

Request for Proposal (RFP)
for
Empanelment of Agencies for
Preparation of Development Plan and
Town Planning Schemes for various
ULBs in Gujarat



Issued by:

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Disclaimer:

This Request for Proposal (RFP) document for “Empanelment of Agencies for Preparation of Development Plan and Town Planning Schemes for various ULBs in Gujarat” (hereinafter referred to as the “RFP”) contains brief information about the scope of work and qualification process for the selection of agencies. The purpose of the RFP Document is to provide the bidders with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

This RFP is not an agreement and is neither an offer by Gujarat Town Planning Consultancy Limited (hereinafter referred to as the “GTPCL”) to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their Bids pursuant to this RFP. While all efforts have been made to ensure the accuracy of information contained in this RFP document, this document does not purport to contain all the information required by the bidders. The bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. The GTPCL or any of its employees or existing Bidders shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document. The GTPCL reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate corrigendum and addendum as the Authority may deem fit without assigning any reason thereof.

The GTPCL reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The GTPCL will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. 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. The GTPCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Table of Contents

1	Data Sheet	6
2	Terms of Reference	8
2.1	Background.....	8
2.2	Context	8
2.3	Scope of Services	10
2.3.1	Track 1 – Preparation of Draft Development Plan.....	10
2.3.2	Track 2 – Preparation of Town Planning Schemes.....	10
2.3.3	Sectoral based Action Plan.....	11
2.4	Detailed Scope of Services	12
2.4.1	Track 1 – Preparation of Draft Development Plan.....	12
2.4.2	Track 2 – Preparation of Town Planning Scheme	19
2.5	Common Project Team for Development Plan & Town Planning Schemes:	25
2.6	Deliverables and Payment Timelines for Preparation of Development Plan:.....	27
2.6.1	Deliverables – Key Stage, Activities, Timeline	27
2.6.2	Payment Timeline:.....	29
2.7	Deliverables and Payment Timelines for Preparation of Town Planning Schemes: 31	
2.7.1	Deliverables – Key Stage, Activities, Timeline	31
2.7.2	Payment Timeline:.....	33
3	Eligibility and Evaluation Criteria.....	35
3.1	Eligibility Criteria.....	35
3.1.1	Eligibility Criteria for Category A	35
3.1.2	Eligibility Criteria for Category B.....	36
3.2	Technical Evaluation Criteria for Category A & B.	38
3.2.1	Detailed technical evaluation framework for Category A.	38
3.2.2	Bidders applying for Empanelment in Category B.....	40
3.3	Technical Proposal Format and Content.....	42
3.4	Financial Evaluation	42
3.5	Proposal evaluation.....	43
3.6	Empanelment Terms	43
3.7	Award of Empanelment.....	44
3.8	Execution of the Contract Agreement	44
3.9	Allocation of Work	44
4	Instruction to Bidders.....	46
4.1	General Instructions	46

4.1.1	Number of Proposals and respondents	46
4.1.2	Proposal preparation cost.....	46
4.1.3	Right to accept and reject any or all the Proposals	46
4.1.4	Amendment of the RFP	46
4.1.5	Data identification and collection	47
4.2	Preparation and Submission of Proposals.....	47
4.2.1	Language and currency.....	47
4.2.2	Proposal validity period and extension	47
4.2.3	Format and signing of Proposals	47
4.2.4	Submission of e-bid/Proposal.....	48
4.2.5	Deadline for Submission.....	49
4.2.6	Late Submission.....	49
4.2.7	Withdrawal and resubmission of Proposal.....	50
4.2.8	Rejection of the Bidder	50
4.2.9	Proposal opening	50
4.2.10	Confidentiality.....	51
4.2.11	Tests of Responsiveness.....	51
4.2.12	Clarifications sought by Authority.....	51
4.3	Performance Security.....	51
4.3.1	Performance Security for Empanelment.....	51
4.3.2	Release of Performance Security for Empanelment	53
4.4	Penalty.....	53
5	General Conditions of Contract.....	55
5.1	General Provision.....	55
5.1.1	Definitions	55
5.1.2	Law Governing Contract.....	56
5.1.3	Language	56
5.1.4	Notices	56
5.1.5	Authorized Representatives	56
5.1.6	Taxes and Duties.....	56
5.1.7	Fraud and Corruption	56
5.1.8	Measures to be taken.....	56
5.1.9	Prohibition against collusion amongst Bidder(s)	57
5.1.10	Limitation of Liability	57
5.2	Commencement, Completion, Modification and Termination of Contract.....	57

5.2.1	Effectiveness of Contract.....	57
5.2.2	Expiration of Contract.....	57
5.2.3	Modifications or Variations.....	57
5.3	Force Majeure.....	57
5.3.1	Definition	57
5.3.2	No Breach of Contract.....	58
5.3.3	Extension of Time	58
5.3.4	Payments	58
5.4	Termination	58
5.4.1	By the Authority.....	58
5.4.2	By the Bidder.....	59
5.4.3	Payment upon Termination.....	59
5.5	Obligations of the Bidder	60
5.5.1	Standard of Performance	60
5.5.2	Responsibility of the Bidder.....	60
5.5.3	Confidentiality	60
5.5.4	Documents prepared by the Bidder to be the property of the Authority	60
5.6	Obligations of the Authority	61
5.7	Payments to the Bidder	61
5.7.1	Professional fee and payments.....	61
5.7.2	Terms and conditions of payment	61
5.8	Good Faith	61
5.9	Settlement of Disputes	61
5.10	Interpretation of Documents:	62
6	Check List for Technical Proposal.....	63

1 Data Sheet

1.	Name of the Bid	“Empanelment of Agencies for Preparation of Development Plan and Town Planning Schemes for various ULBs in Gujarat”
2.	Time-period of empanelment	2 years. The time period may be extended further based upon mutually agreed terms.
3.	Method of Empanelment	Empanelment of technically shortlisted bidders agreeing to the average rate/ quoted rate for Preparation of Development Plan and Town Planning Schemes
4.	Bid Processing Fee	Non - refundable fees of INR 10,000/- (Indian Rupees Ten Thousand Only) plus 18% GST (Demand Draft in favour of Gujarat Town Planning Consultancy Limited)
5.	Earnest Money Deposit (EMD)	Refundable amount of INR. 2,00,000/- (Indian Rupees Two lakh only) (Demand Draft in favour of Gujarat Town Planning Consultancy Limited) Note: MSME registered agencies are exempted from EMD, provided the bidders submit the duly valid proof / certificates.
6.	Bid	The tender will be two bids system comprising Technical Bid & Financial Bid.
7.	Technical Bid	Technical Bid containing all documents as required under this RFP shall be submitted online on https://tender.nprocure.com Hard copies of the same should be submitted to GTPCL via Registered Post / Courier/ Speed Post.
8.	Financial Bid	The financial bid to be submitted as per prescribed format on https://tender.nprocure.com website only. Hard copies of the Financial bid must not be submitted.
9.	Name of the Client's official for addressing queries and clarifications	Contact Person: Managing Director, Gujarat Town Planning Consultancy Limited E-mail: gtpclgujarat@gmail.com Address: Gujarat Town Planning Consultancy Limited, 3 rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat.
10.	Proposal Validity Period	180 days from Proposal Due Date
11.	Proposal Language	English
12.	Proposal Currency	INR

13.	Schedule of Bidding Process	
	Task	Key Dates
	Bid Upload Date	18-03-2025
	Virtual Road Show	25-03-2025 at 4 PM IST Details for the virtual meeting will be shared with the bidders who will show interest through email
	Last date of Receiving Queries	01-04-2025 upto 6 PM IST on gtpclgujarat@gmail.com only. Hard copies of queries will not be accepted. Queries received after due date and time will not be entertained.
	Pre-bid Meeting	04-04-2025 at 4 PM IST
	Response to Queries	09-04-2025
	Bid End Date	22-04-2025, 6 PM IST
	Last Date to physically submit Technical Bids	22-04-2025, 6 PM IST
	Opening of Technical Bids	23-04-2025, 12:00 PM IST
	Technical presentation	To be communicated later (It may be held virtually, and link shall be shared to eligible bidders separately)
	Opening of Financial Bid	To be communicated later
	Issuance of Letter of Empanelment	To be communicated later
14.	Consortium allowed (Yes/No)	No
15.	Location, Date and Time of pre-bid meeting	04-04-2025 at 4 PM IST Offline: Gujarat Town Planning Consultancy Limited, 3 rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat. Online: Details for the virtual meeting will be shared with the bidders who will show interest through email

2 Terms of Reference

2.1 Background

In accordance with the Companies Act 2013, Gujarat Town Planning Consultancy Limited (GTPCL) is an initiative of Government of Gujarat and Ahmedabad Urban Development Authority (AUDA).

GTPCL is a leading, fast-growing multi-disciplinary consultancy organization based in Gujarat. GTPCL offers services in urban planning and allied areas for government and private sector clients. The services offered represent years of comprehensive project experience in planning, feasibility, detail design, engineering surveys and assessment, quality control and assurance, procurement assistance, supervision, and project management services.

AUDA has been the role model for various successful TP Schemes, Development Plan and Local Area Plans. With comprehensive knowledge and experience in town and country development, GTPCL is steadfast in its commitment to work for urban development and to offer consulting.

2.2 Context

As per the census 2011, State's present urbanization level is much higher than the national average. Gujarat has 17 Municipal Corporations, and around 149 Municipalities which has been divided into 4 classes based on Population. The 4 Classes of Municipalities have been listed below:

Municipality Class	Population Size	Number
A	More than 1,00,000	34
B	50,001 – 1,00,000	37
C	25,001 – 50,000	61
D	Less than 25,000	17

The Gujarat Town Planning Consultancy Limited (GTPCL) offers planning, training, and consulting services to towns and upcoming cities in the state of Gujarat. The company works on Development Plans (DPs), Town Planning Schemes (TPS) and Local Area Plans (LAP) of various urban government bodies.

Considering the fast pace of urbanization, it is crucial to ensure proper development planning across towns and cities as well as Area Development Authorities and Urban Development Authorities. These necessities expert supervision to prepare and implement effective Development Plan and Town Planning Schemes that adhere to state government regulations. To meet the future demands, these towns and cities will need qualified professionals and experienced firms which will help to prepare and implement Development Plan and Town Planning Schemes.

To support GTPCL in the preparation of Development Plans (DPs) and Town Planning Schemes (TPS), GTPCL would like to empanel Agencies for providing consultancy services for preparation of Development Plan and Town Planning Schemes for the different municipalities, Area Development Authorities, Urban Development Authorities and ULBs.

The empanelment would be for an initial period of 2 years and can be extended annually based on mutual agreement between GTPCL and the empaneled bidders.

In this regard, this RFP for Empanelment of Agencies for providing consultancy services for preparation of Development plan and Town Planning Schemes for the different municipalities, Area Development Authorities, Urban Development Authorities and ULBs is floated. Under this RFP the empanelment would be done in two broad categories: **Category 'A'** and **Category 'B'** for the different Area Development Authorities, Urban Development Authorities and ULBs.

Empanelment Category	Project Areas	Scope of Work
A	Municipal Corporations and Class "A" type municipalities which are Constituted/ designated as Area Development Authority (ADA) / Urban Development Authority (UDA) of their respective municipal towns as well as other Constituted / designated ADAs / UDAs considering importance / potential / proposed projects of the area including Industrial, SIR/SEZ Region, Tourism, Heritage, Economic hubs, Religious, Institutional, Natural & Environmental aspects etc.	Preparation of Draft Development Plan and Preparation of Draft Town Planning Schemes
B	Class B, C and D Municipalities, Gram Panchayat which are constituted / designated as Area Development Authority / Urban Development Authority of their respective municipal towns / villages.	

Note: Project areas which cannot be classified into the above may be divided into any one of the empanelment categories.

2.3 Scope of Services

The broad scope of services of the agencies empaneled through this RFP is divided into **two tracks with Sectoral based Action Plan** with respective DP and TPS. While giving the work order, the Authority may assign separate work orders for both the tracks and it may be allocated to different empaneled agencies.

2.3.1 Track 1 – Preparation of Draft Development Plan

The Scope of Work for preparation of draft development plan are as follow: -

- i. To Prepare the Draft Development Plan as per the provisions of Section 9 to 12 of the GTP&UD Act, 1976 and GTP&UD Rules, 1979 in consultation and as per the directions of GTPCL and Authority.
- ii. To assist GTPCL in facilitating the Authority through the procedure of submitting the Draft Development Plan (DDP) to State Government and publication as prescribed in Section 9 and 13, and thereafter in carrying out the stages/procedures till submission of Draft Development Plan to the State Government under Section 16, (and modification as may be prescribed by the State Government while sanctioning the Development Plan under Section 17) as per provisions of GTP&UD Act, 1976 and GTP&UD Rules, 1979.

The key tasks involved in preparing the Draft Development Plan shall be as follow:

- A. Inception Stage (A1. Delineation of Development Area (if required) & A2. Kick-off meeting with GTPCL and Authority)
- B. Preparation of Base Map (in GIS)
- C. Undertaking Study and Assessment of Existing Situation
- D. Preparation of Existing Land Use Map (in GIS) and assessments
- E. Consultations through Stakeholders' Workshops / Discussions
- F. Developing Growth Scenario and Program Brief
- G. Conceptual Draft Development Plan Proposals and Preparing Draft Development Plan proposals for submission to Authority
- H. Preparation of Draft Development Plan for Submission to State Government under Section 9 and Publication under Section 13 of GTP&UD Act, 1976
- I. To assist the Authority in reviewing objections/suggestions to the Draft Development Plan under Section 14 of GTP&UD Act, 1976 and preparing remarks/modifications

Preparation of Draft Development Plan for Submission to State Government under Section 16 of GTP&UD Act, 1976 (and modification as may be prescribed by the State Government while sanctioning the Development Plan under Section 17 of the Act)

2.3.2 Track 2 – Preparation of Town Planning Schemes

The Scope of Work is to prepare a Draft Town Planning (DTP) Scheme as per provisions of GTPUD Act, 1976 and GTPUD Rules, 1979 in consultation with GTPCL and as per the directions of Authority.

The key tasks involved in preparing the DTP shall be as follows:

- A. Delineation of Draft Town Planning Scheme area, Review of the Development Plan and Comprehensive GDCR as applicable to the area of proposed TP Scheme.
- B. Preparation of Base Map
- C. Base Map Certification by DILR

- D. Consultation with the Chief Town Planner
- E. Declaration of Intention to Prepare Town Planning Scheme
- F. Existing Land Use Map and Existing Situation Assessment
- G. Preparation of Schematic Layout Alternatives for Draft TP Scheme
- H. Preparation of Draft Town Planning Scheme up to Owners Meeting Stage
- I. Stage of Publication of Draft Town Planning Scheme (U/S 42(1) of GTPUD Act-1976)
- J. Stage of Submission of Draft Town Planning Scheme to the State Government for Sanction (U/S 48(1) of GTPUD Act- 1976)

2.3.3 Sectoral based Action Plan

In addition to above mentioned scope, following tasks and action plan to be submitted along with preparation of Development Plans and Town Planning Schemes.

- i. Context based thematic development to be proposed for respective locations such as -
 - a. Historical theme for ancient cities
 - b. Spiritual and religious theme for cities
 - c. Agro-based theme focusing on primary sector infrastructure and employment
 - d. Economic Hubs
 - e. Coastal or environment-sensitive areas
 - f. Academic and Institutional hub
 - g. Health, physical and mental rejuvenation
 - h. Tourism
 - i. Socio-cultural center
 - j. Smart city
 - k. Sports city
 - l. Any other appropriate theme
- ii. Sector expert based on proposed theme to be part of core team working of the assignment.
- iii. In order to ensure focused and timely implementation of DP or TPS consultant should submit Key Performance Indicators and an implementation plan or Roadmap to monitor the progress of DP and TPS implementation. Implementation Plan or Roadmap comprising phasing of projects.
- iv. Suggestive Urban Design Guidelines for precincts/ zones/ or streets to be prepared to build characteristic of the space and align physical development with suitable theme.

2.4 Detailed Scope of Services

The detailed scope of services for the two tracks i.e. Track 1 – Preparation of Development Plan and Track 2 – Preparation of Town Planning Scheme has been detailed below. The scope of work is indicative in nature and would include the following but not limited to –

2.4.1 Track 1 – Preparation of Draft Development Plan

A. Inception Stage:

The inception stage has been divided into 2 parts below:

A1. Delineation of Development Area (if required):

- i. To assist GTPCL/ Authority to delineate the area to be covered for Preparation of the Development Plan.
- ii. To study and consider the existing urban areas/ areas with immediate development potential as well as additional buffer areas to manage and accommodate future growth prospects and to plan for and regulate development in such identified areas.
- iii. To study and consider transport linkages, economic and social linkages, future growth areas, ongoing projects of city level or regional level larger significance, regional plan if any for delineation of the development area.
- iv. To study and consider administrative boundaries and physical features, eco-sensitive, watersheds and catchments of large water bodies and other natural features having implication on delineation of development area.

A2. Kick-off meeting with GTPCL and Authority

- i. Introduction of Study Area
 - a. Location
 - b. Geographic Profile
 - c. Climate
 - d. Regional Connectivity (Air, Rail, Road, Waterways, etc.)
 - e. Demography & Economy
- ii. Overview and significance of the ADA / UDA
 - a. Review of Past Planning Efforts
 - b. Details of the Study Area – Historical Background
 - c. Recent Development Initiatives
 - d. Secondary Data Collection & Stakeholders Mapping
- iii. Kick-off meeting with the Authority
- iv. Mobilization of Project Team
 - v. Reconnaissance survey of the study area
 - vi. Finalization of work plan and Methodology
- vii. To develop 'Conceptualization Vision' and broad objectives for the proposed Development Plan.

B. Preparation of Base Map (in GIS):

The GIS based Base Map shall be prepared for the delineated jurisdiction (as per State Government Notification) based on available cadastral maps, other relevant maps of DILR and satellite image of high resolution as appropriate.

The activities suggested to be carried out for preparing Base Map are as under:

- i. Procuring and digitizing revenue survey maps/ cadastral maps of the villages/ municipalities/ towns and other administrative units/ competent authority.
- ii. Procuring and geo-referencing the Topographic sheets from Survey of India (SOI). (if required)
- iii. Suggest the kind of Satellite Image that shall be considered for procurement, if required, along with the technical details, source, availability, and cost estimates related to suggested Satellite Image. Assist GTPCL and ULB/ Authority in procuring appropriate Satellite Images from IN-SPACe/NRSC/BISAG-N or other recognized agencies.

(The images to be procured, if required, shall be finalized in consultation with the GTPCL and ULB/ Authority. GTPCL / ULB/ Authority shall procure the Satellite Images and the consultant shall provide technical assistance and coordination support.)

- iv. Establish Ground Control Points across the Project Area, and carry out ground survey for these points through DGPS instruments. Number of points and their coordinates of GCPs shall be finalized in consultation with GTPCL and the Authority.
- v. Geo-referencing and super-imposing the digitized revenue survey maps/ cadastral maps, and other maps having data/details relevant for base map and thematic maps.
- vi. Incorporating details such as administrative boundaries, revenue survey plot boundaries, revenue numbers, Gamtal, water bodies, forests, CRZ (if applicable), environmental features, ASI marked and other listed heritage monuments/ structures, roads, railways, canals, power transmission lines, telecommunication towers, landmarks from Satellite Image, appropriate maps/data available with concerned authorities and field surveys & verifications.

C. Undertaking Study and Assessment of Existing Situation:

The following Studies and Analysis shall be carried out:

- i. Study and understand the regional context of study area in terms of location, connectivity, relationship with the hinterland, surrounding urban centres, tourist centres, functional linkages, economic activities, infrastructure, etc.
- ii. Collect, compile and analyse data on demographic profile - Existing population, decadal growth, population density, migration, literacy, spatial and time-series (trend) analysis.
- iii. Collect data on economic profile, and analyse work force participation, occupational pattern, type of economic sectors as per Census of India i.e. primary, secondary, and tertiary sectors and other economic parameters.

- iv. Collect, compile and analyse data on existing physical infrastructure- water supply, sewerage, storm water drainage, solid waste management, electricity and other utility & services.
- v. Collect, compile and analyse data on existing social infrastructure- open spaces, recreational spaces and amenities, health facilities, education facilities, socio-cultural and civic facilities.
- vi. Collect, compile and analyse data on road network, roads of different classification, width and hierarchy, bridges/underpass details. Also carry out traffic surveys at critical locations, Major junctions as identified in consultation with GTPCL and the Authority. Collect and analyse data on parking facilities, Public Transportation, IPT/NMT Facility, logistics and warehouses, etc.
- vii. To map and analyse topographic profiles, contours, Elevations, slopes, channels, watersheds, etc.
- viii. Collect, compile and analyse data on the environmental features i.e. water bodies (lake, river, canal network, etc.), forests, hills, etc. Also carry out an assessment of environmentally sensitive areas and aspects, and identify key issues and concerns.
- ix. Collect, compile and analyse data on existing housing scenario, informal settlements, townships, public housing, Housing Supply Mechanism etc.
- x. Collect, compile and analyse data on land sprawl, land transaction, land prices (Jantri rate & market rate) as per Ready Reckoner Rates, intensity of Development for different areas/locations across the project area.
- xi. Collect, compile and analyse data on Government and Semi-Government lands, including lands and buildings under the ownership or control of public/semi-public agencies, Gram Panchayat, District Collector, Shri Sarkar and details of Non-Agriculture (NA) land.
- xii. Collect, compile and analyse data related to vulnerability to Natural and Manmade Hazards/Disasters - past occurrences and effects of such events. Understand critical areas prone to hazards and adversity of hazards, and recognize planning concerns for disaster prevention and mitigation.
- xiii. If relevant for the ULB/Authority, Collect, compile and analyse data heritage sites/buildings of architectural, natural or cultural significance, and analyse relevant details about the same.
- xiv. If relevant for the ULB/Authority, Collect, compile and analyse data related to tourism scenario, major tourist attractions/sites and activities, tourists' volume and profile, infrastructure and facilities required to support tourism. Study and understand tourism-led economic activities, informal activities. Also collect and assess data/information about ongoing/upcoming initiatives for tourism development in project area and surrounding region.
- xv. Review the maps/ documents/ details of various planning interventions carried out in past and ongoing in the project area.
- xvi. Collect and analyse data on important ongoing and upcoming future proposals of various Government Departments/ Agencies related to regional infrastructure. Also document the relevant spatial details of such projects/proposal and super-impose on the Base Map. These projects/ proposals shall be considered and integrated while preparing the Draft Development Plan.

- xvii. Collect, compile and analyse relevant policies/strategies/regulations/suggestions proposed by various agencies or during the stakeholders consultation meetings.

D. Preparation of Existing Land Use Map (in GIS) and assessments:

Existing land use map shall be prepared based on interpretations from Satellite Images, primary field survey, and data/maps from relevant sources. Satellite images shall be considered as only an aid in identifying the natural features, physical features, built-up, landmarks for an efficient field survey. The satellite images shall not be used for identifying land use. The identification of existing use for lands and buildings shall be based on a primary field survey carried out by field survey teams across the jurisdiction of the Authority/study Area. Based on primary survey, all the land and built-up shall be classified into various categories as per its present use and assigned the respective use for preparing existing land use map. The classifications of land uses, building uses and the manner of interpretation of uses during field visits have to be developed by the Consultants in consultation with the Authority. The existing land use of the planning area shall be transferred on the Base Map in GIS to prepare Existing Land Use Map in GIS.

In addition, heritage buildings and precincts, CRZ (if applicable), forest land, government lands and public lands, railway lands, lands under the ownership/ control of any public/ semi-public agency, etc shall also be identified distinctively in Existing Land Use Map. A map presenting lands for which NA permission is obtained in recent past shall also be prepared.

The land area occupied by various uses shall be derived, based on the Existing Land Use Map, and tabulated. The break-up or composition of Existing Land Use shall be analysed to understand the extent of area and ratio of different land use. The consultant shall also carry out spatial analysis of existing land use map.

To prepare following maps to consideration of the above stages of B to D - but not limited to:

- a) Base Map: Administrative boundaries – Village, Municipality, Municipal Corporation, Authority, Taluka, District etc.
- b) Existing Land Use Map: Existing land uses of all the land parcels within Development Area, Existing Building footprint
- c) Topography map: Contours, Ridges and Valleys, Catchment and Watersheds of bigger streams. HFLs and CRZ lines if and as applicable.
- d) Blue and Green Map: Natural drains, Rivers, Water bodies, Water courses, Flood prone areas, Canal Network, Forest areas, Environmentally Sensitive Areas, Open and Green spaces, Watershed Analysis
- e) Transport and Mobility Map: Regional roads (NHs, SHs and Expressways), District roads (MDRs and ODRs), City Roads, Public transport routes, Existing and Proposed public transport nodes, Existing and Proposed city level parking facilities, Accident prone nodes / zones
- f) Physical Infrastructure Map: Networks (water, sewerage, storm water, electricity, solid waste collection, Location of STPs, WTPs, Solid waste dumping site/s, bio-waste, electric sub stations etc.
- g) Utility Services Map: Gas Pipeline network Map (ONGC, GSPL, GAIL, etc.), Power Transmission Line (High Tension line and low-Tension line), Telecommunications

Tower location Map.

- h) Social and Civic amenities Map: Educational facilities, Health facilities, Institutions, Sports facilities, Recreation, Parks and gardens.
- i) Land rates map: Jantri rates, market rates, Gap between Jantri & Market Rates.
- j) Development trend analysis map: NA conversions, Layout Approved for Development permissions
- k) Land Ownership map: Government land, Private land
- l) Housing and informal settlement map: Mapping informal settlements on city level, Major townships, housing profiling with respect to build typology and socio-economic groups.
- m) Heritage and tourism Map: ASI marked heritage monuments, Listed heritage monuments, Tourist attraction spots
- n) Demography map: Population density, Growth rate, Workforce participation, Primary and Non primary economic activities.
- o) Ongoing/proposed city level projects map.
- p) Environmental suitability map and Development potentiality map.

E. Consultations through Stakeholders Workshops/ Discussions:

Consultations shall be carried out with various stakeholders through workshops/discussions for - (a) presenting the existing situation assessment, (b) identification of issues and concerns, needs, and aspirations, (c) developing growth scenario, building the vision and objectives of the Draft Development Plan, in mutual consultations with GTPCL and Authority/ ULB.

- i. Stakeholders may include government, non-government, NGOs, local residents, business and economic sectors representatives, professionals, others and as to be finalized in mutual consultation with GTPCL/ Authority/ ULB.
- ii. The Consultant shall prepare a report documenting the minutes.

F. Developing Growth Scenario and Program Brief:

Consultants shall envisage and conceptualize the future growth scenarios considering dynamic indicators of economic development, population growth and migration, upcoming infrastructure, and development projects (if any), etc. for the plan period for the study area, in consultation with GTPCL and the Authority. The scenarios shall estimate population growth, employment growth, areas required for various uses and activities, provisions of facilities and amenities.

The envisaged growth scenario shall then be translated into program brief- (a) demand for land for various uses including housing, (b) demand for physical infrastructure like water, sewerage, solid waste management, roads and transportation, (c) demand for social infrastructure like education, healthcare services and recreational facilities and other public utilities and services.

G. Conceptual Draft Development Plan Proposals and Preparing Draft Development Plan proposals for submission to Authority:

Based on the envisaged growth scenario and program brief, a conceptual plan should be developed. In particular it will address the following:

- i. Reaffirmation and finalization of the **vision statement**, and objectives for Draft Development Plan (Comprehensive as well as sector / component wise)
- ii. Development Strategies and principles of planning to be followed while formulating Draft Development Plan. Approach to framing the proposals for the Development plan.
- iii. Conceptual plan (alternatives)- Conceptual transportation network, areas earmarked for development potential as well as for natural conservation, identifying area for various uses - residential, transportation, commercial, amenities, etc and allocation across different parts of the study area. The Draft Development Plan proposal should be prepared strictly as per the directions of and consultation with GTPCL and ULB/Authority at every stage.
- iv. Preparation of Draft Development Plan proposals shall lead to develop following outcomes but not limited to-
 - a) Proposed Road Network Plan
 - b) Proposed Land Use Plan
 - c) Proposed physical infrastructure plan
 - d) Proposed sites for social amenities
 - e) Dedicated Development Control Regulations if needed for **sectoral action plan**, however the regulations to be prepared in align with the Comprehensive General Development Control Regulations (CGDCR) - 2017 of Gujarat State.
 - f) Strategy for integration of land use and transportation, including suggestion for pedestrian movement and NMT, parking facilities., Options of Right of Way (ROW) distribution, suggestive cross-section of roads to be implemented considering space for utilities, green belt, non-motorized movement, parking, pedestrian, and vehicular zones.
 - g) Strategy for economy development for inclusive and sustainable economic growth.
 - h) Considerations for environment and hazard vulnerability, ecology, and energy features, Sustainable, and Resilient development.
 - i) Strategy for affordable housing, slums, informal activities.
 - j) Strategy for preservation of heritage / archaeological sites, and conservation of natural environs around.
 - k) Strategy for development of tourism sectors and activities.
 - l) Phasing plan, delineation of suggested TP Scheme areas.
 - m) Broad cost estimates & revenue generation of Development Plan proposal, Financing, and implementation mechanism.

The Draft Development Plan proposals, addressing various aspects as above, shall be developed and finalized in consultation with GTPCL and the Authority. The Draft Development Plan prepared thus shall be submitted to the Authority through GTPCL.

H. Preparation of Draft Development Plan for Submission to State Government under Section 9 and Publication under Section 13 of GTP&UD Act, 1976:

Upon acceptance/approval of Draft Development Plan proposals by the Authority, consultant shall assist GTPCL in facilitating the Authority in submission of the same to the State Government as per provisions of Section 9 of GTP&UD Act, 1976. Submission of draft development plan shall include following (but not limited to):

- i. Base map (index map)
- ii. Existing land use map (1:8000) in format appropriate for publication
- iii. Proposed land use map (1:8000) in format appropriate for publication
- iv. Draft Development Plan Report (Part-1 Existing Situations Analysis Report, Part-2 Planning Proposals)
- v. Draft Development Control Regulations (Part-3 DCR Report)

The consultant shall also assist GTPCL in facilitating the Authority in publication of Draft Development Plan as per the provisions of Section 13 of GTP&UD Act, 1976.

I. To assist Authority in reviewing objections/suggestions to the Draft Development Plan under Section 14 of GTP&UD Act, 1976 and preparing remarks/modifications:

Consultant shall carry out following tasks, as per the provisions of the GTP&UD Act, 1976-

- Assisting GTPCL and Authority in documenting and reviewing the objections and suggestions received by ULB/Authority under section 14.
- Assisting GTPCL and Authority in preparing the remarks/modification in response to the objections and suggestions, as and if required

J. Preparation of Draft Development Plan for Submission to State Government under Section 16 of GTP&UD Act, 1976 (and modifications as may be prescribed by the State Government while sanctioning the Development Plan under Section 17 of the Act)

Consultant shall carry out following tasks, as per the provisions of the GTP&UD Act, 1976-

- Assisting GTPCL and Authority in preparation of maps/plans and documents for submission to State Government as per provisions of Section 16 of GTP&UD Act 1976
- If required, assist Authority /State Government, in consultation with GTPCL, in making modifications as may be prescribed by the State Government while sanctioning the Development Plan under Section 17 of GTP&UD Act 1976.

Note: At any point of time during the Empanelment, if any Specific Orders / Directions issued by the State Govt. for preparation of Development Plan, shall be applicable.

2.4.2 Track 2 – Preparation of Town Planning Scheme

A. Inception Stage: Delineation of Draft Town Planning Scheme area, Review of the Development Plan and Comprehensive GDCR as applicable to the area of proposed TP schemes

- i. assist GTPCL/ Authority to delineate the area to be considered for preparation of the Draft Town Planning Scheme(s). The delineation of Draft Town Planning Scheme shall be primarily based on considering the spatial pattern of development trend and affecting factors, demand for serviced land for various uses, priority and phasing for development of areas and infrastructure in line with Development Plan.
- ii. The Development Plan of Authority shall be reviewed, and the existing situation analysis, findings of various surveys & studies as documented during preparation of Development Plan shall be studied to understand the context.
- iii. The data and processes adopted for preparation of Base Map and Existing Land Use Map as part of the preparation of Development Plan shall be understood. The satellite images and SOI topographic sheets if procured during preparation of Development Plan shall be reviewed in consultation with the GTPCL and the Authority.
- iv. The Development Plan proposals regarding road network, land use zoning, infrastructure and other aspects shall be studied. The proposals that seek spatial intervention in the TP Scheme areas shall be reviewed.

The Comprehensive General Development Control Regulations- 2017 and amendments therein shall be studied to understand the regulations applicable to area of TP Scheme to envisage its likely affect on land development in the area.

B. Preparation of Base Map

B1) Conducting On-Site Topographical and Physical Features Survey

A precise survey with DGPS/Total Station is to be carried out for the TPS area. The survey should record and map all natural and man-made structures within the TP Scheme area. A geo-reference map is to be prepared.

- i. Carrying out precise survey with DGPS/ Total Station considering old bench-marks, if available, or by creating new bench-marks. Fixation of horizontal control points using DGPS & vertical control points (Bench Marks pillars) by Digital / Auto level. Establish about 8 to 10 ground control points using DGPS in the scheme area.
- ii. Carry out field survey by using DGPS/total station survey equipment to survey and map following features:
- iii. Survey Number Boundaries; existing roads, railway lines, cart track, bridges; all kinds of water body such as rivers, drains, canals, ponds, etc. including wells, culverts, check dam and such other structures; all standing/built up structures indicating the number of storeys, type of structure (i.e. pucca, semi pucca, kachha), and use of the structure (i.e. residential, commercial, industrial, public purpose etc.); bunds, fencing, compound walls, gates, bore wells etc.; trees having girth diameter of 0.3m & above, and height of 3.0 m & above; areas having plantations, vegetation; electricity lines and poles, light poles, gas line, telephone lines, man holes, other over-ground utilities and their apparatuses etc. and any other features required and present on site.

- iv. Survey existing ground level (spot level) at a grid interval of 20 m. Additional spot level may be taken at interval of lesser distance if necessary to get the terrain profile. Survey should map contours at 10.0 m interval or as appropriate depending on the topography and to ensure that all key features are accurately captured.
- v. Mapping of underground utilities and provisions for integrating it with proposed utility lines such as ONGC, GSPL, GAIL, gas, power, electric (HTL & LTL), water, sewerage, Storm water, Telecommunications - IT etc.

B2) Data Collection, Survey and Mapping of Revenue Records

- i. The latest revenue records, maps and layouts are to be collected from different sources for preparation of draft TP Scheme. Details like Revenue Village / City Survey Maps with land records details such as 7/12 record, Gam-Tikka Sheet, Tippan/ Plot book, Joint Measurement Sheets, Topography Sheets, Property Card, Kami Jasti Patrak (KJP) / Durasti Patrak, DSO Record, Ektrikaran Patrak, Puravani Patrak, Hissa Mapani Patrak, aakar bandh Property Card, Rail/Road/Canal Measurement Sheet, NA Conversions, Approved layouts, DSO Record, Reconciliation Report etc. etc. are to be collected and any other relevant records required are to be collected from concerned departments. Any other details required for the preparation of TP Scheme is to be collected from concerned sources.

Note: The consultant will be provided with support and handholding by GTPCL and Authority in collecting all the required above documents.

- ii. Mark corrections in cadastral map reflecting the changes (e.g. sub-division, amalgamation) as per KJP/ Durusti Patrak, DSO Record and Form 7-12, Property Card, in consultation with concerned offices/officers of DILR office, City Survey Office, Authority and other concerned authorities.
- iii. Details related to land ownership, tenure title, area for each individual survey no./ city survey no. /hissa no./ sub plots shall be collected and assigned to respective land parcels.

B3) Preparation of Base Map (Index Map)

- i. Preparation of updated base map (in the scale of 1:2,000) by reconciling (melvani) physical survey and revenue records map with area statement for all lands (survey numbers/plots).
- ii. Preparation of updated Base Map (in the scale of 1:2,000) that shall incorporate the updated revenue maps along with all the features as mentioned hereinabove. The base map shall also mark utilities and services passing above/underground including their linkages with contiguous adjoining areas on the basis of relevant data/maps procured from concerned authority.
- iii. Base Map prepared with all above-mentioned details shall be verified through site visits. If and as required, joint site visits shall be conducted jointly by Consultant, GTPCL and Authority.

Note: The activities listed above are indicative to present an overview of this key task, and shall not be considered as exhaustive or limiting in any manner. The consultant should use their experience and expertise to carry out the processes that ensure preparation of accurate and updated base map.

C. Base Map Certification by DILR

- i. The updated and reconciled map shall be verified with reference to revenue land records/ city survey records by competent office of DILR/ City Survey and the Authority. The consultant shall assist GTPCL in facilitating the Authority and DILR/ City Survey office in processing and reviewing the updated and reconciled map including carrying out joint site visits as required.
- ii. Modify and revise the updated maps and other relevant records as per the directions/inputs received after above-referred review/verification, and finalize base map in consultation with GTPCL, Authority, DILR and other concerned authorities.
- iii. Assist the Authority, in consultation with GTPCL, for obtaining certification (*Nimtanu*) in specified format for the updated base map from DILR/ City Survey Office or such concerned authority.

Note: The fees/charges payable to the concerned authority for obtaining certification (*Nimtanu*) for the updated base map shall be borne by the Authority.

D. Consultation with Chief Town Planner

To assist GTPCL and Authority in the process of consultation with Chief Town Planner as per provision of Section 41 of GTPUD Act, 1976.

E. Declaration of Intention to Prepare Town Planning Scheme

To assist GTPCL and Authority in declaration of intention for preparation of TP Scheme as per provision of Section 41 of GTPUD Act, 1976.

F. Existing Land Use Map and Existing Situation Assessment

- i. Existing land use survey shall be carried out to identify and map lands being used as: Residential, Commercial, Industrial, Institutional, Gamtals, Water bodies, Roads/circulation, Amenities, Recreational, Agricultural, Wasteland, and Vegetation etc.
- ii. Details of Approved Layout, authorized and unauthorized construction shall be appropriately documented and mapped.
- iii. Other than Base Map and Existing Land Use Map, some of the maps and assessments required for improved understanding of the area, and for preparing planning proposals are as indicated under (but not limited to):
 - a. Topography and environmental features map,
 - b. Transport network map,
 - c. Physical and Social Infrastructure map,
 - d. Land Ownership Map,
 - e. Jantri rates map,
 - f. Land Values map
- iv. Preparation of data-set/inventory of each revenue survey plot/sub plot with details about land area; ownership and name of owners, tenure title; use of land; existing structures with area, no. of floors, type and use of structure etc.

G. Preparation of Schematic Layout Alternatives for Draft TP Scheme

- i. Framing up Vision, key planning principles, development control regulations and design guidelines/principles if and as required.

- ii. Carry out stakeholders' consultative meetings/ workshops in consultation with GTPCL and the Authority to understand the problems, potentials of the area, and develop strategies and policies to be adopted for preparation of Draft TP Scheme.
- iii. Preparing schematic layout alternatives (at least two or as directed by GTPCL) in line with the Draft Development Plan proposals, outcome of stakeholder consultations and guidelines provided by Authority (in consultation with GTPCL), while giving due consideration to existing development.
- iv. Preparation of the policies and guidelines for the preparing the Draft TPS – extent of deductions, allocation for public purpose, standards for provision of amenities and infrastructure services, approach for dealing with built-up plots/areas, lands having sub-division layouts, sub-plotting development, and lands having obtained Non-Agriculture (NA) conversion permission.
- v. Preparing schematic layouts (alternatives) that exhibit existing roads, proposed DP roads and proposed TP roads with all features of Base Map. The plans shall also earmark location and area of public purpose plots / reservations along with the details of purpose for which such plots are to be allotted.
- vi. Preparing Conceptual Infrastructure Plan showing infrastructure components such as roads of different hierarchy with sections of street design; Options of Right of Way (ROW) distribution, detailed cross-section of roads to be implemented considering space for underground utilities, green belt, non-motorized movement, parking, pedestrian and vehicular zones.
- vii. Preparing Physical Infrastructure maps like i.e. networks and components of water supply, sewerage, storm water drainage, solid waste management, streetlight. Provisions for gas grid, electricity grid and other above/underground utilities as required in the road section.
- viii. Broad estimate of costing and revenue generation based on the estimated increment in plot values, incremental contribution, development charges, saleable plots. Take cognizance of components/ projects proposed in DP and consider cost implications of such common physical and social infrastructure development.
- ix. The comparative assessment of alternative schematic layouts shall be reviewed and presented to the Authority in consultation with GTPCL.

H. Preparation of Draft Town Planning Scheme up to Owners Meeting Stage

- i. Constitution of Original Plots on the basis of Base Map and revenue land records.
- ii. Reconstitution of Plots, preparing refined layout of road network, lands/plots reserved for public purpose and Final Plots within the framework of approved policies and guidelines for the preparing the TPS, and in line with the approved alternative of conceptual plan.
- iii. Statement(s) of Original Plots and Final Plots area with name of owners, Revenue Survey No/ City Survey No, Tenure, Title and percentage deduction etc. in consultation with GTPCL and the Authority.
- iv. Proposing development control regulations and design guidelines if and as required.
- v. Preparation of Infrastructure Plan/ Service Plans for transport network, water supply, sewerage, storm water drainage, solid waste management, street lighting, and other physical infrastructure etc. (in co-ordination with the existing and proposed services as

per Draft Development Plan proposals) to be augmented/provided in the Draft Town Planning Scheme with full details.

- vi. Detailed estimation of cost of works for roads, water supply, sewerage, storm water drainage, street lighting, and all physical infrastructures as to be provided in Draft TP Scheme with full details, based on prevailing SOR in consultation with GTPCL and as directed by Nagarpalika and concerned authorities. The estimate shall include the external connectivity cost of works whenever required as well as the factor of escalation for the period as per the provisions of the GTPUD Act, 1976. Consultant to take cognizance of components/ projects proposed in DP and consider cost implications of such common physical and social infrastructure development.
- vii. Preparation of Redistribution and Valuation Statement - Form-F (as prescribed in the GTPUD Act, 1976) incorporating the required information and as directed by GTPCL and the Authority. Sheet should include list of beneficiary, redistribution of plot areas, and value statement to arrive at net demand of the beneficiaries.
- viii. Preparation of Balance Sheet - Form-G (as prescribed in the GTPUD Act, 1976) incorporating the cost of work as required, fixation of the percentage of Beneficiaries, expenditures for finalization, incidental expenditure for the preparation and publication of Draft TP Scheme at different stages, the total incremental value, share of the incremental value as contribution, total incremental contribution, and the net cost of the scheme to be borne by the Authority as per the provisions of GTPUD Act-1976 and as directed by GTPCL and the Authority.
- ix. Prepare and submit the Draft Town Planning Scheme with Report, Plans/Maps, Statements, Forms, GDCR etc. for the purpose of Owners Meeting as per provisions of the GTP&UD Act, 1976. Said submission shall be prepared in consultation with GTPCL and as approved by the Authority for the purpose of Owners Meeting.
- x. Assist the Authority, in consultation with GTPCL, in conducting Owners Meeting and making required documentation and presentation of Draft TP Scheme to the owners and stakeholders present in the Owners Meeting.

I. Stage of Publication of Draft Town Planning Scheme (U/S 42(1) of GTPUD Act-1976)

- i. Assist the Authority, in consultation with GTPCL, in carrying out compilation and scrutiny of objections and suggestions received before, during and after owners' meeting.
- ii. Prepare a statement of decisions to consider or disregard the objections and suggestions along with supporting rational and evidence.
- iii. Making necessary changes in the Draft Town Planning Scheme documents- Report, Plans/Maps, Redistribution and Valuation Statement - Form-F, Balance Sheet - Form-G, Statements, GDCR, etc. in consultation with GTPCL and the Authority.
- iv. Preparation of the Draft Town Planning Scheme with all documents like Report, Plans/Maps, Statements, Forms, GDCR etc for submission to the Authority, for its statutory publication (u/s 42(1) of GTPUD Act, 1976).

J. Stage of Submission of Draft Town Planning Scheme to the State Government for Sanction (U/S 48(1) of GTPUD Act- 1976)

- i. Assist the Authority, in consultation with GTPCL, in carrying out compilation and scrutiny of objections and suggestions received in response to the publication under previous stage.

- ii. Prepare a statement of decisions to consider or disregard the objections and suggestions along with supporting rational and evidence.
- iii. Making necessary changes in the Draft Town Planning Scheme documents- Report, Plans/Maps, Form-F, Form-G, Statements, GDCR, Scheme Book etc. in consultation with GTPCL and the Authority.

Preparation of the Draft Town Planning Scheme with all documents like Report, Plans/Maps, Statements, Forms, GDCR & Schemes Book, all objections and suggestions received during publication along with remarks statement etc. for submission to the Authority, for its statutory submission to State Government for its sanction (u/s 48 (1) of GTPUD Act, 1976).

Note: At any point of time during the Empanelment, if any Specific Orders / Directions issued by the State Govt. for preparation of Town Planning Schemes, shall be applicable.

2.5 Common Project Team for Development Plan & Town Planning Schemes:

Sr. No	Expert	Educational Qualification	Specific experience
1.	Team Leader	Post-graduation in Planning AND Graduation in planning/ architecture/ civil engineering	12+ years of proven experience in the field of Planning with focus on statutory planning, spatial planning, and building regulations. knowledge of GIS. Should have worked on a minimum 1 Development Plan / Master Plan and a minimum of 1 Town Planning Scheme under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state Act of other states as team leader
2.	Urban Planner/ Physical Planning Expert	Post-graduation in Planning AND Graduation in planning/ architecture/ civil engineering	7+ years of proven experience in statutory planning, spatial planning, and building regulations, knowledge of GIS. Should have worked on a minimum 1 Development Plan / Master Plan and a minimum of 1 Town Planning Scheme under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state Act of other states
3.	Transportation Expert	Post-graduation in Transportation Planning / Transportation Engineering	5+ years of proven experience Should have worked on a minimum of 2 statutory plans prepared under the provision of GTP&UD Act 1976 or SIR Act 2009 or equivalent state regulations of other states as team leader or city mobility plan
4.	Urban Infrastructure Expert	Post-graduation in Infrastructure Planning/ Infrastructure Engineering / Civil Engineering	5+ years of proven experience Should have worked on a minimum of 2 statutory plans prepared under the provision of GTP&UD Act 1976 or SIR Act 2009 or equivalent state regulations of other states as team leader or city infrastructure plan
5.	Remote sensing/ GIS Expert	Post-graduation in Geoinformatics/ Geomatic/ Remote Sensing OR Qualified professional	5+ years of proven experience of working on statutory plan, spatial plan prepared using GIS Software and Image processing softwares

		with degree/ certificate in Remote Sensing & GIS	
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Note:

- As an When Required, Sufficient support staff having appropriate qualification and experience shall be deployed. (e.g. Urban Economist, Urban Finance Expert, Urban Designer, Surveyor, AutoCAD Operator etc...) considering the context of project area.
- Any other subject-wise sectoral experts shall be made available as required considering the context of project area.

2.6 Deliverables and Payment Timelines for Preparation of Development Plan:

2.6.1 Deliverables – Key Stage, Activities, Timeline

The Consultant shall have to complete the stages of work as stated in the table below by carrying out the activities prescribed therein and by submitting the deliverables as listed therein as per the timeline mentioned in the table below.

Sr. No	Key Stages and Activities (As per Scope of Services)	Cumulative Timeline (T = From the date of the agreement)	Deliverables	No. of Copies
1	<p>Stage A - Inception Stage</p> <p>A1. Delineation of Development Area (if required)</p> <p>A2. Kick-off meeting with GTPCL and Authority</p>	T + 2 weeks	Inception Report	3 hard copies; soft copy
2	<p>Stage B - Preparation of Base Map (in GIS)</p> <p>Stage C - Undertaking Study and Assessment of Existing Situation</p> <p>Stage D - Preparation of Existing Land Use Map (in GIS) and assessments</p>	T + 10 weeks	Base Map and Existing Land Use Map Report on Existing Situation Assessment and compiled documentation of collected data	3 hard copies (1:8000); soft copy in GIS platform 3 hard copies; soft copy
3	<p>Stage E - Consultations through Stakeholders Workshops/ Discussions</p> <p>Stage F – Developing Growth Scenario and Program Brief</p> <p>Stage G – Conceptual Draft Development Plan Proposals and Preparing Draft Development Plan proposals for submission to Authority</p>	T + 14 weeks	Minutes of Meetings conducted for Consultation; Report on Concept Plan Preparation	3 hard copies; soft copy
			Concept Plan for Proposed Land Use	3 hard copies (in appropriate scale); soft copy in GIS platform

4	Stage H – Preparation of Draft Development Plan for Submission to State Government under Section 9 and Publication under Section 13 of GTP&UD Act, 1976	T + 22 weeks	Base Map, Existing Land Use Map, and Proposed Land Use Map;	5 hard copies (1:8000); soft copy in GIS platform
			Draft Development Plan Report; Draft General Development Control Regulations, and other required supporting documents.	5 hard copies; soft copy in GIS platform

Subsequent Stages as per GTPUD Act, 1976 till Submission of DDP and Modifications as to be directed by GTPCL and the Authority

5	Stage I – Reviewing objections/ suggestions to the Draft Development Plan under Section 14 of GTU&UD,1976 and preparing remarks/modifications	Shall be mutually agreed upon at initiation of this stage	Report compiling and reviewing Objections/ Suggestions	5 hard copies; soft copy in GIS platform
			Maps as per the requirements of GTP&UD Act and as required by GTPCL and the Authority	5 hard copies (in appropriate scale); soft copy in GIS platform
6	Stage J - Preparation of Draft Development Plan for Submission to State Government under Section 16 of GTP&UD Act, 1976 (and modifications as may be prescribed by the State Government while sanctioning the Development Plan under	Shall be mutually agreed upon at initiation of this stage	Base Map, Existing Land Use Map, and Proposed Land Use Map;	5 hard copies (1:8000); soft copy in GIS platform
			Draft Development Plan Report (part 1 & 2); Draft General	5 hard copies; soft copy in GIS platform

	Section 17 of the Act)		Development Control Regulations (Part 3)
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Notes:

- i. As may be required, the consultant shall assist Authority /State Government, in consultation with GTPCL, in making modifications, if so, directed by State Government for sanction of DP under section 17 of GTP&UD Act, 1976.
- ii. The timeline is excluding the statutory time gap required for the process as per GTP&UD Act, 1976.
- iii. The soft copy shall be submitted in Hard disk or Pendrive.
- iv. The Consultant shall submit additional copies of deliverables other than as specified above upon requested by the GTPCL for any number of events.
- v. In case of delay in submission of any deliverables, the consultant shall be given additional time commensurate with the nature of delay and the reason thereof. This additional time shall be called Remedy Period and shall be approved by the Authority in written on the request sent to the Authority by the Consultant in writing. The Authority may or may not approve such Remedy Period. The time of Remedy Period shall also be as approved by the Authority. If the Consultant is not able to comply with the timeline including Remedy Period, if any, it may attract Liquidated Damages at the sole discretion of the Authority.
- vi. The Authority shall not consider following circumstances as delay and time period required for these circumstances shall be excluded from the delivery schedule, provided the Consultant put proper and timely effort and resources as required to not to have any such delay and shall keep the GTPCL informed about such effort through proper correspondence and providing proper evidence in this regard.
 - a. Delay in procurement of Satellite Image, if procured by the GPTCL/Authority, and other information which is not under purview or jurisdiction of the Authority.
 - b. Delay in approval of previous deliverables on which the subsequent deliverables depend substantially.
 - c. Payment against respective milestone shall be released after approval of the deliverable by the authority or if no response or feedback is provided within 30/ 45 days, the deliverable shall be deemed to be approved.

2.6.2 Payment Timeline:

Sr. No.	Stages	Fees Payable after satisfactory acceptance of the deliverable (% of Total Fees)
1.	Stage A - Inception Stage A1. Delineation of Development Area (if required). A2. Kick-off meeting with GTPCL and Authority	10%

2.	<p>Stage B - Preparation of Base Map (in GIS)</p> <p>Stage C - Undertaking Study and Assessment of Existing Situation</p> <p>Stage D - Preparation of Existing Land Use Map (in GIS) and assessments</p>	25%
3.	<p>Stage E - Consultations through Stakeholders Workshops/ Discussions</p> <p>Stage F - Developing Growth Scenario and Program Brief</p> <p>Stage G - Conceptual Draft Development Plan Proposals and Preparing Draft Development Plan proposals for submission to Authority</p>	15%
4.	<p>Stage H - Preparation of Draft Development Plan for Submission to State Government under Section 9 and Publication under Section 13 of GTP&UD Act, 1976</p>	25%
5.	<p>Stage I - Reviewing objections/ suggestions to the Draft Development Plan under Section 14 of GTU&UD,1976 and preparing remarks/ modifications</p>	10%
6.	<p>Stage J - Preparation of Draft Development Plan for Submission to State Government under Section 16 of GTP&UD Act, 1976 (and modifications as may be prescribed by the State Government while sanctioning the Development Plan under Section 17 of the Act)</p>	10%
7.	<p>Stage K - After sanction the Draft Development Plan by State Govt. under Section 17 of GTP&UD Act, 1976</p>	5%

2.7 Deliverables and Payment Timelines for Preparation of Town Planning Schemes:

2.7.1 Deliverables – Key Stage, Activities, Timeline

The Consultant shall have to complete the stages of work as stated in the table below by carrying out the activities prescribed therein and by submitting the deliverables as listed therein as per the timeline mentioned in the table below.

Sr. No.	Key Stages and Activities (As per Scope of Work)	Cumulative Time (T= from the date of Agreement)	Deliverables	No. of Copies
1	Stage A – Inception Stage - Delineation of Draft Town Planning Scheme area, Review of the Development Plan and Comprehensive GDCR as applicable to the area of proposed TP schemes	T + 2 weeks	Inception Report	3 hard copies; soft copy
2	Stage B – Preparation of Base Map B1) Conducting On-Site Topographical and Physical Features Survey B2) Data Collection, Survey and Mapping of Revenue Records B3) Preparation of Base Map (Index Map)	T + 12 weeks	Updated cadastral Map (1:2000), Index Map (1:8000), Existing Land use Map (1:8000), Part Plan of DP (1:8000), Base Map (1:2000)	3 hard copies of each of the deliverables; soft copy in AutoCAD and GIS platform
			Report on compiled documentation of collected data, along with supporting documents.	3 hard copies; soft copy
3	Stage C – Base Map Certification by DILR Stage D - Consultation with Chief Town Planner Stage E - Declaration of Intention	T + 20 weeks	Index Map (1:8000), Index Map with TP Boundary, DILR Certification in specified format, Existing Land use Map (1:8000), Proposed Landuse	3 hard copies; soft copy

	to Prepare Town Planning Scheme		with Infrastructure Map (1:8000), Any other deliverables suggested by CTP and Authority for declaration of intention	
4	Stage F - Existing Land Use Map and Existing Situation Assessment Stage G - Preparation of Schematic Layout Alternatives for Draft TP Scheme	Declaration of Intention (DoI) + 8 weeks	Existing Situation Assessment Report, Schematic Layout Alternatives, note/report on comparative analysis,	3 hard copies (Plans in appropriate scale); soft copy (Plans in AutoCAD and GIS platform)
5	Stage H - Preparation of Draft Town Planning Scheme up to Owners Meeting Stage	DoI + 14 weeks	Draft TP scheme Plans/ Maps, Forms, Statements, report/ scheme book, infrastructure report, GDCR, etc	5 hard copies (Plans in 1:2000 scale); soft copy (Plans in AutoCAD and GIS platform)
Subsequent Stages as per GTPUD Act, 1976 till Submission of TP scheme and Modification as to be directed by GTPCL and the Authority				
6	Stage I - Stage of Publication of Draft Town Planning Scheme (U/S 42(1) of GTPUD Act- 1976)	DoI + 24 weeks	Report compiling and reviewing Objections/ Suggestions	5 hard copies; soft copy
			Maps as per the requirements of GTP&UD Act and as required by GTPCL and the Authority	5 hard copies (in appropriate scale); soft copy in AutoCAD and GIS platform
7	Stage J - Stage of Submission of Draft Town Planning Scheme to the State Government for Sanction (U/S 48(1) of GTPUD Act- 1976)	Publication of Draft TP Scheme + 6 weeks	Final Draft TP scheme Plans/ Maps, Forms, Statements, report/ scheme book,	5 hard copies (Plans in 1:2000 scale); soft copy (Plans in AutoCAD

		infrastructure report, GDCR, etc	and GIS platform)
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Notes: -

- i. As may be required, the consultant shall assist Authority /State Government, in consultation with GTPCL, in making modifications, if so directed by State Government for sanction of Town Planning Schemes under section 48 of GTP&UD Act; 1976.
- ii. The timeline is excluding the statutory time gap required for the process as per GTP&UD Act, 1976.
- iii. The soft copy shall be submitted in Hard disk or Pen-drive.
- iv. The Consultant shall submit additional copies of deliverables other than as specified above upon requested by the GTPCL for any number of events.
- v. In case of delay in submission of any deliverables, the consultant shall be given additional time commensurate with the nature of delay and the reason thereof. This additional time shall be called Remedy Period and shall be approved by the Authority in written on the request sent to the Authority by the Consultant in writing. The Authority may or may not approve such Remedy Period. The time of Remedy Period shall also be as approved by the Authority. If the Consultant is not able to comply with the timeline including Remedy Period, if any, it may attract Liquidated Damages at the sole discretion of the Authority.
- vi. The Authority shall not consider following circumstances as delay and time period required for these circumstances shall be excluded from the delivery schedule, provided the Consultant put proper and timely effort and resources as required to not to have any such delay and shall keep the GTPCL informed about such effort through proper correspondence and providing proper evidence in this regard.
 - a. Delay in procurement of Satellite Image, if procured by the GPTCL/Authority, and other information which is not under purview or jurisdiction of the Authority.
 - b. Delay in approval of previous deliverables on which the subsequent deliverables depend substantially.
 - c. Payment against respective milestone shall be released after approval of the deliverable by the authority or If no response or feedback is provided within 30/ 45 days, the deliverable shall be deemed to be approved.

2.7.2 Payment Timeline:

Sr. No.	Stages	Fees Payable after satisfactory acceptance of the deliverable (% of Total Fees)
1.	Stage A - Inception Stage - Delineation of Draft Town Planning Scheme area, Review of the Development Plan and Comprehensive GDCR as applicable to the area of proposed TP schemes	5%

2.	Stage B - Preparation of Base Map (B1, B2, B3)	20%
3.	Stage C - Base Map Certification by DILR Stage D - Consultation with Chief Town Planner Stage E - Declaration of Intention to Prepare Town Planning Scheme	10%
4.	Stage F - Existing Land Use Map and Existing Situation Assessment Stage G - Preparation of Schematic Layout Alternatives for Draft TP Scheme Stage H - Preparation of Draft Town Planning Scheme up to Owners Meeting Stage	25 %
5.	Stage I - Stage of Publication of Draft Town Planning Scheme (U/S 42(1) of GTPUD Act- 1976)	20%
6.	Stage J - Stage of Submission of Draft Town Planning Scheme to the State Government for Sanction (U/S 48(1) of GTPUD Act- 1976)	15%
7.	Stage K - After Sanction of Draft Town Planning Schemes by State Govt. (U/S 48 of GTPUD Act- 1976)	5%

3 Eligibility and Evaluation Criteria

3.1 Eligibility Criteria

3.1.1 Eligibility Criteria for Category A

Bidders meeting the eligibility criteria shall be only eligible for technical evaluation.

#	Criteria	Documentary Evidence
A. Legal Entity		
A1	The bidder shall be a Company registered under the Companies Act 1956 or 2013 Or Government/ Autonomous Institutions/ Universities having expertise in the sector with relevant experience and manpower.	Certificate of Incorporation/ Certificate of Registration/ Certificate of Incorporation for Society and Trust.
B. Financial Capacity		
B1	The bidder should have a minimum average annual turnover of INR 1 crore over any of the three financial years during the last five years up to year ending FY 2023-24 from consultancy services in the field of planning and design.	Certificate from statutory auditor/CA certificate/ audited financial statements for previous five (5) financial years. Duly attested Financial Capacity as per Form 6 by statutory auditor/CA.
C. Technical Capacity		
C1	The bidder shall have a minimum experience of providing consultancy services in the preparation of at least 2 Development Plans / Master Plans for a minimum of 50 Sq Km and preparation of at least 2 draft town planning schemes under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state act in the last 15 years. Only Govt Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.	Work Order and Completion Certificate of projects clearly mentioning the total area for which the Development Plan/Master Plan is done. The work orders should not be older than 15 years from the date of release of this bid document.
C2	Experience of working on urban planning projects for minimum of 15 years	Year of incorporation and project sheets of relevant urban Planning Projects
D. Blacklisting Affidavit		
D1	The bidder should not have been blacklisted /	The Bidder shall submit self-

	debarred/ terminated by any Government entity / Statutory Body/ PSU entity and Funding Agencies as on date of submission.	attested non-Blacklisting declaration on letterhead.
E. EMD and Bid Processing Fee		
E1	The Bid document fee and EMD as specified in the Data Sheet must be submitted. Note: MSME registered agencies are exempted from EMD, provided the bidders submit the duly valid proof / certificates.	To be submitted as instructed in this document.

3.1.2 Eligibility Criteria for Category B

Bidders meeting the eligibility criteria shall be only eligible for technical evaluation.

#	Criteria	Documentary Evidence
A. Legal Entity		
A1	The bidder shall be a Company registered under the Companies Act 1956 or 2013 or a Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008 or a proprietorship firm or a company or society registered under the Societies Registration Act 1860, or a trust registered under the Indian Trust Act 1882. Or Government/ Autonomous Institutions/ Universities having expertise in the sector with relevant experience and manpower.	Certificate of Incorporation/ Partnership Registration/ Registration Certificate for Proprietorship firm/ Certificate of Incorporation for Society and Trust.
B. Financial Capacity		
B1	The bidder should have a minimum average annual turnover of INR 50 Lakh over any of the three financial years during the last five years up to year ending FY 2023-24 from consultancy services in the field of planning and design.	Certificate from statutory auditor/CA certificate/ audited financial statements for previous five (5) financial years. Duly attested Financial Capacity as per Form 6 by statutory auditor/CA.
C. Technical Capacity		

C1	<p>The bidder shall have a minimum experience of providing consultancy services in the preparation of at least 1 Development Plan / Master Plan for a minimum of 25 Sq Km and preparation of at least 1 draft town planning scheme under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state act in the last 15 years.</p> <p>Only Govt Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.</p>	<p>Work Order and Completion Certificate of projects clearly mentioning the total area for which the Development Plan/Master Plan is done.</p> <p>The work orders should not be older than 15 years from the date of release of this bid document.</p>
C2	<p>Experience of working on urban planning projects for minimum of 15 years</p>	<p>Year of incorporation and project sheets of relevant urban Planning Projects</p>
D. Blacklisting Affidavit		
D1	<p>The bidder should not have been blacklisted / debarred/ terminated by any Government entity / Statutory Body/ PSU entity and Funding Agencies as on date of submission.</p>	<p>The Bidder shall submit self-attested non-Blacklisting declaration on letterhead.</p>
E. EMD and Bid Processing Fee		
E1	<p>The Bid document fee and EMD as specified in the Data Sheet must be submitted.</p> <p>Note: MSME registered agencies are exempted from EMD, provided the bidders submit the duly valid proof / certificates.</p>	<p>To be submitted as instructed in this document.</p>

3.2 Technical Evaluation Criteria for Category A & B.

The technical evaluation shall be carried out for the maximum of 100 marks as mentioned below:

Evaluation Criteria	Maximum Marks
A. Work Experience	5
B. Relevant Project Experience	30
C. Proposed Project Team	40
D. Approach and Methodology	10
E. Presentation	15
Total Technical Score	100

3.2.1 Detailed technical evaluation framework for Category A.

#	Criteria	Marks	Documentary Evidence
A. Work Experience Total – 5 Marks			
A1	Fulfilling minimum eligibility criteria of 15 years	3.5	Year of incorporation and project sheets of relevant urban Planning Projects
A2	0.5 additional mark for each additional year of experience up to a maximum of 1.5 marks	1.5	
B. Relevant Project Experience – 30 Marks			
B1	Fulfilling Minimum Eligibility Criteria i.e. 2 Development Plans/Master Plans for a minimum of 50 Sq Km and at least 2 draft town planning schemes under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state Act in the last 15 years.	21	Work Order and Completion Certificate of projects clearly mentioning the total area for which the Development Plan/Master Plan is done.
B2	1.5 additional marks for each additional relevant project of Development Plans/Master Plans for a minimum of 50 Sq. Km. under the provisions of GTP&UD Act1976 or SIR Act 2009 or equivalent state Act in the last 15 years up to a maximum of 4.5 marks 1.5 additional marks for each additional relevant project of draft town planning scheme under the provisions of GTP&UD Act1976 or SIR Act 2009 in the last 15 years up to a maximum of 4.5 marks	9	The work orders should not be older than 15 years from the date of release of this bid document. An ongoing project for which more than 80% payment is received can be

			considered or till Submission Stage as per Section 16 for Development Plan and Section 48 for Town Planning Schemes of GTP&UD Act or Similar Act.
C. Proposed Project Team – 40 Marks			
As per Clause No. 2.5 for the Project Team			
C1	1. Team Leader - (3 marks for education qualification, 3 marks for experience, and 3 marks for relevant project experience) (1 additional mark each for one additional relevant project up to a maximum of 3 marks)	12	As per details provided in CV
C2	2. Urban Planner / Physical Planning Expert (3 marks for education qualification, 3 marks for experience, and 3marks for relevant project experience) (1 additional mark for an additional relevant project)	10	As per details provided in CV
C3	3. Transportation Expert (2 marks for education qualification, 2 marks for experience, and 2 marks for relevant project experience)	6	As per details provided in CV
C4	4. Urban Infrastructure Expert (2 marks for education qualification, 2 marks for experience, and 2 marks for relevant project experience)	6	As per details provided in CV
C5	5. Remote sensing/ GIS Expert (3 marks for education qualification and 3 marks for experience)	6	As per details provided in CV
D. Approach & Methodology – 10 Marks			
	The bidder should submit a detailed methodology as per detailed scope of services (Clause 2.4). The methodology should also have a detailed work plan and the steps elaborating the methods to achieve the scope.	10	As per Technical bid and Technical Presentation

E. Presentation – 15 Marks			
C1	<p>The bidder shall make a detailed presentation.</p> <ul style="list-style-type: none"> • About the firm • Project Team • Relevant Project Experience • Detailed methodology and work plan to achieve the scope 	15	Technical Presentation

Note:

- i. Minimum 70 marks are required in the technical evaluation process. Only those bids having minimum technical marks would be eligible for opening of financial bids.
- ii. However, if the Authority feels that most of the bids received are not obtaining a minimum of 70 marks, the minimum marks required in the technical evaluation process for financial bid opening can be reduced at the sole discretion of the authority.

3.2.2 Bidders applying for Empanelment in Category B

#	Criteria	Marks	Documentary Evidence
A. Work Experience Total – 5 Marks			
A1	Fulfilling minimum eligibility criteria of 15 years	3.5	Year of incorporation and project sheets of relevant urban Planning Projects
A2	0.5 additional mark for each additional year of experience up to a maximum of 1.5 marks	1.5	
B. Relevant Project Experience – 30 Marks			
B1	<p>Fulfilling Minimum Eligibility Criteria</p> <p>i.e. 1 Development Plan / Master Plan for a minimum of 25 Sq Km and at least 1 draft town planning schemes under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state Act in the last 15 years.</p>	21	<p>Work Order and Completion Certificate of projects clearly mentioning the total area for which the Development Plan/Master Plan is done.</p> <p>The work orders should not be older than 15 years from the date of release of this bid document.</p> <p>An ongoing project for which more than</p>
B2	<p>1.5 additional marks for each additional relevant project of Development Plans/Master Plans for a minimum of 25 Sq. Km. under the provisions of GTP&UD Act 1976 or SIR Act 2009 or equivalent state Act in the last 15 years up to a maximum of 4.5 marks</p> <p>1.5 additional marks for each additional relevant project of draft town planning scheme under the provisions of GTP&UD Act 1976 or SIR Act 2009 in</p>	9	

#	Criteria	Marks	Documentary Evidence
	the last 15 years up to a maximum of 4.5 marks		80% payment is received can be considered or till Submission Stage as per Section 16 for Development Plan and Section 48 for Town Planning Schemes of GTP&UD Act or Similar Act.
A. Proposed Project Team – 40 Marks			
As per Clause No. 2.5 for the Project Team			
C1	1. Team Leader - (3 marks for education qualification, 3 marks for experience, and 3 marks for relevant project experience) (1 additional mark each for one additional relevant project up to a maximum of 3 marks)	12	As per details provided in CV
C2	2. Urban Planner / Physical Planning Expert (3 marks for education qualification, 3 marks for experience, and 3marks for relevant project experience) (1 additional mark for an additional relevant project)	10	As per details provided in CV
C3	3. Transportation Expert (2 marks for education qualification, 2 marks for experience, and 2 marks for relevant project experience)	6	As per details provided in CV
C4	4. Urban Infrastructure Expert (2 marks for education qualification, 2 marks for experience, and 2 marks for relevant project experience)	6	As per details provided in CV
C5	5. Remote sensing/ GIS Expert (3 marks for education qualification and 3 marks for experience)	6	As per details provided in CV

#	Criteria	Marks	Documentary Evidence
B. Approach & Methodology – 10 Marks			
	The bidder should submit a detailed methodology as per detailed scope of services (Clause 2.4). The methodology should also have a detailed work plan and the steps elaborating the methods to achieve the scope.	10	As per Technical bid and Technical Presentation
C. Presentation – 15 Marks			
C1	The bidder shall make a detailed presentation.	15	Technical Presentation

Note:

- i. Minimum 70 marks are required in the technical evaluation process. Only those bids having minimum technical marks would be eligible for opening of financial bids.
- ii. However, if the Authority feels that most of the bids received are not obtaining a minimum of 70 marks, the minimum marks required in the technical evaluation process for financial bid opening can be reduced at the sole discretion of the authority.

3.3 Technical Proposal Format and Content

Bidders are required to fill technical forms along with necessary/ supporting documents. The supporting documents must be produced in original by the bidder, when demanded by the Authority. Submission of the wrong type of Technical Proposal will result in the proposal being deemed non-responsive. The Technical proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared nonresponsive.

3.4 Financial Evaluation

The financial proposals of only technically shortlisted Bidders (having the minimum required score) in each category will be opened and will be ranked separately in terms of the cost quoted per Ha for the preparation of development plan and for the preparation of town planning scheme.

The average of all eligible financial quotations will be calculated to arrive at comparative financial quotation.

Bidders quoted significantly low (<65%) as compared to the average cost shall be disqualified. Other bidders with low quote shall qualify for empanelment and work on respective quoted fee.

Bidders quoted above average cost shall be invited for negotiation, if agreed mutually on the average cost, bidders will qualify for the empanelment.

Bidder with quotation higher than 135% than the mean quote shall be disqualified.

Explanation:

If 5 bidders namely A, B, C, D and E have quoted fee as INR 80, 100, 120, 160 and 180 respectively the average will be INR 128.

Bidder A with quotation INR 80 becomes 63% of average of all eligible quotations which is INR 128. Hence bidder A will be disqualified.

Bidder B (INR 100) and Bidder C (INR 120) with quotations less than the average quote (INR 128) will be allotted work on respective quoted price.

Bidder D (INR 160) with quotations more than the average quote (INR 128) however less than 135% (INR 173) with respect to average quote, shall be allotted work on the average quotation of INR 128.

Bidder E (INR 180) with quotations more than the average quote (INR 128) however more than 135% (INR 173) with respect to average quote, hence bidder E will be disqualified.

3.5 Proposal evaluation

- a. Submissions from Bidders would first be checked for responsiveness.
- b. All Proposals found to be substantially responsive shall be evaluated as per the Eligibility Evaluation Criteria set out in Clause 3.1 of this RFP.
- c. The Proposal containing the Technical Details shall be evaluated as per Clause 3.2. Bidder/s who do not meet the Technical Criteria shall not be considered for financial bid opening.
- d. Financial proposal of technically shortlisted Bidders shall be opened as per Clause 3.4.
- e. The bidders falling within the specified range mentioned in Clause 3.4 will be eligible for empanelment. Bidders who have quoted above the average rate must agree to match the average rate to be empaneled, while those who have quoted below the average rate will be required to work at their quoted rate.
- f. Bidder agreeing to the average rate/ quoted rate for both the preparation of development plan and town planning schemes in their respective category shall be identified as "Empaneled Bidder"

3.6 Empanelment Terms

- i. It is proposed to empanel the agency under two categories (Category A and B). The categorization shall be based on the eligibility criteria and evaluation criteria.
- ii. Bidder is allowed to bid only one category (Either Category A or B) or both the category. Bidders applying for both categories shall submit the separate bids.
- iii. If bidder has applied in both categories and bidder is empaneled in two categories, the bidder has to work on the rates quoted in respective category.
- iv. Authority will empanel the bidders who are meeting the eligibility criteria conditions as specified in Clause 3.1, scoring a minimum of 70 marks out of 100 marks in technical evaluation as specified in Clause 3.2 and average rate/ quoted rate for the preparation of development plan and town planning schemes in their respective category.
- v. However, the Authority in its sole discretion may allow the bidders who have applied in the higher category and meeting eligibility criteria for the higher category i.e category A and not meeting technical evaluation of the higher category (Category A) to be considered for technical evaluation in the lower category (Category B).

- vi. The empanelment shall be for an initial duration of 2 years and may be extended based on mutual agreement between the authority and the empaneled bidders.
- vii. Authority will communicate the outcome to the empaneled bidders by email and by letter transmitted by registered/speed post that its bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Empanelment") shall mention the duration of the empanelment.
- viii. Authority reserves the right to de-empanel any agency from their respective category of empanelment if the agency fails to work for 3 times in the RFP floated in their respective category without valid justification.
- ix. This empanelment process in no way restricts the department to float any open RFPs for similar tasks, without giving any preference to the empaneled agencies in these RFPs.
- x. ***Depending on the requirements in future***, Authority may decide to extend the number of empaneled agencies through fresh RFP. Already empaneled agencies will not be required to re-apply provided term of empanelment is still in force.

3.7 Award of Empanelment

After selection, a Letter of Empanelment (the "LOE") shall be issued, by the Authority to the Bidder and the Bidder shall, within 7 (seven) days of the receipt of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof. In the event the duplicate copy of the LOE duly signed by the Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Bid Security/EMD of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Bidder to acknowledge the LOE.

3.8 Execution of the Contract Agreement

After acknowledgement of the LOE as aforesaid by the Bidder, Contract Agreement shall be shared with the Bidder for execution as mentioned in "Data Sheet" or as amended in LOE. The Bidder shall not be entitled to seek any deviation in the Contract Agreement, unless agreed by the Authority. The Bidder must provide Performance Security for Empanelment in accordance with Clause 4.3 and the terms specified in the LOE.

3.9 Allocation of Work

- i. The limited enquiry for work may be through short tenders with detailed scope of work, area and clear mention of the category of work i.e A and B and other relevant clauses, where the empaneled agencies may be required to submit their response to the tender within 7 days or as mentioned in respective short tenders.
- ii. Generally, the agencies empaneled in the category shall be invited to bid. In case unreasonable or insufficient bids are received, the other category empaneled bidders may be allowed to participate in the bid. In this case, the work shall be done at the agreed rate for the category, irrespective of the bidder being empaneled to other category.
- iii. The eligible empaneled bidder shall be evaluated on the basis of the technical submission and/or technical presentation for the particular work.
- iv. GTPCL has suggested below 5 methods for allocation of work, however the allocation of work based on one of the methods or any other method shall be at sole discretion of GTPCL:

- a. Highest Technical Marks shall be given priority in descending order from the empaneled list and/or
- b. Proximity of the consultant to the area of work, preference to locally available bidder and/or
- c. The number of assignments respective bidder is working on, it should not exceed 5 and/or
- d. Consultants who has worked in same location / similar project previously and/or
- e. Evaluation based on Technical Presentation as per process mentioned below:
 - i. The empaneled bidders shall be evaluated on the technical presentation across the criteria Understanding of the site context and assignment, Approach and Methodology, and Team Composition.
 - ii. The work shall be allocated to the bidder who has the highest marks in their technical evaluation and/or technical presentation.

Technical Presentation		
Sr. No	Criteria	Marks
1	Understanding of the site context and assignment	20
2	Approach and Methodology	30
3	Team Composition <ol style="list-style-type: none">a. Full time employees and urban planners (15)b. On-site team deployment (20)c. Sector based experts proposed for the assignment (15)	50
Total Marks		100

- v. An empaneled bidder shall not be having more than 5 work orders existing at the same time. However, this clause can be modified depending on the amount of work and the number of empaneled bidders.

4 Instruction to Bidders

4.1 General Instructions

4.1.1 Number of Proposals and respondents

- i. The bidder is allowed to bid in 2 categories; however, the bidder has to submit two different bids. The bidder shall clearly mention the category for which it is bidding.
- ii. Consortium is not allowed under this RFP.

4.1.2 Proposal preparation cost

- i. The Bidder shall bear all costs associated with the preparation and submission of the Proposal. Authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- ii. All papers submitted with the Proposal are neither returnable nor claimable.

4.1.3 Right to accept and reject any or all the Proposals

- i. Notwithstanding anything contained in this RFP, Authority 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, without assigning any reason.
- ii. Authority reserves the right to reject any Proposal if:
 - i. At anytime, a material misrepresentation is made or discovered, or
 - ii. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - iii. The bidder/s does not adhere to the formats provided in the Form 1: Technical Proposal to the RFP while furnishing the required information/details.
 - iv. The Bidder/s does not furnish stamped and sealed hardcopy of Technical Proposal on or before the date specified in the data sheet at specified location.

Note: For the evaluation purposes, the proposal submitted on portal <http://tender.nprocure.com> shall be considered.

4.1.4 Amendment of the RFP

- i. At any time prior to the Proposal Due Date (PDD), the Authority, for any reason, whether at its own initiative or in response to a clarification requested by Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the website <http://tender.nprocure.com> through a corrigendum and this shall form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective bidder/s to check the above mentioned websites from time to time for any amendment in the RFP documents. The Authority shall not be responsible for failure to get/download the amendments.
- ii. In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, the Authority may, at its own discretion, extend the PDD.

4.1.5 Data identification and collection

- i. 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.
- ii. It would be deemed that by submitting the Proposal, the Bidder has:
 - Made a complete and careful examination and accepted the RFP in totality.
 - Received all relevant information requested from Authority and:
 - Made a complete and careful examination of the various aspects of the Scope of Work. Authority shall not be liable for any mistake or error on the part of the bidder in respect of the above.

4.2 Preparation and Submission of Proposals

4.2.1 Language and currency

- i. The Proposal and all related correspondence and documents should be written in the 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 translations of the pertinent passages in the 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 English language translation shall prevail.
- ii. The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

4.2.2 Proposal validity period and extension

- i. Proposals shall remain valid for a period of 180 Days from the Proposal Due Date ("Proposal Validity Period") and Authority may solicit the Bidder's consent for extension of the period of validity, if required. Authority reserves the right to reject any Proposal, which does not meet this requirement.
- ii. During this period, Bidders shall ensure the availability of professional staff, if any, nominated in the Proposal and also the financial proposal shall remain unchanged. Authority will make its best effort to complete the selection process within this period. Should the need arise Authority may request the Bidders to extend the validity period of their proposals. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals; under such circumstance Authority shall not consider such proposal for further evaluation.
- iii. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Authority 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.

4.2.3 Format and signing of Proposals

- i. The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately.
- ii. Bidders should provide all the information as per the RFP and in the specified formats. Authority reserves the right to reject any Proposal that is not in the specified formats.

- iii. In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

4.2.4 Submission of e-bid/Proposal

- a. The bid submission module of website <http://tender.nprocure.com> enables the Bidders to submit the Proposal online in response to this RFP published by GTPCL. Submission can be done till the Proposal Due Date specified in the RFP. Bidders should start the process well in advance so that they can submit their Proposal in time. The Bidder should submit their Proposal considering the server time displayed in the e-procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.
- b. The Bidders are requested to submit a sealed hard copy of technical proposal on or before date and time (mentioned in data sheet) at the office (address given in the data sheet). For evaluation purposes, the proposal submitted on Tender Portal (<http://tender.nprocure.com>) shall be considered.
- c. The Bidders have to follow the following instructions for submission:
 - i. For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the website <http://tender.nprocure.com>. The Bidders must obtain a user login ID and password by registering themselves if they have not done so previously.
 - ii. In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder should first logon to the e-tendering system using the user login option on the homepage with the login ID and password with which he/she has registered.
 - iii. For successful registration of DSC on website <http://tender.nprocure.com> the Bidder must ensure that he/she should possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the website <http://tender.nprocure.com> is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise as above even before e-bid/Proposal submission date starts. The Authority shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
 - iv. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/ Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder should download the RFP document including financial format and study them carefully. The Bidder should keep all the documents ready as per

- the requirements of RFP document in the PDF format.
- v. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder should read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the DD should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
 - vi. Before uploading, the Bidder has to select the relevant DSC. He/she may be prompted to enter the DSC password, if necessary. For uploading, the Bidder should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.
 - vii. The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/ locked electronically with the DSC's of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.
 - viii. After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Bidder can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
 - ix. Authority reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

4.2.5 Deadline for Submission

E-bid/Proposal (technical and financial) must be submitted by the Bidder on <http://tender.nprocure.com> website no later than the time specified on the Proposal Due Date. The Authority may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Authority and Bidder previously subject to the deadline will thereafter be subject to the deadline, as extended.

4.2.6 Late Submission

The server time indicated in the bid management window on the website <http://tender.nprocure.com> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

4.2.7 Withdrawal and resubmission of Proposal

- i. At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder should first log in using his/her login ID and password and subsequently by his/her DSC on the website <http://tender.nprocure.com>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Bidder has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.
- ii. No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security.
- iii. The Bidder can re-submit his/her e-bid/Proposal as and when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the website <http://tender.nprocure.com>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.
- iv. The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
- v. No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

4.2.8 Rejection of the Bidder

From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Authority, on any matter related to their Proposal it should do so in writing. Any effort by the Bidders to influence any officer or bearer of the GTPCL in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

4.2.9 Proposal opening

- i. Authority will open all technical e-bids/Proposals, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at the Authority office.
- ii. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the Authority, the e-bids shall be opened at the appointed time and

place on the next working day. The Bidder who is participating in e-bid/Proposal should ensure that the DD (Demand Draft) of Fee mentioned in the Datasheet must be submitted in the prescribed account of Authority within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in RFP, otherwise, in any case, bid shall be rejected.

- iii. The Bidders names and the presence or absence of requisite e-bid/Proposal security and such other details as the Authority at its discretion may consider appropriate, will be announced at the opening. The names of such Bidders not meeting the technical specifications and qualification requirement shall be notified subsequently.

4.2.10 Confidentiality

- i. Information relating to the examination, clarification, evaluation and recommendation for the short- listed Bidder/s shall not be disclosed to any person not officially concerned with the process.
- ii. After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by the Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

4.2.11 Tests of Responsiveness

- a. Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:
 - i. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
 - ii. It contains all information as desired in this RFP.
 - iii. Information is provided as per the formats specified in the RFP.
 - iv. It mentions the validity period as set out in Data Sheet.
 - v. Bids are accompanied with Bid processing fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.
- b. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by Authority in respect of such Proposal.

4.2.12 Clarifications sought by Authority

To assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

4.3 Performance Security

4.3.1 Performance Security for Empanelment

- i. Within 10 days, or within period as amended in Letter of Empanelment (LoE), of receipt of the LoE, the Bidder shall deliver to the Authority a Performance

- Security of Empanelment [to cover the amount of liquidated damages and/or the compensation of the breach of contract and/ or to cover the penalty imposed] for an amount of INR 10,00,000/- as stipulated in the conditions of contract.
- ii. Performance Security shall be submitted in the form of Bank Guarantee in the format acceptable to the Authority as per Form 9.
 - iii. Failure of the successful Bidder to comply with the requirements of clause 4.3 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.
 - iv. The performance security shall be submitted for entire Contract Period and shall be valid for two months beyond the entire duration of the empanelment i.e 2 years or as per the extension provided to the empanelment.
 - v. It is expressly understood and agreed that the performance security is intended to secure the performance of entire Contract Agreement. It is also expressly understood and agreed that the performance security is not to be construed to cover all the damages detailed/stipulated in various clauses in the Contract Agreement
 - vi. Should the empanelment period, for whatever reason be extended, the Bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended/revised Bank Guarantee to the Authority before the expiry date of the Bank Guarantee originally furnished
 - vii. Performance Security submitted by the Bidder shall be forfeited if the Bidder fails to participate in the subsequent bids in their category for continuously five times without any proper justification.
 - viii. In the event the Bidder fails to perform any or all its obligations under the Contract Agreement and damages are imposed for such failure, the Authority shall have right to appropriate such amount as damages from the Performance Security submitted by the Bidder.
 - ix. Upon occurrence of a Bidder Default or failure to meet any condition as per the Contract Agreement, the Authority shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to encash and appropriate the relevant amounts from the Performance Security as Damages for such Bidder Default or failure to meet any Condition Precedent.
 - x. Upon such appropriation from the Performance Security, the Bidder shall, within 30 (thirty) days thereof, replenish, in case of partial appropriation, to its original value, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, failing which the Authority shall be entitled to terminate this Agreement and the bidder shall be removed from the empaneled list.
 - xi. Upon replenishment or furnishing of a fresh Performance Security as aforesaid, the Bidder shall be entitled to an additional Cure Period of 30 (thirty) days for remedying the Bidder Default or to meet any Condition Precedent, and in the event of the Bidder not curing its default or meeting such Condition Precedent within such Cure Period, the Authority shall be entitled to encash and appropriate such Performance Security as Damages, and to terminate this Agreement and the bidder shall be removed from the empaneled list.

4.3.2 Release of Performance Security for Empanelment

- i. Performance Security submitted, will be returned to the Bidder subject to the Authority's right to receive or recover amounts, if any, due without any interest 30 days after expiry of the empanelment duration or the completion of the work allocated whichever is later.
- ii. Proposal should necessarily be accompanied by an Earnest Money Deposit as stated in data sheet through DD (Demand Draft) as per details provided in the data sheet and proof of the same to be shared along with the Technical Proposal. EMD shall remain valid for a period of forty-five days beyond the final proposal/bid validity period.
- iii. Tenders without EMD are liable to be rejected.
- iv. EMD of empaneled bidder shall be retained by the Authority till Performance Security Deposit is submitted by the empaneled bidder. EMD of unsuccessful bidders will be returned after expiry of the final proposal/bid validity and latest on or before the 30th day after the issue of Letter of Empanelment.
- v. The EMD shall be forfeited by Authority in the following events:
 - a. If the Proposal is withdrawn during the validity period or any extension agreed by the Bidder thereof.
 - b. If a Bidder submits a Non-Responsive Proposal
 - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - d. If the Proposal is varied or modified in a manner not acceptable to Authority after opening of Proposal during the validity period or any extension thereof.
 - e. If the bidder tries to influence the evaluation process.
 - f. In the case of Bidder, if it fails within the specified time limit-
 - to accept the LoE (Letter of Empanelment); and/ or
 - to sign the Contract Agreement; and/or
 - to furnish the Performance Security for empanelment; and/or
 - in case the Bidder, having signed the Contract Agreement, commits any breach thereof prior to furnishing the Performance Security.

4.4 Penalty

In case the Bidder fails to deliver the services as stipulated in the RFP for the works issued to the bidder post its empanelment or doesn't meet statutory requirements, because of the reasons solely attributable to the Bidder, authority reserves the right to impose penalty for each work order assigned to the bidder as under:

- i. For delay in submission of deliverables as per clause 2.6 and clause 2.7, 0.5% of invoice amount per 15 working days subject to maximum of 10% of invoice amount.
- ii. If the delay is beyond the period stipulated above, authority reserves right to terminate the contract as per clause 5.4.
- iii. In no case shall penalty imposed on the bidder, exceed 10% of the contract value throughout the contract period of that work which is allocated.

- iv. No penalty shall be imposed for delay or reasons attributable beyond control of the bidder. The bidder shall highlight the reasons for delay in writing to authority.
- v. For delay in deliverables owing to reasons beyond control of Bidder, Authority shall take decision on extension of timelines.
- vi. Authority will make payment of the invoice after necessary deduction of penalty.

5 General Conditions of Contract

5.1 General Provision

5.1.1 Definitions

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

- i. "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time.
- ii. "Authorized Representatives" shall have the meaning set forth in Clause 5.1.5 of General Conditions of Contract
- iii. "Authority" means Gujarat Town Planning Consultancy Limited (GTPCL) except when mentioned in the Scope of Work
- iv. "Bidder" means any entity that will provide the Services to the Authority ("the Authority") under the Contract.
- v. "Client" means the Authority with which the Bidder signs the Contract for the Services
- vi. "Contract Agreement" or "Agreement" means the Contract signed by the Parties and all the attached documents, if any
- vii. "Confidentiality" shall have the meaning set forth in Clause 5.5.3 of General Conditions of Contract
- viii. "Dispute" shall have the meaning set forth in Clause 5.9 of General Conditions of Contract
- ix. "Eligibility" shall have the meaning set forth in Clause 3.1 of the RFP
- x. "EMD" Earnest Money Deposit
- xi. "Government" means the Government of the Client's country/state
- xii. "Key Dates" shall mean the dates mentioned in the Data Sheet
- xiii. "LOE" Letter of Empanelment
- xiv. "LOA" Letter of Award
- xv. "Party" means the "Client or the Bidder" as the case may be, and "Parties" means both of them
- xvi. "Personnel" means professionals and support staff provided by the Bidder assigned to perform the Services or any part thereof
- xvii. "Proposal Due Date" or "PDD" shall mean the date as specified in the Data Sheet
- xviii. "Proposal Validity Period" shall have the meaning set forth in Clause 4.3.2
- xix. "RFP" means Request for Proposal i.e. It is a document that solicits a proposal, made through bidding process, by an agency or Authority interested in procurement of a commodity, service, or valuable asset.
- xx. "Scheduled Bank" means Banks specified in the RBI Act, 1932
- xxi. "Services" means the work to be performed by the Bidder pursuant to the Contract.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

5.1.3 Language

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

5.1.4 Notices

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed.

A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

5.1.5 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 Bidder may be taken or executed by the officials specified in the Contract.

5.1.6 Taxes and Duties

GST shall be paid by the Authority additionally on the professional fee agreed as part of this Contract. The Bidder shall provide a valid GST registration number issued by the concerned Statutory Authority.

5.1.7 Fraud and Corruption

For the purpose of this RFP, the terms set forth below as defined as follows:

- i. "Corrupt practice" means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- ii. "Fraudulent practice" means misrepresentation or omission of facts in order to influence the selection process or the execution of a contract;
- iii. "Collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
- iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of the contract.

5.1.8 Measures to be taken

The Client will cancel the Contract if representatives of the Bidders are found to be engaged in corrupt, fraudulent, collusive or coercive practices during the selection process, duration of empanelment or execution of work order;

The Authority will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said contract.

5.1.9 Prohibition against collusion amongst Bidder(s)

Each Bidder shall warrant by its Proposal that the contents of its Proposal have been arrived at independently. Any Proposal which have been arrived at, through connivance or collusion or pooling amongst two or more interested parties for the purpose of restricting competition shall be deemed to be invalid and the concerned Bidder(s) shall lose its/their Earnest Money, at Authority's sole discretion.

5.1.10 Limitation of Liability

The Contract will require that the aggregate liability of the Bidder under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Bidder hereunder. The Liability of the bidder for each subsequent work order issued will be limited to the total fees payable for that specific work order.

5.2 Commencement, Completion, Modification and Termination of Contract

5.2.1 Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties. This shall be Execution Date.

5.2.2 Expiration of Contract

Unless terminated earlier pursuant to Clause 5.4 of General Conditions of Contract, this Contract shall expire at the end of the empanelment duration or the date of completion of the work order assigned to the bidder whichever is later.

5.2.3 Modifications or Variations

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

5.3 Force Majeure

5.3.1 Definition

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include

- Any event which is caused by the negligence or intentional action of a Party or agents or employees, nor
- Any event which a diligent Party could reasonably have been expected to both
 - Take into account at the time of the conclusion of this Agreement, and
 - Avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

To the extent that the provision of the Services is impacted by a pandemic (including COVID-19) and any reasonable concerns or measures taken to protect the health and safety interests of either Party's personnel, the Parties will work together to amend the agreed terms and conditions to provide for the Services to be delivered in an appropriate manner, including any resulting modifications with respect to the timelines, location, or manner of the delivery of Services.

Where Bidders are required to be present at Client's premises, Bidder will use reasonable efforts to provide the Services on-site at [Client] offices, provided that, in light of a pandemic the parties agree to cooperate to allow for remote working and/or an extended timeframe to the extent (i) any government or similar entity implements restrictions that may interfere with provision of onsite Services; (ii) either party implements voluntary limitations on travel or meetings that could interfere with provision of onsite Services, or (iii) Bidder's resource determines that he or she is unable or unwilling to travel in light of a pandemic-related risk.

5.3.2 No Breach of Contract

The failure of a Party to fulfil 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.

5.3.3 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.

5.3.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

5.4 Termination

Either Party may terminate the Contract with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

5.4.1 By the Authority

The Authority may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of Clause 5.4.1. of General Conditions of Contract. In such an occurrence the Authority shall give a not less than thirty (30) days' written notice of termination to the Bidder and sixty (60) days' in case of the event referred to in (e). The Bidder shall be required to perform services as per conditions of this RFP during the notice period.

- a. If the Bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Authority may have subsequently approved in writing.
- b. If the Bidder becomes insolvent or bankrupt.
- c. If the Bidder, in the judgment of the Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e. If the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings.

5.4.2 By the Bidder

Bidder may terminate this contract or any particular services immediately upon written notice to Client, after the occurrence of any of the events specified in paragraphs (a) through (d) of this clause

- a. If the Authority fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute hereof within forty-five (45) days after receiving written notice from the Bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c. If the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 5.9 hereof.
- d. If Bidder reasonably determines that it can no longer provide the services in accordance with applicable law or its professional obligations

5.4.3 Payment upon Termination

Upon termination of this Contract in satisfaction to Clause 5.4.2 or 5.4.1. of General Conditions of Contract, the client shall refund the interest free performance security after recovery/ adjustment of any amount due as per provisions of clause 4.3.

- a. Balance performance security of the Bidder shall be refunded after adjusting the outstanding dues, if any, payable on the part of the Bidder to the Authority. In case the balance outstanding dues, are more than performance security, the said dues shall be recoverable from the Bidder.
- b. Payment pursuant to Clause 5.7 for services satisfactorily performed prior to the effective date of termination.
- c. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause 5.4.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

5.5 Obligations of the Bidder

5.5.1 Standard of Performance

The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Authority, and shall at all times support and safeguard the Authority's legitimate interests in any dealings with third Parties.

5.5.2 Responsibility of the Bidder

The bidder shall be fully responsible for the scope of services as mentioned in this RFP. Based on the track for which the work order is allocated, the bidder shall ensure that the entire set of scope of work is fulfilled.

The Bidder may commence execution of services on the start date and shall carry out the services in accordance with the program submitted by the Bidder, as updated with the approval of the Authority, and complete them by the intended completion date.

The delivery of services shall be of high order and quality so as to prevent accidents and damaging of the environment and surroundings.

Notwithstanding anything mentioned in this RFP, the Bidder shall ensure compliance with all Applicable Laws and any guidelines which have been issued by the government or Authority from time to time.

5.5.3 Confidentiality

Except with the prior written consent of the Authority, the Bidder and its Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by the Contract, neither of the parties may disclose to third parties the contents of the Contract or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Contract, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Contract, or (e) must be disclosed under Applicable Law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of the Contract.

5.5.4 Documents prepared by the Bidder to be the property of the Authority

The Bidder may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that the Bidder own in performing the Services. Notwithstanding the delivery of any Reports, the Bidder retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that the Bidder compile and retain in connection with the Services (but not Client Information reflected in them).-

Upon payment for the Services, Client may use any Materials included in the Reports, as well as the Reports themselves as permitted by this RFP.

5.6 Obligations of the Authority

- a. Assistance - The Authority shall use its best efforts to provide the bidder such assistance as specified in the Contract.
- b. Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the bidder under this Contract shall be increased or decreased accordingly under this Contract.

5.7 Payments to the Bidder

5.7.1 Professional fee and payments

The total payment due to the Bidder shall be governed by the Contract Price (as agreed by the Bidder for getting into the empanelment). The bidder shall be paid based on the Unit Hectare rate agreed for the preparation of development plan and town planning scheme.

5.7.2 Terms and conditions of payment

Payments will be made to the account of the Bidder and according to the payment schedule as agreed between the bidder and the authority for each work allocated to them as part of this empanelment. The professional fee shall be exclusive of taxes or similar charges, as well as customs, duties or tariffs imposed in respect of the Services, all of which the Authority shall pay (other than taxes imposed on Bidder's income generally). Unless otherwise set forth in the Contract, payment is due within thirty days following receipt of each invoice.

5.8 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.9 Settlement of Disputes

This Contract shall be governed by, and construed in accordance with, the laws of India.

a. Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Contract, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

b. Arbitration

In case of such failure, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an umpire. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 and shall be held in Ahmedabad, Gujarat. The language of arbitration shall be English.

The Contract and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

c. Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

- The venue of arbitration shall be in Ahmedabad, Gujarat
- The language of arbitration proceedings shall be English.
- Any dispute arising in relation to this Contract shall be subjected to Jurisdiction of Courts at Ahmedabad, Gujarat
- Courts located in Ahmedabad shall have exclusive jurisdiction to settle dispute arising under this agreement.

5.10 Interpretation of Documents:

a. Authority will have the sole discretion in relation to:

- The interpretation of this RFP document, the Proposals and any documents provided in support of the Proposals; and
- all decisions in relation to the evaluation of Proposals.

The authority will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process or selection of the empanelment of the Bidders.

b. In the event of conflicts of any sort among the Information and Instructions to Bidders and the Contract Agreement, the documents shall be given the following priority:

- Contract Agreement,
- Information and Instructions to Bidder.

c. Authority reserves the right to use and interpret the Proposal documents, data etc. it receives from the Bidder(s) in its absolute discretion.

6 Check List for Technical Proposal

Form	Details
Form 1	Technical Proposal Submission Form
Form 2	Bidder's Experience
Form 3	Description of the Approach, Methodology and Work Plan for performing the assignment
Form 4	Work Plan
Form 5	Format for Financial Capacity
Form 6	Power of Attorney
Form 7	Financial BoQ Format
Form 8	Information on Bidder's Organization
Form 9	Bank Guarantee Format for Performance Security for Empanelment
Form 10	Pre-Bid Queries Format
Form 11	Draft Form of Contract for Empanelment

Form 1: Technical Proposal Submission Form

Date: _____

To,

[insert name and address of Client]

Respected Mam/Sir,

We, the undersigned, offer to provide the consulting services for– **‘Empanelment of Agencies for Preparation of Development Plan and Town Planning Schemes for various ULBs in Gujarat.** ‘in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes the Eligibility Documents, Technical Proposal and Financial proposal.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to participate in the different work order requests raised as part of this empanelment as per the terms and conditions of the RFP.

The bid submitted by us is for Category (A or B)

We understand you are not bound to accept any proposal you receive.

We remain at your disposal,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Full Name _____

Designation _____

Name of the Firm _____

Mobile No _____

E-mail _____

Address _____

Form 2: Bidder's Experience

[Using the format below, provide information on each assignment for which your firm carried out consulting services similar to the ones requested under this assignment. Each of these annexures to be signed and stamped by the authorized personnel for the firm]

Assignment name:	
Type of Assignment	<<Please list if the Assignment included preparation of Development plan / Master Plan/Town planning Scheme>>
Country: State Location within State:	Duration of assignment (months):
Name of Client:	Total Area Covered as part of the assignment (in Sq Km/ Hectare):
Address:	Amount of consulting fee received by your firm(INR)
Start date(month/year):	Completion date(month/year):
Name of associated Bidders, if any:	No of professional person-months provided by associated Bidders:
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	
Firm's Name:	

Form 3: Description of the Approach, Methodology and Work Plan for performing the assignment

Technical approach, methodology and workplan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Maximum 30 pages, inclusive of charts and diagrams) divided into the following chapters:

a) Technical Approach and Methodology,

b) Work Plan, and

c) Organization and Staffing,

a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate the min to a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form 4.

c) **Organization and Staffing:** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts responsible, and proposed staff.

Form 5: Format for Financial Capacity

Financial Year	Annual Turnover of the Bidder
2019-20	
2020-21	
2021-22	
2022-23	
2023-24	

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company.

Form 6: Power of Attorney

(To be executed on INR 300 non judicial stamp paper and to be duly notarized)

Know all men by these presents, We,.....(Name of Firm and address of the registered office) do hereby constitute, nominate, appoint, and authorize Mr. / Ms.son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for **Empanelment of Agencies for Preparation of Development Plan and Town Planning Schemes for various ULBs in Gujarat** Project proposed to be developed by(the "Authority") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

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

IN WITNESS WHEREOF WE, THE ABOVE- NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF, 20.....

For
(Signature, name, designation, and address)

- 1.
- 2.

Notarised

Accepted

(Signature, name, designation, and address of the Attorney).

- Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Form 7: Financial BoQ Format

THIS FORM IS **NOT** TO BE SUBMITTED AS PART OF THE TECHNICAL PROPOSAL. This form is to be filled up through NPROCURE and to be submitted online in PDF format through NPROCURE on the letterhead of the **Bidder**.

Categories	Category A	
Rate for Preparation of Development Plan / Ha	In Figures	In Words
Rate for Preparation of Town Planning Scheme / Ha	In Figures	In Words

Categories	Category B	
Rate for Preparation of Development Plan / Ha	In Figures	In Words
Rate for Preparation of Town Planning Scheme / Ha	In Figures	In Words

Notes:

- i. The bidder is supposed to provide rates in INR and either both **OR** any one category
- ii. All the prices quoted above must be exclusive of Goods and Service Tax (GST) as applicable
- iii. In case of any discrepancies in the prices mentioned in the figures and words, the prices mentioned in the words would be considered as final price

Signature _____
Full Name _____
Designation _____
Name of the Firm _____
Mobile No _____
E-mail _____
Address _____

Form 8: Information on Bidder's Organization

Sl. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN)(Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Website (if any)	
11.	Details of clients to whom services have been supplied in the last 15 years with details of value of work (Copies of award letters/supply orders)	
12.	Declaration of the bidder that no case/dispute/claim with arbitration court/consumer or undeclare pending as on date of release of RFP (Declaration on Rs. 300 stamp paper)	
13.	Category for which it is applying.	

Note: Please attach all the relevant documents like Power of Attorney (Form 6), Certificate of Incorporation, GST IN, TAN, PAN

.....
.....

Name of the Bidder

.....

Name and Signature of the Authorized
Signatory

Form 9: Format for Performance Security

Form of Bank Guarantee for Performance Security for Empanelment

To

[insert name and address of Client]

WHEREAS _____ [Name and address of the Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ to provide the services on terms and conditions set forth in this Contract _____ [Name of contract and brief description of works] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOWHEREOF where by affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of [amount of Guarantee] [in _____ words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contractor of the services to be performed thereunder or of any of the Contract documents

which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operable at ourBranch at, Ahmedabad, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____) and the guarantee shall

remain valid till (duration of empanelment) unless a claim or a demand in writing is
made upon us on or before
_____all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove.”

- A. Our liability under this guarantee shall not exceed Rs. (Rupees).
- B. This bank guarantee shall be valid up to [Dt.].
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before.

Signature and Seal of the Guarantor _____

in the presence of Name and Designation

1 _____(Name, Signature & Occupation)

Name of the Bank Address

2 _____(Name & Occupation)

Form 10: Format of Pre-Bid Queries

To

[insert name and address of Client]

Sub: Request for Proposal (RFP) For Empanelment of Agencies for Preparation of Development Plan and Town Planning Schemes for various ULBs in Gujarat

Dear

The following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject RFP.

Sl. No.	Clause No.	Page No.	RFP text	Query
1				
2				
...				

Yours faithfully,

Authorized Signatory

(with Name, Designation, Contact no. and Seal)

Note: On the Letterhead of the Bidder to be submitted through Email and Prebid queries to be submitted in excel format as well.

Form 11: Draft Format of Contract

Contract Agreement

FOR

Empanelment of Agencies for Preparation of Development Plan and Town Planning
Schemes for various ULBs in Gujarat

Between

Gujarat Town Planning Consultancy Limited (GTPCL)

and

M/s. _____

This CONTRACT (hereinafter called the "Contract") is made on the _____ day of the
month of _____ 2025, by and between

Gujarat Town Planning Consultancy Limited (GTPCL), incorporated under Indian
Companies Act, 2013 and having registered office at Ahmedabad Urban Development
Authority, 1st Floor, Muni Market, Ashram Road, Usmanpura, Ahmedabad, Gujarat 380014
(hereinafter referred to as the "Client" which expression shall, unless repugnant to the
context or meaning thereof, include its administrators, successors and assigns) of One Part

And

M/s. _____ means the empaneled bidder having its
registered office at _____
(hereinafter referred to as the "Consultant" which expression shall, unless repugnant to the
context or meaning thereof, include its successors and permitted assigns) of the Other
Part.

NOW THEREFORE the parties hereto hereby agree as follows:

(a) The Consultant shall carry out the Services in accordance with the provisions
mentioned as part of the RFP.

(b) The following documents attached hereto shall be deemed to form an integral part of
this agreement:

1. Letter of Empanelment
2. Request for Proposal
3. Corrigendum/a, Addendum/a and Response to Queries
4. Any other document as deemed appropriate during the signing of 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
[Gujarat Town Planning Consultancy Limited (GTPCL)]

[M/s._____.]

By
(Authorized Representative)

FOR AND ON BEHALF OF

By
(Authorized Representative)

Witness:

1. Name and Signature

1. Name and Signature

2. Name and Signature

2. Name and Signature