MPC, with regard to change of One/ Multiple Key Professionals/ Team Members within the Team of MPC, pursuant to inefficiency of the Team member, as felt by the TCPD- GoUK. The MPC would comply with the directives of the TCPD- GoUK and replace the identified Key Professional/ Team Member, from amongst a Pool of Shortlisted Key Professionals/ Team Members, having Equivalent or Superior Qualifications and Experience in Master Plan Formulation.

Lastly, in the interest of the Assignment at hand, the Procurement Agency- TCPD- GoUK, cautions the Intending Bidders against Multiple/ Parallel Deployment of their Full Time Core Specialized Three Team Members (as enumerated by them in their Pre-Qualification and/or Technical Proposal) into Projects/ Assignments (within/ outside state) other than that being Bid herein and likely to be awarded after QCBS Selection Methodology to any Successful Bidder. Bidders are advised to refer [Section 5.6.6](#) of this RFP Document for Penalties against Non-Availability, Absence of Full Time (Three) Specified Key Professionals

**b) Task– 2: Base Map Preparation**

The MPC shall prepare base map at suitable scale after approval of methodology suggested in Task 1. The procured **Very High-Resolution Satellite (VHRS)** Imagery and/ or Data to be used for base map must be vetted by the Town and Country Planning Department before beginning Base Map Preparation.

**c) Task– 3: 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 characteristics 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:

- I. Review of all sectoral policies, strategies and plans on regional economic development, industrial policy, tourism and heritage conservation, PPP framework, protection of environmental resources, directions given by Hon'ble Supreme court/ High Court/ National Green Tribunal etc.
- II. Compile all available spatial and attribute data, regarding existing conditions in the Project Area but not limited to the following areas:
  - Socio-economic data including economic base characteristics of various economic sectors (agriculture, animal husbandry, fisheries, industry and tourism), employment, population and demographic characteristics, industrial base, prevalent sectors and output, etc.
  - Environment and Natural Resources including forests. rivers, lakes and other water resources and protected areas, natural drainage areas and flooding areas, ravines, sanctuaries/bio-diversity areas, mining and quarrying, high value natural scenic sites, geo-heritage areas including the heritage areas etc. related to the environmental concerns.
  - Physiographic and geology including climate, winds, topography, geology, natural risk sites etc.

- Human settlement hierarchy, function and distribution: including urban and rural settlements/habitats.
  - Built-up environment and existing land use.
  - Transportation infrastructure including road based, rail based, waterways and air transport and networks including the projects in pipeline or policy.
  - Physical infrastructure data including water supply and networks, Electricity supply and network, sewerage system, telecommunication, solid waste treatment facilities.
  - Social infrastructure data including hierarchy of educational, health and other community facilities, their distribution and accessibility.
  - Projects under implementation including the inventory of all infrastructure, housing and real estate projects under construction.
- III. Review of previously prepared Master/ Development Plan for respective Development area with special emphasis on the deviation from proposed land uses and suggestions for the same.
- IV. Having accomplished the above activities, MPC shall:
- Assess the quality and quantity of data available at the regional and other hierarchal levels.
  - Identify the gaps in terms of information needed and the approach and methods to overcome such deficiency.
  - Conduct all necessary field studies and surveys to update missing data and information needed for preparation of the Master/ Development Plan.
- d) Task – 4: Analysis and assessment of situation**
- I. Based on the above, the Consultants shall conduct the assessment of the existing situation and identify issues, opportunities and challenges. The task shall cover SWOT analysis (but not limited to) of the following:
- Review of all sectoral policies, strategies and plans and G.O.s;
  - Status of present situation of the respective development area in terms of implementation strategies;
  - Demographic characteristics;
  - Real Estate Market Survey and Assessment
  - Regional Economic base assessment - Inventory of existing, on-going and proposed land use, industry and infrastructure development initiatives in the vicinity of the proposed development area
  - Economic sectors' assessment- Determine sectors where the respective development area exhibits competitive strengths such as skilled manpower, resource base, cost advantage, etc.
  - Study of Economic and Investments Scenario in the respective development area including the trends in economy, investment attractiveness, comparison with other states and regions, leading destinations of investments, attractiveness of the respective development area from an investment standpoint
  - Catchment Area analysis- inventory of existing catchment areas
  - Transportation sector assessment
  - Infrastructure and utilities;
  - Slums and urban poverty.
  - Heritage and conservation;

- Water resources and their future capacities for the horizon year and water management.
  - Geomorphologic studies (based on available studies and investigation);
  - Water bodies and conservation.
  - Environmental Mapping and Strategic Environment Assessment; and
  - Spatial planning efforts and land use preferably land use modeling
  - Determine the carrying capacity of the respective development area, which should be based on assumptions of a decent and adequate quality of life, based on the acceptable / appropriate infrastructure, amenities and the available natural resources.
  - Should produce a comprehensive report that analyses the status, suitability and sufficiency of various infrastructural facilities, utilities, and natural resources available and planned for the area.
- II. Develop the carrying capacity assessment framework using environmental information, derived from field surveys and satellite images using carrying capacity assessment process Methods or Tools Considering Development conditions- Land-use, development density, population, traffic volumes, potable water availability, Microclimate Solar radiation, wind direction, wind velocity, atmospheric pressure, temperature, humidity, vegetation, absorption abilities, soil, carbon footprint etc.
- e) Task – 5: Stakeholder Consultations**
- I. The Master/ Development Plan shall adopt participatory approach by conducting interactive sessions. Therefore, MPC shall devise effective strategy to conduct consultation with stakeholders including civil society of both urban and rural areas, agriculture community, industrialists, traders, elected representatives, academicians, government and non-governmental organizations, State Level Chapters of Professional Bodies of Architects (IIA), Engineers (IEI) and Town Planners (ITPI).
- II. A minimum number of various levels of consultations and workshops at Constituent Village/ Ward level of Identified ULB shall be conducted. However, Consultants may propose additional number of consultations, if needed.
- III. Additionally, the consultant should carry out one to one interaction with key players in the industrial sector in Uttarakhand on their views on industrial growth in the respective development area (format for industry interactions to be finalized in consultation with the TCPD- GoUK)
- IV. The entire expenditure on conducting workshops/meetings shall be borne by the consultant only.
- V. The Four Layered Methodology can be summarized as under
- Deliberations and Interactions with All Line Departments at the District Level Administration
  - Consultations and Workshops with the Elected Public Representatives in Urban Local Bodies, along with Structured Questionnaire to gather their Opinion and Feedback.
  - Focus Group Discussions with Industry Representatives, Businessmen and other Stakeholders of Economic Activity in the ULB Area being undertaken for Master Plan Formulation
  - Detailed Technical Presentations and Peer Review Discussions with representatives of Academia and State Level Chapters of Professional Bodies of Architects (IIA), Engineers (IEI) and Town Planners (ITPI).

#### 5.4.5.2. **Stage-2: Vision- 2043 and Strategy Formulation**

Based on the detailed analysis and assessment of the development status and current trends in the Identified Development Area carried out during Stage-1, the MPC shall develop alternative strategies to achieve the goals and objective of the sustainable development in the development area in the light of State Level Policies.

**a) In this stage, the Consultants shall carry out (but not limited to) the following tasks as part of their assignment:**

- I. Identification of opportunities, strengths and weaknesses and threats for the development of the respective development area
- II. Formulate a Development Vision for 2043 stating Vision Statement, targets and Strategies to achieve goals.
- III. Suggestions or alternate solutions for the violations in the previous Master/ Development Plan. the provisions of previous Master/ Development Plan which needs to be amended as per the present need.
- IV. Make a realistic demand assessment on key economic activities and employment opportunities - Demand Assessment to analyze future development prospects, identify target sectors / markets based on the competitive and comparative advantage to enhance the pace of economic development, and ensure balanced development
- V. Finalize on industries within each sector in which the local area holds clear advantage-like local skill availability, market access, raw material availability, external infrastructure quality and linkages, foreign FDI interests
- VI. Developing the estimate for the likely space demand from the identified target industries for space within the respective development area
- VII. Development of a product mix to be used as a basis for the preparation of the final land use plan which will include among other things, a list of industries other economic activities with land requirements
- VIII. Demographic projection up to 2043 and estimate future demand on housing and other physical and social infrastructure.
- IX. Evolve 2-3 alternative scenarios for spatial growth up to 2043.
- X. With inputs from transportation model, and other key parameters evaluate all 2-3 alternative scenarios and finally choose preferred alternative

**b) Each of proposed alternatives shall discuss the following:**

- I. The vision of the regional/City 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 – including the potential of the respective development area acting as a pivot for future economic and spatial development
- IV. Economic sector development and employment generation, strategic plans to invite foreign investments 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 of rural economy and necessary infrastructure to sustain.

- VI. The holding capacities of various environmental factors to be assessed for sustainable development e.g., availability of potable drinking water sources till horizon year.
- VII. Identification of key commercially viable real estate / infrastructure projects that can be taken up by public and private agencies based on a detailed real estate market assessment
- VIII. Regional and Urban Infrastructure in terms of transport, water supply, sewerage, power and communication, urban environment quality including waste management and effective drainage.
- IX. The Management of Environment, and Natural Resources
- X. The integration of the capacity of the environment to accommodate in the proposed strategy.
- XI. The maintenance and enhancing of the quality and diversity of natural and cultural heritage.

#### 5.4.5.3. **Stage-3: Spatial Strategy and Preliminary Plans**

##### a) **PRELIMINARY LAND USE PLAN**

Upon approval of the preferred strategy (by the O/o CTCP, TCPD- GoUK), 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 TCPD- GoUK,

- I. General zoning covering the whole of the respective development area and land uses including open space, protected and productive areas. The land uses assigned shall be as far as possible demarcated by the physically verifiable features e.g., road, river, drain, canal, extreme level difference, forest boundary etc.
- II. Transportation Plan: -structure plan for road network with hierarchy of roads and rail /metro / ropeway network.
- III. Trunk level water supply system, sewerage and storm water drainage system
- IV. Social Infrastructure including health, education, recreation, sports, etc.
- V. Commercial centers at various levels.
- VI. Solid waste and waste water treatment and disposal facilities.
- VII. Major resources and distribution system of water, power, sewerage disposal system.
- VIII. Heritage conservation system
- IX. Micro level planning to promote different kinds of tourism i.e., heritage, pilgrimage, adventure, medical etc.
- X. Conservation of ecosystem and water bodies and action plans for water harvesting
- XI. Division of the Master/Development Plan Area into zones for the further preparation of Zonal Development Plans. The division shall be based on physically verified features and upon technical logic.

##### b) **STRATEGY REPORT** will include the following:

- I. Regional Setting
- II. Current socio-economic condition and trends
- III. Projections based on current trends
- IV. Opportunities and challenges
- V. Proposed development strategy
- VI. Projections based on the proposed strategy
- VII. Spatial implications of the proposed strategy



- VIII. Consultants shall prepare action plans for short and medium term
- c) OTHER REPORTS** of Preliminary Draft Master/ Development Plan shall include the following:
- I. Transport Sector Plan
  - II. Strategic Environmental Action Plan including solid and sewage disposal plan.
  - III. Strategic Real Estate and Industrial Development Plan
  - IV. Development control and zoning regulations.
  - V. Capital Investment action Plans for the consecutive 5-year development plans covering the period of the strategy (20 years), along with preliminary cost estimate of each proposal on priority.

**5.4.5.4. Stage- 4: Draft Master/ Development Plan including detailed Zoning Regulations**

- a) Preparation of Draft Master/ Development Plan for the development area as per the Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand and as per the scope of work of this ToR and URDPFI Guidelines.
- b) The O/o CTCP, TCPD- GoUK will be the Final Authority for the purpose of Development/ Master Plan Formulation by the Master Plan Consultants.
- c) Presentation of the Draft Master/ Development Plan to the O/o CTCP, TCPD- GoUK
- d) Incorporation of the suggestions received from the O/o CTCP, TCPD- GoUK
- e) The MPC shall prepare Draft Master/ Development Plan and submit to the O/o CTCP, TCPD- GoUK for notification as per the Relevant Act.

**5.4.5.5. Stage- 5: Integration of Formulated Master Plan (GIS Data) with Web- GIS portal and/or Mobile Application as prescribed by the TCPD-GoUK**

- a) Development of Web-GIS portal and Mobile App, is not part of the Scope of this Assignment. The same will be separately procured/ developed by the TCPD- GoUK.
- b) MPC will ONLY align and integrate their Formulated Master Plan (GIS Data) with the Web GIS Portal and Mobile App as specified by the TCPD-GoUK
- c) MPC will ensure complete functioning of their data upon the specified Web GIS Portal, which will be used for displaying and querying Digital Master/ Development Plan. Different layers of information should be made available on the portal.
- d) MPC requires to integrate information upon Web-GIS portal and Mobile App to generate proposed land use and existing approach road and permissibility of map sanction in accordance with proposed land use and existing approach road norms.
- e) MPC requires to integrate information upon Web-GIS portal and Mobile App to generate the specified, pre-vetted building plan showing setbacks, road widening, related Ground Control (G.C.), FAR, maximum height norms, etc. as per DCR of the Town/ State.
- f) MPC requires to integrate information upon Web-GIS portal and Mobile App to generate land use register along with all attribute details such as Khasra nos., proposed land use etc.
- g) For the purpose of operation and handling of web GIS, at an 'opportune' time, an Information Technology (I.T.) expert should be stationed at TCPD- GoUK H.Q. office (as part of Tertiary Team)
- h) MPC requires to integrate information upon Web-GIS portal and Mobile App to support clipping and/or download option for raster and vector data by only authorized users of

TCPD- GoUK. The provision of right definition of read, edit, modify should be there in the MAP package on the individual datasets. The supported raster format should be ECW. The supported vector should be SHP and KML.

- i) The GIS Server will support at least the compatible data formats (to open source QGIS) for cataloguing, publishing and discovery through Web Portal.
- j) The editing and monitoring controls of Web GIS portal will be available only to the authorized officers of Town and Country Planning Department.
- k) The web GIS shall be the property of TCPD- GoUK which will own its Intellectual Property Rights. Any other Department/Authority using the concept of web GIS shall have to take prior permission from TCPD- GoUK.

**5.4.5.6. Stage-6: Assistance to TCPD- GoUK in finalization of Master/ Development Plans**

- a) MPC shall facilitate in public objections and suggestions of the Draft Master/ Development Plan as per the Relevant Act, which shall be exhibited for a period of minimum 30 days. Upon receipt of objections and suggestions, the same shall be compiled. In consultation with the TCPD- GoUK, strategies to incorporate objections and suggestions will be finalized and thereafter, they shall incorporate the same in Final Draft Master/ Development Plan, and submit to the TCPD- GoUK who will then submit the same to the Government of Uttarakhand for approval.
- b) Along with Final Draft Master/ Development Plan, the Consultants shall submit (in digital database) all maps, plans and drawings in ArcGIS platform and also in AutoCAD platform in an agreeable format to the TCPD- GoUK. The maps prepared shall be in compliance with the "AMRUT Formulation of GIS based Master/ Development Plans: Designs and Standards" GIS Database structure. The Master/ Development Plan shall be delivered at 1:2000, 1:4000 or 1:10000 scale, as applicable

## 5.5. Time/ Payment Schedule

The timeline and Payment schedule of the consultancy fee will be as follows on the recommendation of Monitoring Agency, subject to satisfactory attainment/ completion of Quantifiable Deliverables as under:

*Table 3: Schedule of Stages of Payment to Master Plan Consultant corresponding to Time Barred Deliverable Milestones*

Sl. No.	Stage Report (A)	No. of Copies for Submission (B)	Schedule (C)	Cumulative time (D)	Payment Schedule (E)	
<b>STAGE 1</b>	1a	<b>Task 1:</b> Inception Report For Details, refer <a href="#">Section 5.4.5.1</a> of the RFP Document	<b>Physical Copies:</b> Up to 10 Sets (as per Requirement of TCPD- GoUK) of Stage Report/ Data Set/ Map/ Any other Quantifiable Deliverable  <b>Digital Copies<sup>7</sup></b> - One through Email and 3 Copies on CD/ DVD/ USB Drive	<b>15 days</b> from Date of Issue of Work Order by the TCPD-GoUK	15 days	-
	1b	<b>Task 2:</b> Base Map Preparation For Details, refer <a href="#">Section 5.4.5.1</a> of the RFP Document	Same as Above	<b>60 days</b> from Date of Previous Stage Deliverable by the TCPD- GoUK	75 days + processing time*	<b>25%</b> of the total cost would be payable on approval of the tasks, subject to Pro rata Penal Deductions, if any
	1c	<b>Task 3:</b> Data Collection and Review and Documentation of Policies, Strategies and Plans  For Details, refer <a href="#">Section 5.4.5.1</a> of the RFP Document	Same as Above	<b>45 days</b> from Date of Previous Stage Deliverable by the TCPD- GoUK	120 days + processing time*	-
	1d	<b>Task 4:</b> Analysis and assessment of situation  For Details, refer <a href="#">Section 5.4.5.1</a> of the RFP Document	Same as Above	<b>45 days</b> from Date of Previous Stage Deliverable by the TCPD- GoUK	165 days + processing time*	-
	1e	<b>Task 5:</b> Stakeholder Consultations  For Details, refer <a href="#">Section 5.4.5.1</a> of the RFP Document	Same as Above	<b>15 days</b> from Date of Previous Stage Deliverable by the TCPD- GoUK	180 days + processing time*	<b>25%</b> of the total cost would be payable on approval of the tasks, subject to Pro rata Penal Deductions, if any

<sup>7</sup> Digital Copies to be submitted in both Non-Editable (Locked) and Editable (Unlocked) Formats.

Sl. No.	Stage Report (A)	No. of Copies for Submission (B)	Schedule (C)	Cumulative time (D)	Payment Schedule (E)
STAGE 2	2 <b>Visioning (Year 2043) and Strategy Formulation</b>  For Details, refer <a href="#">Section 5.4.5.2</a> of the RFP Document	Same as Above	<b>45 days</b>  from Date of Previous Stage Deliverable by the TCPD- GoUK	225 days  + processing time*	-
STAGE 3	3 <b>Spatial Strategy and Preliminary Plans</b> (Preliminary Land Use Plan, Strategy and Other Reports)  For Details, refer <a href="#">Section XI</a> of the RFP Document	Same as Above	<b>45 days</b>  from Date of Previous Stage Deliverable by the TCPD- GoUK	270 days  + processing time*	<b>25%</b> of the total cost would be payable on approval of the tasks, subject to Pro rata Penal Deductions, if any
STAGE 4	4 <b>Draft Master/ Development Plan including detailed Zoning Regulations</b>  For Details, refer <a href="#">Section 5.4.5.4</a> of the RFP Document	<b>Physical Copies:</b> Up to 25 Sets (as per Requirement of TCPD- GoUK) of Stage Report/ Data Set/ Map/ Any other Quantifiable Deliverable  <b>Digital Copies<sup>8</sup></b> - One through Email and 3 Copies on CD/ DVD/ USB Drive	<b>45 days</b>  from Date of Previous Stage Deliverable by the TCPD- GoUK	315 days  + processing time*	-
STAGE 5	5 Integration of Formulated Master Plan (GIS Data) with Web- GIS portal and/or Mobile Application as prescribed by the TCPD- GoUK  For Details, refer <a href="#">Section 5.4.5.5</a> of the RFP Document	Web App	<b>30 days</b>  from Date of Previous Stage Deliverable by the TCPD- GoUK	345 days  + processing time*	-
STAGE 6	6 Assistance to TCPD- GoUK in finalization of Master/ Development Plans	<b>Physical Copies:</b> Up to 25 Sets (as per Requirement of TCPD- GoUK) of Stage Report/ Data Set/ Map/ Any other Quantifiable Deliverable	<b>45 days</b>  from Date of Previous Stage Deliverable by the TCPD- GoUK	390 days  + processing time*	<b>15%</b> of the total cost would be payable on approval of this stage

<sup>8</sup> Digital Copies to be submitted in both Non-Editable (Locked) and Editable (Unlocked) Formats.

Sl. No.	Stage Report (A)	No. of Copies for Submission (B)	Schedule (C)	Cumulative time (D)	Payment Schedule (E)
	For Details, refer <a href="#">Section a)</a> of the RFP Document	<b>Digital Copies<sup>9</sup></b> - One through Email and 3 Copies on CD/ DVD/ USB Drive			
7	Handholding and support				<p><b>10 %</b> (Remaining or Balance Amount whatsoever) would be payable two months after the Assignment (Development/ Master Plan) has been notified by the State Government. (For any handholding that may be required).</p> <p><i>Note: This Amount is inclusive of the Performance Guarantee Deposit and Security Deposit of the MPC, parked with the TCPD-GoUK</i></p>

\* Processing Time is the time between submission of the stage report and issue of the minutes for approval/ modification of the same and would be about 15-20 days, depending upon the Quantum of Stage Deliverable by the Master Plan Consultant.

**Important Note:**

1. The period between the submission of stage report and its processing would not be included in the period of assignment. Thus, while the above Time Barred Schedule of Deliverables, for the MPC is for **13 Months**, the TCPD- GoUK estimates that the total period for completion for the assignment (including the Processing Time) should ideally not exceed **18 months**.
2. The MPC may **Shorten/ Prepone/ Restructure the duration of time allotted for various stages as per size of the Identified ULB Town**. Any such revisions / suggestions for modification of the Time Barred Schedule of Deliverables should be presented as part of Inception Report.
3. It is expected that consultant has quoted amount considering all requirements for satisfactory performance of the services included in ToR. If the consultant has not considered any component for performance of the services, **no extra payment** shall be made on this account.
4. Lastly, Time Intervals, as in the RFP Document, linked to Deliverable Milestones, have been prepared keeping in view the Scale of Identified ULB towns, comprising Various Clusters. Prospective Bidders, are advised, to fully accustom themselves with the Urban Hierarchy, Morphology, Scale of Identified ULB Towns of comprising Clusters, wherein the Bidder remains interested to Bid.

<sup>9</sup> Digital Copies to be submitted in both Non-Editable (Locked) and Editable (Unlocked) Formats.

## 5.6. Other Conditions of Payment

- 5.6.1. The payment will become due on (intimation of) approval by the TCPD- GoUK, of the stage reports and on subsequent raising of bills/ invoice by the MPC after receiving (intimation of) approval by the TCPD- GoUK, of the stage report.
- 5.6.2. Under normal Conditions, the processing time of the payment will be 60 days for final payment and 30 days for all other payments.
- 5.6.3. The period between the submission of Draft Proposals and direction given to Prepare Draft Master Plan would not be included in the period of assignment for remuneration purposes.
- 5.6.4. Mobilization Advance: None will be provided
- 5.6.5. Liquidated Damages for Delay: If the Assignment is not completed within the specified time frame, the Successful Bidder shall be bound to pay a sum equivalent to 0.5% of the Contracted Value of Assignment, per week of Delay, subject to ceiling of 10% of the Contracted Value of Assignment by way of liquidated damages to the Procuring Agency/ Client.
- 5.6.6. Penalties against Non-Availability, Absence of Full Time Core Team of (Three) Specified Key Professionals, comprising Team of the MPC
  - 5.6.6.1. *Penal Action in form of Pro Rata Deduction of Man Day Cost corresponding to the extent of absence of any of the (Full Time Core Team of (Three) Specified Key Professionals, and/or Lump Sum levy of Penalty (1% of Awarded Value of Assignment, for Each Instance) at Multiple instances of non-availability of any of the Full Time Core Team of (Three) Specified Key Professionals subject to a maximum of 10 Instances will be deducted from Payments to be made to the MPC by the TCPD-GoUK.*
  - 5.6.6.2. *Any more than 8 Such Instances, of unaccountable absence of any of the Full Time Core Team of (Three) Specified Key Professionals of the MPC will create ground for consideration (by the TCPD- GoUK) regarding cancellation of Work Order and Termination of the Contract between MPC and TCPD- GoUK, by the Latter on Unilateral Basis.*

## 5.7. Procedure for Monitoring & Review of the Assignment

- A. *The MPC who would be selected for the Assignment is also expected to report Time Barred (Weekly) Action Plan and Compliance/ Completion of Milestones, as identified by itself, through Management Information Systems (MIS) on a Weekly Frequency, sent via Digital Means to the TCPD- GoUK. In addition to the above, the consultants shall submit Monthly Progress Reports (Physical + Digital Copies) indicating the progress of the study in terms of schedule activity versus actual status, reasons for delay (if any) and the likely action plan for the following months.*



- B. The MPC, led by the Team Leader, will be required to make a presentation before the TCPD- GoUK within a week of submission of each of the above reports. The observations/ suggestions of TCPD- GoUK will be incorporated in the next stage of submission.*
- C. The O/o CTCP, TCPD- GoUK will be the Competent Authority to depute Employee/ Advisor/ Consultant of the TCPD- GoUK or the CTCP, TCPD- GoUK may assign any other Representative in his Personal Capacity to aid the O/o CTCP, TCPD- GoUK in day-to-day supervision, coordination and Third-Party Review of the Quality and Quantum of Work being done by the MPC hired as an outcome of this RFP Document.*
- D. All the reports and the maps shall be bilingual i.e., in Hindi and English.*

## **5.8. Various Financial Instruments to be Deposited by Bid Applicants**

- 5.8.1. Bid Processing Fee, BPF, (Non-Refundable in nature)** is INR 10000/- (Rupees Ten Thousand Only), for Bid Proposal concerning specified cluster of Identified ULB Towns; to be paid only through Digital Transfer in Bank Account of Client, as mentioned at [Section 4.11](#) of this RFP Document and Scan Copy of Transaction Receipt (bearing UTR No.) to be uploaded at relevant window/ webpage of the e-Tender Platform.
- 5.8.2. Interest Free Earnest Money Deposit, EMD (Refundable in Nature)** is as specified in [Section 4.14](#), for Bid Proposal concerning specified cluster of Identified ULB Towns of Identified ULB Towns; to be paid only through Digital Transfer in Bank Account of Client, as mentioned at [Section 4.11](#) of this RFP Document and Scan Copy of Transaction Receipt (bearing UTR No.) to be uploaded at relevant window/ webpage of the e-Tender Platform.
- 5.8.3.** EMD of all Unsuccessful Bidders will be returned, within 30 Days of Acceptance of Work Order awarded to the Successful Bidder, Electronically, through Bank Transfer, vide Details of Bank Account mentioned by the Bidder, as Part of this Proposal at [Table 9: Factsheet Proforma for Furnishing Details/ General Information](#) about the Bid Applicant/ Bidder
- 5.8.4. Interest Free Performance Guarantee Deposit, PGD @5%** of the Contracted Value of Assignment will be collected by the TCPD- GoUK, prior to issue of Work Order. This is to be submitted by the Successful Bidder, along with an Acceptance Letter, within 7 Calendar Days of Issue of Letter of Intimation regarding Selection of Successful Bidder. Post receipt of Both PGD and Acceptance Letter by the Successful Bidder, Work Order will be issued by TCPD- GoUK within 5 Working Days. PGD in form of Bank Guarantee issued by a Scheduled Commercial Bank (In India), in favor of 'Chief Town and Country Planner, TCPD- GoUK', payable at Dehradun, with [Validity of 730 Days/ 24 Months from Date of Issue of Letter of Intimation regarding Selection of Successful Bidder](#)
- 5.8.5.** EMD of Successful Bidder will be returned only after deposit of PGD by the Successful Bidder

**5.8.6. Interest Free Security Deposit**, SD @5% of the Contracted Value of Assignment (as per Work order) will be collected by the TCPD- GoUK, by means of deduction, from the First Payment Due to the selected Successful Bidder.

**5.8.7.** Performance Guarantee Deposit and Security Deposit will be released/ returned/ reimbursed to the Successful Bidder, two months after the Assignment (Development/ Master Plan) has been notified by the State Government.

## **5.9. Draft Format of Agreement between the Successful Bidder and TCPD- GoUK**

Refer [Section 11](#), of this RFP Document

## **5.10. Other General Aspects of the ToR**

**5.10.1.** Support by MPC after approval of Draft Master Plan

**5.10.1.1.** *After approval of Draft Master Plan, the Consultant will provide support for one year from the date of approval of Draft Master Plan for the plan approval process, workshops, discussions and making presentations to various agencies/ departments, incorporating modifications if any, as and when required by the client.*

**5.10.2.** Quality Control

**5.10.2.1.** *The MPC shall follow standard guidelines (URDPFI and AMRUT or any other guidelines issued by GOI) for preparation of Master/ Development Plans.*

**5.10.2.2.** *The thematic layers attribute data should be attached on the basis of unique ID of each parcel of land.*

**5.10.2.3.** *Along with requisite Number of Reports, the MPC will also submit the Geospatial Vector Data of Attributes as well as Drawing Layouts, if any, in the form of Shapefile (in File Formats \*.shp, \*.shx and \*.dbf), and CAD File Formats (\*.dwg, \*.dxf file formats)*

**5.10.3.** Arbitration

**5.10.3.1.** *In case of any dispute or differences between the Consultant and TCPD- GoUK, A 3-member Arbitration Panel headed by the Secretary, Department of Housing, Government of Uttarakhand and having one Nominee Arbitrator as proposed by Both Parties, will Arbitrate on the lines of 'THE ARBITRATION AND CONCILIATION ACT, 1996'*

**5.10.3.2.** *Further, all Legal Matters of Dispute will be subject to the Jurisdiction of Dehradun Courts only.*

**5.10.4.** Renewal/ Extension of Contract

**5.10.4.1.** *The contract may be renewed at the recommendation of Chief Town and Country Planner for constant monitoring and implementation of Master/ Development Plan for which the firm will provide suitable experts as mentioned in Table 7 of this RFP Document for providing technical and logistic support to TCPD.*

#### 5.10.5. Other Aspects

- 5.10.5.1. *The details about the methodology and data outputs in respect of consultancy should be worked out in the Technical Bid Offer (Tailor Made Proposal specific to each cluster) by the Bidder.*
- 5.10.5.2. *All data collected by the MPC shall be made available to the TCPD- GoUK in proper organized format and this data shall remain the property of the TCPD- GoUK.*
- 5.10.5.3. *The data collected and the research results of the MPC shall not be divulged to other agencies/ entities without the explicit approval of the TCPD- GoUK. MPC are cautioned that they will be bound by restrictive clauses of Non-Disclosure Agreement, to be signed with the Successful Bidder, prior to engagement of their Master Plan Consultancy Services.*
- 5.10.5.4. *Reports, Data Sets, Presentations etc. should be in Formats Interoperable and Compatible with MS Office Suite (including MS Word, MS Excel, MS PowerPoint etc.). Similarly, Maps and Drawings should be in the Formats Interoperable and Compatible with GIS and CAD Facilities/ Versions available with the TCPD- GoUK.*

## 6. Minimum Eligibility Criteria for Bid Submission

The Following is the Minimum Eligibility Criteria for Bid Submission by Prospective Master Plan Consultants

*Table 4: Minimum Eligibility Criteria for Bidders interested in Bid Submission in response to the RFP Document*

<b>Aspects of Bidder Profile</b>	<b>Minimum Threshold Criteria</b>
<b>(A)</b>	<b>(B)</b>
<b>6.1. Constitution of Bidder<sup>10</sup></b>	<ul style="list-style-type: none"> <li>a) Public Sector Undertakings/ Autonomous Bodies/ Organizations of Central/ State Governments</li> <li>b) Academic Institutions/ Planning Schools imparting Planning Education (B. Plan and/or M. Plan) in India.</li> <li>c) Firm (Registered Partnership)</li> <li>d) Entity (Registered under Provisions of Companies Act, 1956 or 2013)</li> </ul>
<b>6.2. Minimum Period of Operation since Inception, in the Specified Line<sup>11</sup> of Consulting Services</b>	5 Complete Years as on 31 March 2022
<b>6.3. Financial Standing (Min Required Turnover)</b>	<p>Minimum Turnover, average of the 5 Previous Financial Years ending 31 March 2021 should be equivalent to Estimated Value of Consultancy Services, as specified in <a href="#">Section 4.12</a> of this RFP Document</p> <p><i>i.e., FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21</i></p>
<b>6.4. Financial Standing (Profit and Loss)</b>	<p>Should NOT be a Loss-Making Entity in any of the 5 Previous Financial Years ending 31 March 2021</p> <p><i>i.e., FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21</i></p>
<b>6.5. GST Registration</b>	Should be a Regular (Scheme) GST Assessee under the GST Framework
<b>6.6. Entity not to have a History of Blacklisting</b>	Bidder to provide an Undertaking, as per specified Format, regarding never ever in its History of Operations, since Inception, to have been Blacklisted by any Public Sector Undertaking/ Body/ Department/

<sup>10</sup> Consortium and/or Joint Venture Entity are not Allowed to Participate in the said Consultancy Procurement

<sup>11</sup> Refer [Section 7.2.1.2](#) for Definition pertaining to the Specified Line of Consulting Services

<b>Aspects of Bidder Profile</b>	<b>Minimum Threshold Criteria</b>
<b>(A)</b>	<b>(B)</b>
	Ministry or any other Public Entity at the Local Body, UT, State or National Level.
<b>6.7. In House Availability of FULL TIME Core Team Comprising Three Sector/ Domain Experts</b>	The MPC shall place FULL TIME, the Core Team having Three Key Professionals mentioned at <a href="#">Section 7.2.1.3</a> (as part of Team Composition), at the Project Office to be opened at Headquarters, i.e., O/o CTCP, Town and Country Planning Department, Dehradun

Note:

1. In compliance with the Provisions of the CGST Act, 2017, in case the Successful Bidder is not a Regular (Scheme) GST Assessee, under GST Framework, in Uttarakhand, it will have to apply for GST Registration in Uttarakhand, and submit Provisional Registration, prior to Issue of Work Order by the TCPD- GoUK

# 7. Evaluation Criteria for Bid Shortlisting and Selection

## 7.1. Procedure for Multiple Stage Evaluation

- 7.1.1. As part of compliance to the Methods and Procedure of Public Procurement as per Provisions of the Uttarakhand Procurement Manual, 2017 and subsequent Amendments/ Additions therein, the TCPD- GoUK intends to execute the said Public Procurement through this RFP Document on the lines of Quality and Cost Based Selection- QCBS (80:20).
- 7.1.2. TCPD- GoUK emphasizes on Fair, Transparent Public Procurement of the said Consulting Services and with a view to encourage Competitive Bidding amongst the Prospective Bidders, TCPD- GoUK commits itself towards Publication (via its 'Official Website'- <https://tcp.uk.gov.in>) of Stage Wise Marks attained by Participating Bidders, at each Stage of Evaluation, prior to advancement to the Next Stage.
- 7.1.3. Prospective Bidders are advised to carefully refer and interpret the Evaluation Methodology designed by TCPD- GoUK for the said Public Procurement of Consulting Services via QCBS Mode.
- 7.1.4. Further, the Bid Proposal (out of all valid and responsive Proposals, for a specific Cluster) attaining the Highest Combined Score, will be awarded to its Proposer/ Bid applicant. This Process would continue till All Clusters are allotted/ awarded to their respective Successful Bidders
- 7.1.5. Refer [Section 4.25](#) of this RFP Document for dealing scenario regarding **Single Bid Applicant bidding for Multiple Clusters** being tendered simultaneously but separately by the Project Client
- 7.1.6. Bidder should submit detailed response along with documentary proof for all of the sought eligibility criteria. The eligibility will be evaluated based on the bid and the supporting documents submitted, Bids not meeting the above eligibility criteria will be rejected
- 7.1.7. Pre- Qualification and Technical Evaluation will be done by Proposal Evaluation Committee and the decision of the committee will be final
- 7.1.8. Bidders to submit relevant documentary evidence for all parameters mentioned
- 7.1.9. Providing any wrong information by the bidder will result in disqualification of the bidder, during Evaluation, or even after Award of Consultancy Assignment, vide immediate termination of the Contract signed for Consultancy Services being availed by the TCPD-



GoUK. Further the TCPD-GoUK would be at a discretion to Initiate Procedure of Recovery of all Consultancy Fee paid to the Successful Bidder till the date of such disqualification

7.1.10. TCPD- GoUK may cross check Information provided by Bidders against any/ all parameters of evaluation by any means of verification.

7.1.11. Following is the Stage Wise Scoring and Evaluation Methodology for Shortlist/ Selection of Successful Bidder amongst Bidders

*Table 5: Stage Wise Scoring and Evaluation Methodology for Shortlist/ Selection of Successful Bidder amongst Bidders*

Stage No. (A)	Score Nomenclature for Stage of Evaluation (B)	Total Marks (C)	Qualification Criteria <sup>12</sup> (D)	Weightage in Subsequent Stage (E)
Stage 1	Pre-Qualification Proposal Score (A1)	200	None	80%
Stage 2	Technical Proposal Score (A2)	200	None	20%
Stage 3	Technical Bid Score (Ref Table 8) $B = \{(80\% \text{ of } A1) + (20\% \text{ of } A2)\} / 2$	100	<b>70</b>	80%
Stage 4	Financial Bid Score (FS <sub>f</sub> )	100	None	20%
Stage 5	Combined Score $D = (80\% \text{ of } B) + (20\% \text{ of } FS_f)$	100	None	Not Applicable

## 7.2. Procedure for Stage 1 Evaluation: Pre-Qualification

7.2.1. Tabular matrix attached overleaf is both for the Information of the Prospective Bidder as well as Self-Assessment with regard to

### 7.2.1.1. Bidder Profile comprising

- Financial Strength (Average Audited Turnover of Past 5 FY Ending 31 March 2021)
- No of Years of Establishment/ Past Experience in the Specified Line of Consulting Services
- Major Assignments executed within the Past Seven Years ending 31 March 2022
- Major Ongoing Assignments/ Works in Hand (Similar Assignments pertaining to the Specified Line of Consulting Services) awarded within the past 3 years ending 31 March 2022

<sup>12</sup> Regarding Top End Highest Score mentioned under 'Column D' for Stage 1 and Stage 2, In case of Tied Score, all such Bid Applicants will be considered qualified for the Next Stage of Tender Scrutiny

**Table 6: Bidder General Profile- Details of Scoring and Evaluation Methodology specific to Computation of PRE-QUALIFICATION Score for Shortlist/ Selection of Successful Bidder amongst Bidders**

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
	<b>Bidder General Profile</b>			<b>____ / (100)</b>
<b>1</b>	Audited GROSS Turnover in INR of the Bidder for 5 Previous Financial Years ending 31 March 2021  <i>i.e., FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20 and FY 2020-21</i>			<b>____ / (18)</b>
<b>1a</b>		Between 100% to 150% of the Value specified in <a href="#">Section 6.3</a>	____ / (6)	
<b>1b</b>		Between 150% to 300% of the Value specified in <a href="#">Section 6.3</a>	____ / (12)	
<b>1c</b>		More than 300% of the Value specified in <a href="#">Section 6.3</a>	____ / (18)	
<b>2</b>	Past Experience (Duration) of the Bidder in providing services for Similar Assignments pertaining to the Specified Line of Consulting Services <sup>13</sup>  <i>Note: Experience will be counted from Date of Issue of First Work Order for Similar Work in the Specified Line of Consulting Services, from any Government Bodies/ Organizations/ Departments/ Ministries etc.</i>			<b>____ / (12)</b>
<b>2a</b>		Between 5 to 8 Years	____ / (5)	
<b>2b</b>		Between 8 to 12 Years	____ / (10)	
<b>2c</b>		More than 12 Years	____ / (12)	
<b>3</b>	Major Assignments <sup>14</sup> (Similar Assignments pertaining to the Specified Line of Consulting Services <sup>15</sup> ) executed during the Past Seven Years ending 31 March 2022  <i>Note:</i> <ul style="list-style-type: none"> <li>For Completed Assignments, Work Completion Certificate issued by Client is a requisite.</li> <li>Client Certificate should preferably communicate all Criteria of Terrain (Hill/ Plains), Est. Population and Est. Area for the Assignment being presented.</li> <li>Applicant can present Maximum 5 Assignments, as Completed within the past 7 years ending 31 March 2021</li> <li>Applicant can present maximum of 3 Assignments in Plain and/ or 3 Assignments in Hill Areas<sup>16</sup>, as Completed Assignments; 6 Marks for Each Such Assignment</li> </ul>			<b>____ / (40)</b>
<b>3a</b>	_____ (Name of Assignment)	Completed Assignment 1 in Plain Area	____ / (5)	

<sup>13</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>14</sup> In case of Multiple Assignments (Cluster Typology), awarded through a Single Work Order, similar to the Cluster Approach of Hiring Master Plan Consultants Herein, Each Individual Town/ City would qualify as a Separate Assignment.

<sup>15</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>16</sup> In case of any Dispute/ Confusion regarding Hill Area Classification of any Specified Assignment submitted by the Bidder, relevant Government Directives can be asked to be Furnished by the Prospective Bidder

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
3b	_____ (Name of Assignment)	Completed Assignment 2 in Plain Area	____ / (5)	
3c	_____ (Name of Assignment)	Completed Assignment 3 (Name of Assignment) in Hill Area	____ / (5)	
3d	_____ (Name of Assignment)	Completed Assignment 4 (Name of Assignment) in Hill Area	____ / (5)	
3e	_____ (Name of Assignment)	Completed Assignment 5 (Name of Assignment) in either Plain or Hill Area	____ / (5)	
3f	_____ (Name of Assignment)	Completed Assignment 6 (Name of Assignment) in either Plain or Hill Area	____ / (5)	
3g	_____ (Share Assignment Seq Nos. like 3a/ 3b/ 3c/ 3d/ 3e/3f)	Whether any of the Aforesaid Six Assignments are Located within Uttarakhand State?	____ / (5)	
3h	_____ (Share Assignment Seq Nos. like 3a/ 3b/ 3c/ 3d/ 3e/3f)	Whether any of the Aforesaid Six Assignments are executed abroad (International Setting)?	____ / (5)	
4	<p><b>Major Ongoing Assignments or Works in Hand</b> (Similar Assignments pertaining to the Specified Line of Consulting Services<sup>17</sup>) awarded within the past 3 years ending 31 March 2022</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Proof of Work in Hand, issued by Client, within 3 Months from Date of RFP Publication is required.</li> <li>• Client Certificate should clearly communicate Present Stage/ Status of Works along with all Criteria of Terrain, Est. Population and Est. Area for the Assignment being presented</li> <li>• Applicant can present Maximum 5 Assignments, as Works in Hand, within the past 3 years ending 31 March 2021</li> <li>• Applicant can present maximum of 3 Assignments in Plain and/or 3 Assignments in Hill Areas<sup>18</sup>, as Ongoing Assignments; 4 Marks for Each Such Assignment</li> </ul>			
4a	_____ (Name of Assignment)	Ongoing Assignment 1 (Name of Assignment) in Plain Area	____ / (4)	
4b	_____ (Name of Assignment)	Ongoing Assignment 2 (Name of Assignment) in Plain Area	____ / (4)	
4c	_____ (Name of Assignment)	Ongoing Assignment 3 (Name of Assignment) in Hill Area	____ / (4)	
4d	_____ (Name of Assignment)	Ongoing Assignment 4 (Name of Assignment) in Hill Area	____ / (4)	
4e	_____ (Name of Assignment)	Ongoing Assignment 5 (Name of Assignment) in either Plain or Hill Area	____ / (4)	
4f	_____ (Name of Assignment)	Ongoing Assignment 6 (Name of Assignment) in either Plain or Hill Area	____ / (4)	
4f	_____ (Share Assignment Seq Nos. like 4a/ 4b/ 4c/ 4d/ 4e/4f)	Whether any of the Aforesaid Assignments are Located within Uttarakhand State?	____ / (3)	

<sup>17</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>18</sup> In case of any Dispute/ Confusion regarding Hill Area Classification of any Specified Assignment submitted by the Bidder, relevant Government Directives can be asked to be Furnished by the Prospective Bidder

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
4g	(Share Assignment Seq Nos. like 4a/ 4b/ 4c/ 4d/ 4e/4f)	Whether any of the Aforesaid Assignments are being currently under execution abroad (International Setting)?	____ / (3)	

**7.2.1.2. Note:**

Experience, in **Similar Assignments in the Specified Line of Consulting Services**, for Parameter Nos 2, 3 and 4 is restricted to **SPATIAL MASTER PLANNING** of Human Settlements (Towns, Cities, Metropolitan Towns, City Regions, etc.) or Economic Growth Engines like ITIR, SIR, SEZ, PCPIR, Growth Corridors, Theme Specific Development like Heritage Towns, Integrated Townships etc.) which meet **ALL** of the following criteria

- a) Min Area of 5 Sq KM
- b) Population of 20000 Persons
- c) Assignments Presented as part of Past Assignment Experience, should have successfully reached at least the **Final Draft Stage of Master Plan** (accepted by the Client)

**7.2.1.3. Team Composition of the Bidder (Twelve Key Professionals)**

**7.2.1.4. CORE Team of the Bidder comprising three Key Professionals; upon FULL TIME deployment, as below**

- A. Team Leader cum **Senior Town Planner**
- B. One **Town Planner** amongst specialization of Environment or Infrastructure or Transport
- C. **GIS Expert**

**7.2.1.5. TERTIARY Team of the Bidder comprising nine Key Professionals (from amongst ten below); upon NEED BASED deployment:**

- A. Environment Planner (to be deputed TERTIARY, if not part of CORE Team)
- B. Geotechnical Engineer
- C. Heritage Conservation/ Sustainable Development Expert cum Architect
- D. Infrastructure Planner/ Manager (to be deputed TERTIARY, if not part of CORE Team)
- E. IT Expert
- F. Project Finance Expert
- G. Project Management Expert
- H. Social Scientist/ Economic Expert
- I. Transport Planner (to be deputed TERTIARY, if not part of CORE Team)
- J. Urban Designer cum Architect

**Table 7: Bidder Team Composition- Details of Scoring and Evaluation Methodology, specific to Computation of PRE-QUALIFICATION Score for Shortlist/ Selection of Successful Bidder amongst Bidders**

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
<b>5</b>	<b>Qualification and Experience of Key Professionals<sup>19</sup></b>			<b>___ / (100)</b>
<b>5a</b>	<b>Team Leader cum Senior Town Planner</b>  (PhD/ PG Degree/ PG Diploma/ Graduate Degree in Planning- any Specialization)	<b>Academic Qualifications</b>	Qualification= ___ / (5)	<b>___ / (12)</b>
		<b>Professional Accreditations</b>	Professional Accreditations= ___ / (2)	
		<b>Experience Qualifications as Team Leader</b>	Experience= ___ / (5)	
<b>5b</b>	<b>Environment Planner</b>  (PG Degree/ PG Diploma in Planning or any Other Graduate Degree Program in Planning)  Quoted Educational Qualification must have mention of Specialization in Environment Planning or similar Nomenclature	<b>Academic Qualifications</b>	Qualification= ___ / (4)	<b>___ / (8)</b>
		<b>Professional Accreditations</b>	Professional Accreditations= ___ / (1)	
		<b>Experience Qualifications</b>	Experience= ___ / (3)	
<b>5c</b>	<b>Geo-Technical Engineer</b>  (PG Degree/ PG Diploma in Geo-Technical Engineering or any Other Graduate Degree Program in Geo-Technical Engineering)	<b>Academic Qualifications</b>	Qualification= ___ / (4)	<b>___ / (8)</b>

<sup>19</sup> Statement of Qualification Credentials require to be supported with Certified Copies of Degrees, and Statement of Professional Experience (Limited to Consulting in the Field of Master Plan for Urban Human Settlements) require to be supported with Experience Letters of Employers, List of Assignments associated with, along with Details of Clients who can verify during Due Diligence, initiated by the Proposal Evaluation Committee

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
	Quoted Educational Qualification must have mention of Specialization in Geo-Technical Engineering/ Soil Mechanics/ Rock Mechanics or similar Nomenclature	<b>Professional Accreditations</b>	Professional Accreditations= _____/ (1)	
		<b>Experience Qualifications</b>	Experience= _____/ (3)	
<b>5d</b>	(Master's Degree/ Graduate Degree/ Diploma/ Certificate Courses in Geomatics)	<b>Academic Qualifications</b>	Qualification= _____/ (4)	<b>_____/ (8)</b>
		<b>Professional Accreditations</b>	Professional Accreditations= _____/ (1)	
		<b>Experience Qualifications</b>	Experience= _____/ (3)	
<b>5e</b>	<b>Heritage Conservation/ Sustainable Development Expert cum Architect</b>  (PG Degree/ PG Diploma or any Other Certificate Course/ Program in Heritage Conservation/ Sustainable Development with Mandatory Graduate Degree in Architecture)  Quoted (PG) Educational Qualification must have mention of Specialization in Heritage Conservation or Sustainable Development or similar Nomenclature	<b>Academic Qualifications</b>	Qualification= _____/ (4)	<b>_____/ (8)</b>
		<b>Professional Accreditations</b>	Professional Accreditations= _____/ (1)	
		<b>Experience Qualifications</b>	Experience= _____/ (3)	



SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
5f	<b>Infrastructure Planner/ Manager</b>  (PG Degree/ PG Diploma or any Other Certificate Course/ Program in Planning/ Management with Mandatory Graduate Level Degree in Architecture/ Engineering/ Planning)  Quoted (PG) Educational Qualification must have mention of Specialization in Infrastructure or similar Nomenclature	<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>PG Degree/ PG Diploma- 4 Marks</li> <li>Certificate Course or Program- 2 Marks</li> </ul>	Qualification= _____/ (4)	_____/ (8)
		<b>Professional Accreditations</b> <ul style="list-style-type: none"> <li>Must be a Professional Member (in good standing) <b>in any amongst</b> <ul style="list-style-type: none"> <li>Indian Institute of Architects (IIA) along with valid Registration with the Council of Architecture, New Delhi</li> <li>Institution of Engineers, India (IEI),</li> <li>Institute of Town Planners, India (ITPI),</li> </ul> </li> </ul> or their respective Equivalent in Countries abroad.	Professional Accreditations= _____/ (1)	
		<b>Experience Qualifications</b> <ul style="list-style-type: none"> <li>Experience More than 8 Similar Assignments- 3 Marks</li> <li>Experience More than 5 Similar Assignments- 2 Marks</li> </ul>	Experience= _____/ (3)	
5g	<b>IT Expert</b>  (PG Degree/ PG Diploma/ Graduate Degree in Computer Science or Computer Applications)  Educational (PG/ Graduate Level) Qualification must have mention of Specialization in Computer Science or Computer Applications or similar Nomenclature limited to MCA, M.Sc. MTech	<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>Master's Degree/ PG Diploma- 3 Marks</li> <li>Graduate Degree- 2 Marks</li> <li>Certificate Course or Program- 1 Mark</li> </ul>	Qualification= _____/ (3)	_____/ (8)
		<b>Experience Qualifications</b> <ul style="list-style-type: none"> <li>Experience More than 8 Similar Assignments- 5 Marks</li> <li>Experience More than 5 Similar Assignments- 3 Marks</li> </ul>	Experience= _____/ (5)	
5h	<b>Project Finance Expert</b> (PG Degree/ PG Diploma/ Bachelors/ Certificate Course or Program in Finance Management)  Quoted Educational Qualification must have mention of Specialization in Finance Management or similar Nomenclature	<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>Master's Degree/ PG Diploma- 3 Marks</li> <li>Graduate Degree- 2 Marks</li> <li>Certificate Course or Program- 1 Mark</li> </ul>	Qualification= _____/ (3)	_____/ (8)
		<b>Experience Qualifications</b> <ul style="list-style-type: none"> <li>Experience More than 8 Similar Assignments- 5 Marks</li> <li>Experience More than 5 Similar Assignments- 3 Marks</li> </ul>	Experience= _____/ (5)	
5i	<b>Project Management Expert</b>  (Degree/ PG Diploma or any Other Certificate Course/ Program in Project Management with Mandatory Graduate	<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>Master's Degree/ PG Diploma- 4 Marks</li> <li>Certificate Course or Program- 2 Marks</li> </ul>	Qualification= _____/ (4)	_____/ (8)

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
	<p>Level Degree in Architecture/ Engineering/ Planning)</p> <p>Quoted (PG) Educational Qualification must have mention of Specialization in Project Management or similar Nomenclature</p>	<p><b>Professional Accreditations</b></p> <ul style="list-style-type: none"> <li>• Must be a Professional Member (in good standing) <b>in any amongst</b> <ul style="list-style-type: none"> <li>○ Indian Institute of Architects (IIA) along with mandatory valid Registration with the Council of Architecture, New Delhi</li> <li>○ Institution of Engineers, India (IEI),</li> <li>○ Institute of Town Planners, India (ITPI),</li> </ul> </li> </ul> <p>or their respective Equivalent in Countries abroad.</p> <p><b>Experience Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience More than 8 Similar Assignments- 3 Marks</li> <li>• Experience More than 5 Similar Assignments- 2 Mark</li> </ul>	<p>Professional Accreditations=</p> <p>____ / (1)</p> <p>Experience=</p> <p>____ / (3)</p>	
<b>5j</b>	<p><b>Socio Scientist/ Economic Expert</b></p> <p>(PG Degree/ PG Diploma/ Bachelors in Sociology or Economics)</p> <p>Quoted Educational Qualification must have mention of Specialization in Sociology/ Economics or similar Nomenclature</p>	<p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Master's Degree/ PG Diploma- 3 Marks</li> <li>• Graduate Degree- 2 Marks</li> </ul> <p><b>Experience Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience More than 8 Similar Assignments- 5 Marks</li> <li>• Experience More than 5 Similar Assignments- 3 Marks</li> </ul>	<p>Qualification=</p> <p>____ / (3)</p> <p>Experience=</p> <p>____ / (5)</p>	____ / (8)
<b>5k</b>	<p><b>Transport Planner<sup>20</sup></b></p> <p>(PG Degree/ PG Diploma in Planning or any Other Graduate Degree/ Certificate Course or Program in Planning)</p> <p>Quoted Educational Qualification must have mention of Specialization in Transportation or similar Nomenclature</p>	<p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• PG Degree/ PG Diploma- 4 Marks</li> <li>• Graduate Degree/ Certificate Course or Program- 2 Marks</li> </ul> <p><b>Professional Accreditations</b></p> <ul style="list-style-type: none"> <li>• Must be a Professional member (in good standing) of The Institute of Urban Transport, India (IUT)- 1 Mark or</li> <li>• Professional Member (in good standing) of Institute of Town Planners, India (ITPI)- 1 Mark</li> </ul> <p>or their Equivalent in Countries abroad.</p> <p><b>Experience Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience More than 8 Similar Assignments- 3 Marks</li> <li>• Experience More than 5 Similar Assignments- 2 Marks</li> </ul>	<p>Qualification=</p> <p>____ / (4)</p> <p>Professional Accreditations=</p> <p>____ / (1)</p> <p>Experience=</p> <p>____ / (3)</p>	____ / (8)

20 More than 5 Years of Minimum Professional Experience in Similar Assignments pertaining to the Specified Line of Consulting Services is Mandatory

SI No	Parameter (A)	Sub Head (B)	(Sub Category) Marks (C)	Max Marks (D)
51	<b>Urban Designer cum Architect<sup>21</sup></b> (PG Degree/ PG Diploma or any Other Certificate Course/ Program in Urban Design with Mandatory Graduate Degree in Architecture)  Quoted (PG) Educational Qualification must have mention of Specialization in Urban Design or similar Nomenclature	<b>Academic Qualifications</b> <ul style="list-style-type: none"> <li>PG Degree/ PG Diploma- 4 Marks</li> <li>Certificate Course or Program- 2 Mark</li> </ul>	Qualification= _____/ (4)	_____/ <b>(8)</b>
		<b>Professional Accreditations</b> <ul style="list-style-type: none"> <li>Must possess Valid Registration with the Council of Architecture, New Delhi- Mandatory</li> <li>Professional Member (in good standing) of Indian Institute of Architects (IIA)- 1 Mark or</li> <li>Professional Member (in good standing) of Institute of Urban Designers India (IUDI)- 1 Mark</li> </ul> or their Equivalent in Countries abroad.	Professional Accreditations= _____/ (1)	
		<b>Experience Qualifications</b> <ul style="list-style-type: none"> <li>Experience More than 8 Similar Assignments- 3 Marks</li> <li>Experience More than 5 Similar Assignments- 2 Marks</li> </ul>	Experience= _____/ (3)	

**7.2.1.6. Note:**

- A.** Refer [Section 7.2.1.2](#) for Restrictive/ Focused/ Relevant Experience, in **Similar Assignments** in the Specified Line of Consulting Services, for Parameter Nos 5. Variance under Proven Experience of Domain/ Sectoral Experts will not be accepted by the Proposal Evaluation Committee.
- B.** For the Position/ Role of Team Leader- Minimum 10 Years of Proven Professional Experience (counted after attainment of Requisite Academic Qualification) in Similar Assignments pertaining to the Specified Line of Consulting Services is Mandatory
- C.** For all other Sector/ Domain Experts (11 Nos)- Minimum 5 Years of Proven Professional Experience (counted after attainment of Requisite Academic Qualification) in Similar Assignments pertaining to the Specified Line of Consulting Services is Mandatory

**7.2.2. Important Advisory/ Instructions to be read prior to Self-Evaluation by Bidders.**

- 7.2.2.1.** While the Number in Brackets following the Forward Slash are the Max Marks for the corresponding Sub Head, Bidders are to Self-Evaluate and correspondingly Fill in the Dashed Space preceding the Forward Slash, at each instance.
- 7.2.2.2.** Bidders are cautioned to exercise Scoring only against ANY ONE Sub Head Category for any Particular Parameter itemized at SI No 1, 2 and 5. TCPD- GoUK

<sup>21</sup> More than 5 Years of Minimum Professional Experience in Similar Assignments pertaining to the Specified Line of Consulting Services is Mandatory

*will not be responsible for any miscalculation/ goof up in Self Evaluation by the Prospective Bidders*

- 7.2.2.3. Wrongful/ Deceitful Self Evaluation/ Self Declaration/ submission of Information by the Bidder will have an adverse effect upon the Impression of the Bidder in the eyes of TCPD- GoUK and may also lead to Disqualification, if decided by the Proposal Evaluation Committee during Evaluation Stage*
- 7.2.2.4. Prospective Bidders are also advised that the TCPD- GoUK would prefer/ give Importance in Descending order to Bidders who have Experience in Master Planning of Towns in*
- 7.2.2.5. Both in Hill Area and International Setting*
- 7.2.2.6. International Setting (Abroad) and*
- 7.2.2.7. Hilly Areas (International or Domestic Setting)*
- 7.2.2.8. The Proposal Evaluation Committee would prepare an Evaluation Score Sheet, for each of the Bidders, containing Score (Numbers) rounded off up to One Digit after Decimal for the Pre-Qualification (Stage 1), Technical Bid Proposal (Stage 2) and Financial Proposal (Stage 3).*

7.2.3. Date and Time of opening of e- Bid Proposal(s), will be separately communicated through Website (Notice) Publication upon the Website of the Town and Country Planning Department, Govt. of Uttarakhand (<https://tcp.uk.gov.in>). Bidders through their Authorized Representatives (Carrying an Authority Letter, in Original, with Specimen Signature) may attend the Meeting called regarding Opening of e- Bid Proposal(s)

7.2.4. Date and Time of (Website) Publication of Pre-Qualification Score will also be communicated to all Bidders (whose bids have been found responsive), via email.

7.2.5. Bid Applicants are hereby informed that Pre-Qualification Proposals will be processed/ accepted/ admissible only for those Clusters, where a Minimum of THREE (3) Unique Bid Applicants have applied for Stage 1 Evaluation: Pre-Qualification Proposal.

### **7.3. Procedure for Stage 2 Evaluation: Technical Bid Proposal**

7.3.1. Assignment specific Digital copies of Proposal (both Editable and Non-Editable) are to be carefully uploaded at the designated webpage/ window of the e-Tender Platform

7.3.2. Bidders are to be evaluated on the basis of their Assignment specific Digital copies of Proposal (Reports, Flyers, Posters, Handouts, etc.), Presentation and In Person Interaction (Individual Specific Evaluation) with the Entire Team of Twelve Key Professionals (during the Presentation). 4 sets of Physical Copies of the uploaded Proposal can be carried by the Presentation Team, for distribution during the said Presentation Meeting Window

7.3.3. Bid Applicants, would be called in for Presentations (Schedule to be informed at a later Stage). The TCPD- GoUK expects to meet the Entire Team of Three Key Professionals

(showcased in the Pre-Qualification Proposal) of the Bidder during scheduled Presentation(s) for Interaction and Evaluation of Technical Proposals.

- 7.3.4. Non-Availability of One/ Few Members of the Entire Team of Three Key Professionals during the Technical Proposal Presentation Stage may attract negative attention of the Proposal Evaluation Committee
- 7.3.5. Bidders are clarified that Technical Proposal, being specific to the Context, Setting and Scale of Identified ULB Towns as part of Specified Cluster, it is likely that the Technical Proposals and/or Presentations for Different Clusters of Identified ULB Towns, as grouped by the TCPD- GoUK may require/ necessitate variation in Approach and Methodology of Prospective Bidders willing to undertake formulation of Master Plans for any given Cluster. Therefore, Bidders are free to Derive, Design, Draw and Devise different Approaches, Understanding of ToR and devise a tailor-made Work Plan for each of the said Clusters floated for Assignment. It is therefore suggested (rather expected) from Bidders to showcase customized Technical Proposals and/or Presentations for Different Clusters of Identified ULB Towns, if deemed fit to the Bidders.
- 7.3.6. Bidders are advised to keep their content of Technical Proposal strictly aligned to the specific consultancy assignment they intend to Bid for, in their capacity as Master Plan Consultants. It is also expected that Bidders establish a Coordinated Relation between their Technical Proposals, submitted beforehand and their Technical Presentations, likely to be made at an Advanced Stage.
- 7.3.7. Assignment specific Technical Proposal may contain a Maximum of 10 Simplex Color A4 or Smaller Size Pages, arranged as per Discretion of the Bidder in the form of Reports, Flyers, Posters, Handouts, etc. or a MIX of the same (Reports, Flyers, Posters, Handouts, etc.)
- 7.3.8. Likewise, Customized Technical Presentations, tailor made to any specific Cluster of identified ULB Towns, should not exceed 15 Slides and 20 Minutes of Presentation time, per Proposal, to be followed by a 15 Minute Interaction with the Presenter Team of Three Key Professionals as outlined in of the RFP Document.

**7.3.9.** Following are the Details of Scoring and Evaluation Methodology Specific to Computation of Technical Score for Shortlist/ Selection of Successful Bidder amongst Bidders

*Table 8: Technical Score Computation- Details of Scoring and Evaluation Methodology for Shortlist/ Selection of Successful Bidder amongst Bidders*

<b>Stage No.</b>	<b>Proposal Nomenclature (A)</b>	<b>Sub Head (B)</b>	<b>Actual Max. Marks (C)</b>	<b>Weighted Max. Marks (D)</b>
Stage 1	<i>Pre-Qualification Proposal</i>			80
		For all Qualifying Bidders, Marks carried forward from Stage 1, i.e., Pre- Qualification	200	
Stage 2 <sup>22</sup>	<i>Technical Proposal: Tailor Made Proposal + Presentation + In Person Interaction</i>		200 (Sub Division as Below)	20
Stage 2a		Tailor Made Proposal	25	
Stage 2b		<i>Understanding the ToR</i>	35	
Stage 2c		<i>Methodology Suggested</i>	40	
Stage 2d		<i>Adequacy of the Proposed Work Plan</i>	40	
Stage 2e		<i>Interaction with Core Team of 03 Key Professionals</i>	60 (3 Experts x 20 Marks)	

**7.3.10. Note:** The Technical Bid Score (Maximum 100 Marks) would comprise summation of Pre-Qualification Marks (80% Weightage) and the Technical Proposal Marks (20% Weightage)

**7.3.11.** For any Bid applicant, to qualify for opening of Financial Bids, it is a mandatory qualification criterion that the Bid Applicant successful achieves a minimum of 70% Marks at the Technical Bid Score stage

**7.3.12.** Deviation beyond the said extent (Higher and Lower Limits) is outside the purview of the Proposal Evaluation Committee

**7.3.13.** Date and Time of (Website) Publication of Technical Score will also be communicated to all (Evaluated) Bidders, via email.

**7.4. Procedure for Stage 3 Evaluation: Financial Proposal**

**7.4.1.** The Project Client (TCPD- GoUK) has floated Seven Separate RFP Tender(s) for Public Procurement of Consulting Service(s) by the Town and Country Planning Department, Govt. of Uttarakhand towards Formulation of GIS Based Development/ Master Plan(s) for

<sup>22</sup> Total Marks for Stage 2, comprise Sum of Marks for Stage 2a, 2b, 2c and 2d



Seven Clusters comprising Identified ULB Towns of Uttarakhand. These seven Tenders are identical with respect to the Various Aspects of the RFP Document. Therefore, opening of Financial Bid and subsequent Award of Work on the basis of calculated Combined Score will be at discretion of the TCPD-GoUK. The same will be done Cluster Wise. Indicative and Explanatory details regarding Sequencing between Cluster 1/ 2/ 3/ 4/ 5/ 6 and 7 are being dealt with in [Section 7.6](#) of this RFP Document. As per evolving scenario during this Public Procurement via QCBS Tendering, the Project Client reserves its right to change/ amend/ modify the conditions enumerated in [Section 7.6](#) of this RFP Document, in public interest.

**7.4.2.** Financial Proposals of only those shortlisted Bidders who have attained the Min. Qualifying Marks for the Technical Bid Score at Stage 2, will be further Processed (for Scrutiny and Evaluation). Financial Proposals will be opened Cluster Wise for all valid and responsive bids in a Single Cluster and Work shall awarded on the basis of Combined Score, before proceeding to opening of Bids for another cluster.

**7.4.3.** Bid Applicants are hereby informed that Financial Bid Proposals will be processed/ opened only for those Clusters, where a Minimum of THREE (3) Unique Bid Applicants have qualified the Stage 2 Evaluation: Technical Proposal.

**7.4.4.** Date and Time of opening of Financial Bid Proposal, will be separately communicated by the Project Client through Public Notice (Website Publication) on the designated website. Bidders through their Authorized Representatives (Carrying an Authority Letter, in Original, with Specimen Signature) may attend the Meeting called regarding Opening of Financial Bid Proposal

**7.4.5.** Methodology for Calculation of Financial Score,  $FS_i$  will be as follows

$$FS_i = (100 * FO_{lowest}) / FO_{Bidder}$$

Where  $FS_i$  = Financial Score of any Given Bidder;

$FO_{lowest}$  = Financial Offer of the Lowest Bidder amongst all Bidders whose Financial Offers have been opened

$FO_{bidder}$  = Financial Offer of the Bidder whose Financial Score is to be determined, amongst all Bidders whose Financial Offers have been opened

**7.4.6.** Financial Score (for Financial Bids opened by Project Client) will also be communicated to all Successful Bidders, via email and Website Publication.

## **7.5. Procedure for Stage 4 Evaluation: Combined Score**

**7.5.1.** The Proposal Evaluation Committee would calculate/ compute/ derive the Combined Score (out of 100 Marks) on the Basis of 80% Weightage for Technical Score (including Pre-Qualification Score) and another 20% Weightage for Financial Score for the purpose of Preparation of Final Score List of Multiple Bids received from Multiple Bidders, prior to Selection of Specific Bidders for award of Consultancy Assignments for Specific Cluster.

7.5.2. Combined Score (for Financial Bids opened by Project Client) will also be communicated to all Successful Bidders, via email and Website Publication.

**7.6. Indicative and Explanatory details regarding Sequencing of Financial Bid opening between Cluster 1/ 2/ 3/ 4/ 5/ 6 and 7**

7.6.1. Financial Bid proposals are to be opened Cluster Wise. Sequence of Opening Financial Bid Proposals (submitted by Bid Applicants) and subsequent activities thereof (Computation of Combined Score and thereafter Award of Work), prior to moving towards another Cluster, for the same cycle of activities mentioned in this paragraph, will follow the following principles of selection, unless required otherwise

7.6.1.1. *First Opening of Financial Bids (and activities thereof) will be for the Cluster having the Least Number (Minimum Three) of Qualified Bidders possessing a Combined Score.*

7.6.1.2. *The Bidder who has the Highest Combined Score (for the said Cluster) will be awarded the Assignment, and his/ her/ their Successful Bid proposals for Other Clusters, automatically stands withdrawn (subject to conditional applicability of conditions in [Section 4.25](#) of this RFP Document, for dealing scenario regarding **Single Bid Applicant bidding for Multiple Clusters** being tendered simultaneously but separately by the Project Client).*

7.6.1.3. *In case Two or more Clusters have an Equal (Least/ Minimum Three) Number of Qualified Bids, then the First Opening of Financial Bids (and activities thereof) will be undertaken for the Cluster having lower Numeric Value amongst Cluster 1 to 7. E.g., If Cluster Nos. 2, 5 and 6 all have 3 Successful Bid Proposals (possessing a Combined Score), then Cluster No 2 will be taken up at the foremost for award of Work.*

7.6.1.4. *In case the Combined Score (up to One Digit after Decimal) for a Specific Cluster is a tie amongst Multiple Bidders, then the following preference hierarchy of selection will be adopted to select the Successful Bidder*

7.6.1.5. **Preference 1:** *Bidder who has attained the Higher Financial Score amongst Bidders having Equal Combined Score*

7.6.1.6. **Preference 2:** *In case of a tie, once again at Preference 1, Bidder who has attained the Higher Technical Score amongst Bidders having Equal Financial Score*

7.6.1.7. **Preference 3:** *In case of a tie, once again at Preference 2, Bidder who has attained the Higher Technical Proposal Marks amongst Bidders having Equal Technical Score*

7.6.1.8. **Preference 4:** *In case of a tie, once again at Preference 3, Bidder who has attained the Higher Pre-Qualification Score amongst Bidders having Equal Technical Proposal Score*

7.6.1.9. **Preference 5:** *In case of a tie, once again at Preference 4, then all eligible and qualified Bidders (Bidding for the same Cluster) would be allowed to submit a Revised Financial Offer (not more than their Initial Financial Proposal), after a*

*Recess Time Period of 10 Mins, at the Venue Itself. Collusion amongst Tied Bidders, is strictly prohibited and if Tied Bidders are found to be acting with vested motives, detrimental to the Interests of TCPD- GoUK, then TCPD- GoUK reserves the right to cancel/ oust any specific or all Tied Bids of Various Bidders for the said Cluster.*

**7.6.1.10.** *Thereafter the entire process will be repeated as per [Section 7.6.1.1](#), until All/ Maximum Clusters get awarded to a unique/ separate Bidder.*

## 8. Standard Forms for Submission of Information: Pre-Qualification Proposal Docket

Bidders are advised to utilize the following Standard Forms/ Formats for submission of sought information as part of their Proposal. Only Typed Information will be accepted either in Hindi or English. Manual/ Handwritten Alterations/ Corrections/ Modifications, whatsoever to the Typed Information will be summarily rejected. Kindly refer to [Section 4.31](#) for other Details regarding subject matter.

Bidders are advised to refrain from making Modifications to the Layout/ Orientation/ Content of Core Fields (Information) sought in the Standard Forms and/ or RFP Document.

The Following are the 10 Standard Forms to be populated/ produced for the purpose Preparation of Pre-Qualification Proposal Docket (Common for the Unique Bidder), irrespective of the Number of Unique/ Separate Bid Proposals being submitted by the Bidder in response to RFP Document for the said Assignment.

- i. **Standard Form 1-** Bidder Cover Letter for Submission of Bid Proposal
- ii. **Standard Form 2-** Bidder Declaration regarding Non applicability of MSMED Act, 2006
- iii. **Standard Form 3-** Bidder Declaration regarding Registration as a Regular (Scheme) GST Assessee
- iv. **Standard Form 4-** Bidder Declaration regarding Non-Blacklisting
- v. **Standard Form 5-** Bidder Declaration regarding non-Tampering/ No Modification of Core Information/ Fields of the Published RFP Document
- vi. **Standard Form 6-** Declaration (in Original) regarding specific Authorization of Signatory
- vii. **Standard Form 7-** General Profile of Bidder
- viii. **Standard Form 8-** Major Assignments (Similar Assignments pertaining to the Specified Line of Consulting Services) executed during the Past Seven Years ending 31 March 2021
- ix. **Standard Form 9-** Major Ongoing Assignments or Works in Hand (in the Specified Line of Consulting Services) awarded within the past 3 years ending 31 March 2021
- x. **Standard Form 10-** Information about Core Team Composition of the Bidder (Twelve Key Professionals)

## 8.1. Standard Form 1- Bidder Cover Letter for Submission of Bid Proposal

(To be printed on Letterhead of Bidder)

Ref No:

Dated:

To,

Chief Town and Country Planner (CTCP),

**Town and Country Planning Department (TCPD- GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Bidder Cover Letter for Submission of Bid Proposal in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster (*Number to be inserted*) Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Bid Proposal is for the Following Cluster(s)

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(Name of Cluster<sup>23</sup>)

The Proposal contains the following Documents in Separate Files

1. Package 01 (For Cluster '7') containing Scan of Transaction Receipt against Bid Processing Fee
2. Package 01 (For Cluster '7') containing Scan of Transaction Receipt against Earnest Money Deposit
3. Package 01 (For Cluster '7') containing **Pre-Qualification Proposal** (Common for all Bid Proposals); In two similar copy Digital Files of Editable (\*.doc Platform File) and Non-Editable Version (\*.pdf Platform File) of the said Pre-Qualification Proposal. Non-Editable Version requires to be Digitally signed, i.e., locked and secured (but not password protected) by the Bid Applicant or his/ her/ their authorized representative (for the purpose of this RFP Submission)
4. Package 01 (For Cluster '7') containing **Technical Proposal**; In two similar copy Digital Files of Editable (\*.doc Platform File) and Non-Editable Version (\*.pdf Platform File) of the said Technical Proposal. Non-Editable Version requires to be Digitally signed, i.e., locked and secured (but not password protected) by the Bid Applicant or his/ her/ their authorized representative (for the purpose of this RFP Submission)
5. Package 02 (For Cluster '7') containing Financial Proposal, to be filled in provided template on the e-Tender Submission Window and thereafter encrypted and Digitally Signed using a (legally valid in India) Class III (Signature + Encryption) Digital Signature Certificate, issued by licensed Certifying Authority under the

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<sup>23</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

Ministry of Information Technology, Government of India as per the Information Technology Act, 2000. Physical Sealed Envelope of Standard Forms 16 to 23, will be invited for submission only from those Bid Applicants who qualify for the Opening/ Consideration of their Financial Bid proposal, subject to their Technical Score attained.

Further, the undersigned, on behalf of the Bidder, assures to have gone through the entire RFP Document, published by the TCPD- GoUK and understand all the aspects, Terms and Conditions specified therein for the purpose of this Public Procurement. This Bid Proposal is a token of our acceptance to the provisions/ conditions contained within the said RFP Document, and the undersigned accepts that the TCPD- GoUK is not bound to accept any Proposal it receives, provided the Proposal Evaluation Committee opines otherwise, based on reason and ground of rejection.

Further, the undersigned, on behalf of the Bidder, hereby accepts unconditionally, that in case it is detected by the TCPD- GoUK that any wrong information is furnished by the bidder, or such information is concealed/ suppressed by the Bidder, which makes him/ her/ them ineligible to Bid and/or get award of Assignment; at any stage during Evaluation of Bid proposal, or after award of assignment, i.e., during Duration of Assignment; them the same will result in disqualification of the bidder, vide immediate rejection of Bid proposal, and/or termination of the Contract signed for Consultancy Services being availed by the TCPD- GoUK. Further the TCPD-GoUK would be at a discretion to Initiate Procedure of Recovery of all Consultancy Fee paid to the Successful Bidder till the date of such disqualification.

Lastly, the undersigned, on behalf of the Bidder, understands that the Procurement Agency/ Client- TCPD- GoUK, would prefer engagement through Digital means, as compared to Physical means, in order to expedite avenues of Communication/ Correspondence, on need basis, during Evaluation of Various RFP Proposals.

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_



## 8.2. Standard Form 2- Bidder Declaration regarding Non applicability of MSMED Act, 2006

(To be printed on Letterhead of Bidder)

Ref No:

Dated:

To,

Chief Town and Country Planner (CTCP),

**Town and Country Planning Department (TCPD- GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Bidder Declaration regarding Non applicability of MSMED Act, 2006, in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster (*Number to be inserted*) Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Bid Proposal is for the Following Cluster(s)

\_\_\_\_\_  
(Name of Cluster<sup>24</sup>)

The undersigned herewith confirms that the Bidder is **Registered/ Not Registered** (Strike across one amongst the two) as a MSME, with \_\_\_\_\_ (valid MSME Registration Number), Copy attached herein (if applicable).

Therefore, Provisions of THE MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT ACT, 2006, are **Applicable/ Not Applicable** (Strike across one amongst the two) on the Bidder Entity.

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

<sup>24</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

### 8.3. Standard Form 3- Bidder Declaration regarding Registration as a Regular (Scheme) GST Assessee

(To be printed on Letterhead of Bidder)

Ref No:

Dated:

To,  
Chief Town and Country Planner (CTCP),  
**Town and Country Planning Department (TCPD- GoUK)**  
Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001  
Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Bidder Declaration regarding Registration as a Regular (Scheme) GST Assessee in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster *(Number to be inserted)* Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Bid Proposal is for the Following Cluster(s)

\_\_\_\_\_  
(Name of Cluster<sup>25</sup>)

The undersigned herewith confirms that the Bidder is **Registered/ Not Registered** (Strike across one amongst the two) as a Regular (Scheme) GST Assessee in the state of Uttarakhand, with \_\_\_\_\_ (GSTIN of Uttarakhand), Copy of Registration Certificate attached herein (if applicable).

To add, the Bidder is a Regular (Scheme) GST Assessee in \_\_\_\_\_ (Name of the State/ UT) with \_\_\_\_\_ (GSTIN of Other State/UT), Copy of Registration Certificate attached herein (if applicable).

In compliance with the Provisions of the CGST Act, 2017, in case the Successful Bidder is not a Regular (Scheme) GST Assessee, under GST Framework, in Uttarakhand, the undersigned on behalf of the Bidder, assures the Procurement Agency towards immediate application towards Registration as a Regular (Scheme) GST Assessee in the state of Uttarakhand, and accepts the condition of Submit Provisional Registration, within a max. of 10 days from \_\_\_\_\_

<sup>25</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

date of Issue of Letter of Intent by the TCPD- GoUK for availing Consulting Services of the Successful Bidder, prior to Issue of Work Order by the TCPD- GoUK.

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

#### 8.4. Standard Form 4- Bidder Declaration regarding Non-Blacklisting

(To be printed on Letterhead of Bidder)

Ref No: \_\_\_\_\_

Dated: \_\_\_\_\_

To,

Chief Town and Country Planner (CTCP),

**Town and Country Planning Department (TCPD- GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Bidder Declaration regarding Non-Blacklisting in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster (*Number to be inserted*) Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Bid Proposal is for the Following Cluster(s)

\_\_\_\_\_  
(Name of Cluster<sup>26</sup>)

On behalf of the Bidder, the undersigned certifies and assures that:

- A. The Bidder is not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- B. Since Inception/ Incorporation/ Formation of the Bidder Entity, it has never been blacklisted by any Central/ State Government/ Agency of Central/ State Government of India or Any other Country in the World/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities, whatsoever in any Line of Procurement of Goods and/or Services by the aforesaid mentioned clientele category.

Yours Sincerely

#### (Signature of Authorized Signatory)

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

<sup>26</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

**8.5. Standard Form 5- Bidder Declaration regarding non-Tampering/ No Modification of Core Information/ Fields of the Published RFP Document**

(To be printed on Letterhead of Bidder)

Ref No:

Dated:

To,

Chief Town and Country Planner (CTCP),

**Town and Country Planning Department (TCPD- GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Bidder Declaration regarding non-Tampering/ No Modification of Core Information/ Fields of the Published RFP Document in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster (*Number to be inserted*) Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Bid Proposal is for the Following Cluster(s)

\_\_\_\_\_  
(Name of Cluster<sup>27</sup>)

On behalf of the Bidder, the undersigned certifies and assures that the Bidder has Not-Tampered/ Not Edited or Modified any of the Core Information/ Fields of the Published RFP Document.

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

<sup>27</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster



**8.6. Standard Form 6- Declaration (in Original) regarding specific Authorization of Signatory**

(To be printed on Letterhead of Bidder)

Ref No:

Dated:

To,

Chief Town and Country Planner (CTCP),

**Town and Country Planning Department (TCPD, GoUK)**

Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001

Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

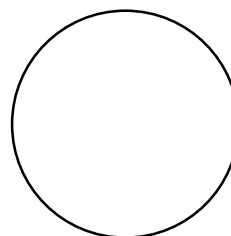
Subject: Bidder Declaration (in Original) regarding specific Authorization of Signatory in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Cluster (*Number to be inserted*) Identified ULB Towns of Uttarakhand

The Undersigned \_\_\_\_\_ (Name and Designation of Principal/ Grantor of the Authorization), on behalf of \_\_\_\_\_ (Name of Bidder Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number of the Bidder (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

On behalf of the Bidder Entity this Special Authorization empowers Shri/ Smt./ Mr./ Mrs./ Miss/ (Any other Prefix) \_\_\_\_\_ (Name and Designation of the Authorized Signatory), limited to Preparation and Self-Certification of Bid Proposals, Submission of Revised Financial Proposal (if required), Providing Additional Information, Clarifications, Follow Up Communication with regard to the Evaluation of the Bid Proposal and/or Award of the Consultancy Assignment by the TCPD-GoUK

The following are the necessary details of the Authorized Signatory

- Name-
- Designation-
- Phone No (Preferably Cellular)-
- PAN No-
- Fax No (If Any)-
- Email ID (preferably Two Nos.)
- Specimen Signature of the Authorized Signatory (in an Encircled Box)



Yours Sincerely

\_\_\_\_\_

**(Signature of Grantor of Authorization)**

Name of Grantor of Authorization: \_\_\_\_\_

Designation (if any) of Grantor of Authorization in Bidder Entity: \_\_\_\_\_

On behalf of (Bidder Entity)

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

### 8.7. Standard Form 7- General Profile of Bidder

*Table 9: Factsheet Proforma for Furnishing Details/ General Information about the Bid Applicant/ Bidder*

SI No	Parameter (A)	Furnished Information (B)
1	Bidder Name	
	Parent Entity (if applicable)	
2	Date of Incorporation/ Formation	
3	No of Years of Operation, in Similar Assignments pertaining to the Specified Line of Consulting Services <sup>28</sup>	
4	Constitution of Bidder	
5	Details of Registration (if applicable) with Govt. Authorities. Name of Registering Authority, Registration No. and Date of Registration	
6	Name of All Partners/ All Directors (as the case be)	
7	PAN of Bidder	
8	GSTIN preferably of Uttarakhand	
9	Registered Address within India	
10	Name of Authorized Signatory/ Nodal Contact Person	
11	Correspondence Address (complete with PIN Code)	
12	Contact Nos. (Landline)	
13	Contact Nos. (FAX)	
14	Contact Email (preferably 2 Email IDs)	

<sup>28</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

SI No	Parameter (A)	Furnished Information (B)				
15	Audited Turnover in INR of the Bidder for 5 Previous Financial Years ending 31 March 2021	FY 2016-17				
		FY 2017-18				
		FY 2018-19				
		FY 2019-20				
		FY 2020-21				
16	Audited Turnover in INR (Revenue exclusively from Similar Assignments pertaining to the Specified Line of Consulting Services <sup>29</sup> ) of the Bidder for 5 Previous Financial Years ending 31 March 2021  CA Certification may be Required in case of Multiple Sources/ Stream of Revenue	FY 2016-17				
		FY 2017-18				
		FY 2018-19				
		FY 2019-20				
		FY 2020-21				
17	Details of Concurrent Empanelment with Government Bodies/ Organizations/ Departments/ Ministries (if any) ONLY for Similar Assignments pertaining to the Specified Line of Consulting Services <sup>30</sup>	SI No	Name of the Client	Empanelment Since	Category of Empanelment	Any other Information
18	Banking Details (Bidder to ensure Demand Draft Preparation, whatsoever, from their OWN Bank Accounts and the Banking Details mentioned herein will be utilized for Reversal/ Credit of EMD/ Interim and Final Invoices, etc. as per applicability)	Name of Account Holder				
		Bank Account Number				
		Account Type				
		Name of Banker				
		Branch Name				
		IFS Code of the Branch				

**Important:**

- A. Bidder(s) are advised to attach certified Copies of Supporting Evidence as **Numbered** Enclosure as and where applicable/ necessary and denote the same, suffixed at position of Information being Furnished. E.g.: *PAN- ABCDE1234F, Copy attached as Enclosure 1.*
- B. In absence of Numbered Supporting Evidences, Proposal Evaluation Committee may decide adversely.

<sup>29</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>30</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

**8.8. Standard Form 8- Major Assignments<sup>31</sup> (Similar Assignments pertaining to the Specified Line of Consulting Services<sup>32</sup>) executed/ completed during the Past Seven Years (84 Months) ending 31 March 2022**

**Important:**

- a) While Bidder may demonstrate and impress his/ her/ their Capability through a Maximum of 15 such Reference Assignments (Similar Assignments pertaining to the Specified Line of Consulting Services<sup>33</sup>), he/she/ they are advised to select the Specific Five Reference Assignments only for the Purpose of Pre-Qualification cum Self Scoring Table.
- b) Bidder(s) are advised to attach certified Copies of Supporting Evidence as **Numbered** Enclosure as and where applicable/ necessary and denote the same, suffixed at position of Information being Furnished. E.g.: Presented Similar Assignment- Master Plan for Almora, Certified Copy of Completion Certificate attached as Enclosure 2.
- c) In absence of Numbered Supporting Evidences, Proposal Evaluation Committee may decide adversely.
- d) Bidders are advised to Refer [Section 7.2.1.2](#) for Restrictive/ Focused/ Relevant Experience, in **Similar Assignments** in the Specified Line of Consulting Services, for Parameter Nos 5. Variance under Proven Experience of Bidders Past Consulting History will not be accepted by the Proposal Evaluation Committee.

*Table 10: Factsheet Proforma for Furnishing Details/ Information regarding Major Assignments executed during the Past Seven Years ending 31 March 2022*

SI No	Parameter (A)	Furnished Information (B)
A	Assignment Sequence No	Numbered (by the Bidder) from 1 to Maximum 15
B	Whether Shortlisted by the Bidder for the Purpose of Part 3 of the Pre-Qualification cum Self Scoring Table	YES/ NO
C	Whether Client Certificate, Post Completion of Assignment is attached	YES/ NO
D	Name of Assignment	
E	Client Name with Contact Details	
F	Location of Assignment (Postal Address)	
G	Contact Details of Assignment Nodal Person <sup>34</sup> from Client Side (Phone and Email ID)	
H	Date of Award	DD/MM/YYYY
I	Date of Completion	DD/MM/YYYY
J	Duration of Delay, if any	
K	Terrain	HILLY/ PLAIN
L	Planning Area in SQ KM	
M	Planned Population in Lakh	
N	Current Stage of Plan Document	DRAFT STAGE/ NOTIFIED
O	Value of Consultancy Assignment (In INR Lakh)	
P	Any other Information, the Bidder intends to present	

<sup>31</sup> In case of Multiple Assignments (Cluster Typology), awarded through a Single Work Order, similar to the Cluster Approach of Hiring Master Plan Consultants Herein, Each Individual Town/ City would qualify as a Separate Assignment.

<sup>32</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>33</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>34</sup> For Interaction regarding Consultancy Assignment, if required by the Proposal Evaluation Committee

**8.9. Standard Form 9- Major Ongoing Assignments<sup>35</sup> or Works in Hand (in the Specified Line of Consulting Services<sup>36</sup>) awarded within the past 3 years (36 months) ending 31 March 2022**

**Important:**

- a) While Bidder may demonstrate and impress his/ her/ their Capability through a Maximum of 10 such Selected Assignments (Similar Assignments pertaining to the Specified Line of Consulting Services<sup>37</sup>), he/she/ they are advised to select the Specific Four Assignments only for the Purpose of Pre-Qualification cum Self Scoring Table.
- b) Bidder(s) are advised to attach certified Copies of Supporting Evidence as **Numbered** Enclosure as and where applicable/ necessary and denote the same, suffixed at position of Information being Furnished. E.g.: Presented Similar Assignment- Master Plan for Didihat, Certified Copy of Work Order attached as Enclosure 2.
- c) In absence of Numbered Supporting Evidences, Proposal Evaluation Committee may decide adversely.

*Table 11: Factsheet Proforma for Furnishing Details/ Information regarding Major Ongoing Assignments or Works in Hand, awarded within the past 3 years ending 31 March 2022*

SI No	Parameter	Furnished Information
A	Assignment Sequence No	Numbered (by the Bidder) from 1 to Maximum 10
B	Whether Shortlisted by the Bidder for the Purpose of Part 4 of the Pre-Qualification cum Self Scoring Table	YES/ NO
C	Whether Assignment Letter/ Work Order of Client is attached	YES/ NO
D	Name of Assignment	
E	Client Name with Contact Details	
F	Location of Assignment (Postal Address)	
G	Contact Details of Assignment Nodal Person <sup>38</sup> from Client Side (Phone and Email ID)	
H	Date of Award	DD/MM/YYYY
I	Originally Scheduled Date of Completion	DD/MM/YYYY
J	Revised/ Expected Date of Completion	
K	Terrain- HILLY/ PLAIN	HILLY/ PLAIN
L	Planning Area in SQ KM	
M	Planned Population in Lakh	
N	Current Stage of Plan Document	
O	Value of Consultancy Assignment (In INR Lakh)	
P	Any other Information, the Bidder intends to present	

<sup>35</sup> In case of Multiple Assignments (Cluster Typology), awarded through a Single Work Order, similar to the Cluster Approach of Hiring Master Plan Consultants Herein, Each Individual Town/ City would qualify as a Separate Assignment.

<sup>36</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>37</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>38</sup> For Interaction regarding Consultancy Assignment, if required by the Proposal Evaluation Committee

### 8.10. Standard Form 10- Information about Team Composition of the Bidder (Twelve Key Professionals)

**Important:**

- a) Bidder(s) are advised to attach certified Copies of Supporting Evidence (ONLY Relevant Academic Qualifications, Professional Accreditations (if applicable) and Experience Qualifications which have been presented for consideration/ weightage within [Table 7](#) of this RFP Document as **Numbered** Enclosure as and where applicable/ necessary and denote the same, suffixed at position of Information being Furnished. E.g.: For Academic Qualification (M. Plan) of Environment Planner, *Certified Copy of Degree Certificate attached as Enclosure 3.*
- b) For the purpose of Information relay/ furnishment, Bidders are advised to follow the same sequence of Team Role/ Key Professionals as adopted in [Section 7.2.1.3](#) titled *Team Composition of the Bidder (Twelve Key Professionals)*
- c) of this RFP Document

*Table 12: Factsheet Proforma for Furnishing Details/ Information regarding Core Team Composition of the Bidder (Twelve Key Professionals)*

SI No		Parameter (for Key Professional) (A)				Furnished Information (B)	
A		Role in Team/ Proposed Position of Key Professional				Team Leader/ Environment Planner/ GIS Expert/ etc.	
B		Whether Part of Core/ Tertiary Team					
C		Name of Key Professional					
D		PAN No.					
E		Age (in Years)					
F		Contact Details (Phone and Email)					
G		Nature of Association/ Employment with the Bid Applicant				Contractual/ Assignment Specific/ Full Time	
H		No of Years of Past Association/ Employment with Bid Applicant					
I		Total Professional Experience					
J		Relevant Experience (in Similar Assignments pertaining to the Specified Line of Consulting Services <sup>39</sup> )					
K		Academic Qualification (From Graduation Onwards)					
		<i>Rows may be added/ deleted as per requirement</i>					
	SI no	Level	Qualification	Duration	Name of Institution	Affiliate University	Year of Award
	1	Graduation					
	2	Post-Graduation					
	3	PhD					
	4	Any Other Certificate					

<sup>39</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services



Sl No	Parameter (for Key Professional)				Furnished Information		
	(A)				(B)		
	Course/ Program						
L	<b>Professional Accreditation (Member in good standing<sup>40</sup>);</b> <i>Rows may be added/ deleted as per requirement</i>						
	Sl no	Accreditation Body of Professionals	Class of Registration/ Membership (Associate/ Fellow/ Other)	Duration Category (Lifetime/ Annual)	Registration/ Membership No	Date of Registration/ Membership	
	1	CoA					
	2	IIA/ IEI/ ITPI					
	3	IUT/ ISG/ IUDI					
M	<b>Experience Qualifications pertaining to Selected Assignments (Similar Assignments pertaining to the Specified Line of Consulting Services<sup>41</sup>)- Refer Table 7 for Number of Assignments to be enumerated as demonstration of Capabilities and Past Experiences. Rows may be added/ deleted as per requirement</b>						
	Sl No	Assignment Name	Client Name	Assignment Statistics <sup>42</sup>	Assignment Specific Role <sup>43</sup>	Current Plan (DRAFT NOTIFIED)	Stage of Document STAGE/
	1						
	2						
	3						
N	<b>Employment Record (From Qualifying Degree onwards) Rows may be added/ deleted as per requirement</b>						
	Sl no	Employer	Location of Posting	Designation	Date of Joining	Date of Leave	Reference(s) with Phone and Email
	1						
	2						
	3						
	4						
O	<b>Language Proficiency (Rate as None/ Poor/ Fair/ Good/ Excellent) Rows may be added/ deleted as per requirement</b>						
	Sl No	Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency		
	1	Hindi					
	2	English					
	3	Any Other					

<sup>40</sup> Member in Good Standing implies Active/ Valid Membership devoid of any Membership Dues/ Past or Pending Disciplinary Action whatsoever, preferably to be certified by the respective Accreditation Body of Professionals

<sup>41</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services

<sup>42</sup> Description limited to 20 Words

<sup>43</sup> Of the Key Professional in the specified Assignment being Demonstrated as Past Experience- Demonstration limited to 20 Words

**Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.*

Date: *DD/MM/YYYY*

[Signature with Name of Key Professional]

[Signature with Name of Authorized Signatory on behalf of Bidder]

## 9. Standard Forms for Submission of Information: Technical Proposal Docket

Bidders are advised to utilize the following Standard Forms/ Formats for submission of sought information as part of their Proposal. Only Typed Information will be accepted either in Hindi or English. Manual/ Handwritten Alterations/ Corrections/ Modifications, whatsoever to the Typed Information will be summarily rejected.

Kindly refer to [Section 4.31](#) for other Details regarding subject matter.

Bidders are advised to refrain from making Modifications to the Layout/ Orientation/ Content of Core Fields (Information) sought in the Standard Forms and/ or RFP Document.

The Following are the 5 Standard Forms to be populated/ produced for the purpose Preparation of Technical Proposal Docket; Customized for every Unique Technical Bid Proposal specific to a Cluster; irrespective of the Number of Unique/ Separate Bid Proposals being submitted by the Bidder in response to RFP Document for the said Assignment.

- i. **Standard Form 11-** Comments & Suggestions of Consultants on the Terms of Reference and on Data, Services & Facilities to be Provided by the Client
- ii. **Standard Form 12-** Description of the Methodology & Work Plan of the Bidder, customized, tailored for a Specific Cluster
- iii. **Standard Form 13-** Non-Core Team Composition (additional to the 12 Key Professionals)
- iv. **Standard Form 14-** Activity Planning for Key Professional Personnel
- v. **Standard Form 15-** Activity (Work) Schedule for the Assignment Deliverables

**9.1. Standard Form 11- Comments & Suggestions of Consultants on the Terms of Reference and on Data, Services & Facilities to be Provided by the Client**

9.1.1. Comment/ Suggestions<sup>44</sup> on the Terms of Reference:

- 9.1.1.1. \_\_\_\_\_
- 9.1.1.2. \_\_\_\_\_
- 9.1.1.3. \_\_\_\_\_
- 9.1.1.4. \_\_\_\_\_
- 9.1.1.5. \_\_\_\_\_

9.1.2. Comment/ Suggestions<sup>45</sup> on the data, services, and facilities to be provided by the Client

- 9.1.2.1. \_\_\_\_\_
- 9.1.2.2. \_\_\_\_\_
- 9.1.2.3. \_\_\_\_\_
- 9.1.2.4. \_\_\_\_\_
- 9.1.2.5. \_\_\_\_\_

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<sup>44</sup> Word Limitation of 150 Words  
<sup>45</sup> Word Limitation of 150 Words

**9.2. Standard Form 12- Description<sup>46</sup> of the Methodology & Work Plan of the Bidder, customized, tailored for a Specific Cluster**

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<sup>46</sup> Word Limitation of 250 Words

### 9.3. Standard Form 13- Non-Core Team Composition (additional to the Twelve Key Professionals)

#### 9.3.1. Technical/ Managerial Staff

*Table 13: Factsheet Proforma for Furnishing Details/ Information regarding Technical/ Managerial Staff*

Sl No	Name	Proposed Position	Relevant Academic Qualification	Relevant Experience <sup>47</sup> Qualification (in Years)	Tasks to be Performed
	(A)	(B)	(C)	(D)	(E)
1					
2					
3					
4					
5					
6					

Note: Rows may be added/ deleted as per requirement

#### 9.3.1. Non-Technical/ Support Staff

*Table 14: Factsheet Proforma for Furnishing Details/ Information regarding Non-Technical/ Support Staff*

Sl No	Name	Proposed Position	Relevant Experience <sup>48</sup> Qualification (in Years)	Tasks to be Performed
	(A)	(B)	(C)	(D)
1				
2				
3				
4				
5				
6				

Note: Rows may be added/ deleted as per requirement

<sup>47</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services, to be considered as part of Relevant Experience herein

<sup>48</sup> Refer [Section 7.2.1.2](#) for Definition of Similar Assignments pertaining to the Specified Line of Consulting Services, to be considered as part of Relevant Experience herein



#### 9.4. Standard Form 14- Activity Planning for Key Professional Personnel

##### 9.4.1. Form 14A, 14B, 14C....., - For Tasks Part of Stage 1 (Task 1a, 1b, 1c, 1d and 1e), Stage 2, Stage 3, Stage 4, Stage 5 and Stage 6

Sl No	Name	Position	Report Due/ Activities	Weeks (in the form of a Gantt Bar Chart)						
				(A)	(B)	(C)	(D)			
				Week 1	Week 2	Week 3	Week 4	Week 5	Week ....	Number of Weeks
1		Team Leader cum Senior Town Planner								
2		Environment Planner								
3		GIS Expert								
4		Geo- Technical Engineer								
5		Heritage Conservation/ Sustainable Development Expert cum Architect								
6		Infrastructure Planner/ Manager								
7		IT Expert								
8		Project Finance Expert								
9		Project Management Expert								
10		Social Scientist/ Economic Expert								
11		Transport Planner								
12		Urban Designer cum Architect								

Note: Bidders are advised to Populate/ Produce Separate Weekly Activity Plan Frameworks (Form 14A, 14B, 14C.....) for 10 Sub Stages (5 for Stage 1 and rest 5 for Stage 2 to 6) of Assignment requiring simultaneous dealing/ execution of GIS Based Master Plans for different Identified ULB Towns in a specific Cluster

### 9.5. Standard Form 15- Activity<sup>49</sup> (Work) Schedule for the Assignment<sup>50</sup> Deliverables

#### 9.5.1. Field Investigation and Consultancy Items

Table 15: Factsheet Proforma for Furnishing Details/ Information regarding Field Investigation and Consultancy Items

SI No	Item of Activity (A)	Weeks (in the form of a Gantt Bar Chart) (B)												Number of Weeks
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week ....	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
Continued														

Note: Rows may be added/ deleted as per requirement

<sup>49</sup> for enabling comparison of activity schedule and costs, the items of activity should be kept uniform in all the tables

<sup>50</sup> Assignment requires simultaneous dealing/ execution of GIS Based Master Plans for different Identified ULB Towns in any Specific Cluster

**9.5.2. Completion and Submission of Reports-** as a Corresponding Deliverable to aforementioned Item(s) of Activity

*Table 16: Factsheet Proforma for Furnishing Details/ Information regarding Completion and Submission of Reports*

<b>SI No</b>	<b>Item of Activity</b> (From Table at <a href="#">Section 9.5.1</a> )	<b>(Deliverable) Reports</b>	<b>Planned Timeline/ Week</b>	<b>Remarks (if any)</b>
	(A)	(B)	(C)	(D)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
<i>Continued</i>				

Note:

Rows may be added/ deleted as per requirement.

Bidders are advised to follow same sequence of Item of Activity as in [Section 9.5.1](#)

## 10. Standard Forms for Submission of Information: Financial Proposal Docket

Bidders are advised to utilize the following Standard Forms/ Formats for submission of sought information as part of their Proposal at two stages (e-Tender Stage- 1 and Physical Submission Stage-2) elaborated below. Only Typed Information will be accepted at two stages outlined below. Kindly refer to [Section 4.31](#) for other Details regarding subject matter. Bidders are advised to refrain from making Modifications to the Layout/ Orientation/ Content of Core Fields (Information) sought in the Standard Forms and/ or RFP Document. All Form Templates are to be signed by the Bid Applicant or his/ her/ their Authorized Signatory. Refer [Section 3.4](#) again

Initially, Standard Form 16 requires to be **EXCLUSIVELY** filled and encrypted upon the e-Tender Platform Format only. Later, subject to any (specific)/ all Bid Applicant(s) attaining the Min. Qualifying Marks for the Technical Score at Stage 2, and reaching the stage of Opening/ Consideration of Financial Bid Proposal, Standard Form Numbers 16, 17, 18, 19, 20, 21, 22 and 23 will be collected physically, prior to opening the e-Tender Financial Bid(s), inside a sealed envelope bearing details of both the Project Proponent and Bid Applicant, and superscribed "Financial Proposal for RFP towards Public Procurement of Consulting Service(s) for Formulation of GIS Based Development/ Master Plan(s) for **Cluster 1** Identified ULB Towns of Uttarakhand". The said physically submitted envelope will form an integral part of the Tender Process for specified Public Procurement.

The concerning sum/ total values (as applicable) in Standard Form Numbers 17, 18, 19, 20, 21, 22 and 23, should correlate and support the figures quoted in *Standard Form 16- Financial Proposal Submission Form*, which is to be submitted (initially) in Encrypted Format, upon the e-Tender Platform before the deadline of Proposal Due Date (PDD). Versions upon the e-Tender Platform Template and sealed envelope of Physical Submission Stage; should both be identical. Any irregularity/ mismatch will attract scrappage of the entire Bid proposal of the applicant.

Contents (Terms and Conditions) overleaf, part of *Standard Form 16- Financial Proposal Submission Form* will be correlated and read simultaneously along with Standard Form 16 Submission at the e-Tender Platform and will be binding to the RFP Applicant at all times, during the Tender and Post tender Word Award, Execution and Completion stages.

The Following are the 8 Standard Forms to be populated/ produced for the purpose Preparation of Financial Proposal Docket; Customized for every Unique Financial Bid Proposal specific to a Cluster; irrespective of the Number of Unique/ Separate Bid Proposals being submitted by the Bidder in response to RFP Document for the said Assignment.

- i. **Standard Form 16-** Financial Proposal Submission Form (to be submitted twice in identical copies at both e-Tender Stage and Physical Submission Stage)
- ii. **Standard Form 17-** ULB Town wise Costs Break Up within a Cluster
- iii. **Standard Form 18-** Summary of (Cost) Item Heads
- iv. **Standard Form 19-** Break-up of Price (for All Components) per Activity
- v. **Standard Form 20-** Break-up of Remuneration (Component) per Activity
- vi. **Standard Form 21-** Breakup of Reimbursables (Component) per Activity
- vii. **Standard Form 22-** Breakup of Miscellaneous Expenses (Component) per Activity
- viii. **Standard Form 23-** Price Normalization Offer of Bid Applicant in case TCPD-GoUK provides Satellite Imagery procured from the Survey of India, Dehradun

### 10.1. Standard Form 16- Financial Proposal Submission Form

(To be printed on Letterhead of Bidder during Physical Submission Stage-2)

Ref No:

Dated:

To,  
 Chief Town and Country Planner (CTCP),  
**Town and Country Planning Department (TCPD- GoUK)**  
 Fifth Floor, Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248 001  
 Phone: 0135-2652216; Fax: 0135-2652234; Email: [ctcputtarakhand@gmail.com](mailto:ctcputtarakhand@gmail.com)

Subject: Financial Bid Proposal<sup>51</sup> in context of Public Procurement of Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand

Sir,

The Undersigned \_\_\_\_\_ (Name of Authorized Signatory), on behalf of \_\_\_\_\_ (Name of Entity), uniquely identified by \_\_\_\_\_, Permanent Account Number (issued by the Income Tax Department, Ministry of Finance, Govt. of India), offer to provide Consulting Service(s) towards Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand.

In this regard attached herein is our Bid Proposal in response to Your RFP Document No. \_\_\_\_\_, Dated \_\_\_\_\_, Published on Website of the Department (and elsewhere).

The Financial Bid Proposal is for the Following Cluster

\_\_\_\_\_  
 (Name of Cluster<sup>52</sup> along with All ULB Towns within the Cluster)

Details of **Financial Bid Proposal Value** being submitted identically on the e-Tender Platform as well as part of Physical Envelope along with Standard Forms 17, 18, 19, 20, 21, 22 and 23, all collectively, are as under

Financial Bid Proposal Value <sup>53</sup>			
01	In Numbers	INR	
02	In Words	INR	

The undersigned, on behalf of the Bidder, are hereby submitting our **Financial Bid Proposal Value** as mentioned above. Bid Applicant fully understands that the **Quoted Financial Bid** against SI No 1 will be the only determinant in computation of Financial Score. The same (Quoted Financial Bid) is exclusive of all Applicable Indirect Taxes which will be charged at Actual, on the Day and Date of Generation of Tax Invoice.

<sup>51</sup> No Overwriting/ Manual Altercation/ Modification/ Correction whatsoever will be entertained.

<sup>52</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

<sup>53</sup> Bidders are advised to write Whole Nos only (without Decimal Places), with any Commas or spaces or characters whatsoever. E.g.- Rupees Five Lakh Seventy-Two Thousand Three Hundred Forty-Five is to be input as 572345

This Financial Bid proposal shall be binding upon us subject to the modifications resulting from discussions, up to expiration of the validity period of the Proposal, as mentioned in the RFP Document

The Bidder undertakes that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

The Bidder has gone through the RFP documents and understand the terms and conditions. The Bidder understands that TCPD- GoUK is not bound to accept any proposal it receives.

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_



## 10.2. Standard Form 17- ULB Town wise Costs Break Up within a Cluster

Ref No:

Dated:

The ULB Town wise Costs Break Up (Excluding Indirect Taxes/ Duties) for the said Consultancy Assignment is for the Following Cluster

(Name of Cluster<sup>54</sup> along with All ULB Towns within the Cluster)

*Table 17: Factsheet Proforma for Furnishing Details/ Information regarding ULB Town wise Costs Break Up within a Cluster*

Sl. No.	Name of Town (A)	Percentage Share in Total Financial Bid Proposal Value (B)	Value of Core Assignment in INR (Block Cost Basis) (C)		Incremental (Supplementary) Consultancy Fee in INR per Hectare (D)	
			In Figures	In Words	In Figures	In Words
	Refer <a href="#">Section 14</a> of RFP Document	In Percentage Terms				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13	Total Taxable Amount should equate with the <b>Financial Bid Proposal Value</b>	100%			Not to be filled	Not to be filled

In the rare/ less-likely scenario that the Final Delineated Area, adopted for the Formulation of Development/ Master Plan for any Specific ULB Town, **is in excess of 125% of the ULB Limits**, then an **Incremental (Supplementary) Consultancy Fee** of Unit Rate (Per Ha) as quoted above (by the Bid Applicant) will be reimbursed by the Project Client for the Additional/ Incremental Area in excess of 125% of the ULB Limits, as on date of Issue of Work Order.

Note:

- Financial Bid Proposal Value to be Inclusive of All Direct Taxes but exclusive of all Indirect Taxes (to be paid additionally by the TCPD- GoUK, as per Tax regulatory framework)
- Percentage Share (of ULB Towns specific Assignment Value within a Cluster) in Total Financial Bid Proposal Value, will be a determinant towards calculation of Quantum of Fee Due, in case of Partial Completion of Work, by the Master Plan Consultant, at Various Stages of Deliverables and associated Payment Schedule.

<sup>54</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

- c) TCPD- GoUK will adopt the presented Percentage Share (in Total Financial Bid Proposal Value) Formula for evaluation and inference of all subsequent Cost Determination Statements being populated/ produced by the Bidder in the subsequent Tables of Financial Bid Proposal attached overleaf.

**Financial Bid Proposal Value:**

(In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

### 10.3. Standard Form 18- Summary of (Cost) Item Heads

Ref No:

Dated:

The Summary of (Cost) Item Heads (Excluding Indirect Taxes/ Duties) is for the Following Cluster

(Name of Cluster<sup>55</sup> along with All ULB Towns within the Cluster)

*Table 18: Factsheet Proforma for Furnishing Details/ Information regarding Summary of (Cost) Item Heads*

Sl. No.	(Cost) Item Heads (A)	Value of Assignment in INR (B)	
		In Figures	In Words
<b>1</b>	<b>Remuneration</b>		
1a	Sub Total for the Item Head		
1b	GST on the Item Head		
1c	Details (if any) of any Other Indirect Taxes/ Duties being charged by the Bid Applicant on the Item Head		
<b>2</b>	<b>Reimbursables</b>		
2a	Sub Total for the Item Head		
2.2b	GST on the Item Head		
2c	Details (if any) of any Other Indirect Taxes/ Duties being charged by the Bid Applicant on the Item Head		
<b>3</b>	<b>Miscellaneous Expenses</b>		
3a	Sub Total for the Item Head		
3b	GST on the Item Head		
3c	Details (if any) of any Other Indirect Taxes/ Duties being charged by the Bid Applicant on the Item Head		
<b>4</b>	Total Taxable Amount <b>(Financial Bid Proposal Value):</b> 4= 1a + 2a + 3a		
<b>5</b>	<b>Total Indirect Tax Outgo</b> for the TCPD-GoUK: 5= 1b+1c+2b+2c+3b+3c+Any Other		

Note:

- GST to be additionally Levied at the Present Rate of 18%, however All Applicable Indirect Taxes which will be charged, by the Assignment Awardee, at Actual, on the Day and Date of Generation of Tax Invoice
- Bidder to mention all Specific Heads of Other Indirect Taxes/ Duties, if any, and Rows may be added as per requirement. No Separate Item Head of Other Indirect Taxes, applicable on date of Bid proposal, but omitted by the Bid Applicant, within his/ her/ their bid proposal, will be entertained at a later date.

**Total Amount of Financial Proposal:**

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

<sup>55</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

**Grand Total of all Taxes:**

(In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

### 10.4. Standard Form 19- Break-up of Price (for All Components) per Activity

(Item of Activity, From Table at [Section 9.5.1](#))

Ref No:

Dated:

The Break-up of Price (Excluding Indirect Taxes/ Duties) per Activity is for the Following Cluster

\_\_\_\_\_  
 (Name of Cluster<sup>56</sup> along with All ULB Towns within the Cluster)

Item of Activity (From Table at [Section 9.5.1](#))

\_\_\_\_\_  
 (To be prepared separately for Each Item of Activity)

*Table 19: Factsheet Proforma for Furnishing Details/ Information regarding Break-up of Price (for All Components) per Activity*

Sl. No.	Item of Activity (From Table at <a href="#">Section 9.5.1</a> )	Value of Assignment in INR (In Figures)		
		Remuneration	Reimbursables	Miscellaneous Expenses
	(A)	(B)	(C)	(D)
1				
2				
3				
4				
5				
6				
7				
8				
9				
Contd.				
	<b>Total Taxable Amount<sup>57</sup></b> (Cost) Item Head Summary			

Note:

- a) GST to be additionally Levied at the Present Rate of 18%, however All Applicable Indirect Taxes which will be charged, by the Assignment Awardee, at Actual, on the Day and Date of Generation of Tax Invoice
- b) Rows may be added as per requirement

**Total Component Amount:**

(In Figures) \_\_\_\_\_

(In Words) \_\_\_\_\_

<sup>56</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

<sup>57</sup> Total Taxable Amount should equate with the **Financial Bid Proposal Value**

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_



### 10.5. Standard Form 20- Breakup of Remuneration (Component) per Activity

(Item of Activity, From Table at [Section 9.5.1](#))

Ref No:

Dated:

The Break-up of Remuneration (Excluding Indirect Taxes/ Duties) per Activity is for the Following Cluster

---

(Name of Cluster<sup>58</sup> along with All ULB Towns within the Cluster)

Item of Activity (From Table at [Section 9.5.1](#))

---

(To be prepared separately for Each Item of Activity)

*Table 20: Factsheet Proforma for Furnishing Details/ Information regarding Remuneration (Component) per Activity*

Sl. No.	Names	Position	Staff Days	Remuneration Rate in INR (In Figures)	Amount in INR (In Figures)
	(A)	(B)	(C)	(D)	(E)
1	Key Professionals	Team Leader cum Senior Town Planner			
2		Environment Planner			
3		GIS Expert			
4		Geo Technical Engineer			
5		Heritage Conservation/ Sustainable Development Expert cum Architect			
6		Infrastructure Planner			
7		IT Expert			
8		Project Finance Expert			
9		Project Management Expert			
10		Social Scientist/ Economic Expert			
11		Transport Planner			
12		Urban Designer cum Architect			
13	Technical/ Managerial Staff				
14					
15					
16	Non-Technical/ Support Staff				
17					
Contd					
	<b>Total Taxable Amount for Remuneration (Excluding Indirect Taxes/ Duties) per Activity</b>				

Note:

- GST to be additionally Levied at the Present Rate of 18%, however All Applicable Indirect Taxes which will be charged, by the Assignment Awardee, at Actual, on the Day and Date of Generation of Tax Invoice
- Rows may be added as per requirement

---

<sup>58</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

**Total Component Amount:**

(In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

### 10.6. Standard Form 21- Breakup of Reimbursables (Component) per Activity

(Item of Activity, From Table at [Section 9.5.1](#))

Ref No:

Dated:

The Break-up of Reimbursables (Excluding Indirect Taxes/ Duties) per Activity is for the Following Cluster

---

(Name of Cluster<sup>59</sup> along with All ULB Towns within the Cluster)

Item of Activity (From Table at [Section 9.5.1](#))

---

(To be prepared separately for Each Item of Activity)

*Table 21: Factsheet Proforma for Furnishing Details/ Information regarding Breakup of Reimbursables (Component) per Activity*

Sl. No.	Description for Reimbursables	Unit	Quantity	Estimated Unit Rate in INR (In Figures)	Amount in INR (In Figures)
	(A)	(B)	(C)	(D)	(E)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Contd.					
	<b>Total Taxable Amount</b> for Reimbursables (Excluding Indirect Taxes/ Duties) per Activity				

Note:

- a) Reimbursables include *Travel (Road/ Rail/ Air Trips), Subsistence Allowance, Travel Allowance, Rental Outgoes for Office and Accommodation, Clerical Assistance, etc.*
- b) GST to be additionally Levied at the Present Rate of 18%, however All Applicable Indirect Taxes which will be charged, by the Assignment Awardee, at Actual, on the Day and Date of Generation of Tax Invoice
- c) Rows may be added as per requirement

---

<sup>59</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

**Total Component Amount:**

(In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

### 10.7. Standard Form 22- Breakup of Miscellaneous Expenses (Component) per Activity

(Item of Activity, From Table at [Section 9.5.1](#))

Ref No:

Dated:

The Break-up of Miscellaneous Expenses (Excluding Indirect Taxes/ Duties) per Activity is for the Following Cluster

---

(Name of Cluster<sup>60</sup> along with All ULB Towns within the Cluster)

Item of Activity (From Table at [Section 9.5.1](#))

---

(To be prepared separately for Each Item of Activity)

*Table 22: Factsheet Proforma for Furnishing Details/ Information regarding Breakup of Miscellaneous Expenses (Component) per Activity*

Sl. No.	Description for Miscellaneous Expenses	Unit	Quantity	Estimated Unit Rate in INR (In Figures)	Amount in INR (In Figures)
	(A)	(B)	(C)	(D)	(E)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Contd.					
	<b>Total Taxable Amount for Miscellaneous Expenses</b> (Excluding Indirect Taxes/ Duties) per Activity				

Note:

- Miscellaneous Expenses include *Telephone/ Data Communication Charges, Charges for Drafting and Reproduction of Reports, Charges incurred on Purchase/ Rent of Equipment like Office Furniture/ Vehicles/ Technical Survey Instruments/ IT Hardware and Software, etc.*
- GST to be additionally Levied at the Present Rate of 18%, however All Applicable Indirect Taxes which will be charged, by the Assignment Awardee, at Actual, on the Day and Date of Generation of Tax Invoice
- Rows may be added as per requirement

---

<sup>60</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

**Total Component Amount:**

(In Figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_



**10.8. Standard Form 23- Price Normalization Offer of Bid Applicant in case TCPD-GoUK provides Satellite Imagery procured from the Survey of India, Dehradun**

Ref No:

Dated:

The ULB Town wise Price Normalization Offer (Excluding Indirect Taxes/ Duties) for the said Consultancy Assignment, in case TCPD-GoUK provides Satellite Imagery procured from the Survey of India, Dehradun is for the Following Cluster

(Name of Cluster<sup>61</sup> along with All ULB Towns within the Cluster)

*Table 23: Factsheet Proforma for Furnishing Details/ Information regarding ULB Town wise Costs Break Up within a Cluster*

Sl. No.	Name of Town (A)	Financial Bid Proposal Value (B)	Price Normalization Offer, i.e., Discount (C)	Revised Value of Assignment in INR (D)	
		Quoted from <a href="#">Table 17</a>	In Percentage Terms	In Figures	In Words
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11	Total Taxable Amount should equate with the <b>Financial Bid Proposal Value</b>				

Standard Terms:

- a) Bid Applicant understands that the Satellite Imagery procured by the TCPD- GoUK from established Source (Survey of India, Dehradun) will be beneficial for Jump Starting the Field Exercise, through by way of provision of Reference Base Map required for Ground truthing and Data Updation, in parallel to the Consultant self-procuring the Very High-Resolution Satellite Imagery of Resolution 30 CM or better.
- b) Bid Applicant also understands that such Satellite Imagery procured by the TCPD- GoUK from established Source (Survey of India, Dehradun), may not be available for All Clusters and/or All ULB Towns in a Cluster. Therefore, the TCPD-GoUK would expect the Master Plan Consultant to prioritize/ phase Initiation of Assignment via ULB Towns wherein Satellite Imagery procured by the TCPD- GoUK from established Source (Survey of India, Dehradun), is available readily/ firsthand, with a view to save Project Time.

<sup>61</sup> Bidder to refer Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document; for the exact Nomenclature of the Cluster and Identified ULB Towns within the Cluster

- c) Therefore, Bid Applicant, presents the aforementioned Price Normalization Offer (Discount) for ULB towns of the said cluster, for future downward fee revision, in case TCPD- GoUK is to provide Satellite Imagery of the identified ULB Town(s), after procuring the same through established Source (Survey of India, Dehradun)

Yours Sincerely

**(Signature of Authorized Signatory)**

Name of Authorized Signatory: \_\_\_\_\_

Designation (if any) of Authorized Signatory in Bidder Entity: \_\_\_\_\_

**On behalf of (Bidder Entity)**

Name: \_\_\_\_\_

Complete Address with Contact Details and Email: \_\_\_\_\_

# 11. Standard Form of Contract/ Agreement

(For Illustration Purposes Only)

Will be executed only with the Successful Bidder of every Assignment Awarded by TCPO- GoUK

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# I. FORM OF CONTRACT

## Lump Sum Remuneration

This CONTRACT (hereinafter called the "Contract") is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2021, between Town and Country Planning Department, Government of Uttarakhand, TCPD-GoUK (hereinafter called the Client which includes its assigns, executors & administrator), and M/s \_\_\_\_\_ (hereinafter called Consultants), a company \_\_\_\_\_, and having its registered office at \_\_\_\_\_ through \_\_\_\_\_, duly appointed its General Attorney. Certified photocopy General Power of Attorney is annexed herewith; Consultants include its assigns, executors and administrators.

### WHEREAS

- (a) the Client has requested the Consultants to provide certain consultancy services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract (hereinafter called "GCC");
  - (b) The Special Conditions of Contract (hereinafter called "SCC");
  - (c) The following Appendices:

This RFP document and conditions therein shall be deemed to be part of the Contract Agreement.

*[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix on the sheet attached hereto carrying the title of that Appendix.]*

- Appendix A: Description of the Services \_\_\_\_\_
- Appendix B: Reporting Requirements \_\_\_\_\_
- Appendix C: Key Personnel and Sub-consultants \_\_\_\_\_
- Appendix D: Breakdown of Contract Price in INR \_\_\_\_\_
- Appendix E: Services and Facilities Provided by the Client \_\_\_\_\_
- Appendix F: Form of Performance Guarantee \_\_\_\_\_

- 2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:
  - (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

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

FOR AND ON BEHALF OF Town and Country Planning Department, Government of Uttarakhand, TCPD-GoUK

By

(Authorized Representative)

FOR AND ON BEHALF OF [NAME OF MASTER PLAN CONSULTANT]

By

(Authorized Representative)

## II. GENERAL CONDITIONS OF CONTRACT

### 1. GENERAL PROVISIONS

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India.
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (d) "Member", and "Member in Charge" means the entity specified in the SCC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract;
- (e) "Party" means the Client or the Consultants, as the case may be, and Parties means both of them;
- (f) "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
- (g) "SCC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;
- (h) "Services" means the work to be performed by the Consultants pursuant to this Contract as described in Appendix A; and
- (i) "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.

#### 1.2 Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract, supplemented by general conditions and special conditions annexed to this contract.

#### 1.3 Language

This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

#### 1.4 Notices

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the Standard Contract (SC).

#### 1.5 Location

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.

#### 1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

#### 1.7 Taxes and Duties

Unless otherwise specified in the SC, the Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.



## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties.

### **2.2 Commencement of Services**

The Consultants shall begin carrying out the Services after the date the Contract becomes effective.

### **2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client.

### **2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### **2.5 Force Majeure**

#### **2.5.1 Definition**

For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including:

- i) Acts of God and nature including
  - typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and
  - plague or epidemic or quarantine conditions arising therefrom;
- ii) Air crash, shipwreck, train wrecks or failures or delays of transportation;
- iii) Strikes, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;

#### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.

### **2.6 Termination**

#### **2.6.1 By the Client**

The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.6.1 and sixty (60) days in the case of the event referred to in (e):

- (a) if the Consultants do not perform their obligations under this Contract, within thirty (30) days of receipt after being notified
- (b) if the Consultants become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract.

- (e) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### **2.6.2 By the Consultants**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

- (a) if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultants:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

### **2.6.4 Failure and Termination**

In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract as indicated below:

"To recover from the Consultant as agreed liquidated damages including administration expenses and not by way of penalty, a sum equivalent to 0.5% (half percent) of total contractual agreement, which the Consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price".

## **3. OBLIGATIONS OF THE CONSULTANTS**

### **3.1 General**

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound

management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

#### **3.2.2 Consultants and Affiliates not to be Otherwise Interested in Project**

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### **3.2.3 Prohibition of Conflicting Activities**

Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

### **3.3 Confidentiality**

The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client. In this regard, the Master Plan Consultants (MPC) would have to execute a Standard Non-Disclosure Agreement (prior to commencement of work) with the TCPD- GoUK, binding them with penal clauses in case of lapses on behalf of the MPC.

### **3.4 Insurance to be taken out by the Consultants**

The Consultants (a) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Consultants' Actions Requiring Client's Prior Approval**

The Consultants shall obtain the Client's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,

(b) appointing such members of the Personnel not listed by name in Appendix C (“Key Personnel and Sub-consultants”), and

(c) any other action that may be specified in the SC.

### **3.6 Reporting Obligations**

The Consultants shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.7 Documents Prepared by the Consultants to be the Property of the Client**

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultants in accordance with Clause 3.6 shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

## **4. CONSULTANTS' PERSONNEL**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

### **4.2 Removal and/or Replacement of Personnel**

(a) No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client.

(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.

(c) The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. OBLIGATIONS OF THE CLIENT**

### **5.1 Assistance and Exemptions**

The Client shall use its best efforts to ensure that the Government shall provide the Consultants such assistance and data as specified in the SC.

### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Consultants, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 6.2.

### **5.3 Services and Facilities**

The Client shall make available to the Consultants the Services and Facilities listed under Appendix E.

## **6. PAYMENTS TO THE CONSULTANTS**

### **6.1 Lump Sum Remuneration**

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

### **6.2 Contract Price**

The price payable in local currency is set forth in the SC.

### **6.3 Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a break-up of the lump-sum price is provided in Appendices D and E.

### **6.4 Terms and Conditions of Payment**

Payments will be made to the account of the Consultants and according to the payment schedule stated in the SC. First payment shall not be released till the performance guarantee is executed by the Consultant. Subsequent payments shall be made in accordance with the conditions listed in the SC on submission of an invoice by the Consultants.

## **7. SETTLEMENT OF DISPUTES**

### **7.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **7.2 Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### III. SPECIAL CONDITIONS OF CONTRACT

**GCC Clause                      Amendments and Supplements to Clauses in the General Conditions of Contract**

1.6                      The Authorized Representatives are:

For the Client: [name & address of Nodal Officer]

Chief Town and Country Planner (CTCP),  
Town and Country Planning Department (TCPD- GoUK)  
Fifth Floor, Rajiv Gandhi Multipurpose Complex,  
Dispensary Road, Dehradun, 248 001  
Phone: 0135-2652216; Fax: 0135-2652234  
Email: ctcputtarakhand@gmail.com

For the Consultant:

\_\_\_\_\_  
\_\_\_\_\_

3.2.3                      For a period of two years after the expiration of this Contract, the Consultants shall not engage, and shall cause their Personnel as well as their Sub-consultants and their Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Client under this Contract, nor shall they engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.

3.4                      The Consultant shall ensure to cover the following risks and take the necessary coverages in this regard:

- (a)                      Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub-consultants or their Personnel, for the period of Consultancy;
- (b)                      Professional liability insurance, with a minimum coverage equal to total contract value for this consultancy; and

3.7                      The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.

6.2 The amount in Indian currency is Rs. \_\_\_\_\_.

6.4 Payments shall be made according to the Para 3 of Section 2 (Terms of Reference).

7.2 **Dispute Settlement**

Any Dispute or differences whatsoever arising between the parties out of or relating to the implementation, meaning and operation or effect of this agreement or its execution or the breach thereof shall be settled by arbitration in Dehradun, Uttarakhand. The parties agree that the a 3-member Arbitration Panel headed by the Secretary, Department of Housing, Government of Uttarakhand and having one Nominee Arbitrator as proposed by Both Parties, will Arbitrate on the lines of 'THE ARBITRATION AND CONCILIATION ACT, 1996'. Parties hereto will raise no objection to the arbitration on the ground that the Arbitrator is a government servant that he had to deal with matters to which the contract relates or that in the course of his duties as Government servant he has expressed views on all or any of the matters in dispute or difference. It is a term of this agreement that in the event of any difficulty arising by reason of death, resignation, retirement, inability or refusing to act as arbitrator or if the award is set aside by any court for any such reason of procedure, it will be lawful for Secretary, Department of Housing, Government of Uttarakhand to appoint another person as arbitrator in place of the outgoing arbitrator. In every such case it shall be lawful for the new arbitrator to act upon the record of the proceedings as existent at that stage of the arbitration or to commence proceedings de novo as the arbitrator in his discretion may decide. The provisions of Indian Arbitration and Conciliation Act, 1996 and any modification thereon shall govern the proceedings. The contract and the arbitration shall be governed by Indian Law only. The Award made in pursuance thereof shall be binding on the parties.

The Civil Courts in Dehradun, Uttarakhand alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.



## IV. APPENDICES

Appendix A — Description of the Services	...
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## Appendix A

### Description of the Services

*[Give detailed descriptions of the services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]*

***Elaborate and Detailed References will be made to [Section 5](#) of this RFP Document***

## Appendix B

### Reporting Requirements

*[List format, frequency and contents of reports; persons to receive them; dates of submission, number of copies, etc.]*

***Elaborate and Detailed References will be made to Section 5 of this RFP Document***

## Appendix C

### Key Personnel and Sub-consultants

(Refer Clause 4.1 of General Conditions of Contract)

List under:

**C-1:** Names and Titles, detailed job descriptions and minimum qualifications and experience of Personnel to be assigned to work on the assignment, and staff-months for each.

**C-2:** List of approved Sub-consultants [if already available]; same information with respect to their Personnel as in C-1.

**C-3:** Same information as C-1 for key local personnel.

***Elaborate and Detailed References will be made to [Section 8.10](#) titled [Standard Form 10- Information about Team Composition of the Bidder \(Twelve Key Professionals\)](#) and [Section 9.3](#) titled [Standard Form 13- Non-Core Team Composition \(additional to the Twelve Key Professionals\)](#) of this RFP Document***

## Appendix D

### Breakdown of Contract Price in Indian Currency

List here the elements of cost used to arrive at the breakdown of the lump sum price:

1. Remuneration Daily rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures
3. Miscellaneous Expenses

This appendix will exclusively be used for determining remuneration for additional services.

## Appendix E

### Services and Facilities Provided by the Client

None whatsoever, except Covered Space for setting up Project office, at Headquarters of TCPD- GoUK

*Elaborate and Detailed References will be made to **IMPORTANT NOTE** at **Page 19**; under **Section 5.4.5.1** titled **Stage-1: Existing Situation Assessment (Spatial attribute collection, ground truthing, and vetting of base map, collection of socio-economic data)** of this RFP Document*

## Appendix F

### Form for Performance Guarantee

(To be stamped in accordance with Stamp Act if any, of the state for issuing bank)

Ref.: Bank Guarantee: \_\_\_\_\_ Date: \_\_\_\_\_

Sir,

In consideration of Town and Country Planning Department, Government of Uttarakhand, TCPD-GoUK (hereinafter referred as the 'Client', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to **M/s** \_\_\_\_\_ (hereinafter referred to as the 'Consultant' which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Client's Contract Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at Rs. \_\_\_\_\_ (in words and figures) for **Formulation of GIS Based Development/ Master Plan(s) for Identified ULB Towns of Uttarakhand, Specific Cluster No- \_\_\_\_\_ Comprising grouped ULB Towns** \_\_\_\_\_

(hereinafter called the 'Contract') and the Client having agreed to make payment to the Consultant for performance of the above Contract as per the contract for consultancy service against Bank Guarantee to be furnished by the Consultant as security for the performance of the Consultant's obligation and/ or discharge of the Consultant's liabilities under / and/or in connection with the said contract.

We (**Name of Bank**) having its Head Office at \_\_\_\_\_ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/undertaking to the extent of Rs. \_\_\_\_\_ aforesaid at any time (5% of the contract amount) without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Consultant arising up to and until 900 Days/ 30 Months from Date of Issue of Letter of Intimation regarding Selection of Successful Bidder on consultancy services provided by the Consultant provided that the Bank shall upon the written request of the Client made within in 6 (six) months of the said date extend this Guarantee/Undertaking by a further 6 (six) months from the said date, within which the Client may make a demand hereunder.
2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or at any time have in relation to the Consultant's obligation/ liabilities under and/or in connection with the said contract and the Client shall have full authority to take recourse to or reinforce this security in preference to the other security (ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.



3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Consultant.

4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reasons of any dispute or disputes having been raised by the Consultant (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Consultant or any other order or Communication whatsoever by the Consultant stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.

5. Notwithstanding anything contained herein:

(a) The Bank's liability under this Guarantee/Undertaking shall not exceed Rs. \_\_\_\_\_.

(b) This Guarantee/Undertaking shall remain in force up to 12 months from the date of approval of the **GIS Based Development/ Master Plan(s)** by the Client.

6. The Bank hereby declares that Shri \_\_\_\_\_ (name & designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)

Name & Designation

Name of the Bank

## **12. Procedure for Monitoring, Supervision and Approval (by the Procurement Agency/ Client) of Intermediate and Final Deliverables by the Successful Bidder**

The O/o Chief Town and Country Planner, Town and Country Planning Department, Government of Uttarakhand (O/o CTCP, TCPD- GoUK), has the absolute right to towards Monitoring, Supervision and Approval of Intermediate and Final Deliverables by the Successful Bidder.

The Successful Bidder/ Master Plan Consultant will submit Conceptual Proposals of Master Plan to the O/o CTCP, TCPD- GoUK. The CTCP, TCPD- GoUK will be the Final Authority for finalization of All Planning Proposals, formulated by the MPC, as per standards, prescribed by the URDPFI and AMRUT Scheme of Govt. of India.

The same (and changes if any during Project Duration) will be communicated to the Successful Bidder at an appropriate time and Stage of Contract Execution with the Successful Bid Applicant/ Bidder

# 13. Annexure 1- Applicable Provisions of Relevant Acts and Legislations of State of Uttarakhand

## 13.1. Extract of UTTARAKHAND URBAN AND COUNTRY PLANNING AND DEVELOPMENT Act, 1973 (Chapter III) Master/ Development Plan

### 8. Civil survey of, and Master/ Development Plan for the development area:

<sup>1</sup> [(1) The Town and Country Planning Department or any other agency appointed / nominated by the State Authority, shall, in consultation with the concerned Local Development Authority, as soon as may be, prepare a Master/ Development Plan for the development area as directed by the State Authority.]

(2) The Master/ Development Plan Shall –

- a. Define the various zones into which the development area may be divided for the purposes of development and indicate the manner in which the land in each zone is proposed to be used (either after carrying our development thereon or otherwise) and the stages by which any such development shall be carried out; and
- b. Serve as a basic pattern of frame-work within which the Zonal Development Plans of the various zones may be prepared

(3) The Master/ Development Plan may provide for any other matter which is necessary for the proper development of the development area

### 9. Zonal Development plans. -

(1) Simultaneously with the preparation of the Master/ Development Plan or as soon as may be thereafter, the <sup>1</sup> [Town and Country Planning Department or any other agency appointed/ nominated by the State Authority] shall proceed with the preparation of a zonal development plan for each of the zones into which the development area may be divided.

(2) A zonal development plan may-

- (a) contain a site-plan and use-plan for the development of the zone and show the approximate locations and extents of land uses proposed in the zone for such things as public buildings and other public works and utilities, roads, housing, recreation, industry, business, markets, schools, hospitals and public and private open spaces and other categories of public and private uses;
- (b) specify the standards of population density and building density;
- (c) show every area in the zone which may, in the opinion of the <sup>2</sup>[Town and Country Planning Department or any other agency appointed/ nominated by the State Authority], be required or declared for development or re-development; and
- (d) in particular, contain provisions regarding all or any of the following matters, namely, -
  - (i) the division of any site into plots for the erection of buildings;
  - (ii) the allotment or reservation of land for roads, open spaces, gardens, recreation-grounds, schools, markets and other public purposes;
  - (iii) the development of any area into a township or colony and the restrictions and conditions subject to which such development may be undertaken or carried out;
  - (iv) the erection of buildings on any site and the restrictions and conditions in regard to the open spaces to be maintained in or around buildings and height and character of buildings;
  - (v) the alignment of buildings of any site;

- (vi) the architectural features of the elevation or frontage of any building to be erected on any site;
- (vii) the number of residential buildings which may be erected on plot or site;
- (viii) the amenities to be provided in relation to any site or buildings on such site whether before or after the erection of buildings and the person or Authority by whom or at whose expense such amenities are to be provided;
- (ix) the prohibitions or restrictions regarding erection of shops, work-shops, warehouses of factories or buildings of a specified architectural feature or buildings designed for particular purposes in the locality;
- (x) the maintenance of walls, fences, hedges or any other structural or architectural construction and the height at which they shall be maintained;
- (xi) the restrictions regarding the use of any site for purposes other than erection of buildings;
- (xii) any other matter which is necessary for the proper development of the zone or any area thereof according to plan and for the preventing buildings being erected haphazardly, in such zone or area.

**10. Submission of plans to the State Government for approval. -**

(1) In this section and in Sections 11, 12, 14 and 16 the word plan means the Master/ Development Plan as well as the zonal development plan for a zone

<sup>1</sup> [(2) Every plan shall, as may be after its preparation be submitted by the Town and Country Planning Department or any other agency appointed/ nominated by the State Authority to the State Authority, who shall submit the same to the State Government for approval. The State Government may either approve the plan without modification or with such modifications as it may consider necessary or reject the plan with directions to the State Authority for getting a fresh plan prepared according to such directions.]

**11. Procedure to be followed in the preparation and approval Plan. -**

(1) Before preparing any plan finally and submitting it to the State Government for approval, the <sup>2</sup>[Town and Country Planning Department or any other agency appointed/ nominated by the State Authority] shall prepare a plan in draft and publish it by making a copy thereof available for inspection and publishing a notice in such form and manner as may be prescribed by regulations made in that behalf inviting objections and suggestions from any person with respect to the draft plan before such date as may be specified in the notice.

(2) The <sup>3</sup> [Town and Country Planning Department or any other agency appointed/ nominated by the State Authority] shall also give reasonable opportunity to every local authority within whose local limits and land touched by the plan is situated, to make any representation with respect to the plan.

<sup>1</sup>[(3) After considering all objections, suggestions and representations, that may have been received by the Town and Country Planning Department or any other agency appointed/ nominated by the State Authority, the Town and Country Planning Department or any other agency appointed/ nominated by the State Authority shall finally prepare the plan and submit it to the State Authority for its onward submission to the State Government, with its recommendation and observation, if any, for approval.]

(4) Subject to the foregoing provisions of this section, the State Government may direct the <sup>2</sup>[Town and Country Planning Department or any other agency appointed/ nominated by the State Authority] to furnish such information as that Government may require for the purpose of approving any plan submitted to it under this section.

**12. Date of commencement of plan-**

Immediately after a plan has been approved by the State Government, the <sup>3</sup>[State Authority and the concerned Local Development Authority] shall publish in such manner as the State Government may specify, a notice stating that a plan has been approved and naming a place where a copy of the plan may be inspected at all reasonable hours and upon the date of the first publication of the aforesaid notice the plan shall come into operation.

## **14. Annexure 2- Cluster Information of Identified ULB Towns, for Formulation of GIS based Development/ Master Plan(s)**

*Table 24: Cluster wise Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document*

Cluster No. (A)	Sl. No. (B)	Name of ULB Town (C)	Status of ULB (D)	District (E)
Cluster 1	1	Barkot	Nagar Palika Parishad	Uttarkashi
Cluster 1	2	Chinyalisaundh	Nagar Palika Parishad	Uttarkashi
Cluster 1	3	Uttarkashi	Nagar Palika Parishad	Uttarkashi
Cluster 1	4	Gangotri	Nagar Panchayat	Uttarkashi
Cluster 1	5	Naugaon	Nagar Panchayat	Uttarkashi
Cluster 1	6	Purola	Nagar Panchayat	Uttarkashi
Cluster 2	1	Tanakpur	Nagar Palika Parishad	Champawat
Cluster 2	2	Banbassa	Nagar Panchayat	Champawat
Cluster 2	3	Dharchula	Nagar Palika Parishad	Pithoragarh
Cluster 2	4	Didihat	Nagar Palika Parishad	Pithoragarh
Cluster 2	5	Pithoragarh	Nagar Palika Parishad	Pithoragarh
Cluster 2	6	Berinaag	Nagar Panchayat	Pithoragarh
Cluster 2	7	Gangolighat	Nagar Panchayat	Pithoragarh
Cluster 3	1	Manglaur	Nagar Palika Parishad	Haridwar
Cluster 3	2	Bhagwanpur	Nagar Panchayat	Haridwar
Cluster 3	3	Jhabrera	Nagar Panchayat	Haridwar
Cluster 3	4	Landhaura	Nagar Panchayat	Haridwar
Cluster 3	5	Dugadda	Nagar Palika Parishad	Pauri
Cluster 3	6	Kotdwar	Nagar Palika Parishad	Pauri
Cluster 3	7	Srinagar	Nagar Palika Parishad	Pauri
Cluster 3	8	Sathpuli	Nagar Panchayat	Pauri
Cluster 4	1	Chamba	Nagar Palika Parishad	Tehri
Cluster 4	2	Devprayag	Nagar Palika Parishad	Tehri
Cluster 4	3	Narendranagar	Nagar Palika Parishad	Tehri
Cluster 4	4	Tehri (Town)	Nagar Palika Parishad	Tehri
Cluster 4	5	Chamyala	Nagar Panchayat	Tehri
Cluster 4	6	Gaja	Nagar Panchayat	Tehri
Cluster 4	7	Ghansyali	Nagar Panchayat	Tehri
Cluster 4	8	Lambgaon	Nagar Panchayat	Tehri

Cluster No. (A)	Sl. No. (B)	Name of ULB Town (C)	Status of ULB (D)	District (E)
Cluster 4	9	Kirti Nagar	Nagar Panchayat	Tehri
Cluster 5	1	Ramnagar	Nagar Palika Parishad	Nainital
Cluster 5	2	Kaladungi	Nagar Panchayat	Nainital
Cluster 5	3	Lalkuan	Nagar Panchayat	Nainital
Cluster 5	4	Almora	Nagar Palika Parishad	Almora
Cluster 5	5	Ranikhet- Chiniyanaula	Nagar Palika Parishad	Almora
Cluster 5	6	Bhatraunjkan	Nagar Panchayat	Almora
Cluster 5	7	Bhikiyansain	Nagar Panchayat	Almora
Cluster 5	8	Dwarahaat	Nagar Panchayat	Almora
Cluster 5	9	Kapkot	Nagar Panchayat	Bageshwar
Cluster 6	1	Chamoli- Gopeshwar	Nagar Palika Parishad	Chamoli
Cluster 6	2	Karnaprayag	Nagar Palika Parishad	Chamoli
Cluster 6	3	Joshimath	Nagar Palika Parishad	Chamoli
Cluster 6	4	Nandprayag	Nagar Panchayat	Chamoli
Cluster 6	5	Pipalkoti	Nagar Panchayat	Chamoli
Cluster 6	6	Pokhari	Nagar Panchayat	Chamoli
Cluster 6	7	Tharali	Nagar Panchayat	Chamoli
Cluster 6	8	Rudraprayag	Nagar Palika Parishad	Rudraprayag
Cluster 6	9	Agastmuni	Nagar Panchayat	Rudraprayag
Cluster 6	10	Tilwada	Nagar Panchayat	Rudraprayag
Cluster 6	11	Ukhimath	Nagar Panchayat	Rudraprayag
Cluster 7	1	Bajpur	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	2	Gadarpur	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	3	Kiccha	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	4	Khatima	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	5	Jaspur	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	6	Sitarganj	Nagar Palika Parishad	Udham Singh Nagar
Cluster 7	7	Dineshpur	Nagar Panchayat	Udham Singh Nagar
Cluster 7	8	Gularbhoj	Nagar Panchayat	Udham Singh Nagar
Cluster 7	9	Kelakheda	Nagar Panchayat	Udham Singh Nagar
Cluster 7	10	Mahuadawra	Nagar Panchayat	Udham Singh Nagar
Cluster 7	11	Nanakmatta	Nagar Panchayat	Udham Singh Nagar
Cluster 7	12	Shaktigadh	Nagar Panchayat	Udham Singh Nagar
Cluster 7	13	Sultanpur Patti	Nagar Panchayat	Udham Singh Nagar

## **15. Annexure 3- Statistical Information of Identified ULB Towns, for Formulation of GIS based Development/ Master Plan(s)**

*Table 25: District Wise Statistical Information of Identified ULB Towns for the Purpose of Formulation of GIS Based Development/ Master Plan(s) as part of this RFP Document*

Sl. No. (A)	District (B)	Name of ULB Town (C)	Estimated Population (D)	Tentative ULB Area (E)
1	Almora	Almora	38958	18.17
2	Almora	Ranikhet- Chiniyanaula	5050	0.62
3	Almora	Bhatraunjkan	2350	2.50
4	Almora	Bhikiyansain	3275	4.54
5	Almora	Dwarahaat	2749	2.88
6	Bageshwar	Kapkot	5365	5.49
7	Chamoli	Chamoli- Gopeshwar	21447	14.08
8	Chamoli	Karnaprayag	9850	12.52
9	Chamoli	Joshimath	17010	21.79
10	Chamoli	Nandprayag	2447	4.84
11	Chamoli	Pipalkoti	3521	6.99
12	Chamoli	Pokhari	6119	8.75
13	Chamoli	Tharali	4482	4.59
14	Champawat	Tanakpur	21484	10.55
15	Champawat	Banbassa	6023	0.88
16	Haridwar	Manglaur	52971	8.23
17	Haridwar	Bhagwanpur	17179	2.64
18	Haridwar	Jhabrera	11186	3.19
19	Haridwar	Landhaura	18370	7.04
20	Nainital	Ramnagar	54787	2.43
21	Nainital	Kaladungi	7611	2.00
22	Nainital	Lalkuan	7644	4.25
23	Pauri	Dugadda	2422	1.50
24	Pauri	Kotdwar	135544	45.52
25	Pauri	Srinagar	33123	12.79
26	Pauri	Sathpuli	4345	2.29
27	Pithoragarh	Dharchula	7039	3.50
28	Pithoragarh	Didihat	6522	4.54
29	Pithoragarh	Pithoragarh	65502	12.19



Sl. No. (A)	District (B)	Name of ULB Town (C)	Estimated Population (D)	Tentative ULB Area (E)
30	Pithoragarh	Berinaag	7641	7.03
31	Pithoragarh	Gangolighat	7112	6.62
32	Rudraprayag	Rudraprayag	9307	10.00
33	Rudraprayag	Agastmuni	6557	2.52
34	Rudraprayag	Tilwada	2900	2.70
35	Rudraprayag	Ukhimath	3638	4.60
36	Tehri	Chamba	10457	8.00
37	Tehri	Devprayag	3098	8.75
38	Tehri	Narendranagar	6033	10.85
39	Tehri	Tehri (Town)	24014	37.05
40	Tehri	Chamyala	5306	2.93
41	Tehri	Gaja	1800	1.08
42	Tehri	Ghansyali	7775	0.52
43	Tehri	Kirti Nagar	2517	2.88
44	Tehri	Lambgaon	2330	1.80
45	Udham Singh Nagar	Bajpur	35582	13.80
46	Udham Singh Nagar	Gadarpur	23289	6.40
47	Udham Singh Nagar	Kiccha	74356	27.09
48	Udham Singh Nagar	Khatima	58494	16.92
49	Udham Singh Nagar	Jaspur	50523	10.39
50	Udham Singh Nagar	Sitarganj	31185	2.50
51	Udham Singh Nagar	Dineshpur	11342	5.50
52	Udham Singh Nagar	Gularbhoj	6957	2.12
53	Udham Singh Nagar	Kelakheda	10929	4.98
54	Udham Singh Nagar	Mahuadawra	7326	4.00
55	Udham Singh Nagar	Nanakmatta	8478	5.88
56	Udham Singh Nagar	Shaktigadh	7784	2.08
57	Udham Singh Nagar	Sultanpur Patti	9881	4.37
58	Uttarkashi	Barkot	7414	13.00
59	Uttarkashi	Chinyalisaundh	8844	6.19
60	Uttarkashi	Uttarkashi	27102	23.11
61	Uttarkashi	Gangotri	1100	8.00
62	Uttarkashi	Naugaon	5174	5.77
63	Uttarkashi	Purola	7931	5.26

### 15.1. Important Note for Bid Applicants, pertaining to Information in Annexure 3:

- 15.1.1. Bid Applicants are advised to check the veracity of aforesaid Information, at their end prior to decision making regarding Financial Bid to RFP Document.
- 15.1.2. TCPD- GoUK does not take any liability for Data Insufficiency (if any), whatsoever.
- 15.1.3. The aforesaid is for indicative purposes only.
- 15.1.4. **Contracts will be executed with Master Plan Consultants, on the basis of ULB Area related Information gathered from the Urban Development Directorate, but at the Financial Bid Price as quoted by the Consultant in Standard Form 16.**
- 15.1.5. Incremental Buffer Area of up to 25% will not be accounted separately for the purpose of this Assignment.