

RFP Document for
“Selection of Consultant for
Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”



Gujarat Town Planning Consultancy Limited

Issued by:

Gujarat Town Planning Consultancy Limited (GTPCL),

Registered Address: 3rd Floor, Riverfront House,
Behind H.K Arts College,
Between Gandhi and Nehru Bridge,
Ahmedabad-380009, Gujarat,
Email: info-gtpcl@gujarat.gov.in

RFP Document for “Selection of Consultant for Preparation of Business Plan
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Disclaimer:

This Request for Proposal (RFP) document for “**Selection of Consultant for Preparation of Business Plan for Gujarat Town Planning Consultancy Limited**” (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.

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1 Data Sheet

1.	Name of the Bid	Selection of Consultant for Preparation of Business Plan for Gujarat Town Planning Consultancy Limited
2.	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)
3.	Earnest Money Deposit (EMD)	Refundable amount of INR. 1,00,000/- (Indian Rupees One lakh only) (Demand Draft in favour of Gujarat Town Planning Consultancy Limited)
4.	Method of selection	Quality-cum-Cost Based Selection (QCBS) (80:20)
5.	Technical Bid	Technical Bid containing all documents as required under this RFP shall be submitted in hard copy at GTPCL’s office Hard copies of the same should be submitted to GTPCL via Registered Post / Courier/ Speed Post.
6.	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.
7.	Name of the Client’s official for addressing queries and clarifications	Contact Person: Managing Director, Gujarat Town Planning Consultancy Limited E-mail: info-gtpcl@gujarat.gov.in Address: Gujarat Town Planning Consultancy Limited, 3 rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat.
8.	Proposal Validity Period	180 days from Proposal Due Date
9.	Proposal Language	English
10.	Proposal Currency	INR
11.	Schedule of Bidding Process	
	Task	Key Dates

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	Bid Upload Date	13-03-2026
	Last date of Receiving Queries	23-03-2026 up to 6 PM IST on info-gtpcl@gujarat.gov.in only. Hard copies of queries will not be accepted. Queries received after due date and time will not be entertained.
	Pre-bid Meeting	25-03-2026 at 4 PM IST
	Response to Queries	4-04-2026
	Bid End Date	20-04-2026, 6 PM IST
	Last Date to physically submit Technical Bids	21-04-2026, 6 PM IST
	Opening of Technical Bids	22-04-2026, 12:00 PM IST
	Technical presentation	To be communicated later
	Opening of Financial Bid	To be communicated later
	Issuance of Letter of Award	To be communicated later
12.	Location, Date and Time of pre-bid meeting	25-03-2026 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
13.	Consortium/ Joint Venture to be allowed (Yes/No)	No

2. Introduction of the Company

Gujarat Town Planning Consultancy Limited (GTPCL) is established by the Urban Development and Urban Housing Department, Government of Gujarat, as per Resolution No: UDA-102022-SF-92-V dated 11th October 2022. Gujarat Town Planning Consultancy Limited (GTPCL) has been registered under the Companies Act, 2013 as on date 22nd December 2022 and it is an initiative by Government of Gujarat (GoG) and Ahmedabad Urban Development Authority (AUDA) in association with Urban Development Authorities of Surat, Vadodara, Rajkot & Gandhinagar. GTPCL is formed to assist and expedite the urban planning process in Gujarat and to provide consultancy services to enhance urban planning and development in the fast-growing cities of Gujarat.

GTPCL is a leading, fast-growing multi-disciplinary consultancy organization based in Gujarat. GTPCL is a one-of-its-kind training & consulting organization providing highly specialized services and efficient solutions for large-scale urban planning to Urban Local Bodies as well as Semi-Government & private urban sector entities. GTPCL brings in unique experiential expertise of various urban & regional planning services like preparing Development Plans, Town Planning Schemes, Local Area Plans, Infrastructure Planning, Geospatial Analysis. GTPCL is supported by the extensive experience and expertise of five Urban Development Authorities of Gujarat led by the Ahmedabad Urban Development Authority (AUDA).

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. GTPCL is steered by a Board of Directors and is strengthened by a dynamic team of urban planning experts.

Mission

“Transforming cities into planned, inclusive and sustainable urban habitats”

The objectives of the GTPCL are:

To facilitate and expedite town-planning and urban-planning processes in Gujarat by offering expert consultancy services to Urban Local Bodies (ULBs), semi-government and private urban-sector entities.

To prepare Development Plans (DPs), Town Planning Schemes (TPS), and Local Area Plans (LAPs) that guide land-use, infrastructure, transport, housing, amenities and environment.

To assist in infrastructure planning including roads, water supply & sewerage, parks/open-spaces, utilities, environmental zones, transportation networks and ensuring sustainable, balanced and long-term urban growth.

To provide specialized consultancy & training services to urban development authorities to scale up their capacity.

3 Project background

Since GTPCL’s inception, the company has undertaken initial assignments related to Preparation of Draft Development Plan and Draft Town Planning Schemes, providing technical support to ULBs, and offering capacity-building programs to enhance the planning capacities of local authorities across Gujarat. As the urban development landscape evolves with initiatives like Smart Cities Mission, AMRUT 2.0, PM Gati Shakti, National Transit-Oriented Development Policy, and climate- resilient urban frameworks, GTPCL recognizes the need to strategically realign its operational, financial, and service delivery model to remain relevant, competitive, and impactful.

Currently, GTPCL’s operations are primarily driven by government assignments like Statutory Plans, Master Planning related projects in Gujarat; however, there is significant potential to expand its portfolio to various other sectors and services in Gujarat and as well as across India. Some of the Sectors and services are listed below:

- Preparation of Detailed Project Reports (DPRs) for urban infrastructure and planning projects,
- GIS-based base map preparation and analysis,
- Project Management Consultancy (PMC) services for Urban Infrastructure Development works
- Advisory services for urban policy development,
- Capacity-building initiatives for planners and municipal staff,

The Government of Gujarat envisions GTPCL emerging as a **self-sustaining, financially robust, and technically competent town planning consultancy**, capable of supporting state and national urban missions while also becoming a preferred partner for various government agencies and institutions requiring town planning and urban advisory services. To achieve these goals, **a comprehensive Business Plan is required to guide GTPCL in its next phase of growth.**

This Business Plan will help define GTPCL’s vision, mission, core services, organizational structure, financial model, business development strategy, operational systems, marketing approach, and risk management framework.

In this context, GTPCL intends to engage a **well-established consultancy firm** to prepare a **detailed, actionable, and implementable Business Plan** that will serve as a strategic roadmap for the organization over the **next five years**. The Business Plan will enable GTPCL to:

- Develop a sustainable financial and operational strategy,
- Build organizational capacity and human resources planning,
- Establish systems for monitoring, evaluation, and quality assurance,

GTPCL intends to engage a well-established consulting firm to undertake the preparation of this Business Plan, ensuring that the organization can effectively contribute to the planned urban development goals of Gujarat and India while becoming financially sustainable and operationally efficient.

3.1 Objectives of the Project

The primary objective of this assignment is to develop a comprehensive, actionable, and implementable Business Plan for Gujarat Town Planning Consultancy Limited (GTPCL) to guide its strategic direction, financial sustainability, operational efficiency, and market positioning over the next five years.

Specifically, the assignment aims to:

1. Assess the current state of GTPCL in terms of organizational structure, operations and processes, financials, human resources, and service offerings.
2. Formulate core service offerings, pricing strategies, and business development approaches to enhance revenue streams.
3. Develop Resource mobilization plan to ensure financial stability and scalability.
4. Recommend an optimal organizational structure, HR requirements along with suitable HR Policy, and capacity-building roadmap to align with the proposed business strategy
5. Establish a monitoring, evaluation, and quality assurance framework for the effective delivery of services.
6. Prepare an implementation roadmap with timelines and milestones to operationalize the Business Plan systematically.

The overarching objective is to enable GTPCL to emerge as a leading, self-sustaining, and technically competent urban planning consultancy organization supporting Gujarat’s as well as India’s urban development priorities.

4 Scope of Work

The Scope of work for the Consultant includes but not limited to the following:

A. Existing Situational Analysis

Review GTPCL's:

- Current mandate, vision, mission, and objectives
- Past, Ongoing, and Upcoming projects
- Organizational structure and Administrative Frameworks
- Financials, cash flows, and funding models.
- Operational processes
- Conduct SWOT analysis to identify strengths, weaknesses, opportunities, and threats.

B. Service Portfolio Development and Revenue model

- Strategic direction and market positioning over the next five years
- Identify potential partnerships and collaborations (academic and research institutions, government organizations, technology providers, private players, and sector experts)
- Cost structure analysis (staffing, technology, operations, marketing).
- Recommend a strategy for financial sustainability and scalability
- Revenue projection model (5-year financial model in Excel) and Break-even analysis
- Recommend a business plan & implementation strategy for next five years

C. Organizational Structure and HR Strategy

- Formulation of HR Policy and associated documents (Administrative Policy, Recruitment Rules, Pay Structure, Employee Handbook, Legal Framework, etc.)
- Propose an optimal organizational structure aligned with the business plan.
- Identify HR requirements, roles, and skillsets for effective delivery.
- Suggest a capacity-building roadmap for existing and new staff.
- Legal structuring review (Companies Act, 2013 compliance)

D. Operational Systems and SOPs

- Recommend improvements in operational processes (Project operations, Business Development, Administration, Human Resource Management, Accounts & Audit etc.), Management systems, and quality assurance mechanisms.
- Suggest the adoption of technology & tools for planning, monitoring, and reporting.
- Prepare detailed SOP documents, flowcharts, templates, tools, checklists and formats to be implemented and maintained.

E. Monitoring, Evaluation, and Reporting Framework

- Develop a framework for tracking progress against the business plan with Key Performance Indicators (KPIs).

F. Implementation Roadmap

- Prepare a detailed implementation plan with clear timelines, milestones, and responsibilities to operationalize the Business Plan.
- Identify short-, medium- and long-term strategies to operationalize the Business Plan

Taking into consideration the above-mentioned scope of work, necessary relevant aspects shall also be discussed and addressed in consultation with GTPCL.

5 Required Project Team

The project team shall constitute key personnel as mentioned in the table below.

Sr. No.	Key Personnel	Education qualification and Experience
1	Team Leader	<p>Postgraduate in Planning/Management with minimum 12 years of experience in working in urban sector (urban planning, urban development, urban infrastructure, urban governance and management).</p> <p>Experience of working as Team Lead in at least 3 eligible assignments.</p> <p>Eligible assignments: Business Plan, Business Development Plan, Strategic/Strategic Action Plan for Organizational Structuring/Restructuring, Business Processes Engineering/Reengineering for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/ SPV OR Private sector organizations having Annual Turnover of more than INR 100 Crores.</p>
2	Project cum Contract Management Expert	<p>Postgraduate in Planning/Management with minimum 8 years of experience in working in the urban sector (urban planning, urban development, urban infrastructure, urban governance and management).</p> <p>Experience of working as Project Management Expert and/or Contract Management Expert in at least 2 eligible assignments.</p> <p>Eligible assignments: Business Plan, Business Development Plan, Strategic/Strategic Action Plan for Organizational Structuring/Restructuring, Risk Management Plan, Project Performance Monitoring, Contract Lifecycle Management, Project Management Unit (PMU), Project Implementation Unit (PIU) for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/ SPV OR Private sector organizations having Annual Turnover of more than INR 100 Crores.</p>
3	Finance expert	<p>Postgraduate in Finance/ MBA (Finance) / CA/ CFA with minimum 8 years of experience.</p> <p>Experience of working as Finance Expert in at least 2 eligible assignments.</p> <p>Eligible assignments: Business Plan, Business Development Plan, Strategic/Strategic Action Plan for Financial Structuring/Restructuring, Revenue Generation and Mobilization, Financial Budgeting, Financial Operational Plan, Financial Audit for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/</p>

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		SPV OR Private sector organizations having Annual Turnover of more than INR 100 Crores.
4	Human Resource management Expert	<p>Postgraduate in Human Resource Management / MBA (HR) with minimum 8 years of experience.</p> <p>Experience of working as HR Expert in at least 2 eligible assignments.</p> <p>Eligible assignments: Business Plan, Business Development Plan, Strategic/ Strategic Action Plan for Organizational Structuring/Restructuring, Human Resources Policies, Human Resources Management Plan, Human Resources Development Program, Capacity Building Program, Performance Management for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/ SPV OR Private sector organizations having Annual Turnover of more than INR 100 Crores.</p>

Note: 2 resources to be deployed at GTPCL during the project duration.

6 Key Deliverables and Payment Milestones

Sn	Deliverable	Cumulative Timeline from Date of Signing Agreement	Payment Terms (% of Total Consultancy fees)
1	Submission of Inception Report	2 weeks	10%
2	Baseline Assessment Report	4 weeks	10%
3	Submission of Draft Business Plan Report + Draft HR Policy	18 weeks	40%
4	Submission of Final Business Plan Report + Final HR Policy	26 weeks	40%

Note: Payment shall be released upon approval of submitted deliverable by GTPCL.

7 Proposal submission & Evaluation

7.1 Submission of Technical Proposal

The Technical Proposal should provide following information/documents using the attached standard Forms:

Form	Details
	DD of Tender Fees & EMD
Form 1	Technical Proposal Submission Form
Form 2	Information on Bidder’s Organization
Form 3	Format for Average Annual Turnover of Applicant
Form 4	Bidder’s Project Experience
Form 5	Curriculum Vitae (CV) for Proposed Professional Staff
Form 6	Power of Attorney for Authorized representative
Form 8	Approach, Methodology and Work Plan for Performing the Assignment structure
Form 9	Team Composition and Task Assignments
Form 10	Work Plan
Form 11	Staffing Schedule
Form 12	Declaration of non-blacklisting

7.2 Submission of Financial Proposal

1. While preparing the Financial Proposal, Consultants are expected to take into account the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including but not limited to all taxes associated with the Assignment except GST as applicable. While submitting the Financial Proposal, the Consultant shall ensure the following:
 - i. All the costs associated with the Assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel (Expatriate and Resident, in the field, office, etc.), accommodation, air fare, transportation, equipment, printing of documents, secondary and primary data collection, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any

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assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- ii. The Financial Proposal shall take into account all the expenses and tax liabilities, levies and other impositions applicable under the prevailing law on the Consultants, sub-Consultants and their staff. For the avoidance of doubt, it is clarified that all taxes, excluding GST, shall be deemed to be included in Financial Proposal. The Consultant shall be paid only GST over and above the cost of Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.
2. The proposal should be submitted online only as per the standard Financial Proposal submission forms prescribed in this RFP. Financial proposal must not be submitted in hard copy.
3. The Proposals must remain valid for a period as specified in the Data Sheet. During this period, the Consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete contract signing within this period. If the Client wishes to extend the validity period of the proposals, it may ask the Consultants to extend the validity of their proposals for a stated period. Consultants, who do not agree, have the right not to extend the validity of their proposals.

7.3 Submission, receipt and opening of proposals

- i. The Proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposal.
- ii. The Authorized Representative of the Applicant should initial all pages of Pre- Qualification, Technical and Financial proposal. The Authorized Representative’s authorization should be confirmed by a written power of attorney by the competent Authority accompanying the Proposal.
- iii. The proposal has to be submitted both in hard copy (by post addressed to Gujarat Town Planning Consultancy Limited office), as well as soft copy (on N-Procure portal). However, the hard copy submission for technical proposal MUST reach Gujarat Town Planning Consultancy Limited office before the last date and time of the submission. The Bidder should make adequate provisions for sending the proposal on time. Any proposal received beyond submission deadline will NOT be considered. Please note that no reasons for delay, whatsoever, will be entertained in this respect. Both online and hard copy submission MUST NOT have any substantial deviation. In case any substantial deviation is found, the Bidder will be disqualified from the evaluation process. In case any deviation is found provided the deviation is not substantial in the opinion of the Client, the online submission will be considered for evaluation process.
- iv. Any Proposal received after the closing time for submission of Proposals will not be accepted.

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7.4 Pre-qualification criteria

The Bidders must carefully examine the below mentioned pre-qualification criteria. The Bidder must meet all the criteria set out in this Clause to be eligible for evaluation. The Bidder shall fulfil the conditions as mentioned below:

S. No.	Eligibility Conditions	Documentary proof to be submitted
1	The Bidder should be a Company registered under the Companies Act	Company Registration certificate as per the Companies Act
2	Financial Capacity: The Bidder should have an average annual turnover of at least INR 200 Crore in three (3) preceding consecutive financial years i.e. 2022-23, 2023-24, 2024-25.	Form-3 and Turnover certificate from a Chartered Accountant for the last 3 FYs (2022-23, 2023-24,2024-25)
3	Experience in at least Two similar projects such as Business Plan, Business Development Plan, Strategic/ Strategic Action Plan for Organizational Structuring/Restructuring, Business Processes Engineering/Reengineering, for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/ SPV having consultancy fees of INR 50 Lakhs or more each in last Ten years.	Form 4 Copy of signed agreements/work orders and completion certificates The supporting documents should clearly demonstrate that each project meets the required criteria
4	Availability of the Project Team consisting key personnel as mentioned in ‘Required Project Team’.	Form 5: Curriculum Vitae (CV) for Proposed Professional Staff
5	The Bidder should not have been blacklisted by the Central Government, any State Government, a statutory Authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.	Undertaking as per Form 12

7.5 Technical Evaluation Criteria

Technical evaluation shall be carried out of the Bidders who are qualified at Pre-qualification criteria as per the following:

Documents to be submitted for technical evaluation:

1. Experience of the Firm in carrying out similar projects as per Form 4 of the RFP
2. CVs of Project Team to be submitted as per Form 5 of the RFP

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S. No.	Criteria	Marks	Evaluation to be based on
A	<p>Average Annual Turnover from three (3) preceding consecutive financial years i.e. 2022-23, 2023-24, 2024-25.</p> <p>≥ INR 200 crore and up to 500 crore: 7 marks > INR 500 crore and up to 1000 crore: 8 marks > INR 1000 crore and up to 2000 crore: 9 marks > INR 2000 crore: 10 marks</p>	10	Submitted bid/proposal and documents
B	<p>Required Project Team- Key Personnel</p> <p>Up to 8 Marks for each key personnel of required Project Team.</p> <p>For each personnel of required core team, marks out of 8 shall be given as per following:</p> <p>Educational Qualification as required: 3 marks</p> <p>Length of Experience: Up to 2.5 marks</p> <p style="padding-left: 40px;">Taking minimum required years as ‘x’</p> <ul style="list-style-type: none"> • x to x+3 years: 1.5 mark • x+3 to x+6 years: 2 marks • More than x+6 years: 2.5 marks <p>Relevant experience- number of eligible assignments: Up to 2.5 marks</p> <p style="padding-left: 40px;">Taking minimum required no. of eligible assignment as ‘y’</p> <ul style="list-style-type: none"> • No. of eligible assignments- y to y+2: 1.5 mark • No. of eligible assignments- y+3 to y+4: 2 marks • No. of eligible assignments- y+5 or more: 2.5 marks 	32	
C	<p>Project Experience</p> <p>Experience of similar projects such as Business Plan, Business Development Plan, Strategic/ Strategic Action Plan for Organizational Structuring/Restructuring, Business Processes Engineering/Reengineering, HR Policy, HR related aspects for Govt./Semi Govt. Organizations (incl. Institutions, authorities), Govt. Company/ SPV having consultancy fees of INR 50 Lakhs or more each in last Ten years.</p> <ul style="list-style-type: none"> • Two projects (as per pre-qualification criteria): Up to 7 marks for each project 	28	Submitted bid/proposal and documents

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	<ul style="list-style-type: none"> For each project (up to 2 projects*) in addition to above: Up to 7 marks for each project * At least one project shall be of HR Policy, HR related aspects. <p>Supporting evidence documents to be submitted: Copy of LoI/ LoA/ Contract/Work order and completion certificate depicting scope of work</p>		
D	Presentation on Approach & Methodology	30	Technical Presentation
	Total Marks	100	

- Only those Bidders obtaining minimum 70 marks out of 100 in Technical Evaluation shall be considered technically qualified.

7.6 Financial evaluation

- The financial proposals of only technically shortlisted Consultants will be opened and will be ranked in terms of the lump sum fees quoted.
- The financial proposal shall be submitted in terms of fees quoted on the letterhead of the company as per format specified in this RFP.
- Lowest financial proposal (Fm) shall be given a financial score (Sf) of 100 points. The financial score of the Financial Proposal under consideration (Fo) shall be computed as follows.

$$Sf = \frac{100 \times Fm \text{ (Lowest financial proposal)}}{Fo \text{ (Financial Proposal under consideration)}}$$

7.7 Final bid evaluation

- The Consultant shall be selected under the combined Quality-cum-Cost Based System (QCBS) with weightages of 80:20 (80% for technical proposal and 20% for financial proposal)
- Proposals shall finally be ranked according to their combined Technical (St) and Financial (Sf) scores using the weights (T=the weight given to the technical proposal; F=the weight given to the financial proposal; T+F = 100) indicated below.

$$\text{Final Score} = St \times (T = 80\%) + Sf \times (F = 20\%)$$

7.8 Selection of Consultant

- The proposal obtaining the highest final score in evaluation of quality and cost will be ranked as H1 followed by the proposals securing lesser marks as H2, H3, etc.
- The Consultant securing the highest combined marks (H1) will be considered for award of the project provided GTPCL opines the financial quote to be justifiable. However, the Consultant securing the highest combined marks (H1) may be invited for negotiation by GTPCL at its discretion, whereby upon successful negotiation, the work will be awarded to the said Consultant. In case the negotiations fail, the Authority reserves the right to call the next firm in succession for negotiation.
- The Successful Consultant would be notified in writing by GTPCL by issuing the Letter of Award (LOA)/ Work Order in favor of the Consultant.
- The Consultant shall enter into contract agreement with GTPCL, to agree and confirm to provide services and perform scope of work in accordance with terms and conditions mainly in line with generally accepted professional and industry practices, and such other details as GTPCL find appropriate in the interest of the work. GTPCL reserves the right to seek Performance Security deposit from successful Consultant prior to entering into agreement.
- The Authority reserves the right to reject any proposal, irrespective of its Final Composite Score, quoting consultancy fees so low that, in the opinion of the Authority, such Bidder may not be able to perform the required services to the satisfaction of the Authority within the financial fees quoted therein.
- The Authority reserves the right to reject any proposal, irrespective of its Final Composite Score, and award the work to consultant who may best suit to the Authority by all means.
- The Authority reserves the right to accept or reject any or all the proposals without assigning any reason.
- Authority’s decision in this regard shall be considered final and binding to all.

8 Instructions to Bidder

8.1 Introduction

1. Gujarat Town Planning Consultancy Limited (GTPCL) (The Client) will select a consulting firm/ organization (the Consultant), in accordance with the method of selection specified in the data sheet. Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by Client through the selection process specified in this RFP (the “Selection Process”). Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that Client’s decisions are without any right of appeal whatsoever.
2. The Applicants shall submit the proposals online through Gujarat N-Procure Portal i.e. <https://tender.nprocure.com>. Bid proposals to be received in the manual form at the Client’s address before the last date of submission, as mentioned in the Data Sheet.
3. The term “Applicant” refers to a single entity to execute the assignment. The Proposal will form the basis for contract signing with the selected Consultant.
4. The Applicant shall submit the Proposal in the form and manner specified in this RFP. It is the responsibility of the Bidder to submit the bid before the last date and time on the online portal and in hard copy (addressed to the office of Gujarat Town Planning Consultancy Limited) and GTPCL shall not be responsible for any delay due to any of the technical/server issues.
5. The Proposal shall be submitted as per the forms given in relevant sections herewith. Upon selection, the Applicant shall be required to enter a contract with the Client as per the conditions specified in this RFP.
6. Applicants should familiarize themselves with local conditions and take them into account in preparing their Proposals.
7. The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data and reports related to the Assignment available with the Client. However, for avoidance of doubt, it is hereby clarified that the aforesaid data/ information provided under the RFP or to be provided later, is only indicative and solely for the purposes of rendering assistance to the Applicants towards preparation of their Proposals. The Applicants are hereby advised to undertake their own due diligence (to their complete satisfaction) before placing reliance on any such data/information furnished or to be provided later by the Client and/ or any of his Consultants.
8. Applicants shall bear all costs associated with the preparation and submission of their proposals, and their participation in the Selection process, and presentation including but not limited to postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Client or any other costs incurred in connection with or relating to its Proposal. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.

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9. Client requires that the Consultant provides professional, objective, and impartial advice and at all times hold Client’s interests’ paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of Client and the Project.
10. It is the Client’s policy to require that the Consultants observe the highest standard of ethics during the Selection Process and execution of such contracts. In pursuance of this policy, the Client:
 - i. defines, for the purposes of this provision, the terms set forth below as follows:
 - a) “Corrupt practice” means the offering, giving, receiving, or soliciting anything of value to influence the action of officials in the Selection Process or in contract execution; and
 - b) “Fraudulent practice” means a misrepresentation of facts in order to influence the selection process or the execution of a contract in a way which is detrimental to the Client, and includes collusive practices among Consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the Client of the benefits of free and open competition.
 - ii. will reject the Proposal for award if it determines that the Applicant has engaged in corrupt or fraudulent activities in competing for the contract in question.
 - iii. will declare an Applicant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines whether the Applicant has engaged in corrupt or fraudulent practices in competing for and in executing the contract.
11. Details related to timelines and submission of deliverables at each stage are given in the TOR.
12. The Proposal shall be valid for a period of not less than 180 (one hundred and eighty) days from the Proposal Due Date (the “PDD”).
13. 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.
14. 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.
15. 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.

8.2 Brief Description of the Selection Process

The Client has adopted a three-stage selection process (collectively the “Selection Process”) for evaluating the Proposals. The Bids shall comprise of three parts, namely the Pre-Qualification, Technical and Financial

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Proposals. The Pre-Qualification Proposal shall be submitted online titled Request for Qualification (RFQ) along with the processing fee and bid security. The Technical Proposal and Financial Proposal shall be submitted online in the relevant sections. The submissions for Pre- Qualification shall be evaluated first as specified in this RFP. Subsequently the technical evaluation as specified in this RFP will be carried out only for those Applicants who meet the Pre-Qualification criteria. Based on this technical evaluation, a list of technically qualified Applicants shall be prepared. Only the Financial Proposals of technically qualified Applicants will be opened. Proposals will finally be ranked according to their combined technical and financial scores as specified in this RFP.

8.3 Visit to the Client and Verification of Information:

Applicants are encouraged to submit their respective Proposals after visiting the office of the Client or its delegates as the case may be and ascertaining for themselves the availability of documents and other data with the Client, Applicable Laws and regulations or any other matter considered relevant by them. The proposal must be submitted both in hard copy (addressed to GTPCL office), as well as soft copy (on N-Procure portal). However, the hard copy submission MUST reach GTPCL office before the last date and time of the submission, as per the Data Sheet. The Bidder should make adequate provisions for sending the proposal on time. Any proposal received beyond submission deadline will NOT be considered. Please note that no reasons for delay, whatsoever, will be entertained in this respect. Both online and hard copy submission MUST NOT have substantial deviation. In case any substantial deviation is found, the Bidder will be disqualified from the evaluation process.

8.4 Number of Proposals

No Applicant shall submit more than one Application for the Consultancy.

8.5 Right to reject any or all Proposals:

Notwithstanding anything contained in this RFP, the Client reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

Without prejudice to the generality of above, the Client reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal.
- c) 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.

Such misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified/ rejected, then the Client reserves the right to consider the next best Applicant or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the Selection Process.

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

8.6 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.

8.7 Ownership of document and copyright

All the study outputs including primary data shall be compiled, classified and submitted by the Consultants to the Client in hard and soft copies in addition to the requirements for the reports and deliverables indicated in the TOR. The study outputs shall remain the property of the Client and shall not be used for any purpose other than that intended under these terms of reference without the permission of the Client.

8.8 Bid Processing Fees

- i. The RFP submissions shall be accompanied by a Demand Draft of INR 10,000.00 (Indian Rupees Ten thousand only) plus GST @18% in favor of “Gujarat Town Planning Consultancy Limited”, payable at Ahmedabad, Gujarat, India, as a non-refundable RFP processing fee (the “RFP Processing Fee”).
- ii. Proposals unaccompanied with the aforesaid RFP Processing Fee shall be liable to be rejected by the Client. The scanned copy of the processing fee shall be submitted online at the time of submission of bid proposals. The hard copy of the processing in the form of Demand Draft shall be submitted at the Client’s office before the last date of submission of proposals. Applicants whose processing fee is not received by the Client before the last date of submission, their proposals will be rejected. The proposal must be submitted both in hard copy (addressed to Gujarat Town Planning Consultancy Limited office), as well as soft copy (on N-Procure portal). However, the hard copy submission MUST reach Gujarat Town Planning Consultancy Limited office before the last date and time of the submission, as per the Data Sheet. The online proposal shall be considered final, even if the offline proposal is not received. The Bidder should make adequate provisions for sending the proposal on time.

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- iii. Any proposal received beyond submission deadline will NOT be considered. Please note that no reasons for delay, whatsoever, will be entertained in this respect. Both online and hard copy submission MUST NOT have any deviation. In case any substantial deviation is found, the Bidder will be disqualified from the evaluation process.

8.9 EMD

- i. An EMD in the form of a Demand Draft, from a scheduled Bank in India in favor of ‘Gujarat Town Planning Consultancy Limited’ valid for 180 days from the PDD, payable at Ahmedabad, for the sum of Rs 1,00,000/- (Rupees One Lakh Only) shall be required to be submitted by each Applicant (“EMD”).
- ii. The scanned copy of the bid security shall be submitted online at the time of submission of bid proposals. Applicants whose bid security is not received by the Client before the last date of submission, their proposals will be rejected.
- iii. Client will not be liable to pay any interest on bid security deposits. Bid security of unsuccessful Applicants shall be returned, without any interest, within two months after signing the contract with the Selected Applicant or when the selection process is cancelled by Client. The Selected Applicant’s Bid Security shall be returned, without any interest upon the Applicant signing the contract and furnishing the Performance Security in accordance with provision of the RFP and contract.
- iv. Client will be entitled to forfeit and appropriate the bid security as mutually agreed loss and damage payable to Client in regard to the RFP without prejudice to Client’s any other right or remedy under the following conditions:
 - 1. If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of Contract);
 - 2. If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time,
 - 3. In the case of the Selected Applicant, if the Selected Applicant fails to sign the contract or provide the Performance Security within the specified time limit, or
 - 4. If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Client.

8.10 Performance Security

Performance Security equivalent to 5 (five) percent of the total cost of Financial Proposal shall be furnished from a nationalized/ Scheduled Bank, before signing of the contract, in form of a Bank Guarantee in the format specified in RFP document. For the successful Bidder the Performance Security will be retained by Client until the completion of the assignment by the Consultant and will be released 6 (six) months after the completion of the assignment.

9 General terms & conditions to be added

9.1 General provisions

9.1.1 Definitions

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

“Applicable Law” means the all laws, bye-laws, rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgments, decrees and any other instruments having the force of law in India as they may be issued and in force from time to time;

“Affiliate” means, with respect to any Party, any other entity that, directly or indirectly: (a) Controls such Party; is Controlled by such Party; (c) is Controlled by the same person who, directly or indirectly, Controls such Party; and **“Control”** with respect to any person, shall mean: (a) the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person whether through the ownership of voting share capital, by agreement or otherwise or the power to elect more than one-half of the directors, partners or other individuals exercising similar Authority with respect to such person; (b) the possession, directly or indirectly, of a voting interest of more than 50%; and the terms **“Controlling”** and **“Controlled by”** shall be construed accordingly;

“Client” means the Party named in the Contract, who employs the Consultant;

“Consultant” or **“Consultants”** means the party named in the Contract, who is employed as an independent professional firm by the Client to perform the Services;

“Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GC) constitute a part, together with all other documents listed in this signed Contract;

“Effective Date” means the date on which this Contract is signed by both Parties and comes into force.

“Contract Price” means the price to be paid for the performance of the Services;

“GC” means the General Conditions of Contract;

“Government” means the Government of Client’s country;

“Local Currency” means the currency of the Government;

“Material Adverse Effect” means material adverse effect on (a) the ability of the Consultant to observe and perform any of its rights and obligations under and in accordance with the provisions of this Agreement and/or (b) the legality, validity, binding nature or enforceability of this Agreement;

Master Services Agreement (MSA) shall mean the same as “contract”;

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“**Party**” means the Client or the Consultants, as the case may be, and Parties means both of them;

“**Performance Security**” shall mean the irrevocable and unconditional bank guarantee provided by the Consultant from a scheduled Indian bank as guarantee for the performance of its obligations in respect of the Contract;

“**Personnel**” means persons hired by the Consultants or by any Sub-Consultant as employees and assigned to the performance of the Services or any part thereof;

“**Project**” means “[name of assignment]”;

“**SC**” means the Special Conditions of Contract by which these General Conditions of the Contract may be amended or supplemented;

“**Services**” means the work to be performed by the Consultants pursuant to this Contract as described in TOR;

“**Sub-Consultant**” means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of this contract; and,

“**Work Order**” means a specific directive or order to perform a defined scope for a defined duration and fee

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

“**Fraudulent Practice**” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practice among Consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

9.1.2 Law Governing Contract:

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Laws of India and shall be subject to the jurisdiction of the Courts at Gandhinagar.

9.1.3 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.

9.1.4 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.

9.1.5 Location:

The Services shall be performed at such locations as whether in Country or elsewhere, as the Client may approve.

9.1.6 Authorized Representatives:

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

9.1.7 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

9.1.8 Interpretation:

In the Contract, unless the context otherwise requires:

- The singular includes the plural and vice versa and any word or expression defined in the singular shall have a corresponding meaning if used in the plural and vice versa. A reference to any gender includes the other gender.
- A reference to any document, agreement, deed or other instrument (including, without limitation, references to the Contract), includes a reference to any document, agreement, deed or other instrument as may be varied, amended, supplemented, restated, novated or replaced, from time to time.
- A reference to any document, agreement, deed or other instrument (including, without limitation, references to the Contract), means a reference to such document, agreement, deed or other instrument and to all appendices, annexes, schedules and parts attached or relatable thereto, all of which shall form an integral part of such document, agreement, deed or other instrument, as the case may be.
- A reference to any Applicable Law includes any amendment, modification, re- enactment or change in interpretation or applicability of such Law and a reference to any statutory body or Authority includes a reference to any successor as to such of its functions as are relevant in the context in which the statutory body or Authority was referred to
- Where a word or phrase has a defined meaning, any other part of speech or grammatical form in respect of the word or phrase has a corresponding meaning. The words ‘include’ and ‘including’ are to be construed without limitation. The terms ‘herein’, ‘hereof’, ‘hereto’, ‘hereunder’ and words of similar purport refer to the Contract as a whole. Where a wider construction is possible, the words ‘other’ and ‘otherwise’ shall not be construed ejusdem generis with any foregoing words.
- In the Contract, headings are for the convenience of reference only and are not intended as complete or accurate descriptions of the content thereof and shall not be used to interpret the provisions of the Contract.

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- Any obligation not to do something shall be deemed to include an obligation not to suffer, permit or cause that thing to be done. An obligation to do something shall be deemed to include an obligation to cause that thing to be done.
- The rule of interpretation which requires that a Contract be interpreted against the person or Party drafting it shall have no application in the case of this Contract.
- References to a person (or to a word importing a person) shall be construed so as to include:
 - A. Individual, firm, partnership, trust, joint venture, company, corporation, body corporate, unincorporated body, association, organization, any government, or state or any agency of a government or state, or any local or municipal Authority or other Governmental Authority (whether or not in each case having separate legal personality);
 - B. That person’s successors in title and assigns or transferees permitted in accordance with the terms of the Contract; and
 - C. References to a person’s representatives shall be to its officers, Personnel, legal or other professional advisors, subcontractors, agents, attorneys and other duly authorized representatives.

9.2 Commencement, completion, modification and termination of contract

9.2.1 Effectiveness of Contract:

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

9.2.2 Expiration of Contract:

Unless terminated earlier pursuant to relevant clauses in this contract hereof, this Contract shall expire when Services have been completed and all payments have been made at the end of such time period after the Effective Date as shall be specified in the Contract.

9.2.3 Modification:

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

9.3 Force Majeure

9.3.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical to be considered impossible under the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions.

9.3.2 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.

9.3.3 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.

9.4 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.

9.4.1 By the Client

The Client may terminate this Contract, by not less than sixty (60) written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in this clause:

- a) if the Consultants do not remedy a failure in the performance of their obligations under the Contract, within a period of sixty (60) days, after being notified or within such further period as the Client may have subsequently approved in writing;
- b) within sixty (60) days, if the Consultants become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- d) within sixty (60) days, if the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- e) within sixty (60) days, if the Consultant submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the Consultant places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client;
- f) within sixty (60) days, if the Consultant, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Contract;
- g) if the Client, in its sole discretion and for any reason whatsoever, within a period of sixty (60) days decides to terminate this Contract.

9.4.2 By the Consultants

The Consultants may terminate this Contract, by not less than sixty (60) days day's' written notice to the Client, such notice to be given after the occurrence of the events specified in this clause:

- If the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to relevant clauses hereof within sixty (60) days after receiving written notice from the Consultants that such payment is overdue; or
- If, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- If The Client fails to comply with any final decision reached as are suit of arbitration pursuant to clause GC hereof.

9.4.3 Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to relevant clauses hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Client, the Consultant shall handover all project documents under procedure described in this contract.

9.4.4 Payment upon termination

Upon termination of this Contract, the Client will make the following payments to the Consultants:

- Remuneration pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination;
- If the Contract is terminated, the Consultant shall not be entitled to receive any agreed payments upon termination of the Contract. However, the Client may consider to make payment for the part satisfactorily performed on the basis of the quantum merit as assessed by it, in its sole discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose liquidated damages as per the provisions of relevant clauses of this Contract. The Consultant will be required to pay any such liquidated damages to Client within 30 days of termination date.

9.5 Obligations of the Consultants

9.5.1 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.

9.5.2 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.

9.5.3 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.

9.6 Obligations of the Client

9.6.1 Assistance and Exemptions

Unless otherwise specified in the SC, the Client will use its best efforts to ensure that the Government will provide the Consultants, Sub- Consultants and Personnel with work permits and such other documents as necessary to enable the Consultants, Sub Consultants or Personnel to perform the Services:

- assist for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all supporting papers for necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India;
- facilitate prompt clearance through customs of any property required for the Services;

- issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;

9.6.2 Access to land

The Client warrants that the Consultants shall have, free of charge, unimpeded access to all land in the Government’s country in respect of which access is required for the performance of the Services.

9.7 Payments to the Consultants

9.7.1 Payment terms and condition

The Consultants total remuneration including out of pocket expenses shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services. In addition to these, any conditions mentioned in the SC shall also be applicable to this contract. The Contract Price may only be increased, if the parties have agreed to additional payments in accordance with relevant clauses hereof.

9.7.2 Responsibility for accuracy of Project Documents

The Consultant shall be responsible for accuracy of the data collected, by him directly or procured from other agencies/authorities, the design, drawings, estimates and all other details prepared by him as part these services. it shall indemnify the GTPCL or other agencies/ authorities against any inaccuracy in the work which might surface during implementation of the project. The Consultant will also be responsible for correcting, at his own cost and risk, the drawings including any re-survey /investigations and correcting layout etc. if required during the execution of the services.

Consultant shall be fully responsible for the accuracy of design and drawings of the structures. All drawings for structures shall be duly signed by the respective Consultant. The design and drawings not signed as mentioned above shall not be accepted. The Consultant shall indemnify the GTPCL against any inaccuracy in the work noticed during the construction and even thereafter and the GTPCL shall bear no responsibility for the accuracy of the designs and drawings submitted by the Consultant.

9.8 Liquidated damages

If the selected Consultant fails to complete the Assignment, within the period specified under the contract, the Consultant shall pay to the Client, fixed and agreed liquidated damages, and not as penalty, @ 1% of the contract fees for each week of delay or part thereof. The aggregate maximum of liquidated damages payable to the Client under this clause shall be subject to a maximum of 10% of the total contract fees. The Client may assess the applicability of the liquidated damages, if any at the time of the closure of the contract.

9.9 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.

9.10 Settlement of Disputes

9.10.1 Amicable Settlement

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

9.10.2 Disputes Settlement

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

9.10.3 Arbitration

In case any dispute or difference arises between the parties with regard to the interpretation or working of this agreement, or the rights, liabilities or duties arising out of it, then the matter will be referred to arbitration tribunal.

RFP Document for “Selection of Consultant for Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”

10 Forms

Form	Details
Form 1	Technical Proposal Submission Form
Form 2	Information on Bidder’s Organization
Form 3	Format for Average Annual Turnover of Applicant
Form 4	Bidder’s Project Experience
Form 5	Curriculum Vitae (CV) for Proposed Professional Staff
Form 6	Power of Attorney for Authorized representative
Form 7	Format of Bank Guarantee for Performance Security
Form 8	Approach, Methodology and Work Plan for Performing the Assignment structure
Form 9	Team Composition and Task Assignments
Form 10	Work Plan
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Form 13	Financial Proposal Submission Form
Form 14	Format of Pre-Bid Queries

RFP Document for “Selection of Consultant for Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”

Form 1: Proposal Submission Form

(To be printed on Letter Head)

[Date]

To,
Managing Director (MD),
Gujarat Town Planning Consultancy Limited,
3rd Floor, Riverfront House, Behind H.K Arts College,
Between Gandhi and Nehru Bridge,
Ahmedabad-380009, Gujarat.

Sub - RFP dated [date] for [name of assignment]

Dear Sir,

With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as [name of assignment]. The Proposal is unconditional and unqualified.

We are submitting our Proposal as [sole applicant]

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from negotiations in accordance with the RFP.

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that Client will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
3. We shall make available to Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of Client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Authority nor have had any contract terminated by any public Authority for breach on our part.
6. We declare that:
 - i. We have examined and have no reservations to the RFP, including any Addendum issued by the Authority;
 - ii. We do not have any conflict of interest in accordance with the terms of the RFP;
 - iii. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Client or any other public sector enterprise or any government, Central or State; and
 - iv. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

RFP Document for “Selection of Consultant for Preparation of Business Plan
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7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants.
8. We certify that in regard to matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory Authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that we have not been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP.
10. We further certify that no investigation by a regulatory Authority is pending either against us or against our affiliates or against our CEO or any of our Directors/ Managers/ employees.
11. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Client in connection with the selection of Consultant or in connection with the selection process itself in respect of the above-mentioned Project.
12. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the consultancy for the Project is not awarded to us or our proposal is not opened or rejected.
13. In the event of our being selected as the Consultant, we agree to enter into a Contract in accordance with the contract prescribed in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
14. We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by Client or in respect of any matter arising out of or concerning or relating to the selection process including the award of consultancy.
15. The Financial Proposal is being submitted in an online mode only. This Technical Proposal read with the Financial Proposal shall be binding on us.
16. We agree and undertake to abide by all the terms and conditions of the RFP Document.

We remain,
Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:
Email Address:
Contact no:
(Name and seal of the Applicant/ Member in Charge)

RFP Document for “Selection of Consultant for Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”

Form 2: 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 undeclared pending as on date of release of RFP (Declaration on Rs. 300 stamp paper)	

Note: Please attach all the relevant documents like Power of Attorney (Form 4), Certificate of Incorporation, GST IN, TAN, PAN

.....

Name of the Bidder

.....

Name and Signature of the Authorized Signatory

RFP Document for “Selection of Consultant for Preparation of Business Plan
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Form 3: Format for Average Annual Turnover of Applicant

Average Annual Turnover of Applicant		
Sr.	Financial Years	Annual Turnover (INR)
1.	FY 2022 - 2023	
2.	FY 2023 - 2024	
3.	FY 2024 - 2025	
Average Annual Turnover of Applicant		

Certificate from the Chartered Accountant

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory:

Designation:

Name of firm:

Signature of Authorized Signatory:

Seal of Audit firm:

UDIN:

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Form 4: Bidder’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within a JV for carrying out consulting services similar to the ones requested under this assignment.]

Projects experience without the Client certificate will not be evaluated.

For Eligible Projects, ongoing projects completed to 80 percent can be considered

Assignment Name and project cost and Area (in Sq. Km):	Approx. value of the contract (in INR in Crore):
Country & location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year): Completion Date (Month/Year):	No. of professional staff – months provided by associated Consultants:
Name of Lead Partner:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader)
Name of Associated Consultants, If any:	
Description of Project with area: (highlight project capital cost)	
Description of actual services provided by your staff within the assignment:	
Firm’s Name:	
Authorized Signature:	

RFP Document for “Selection of Consultant for Preparation of Business Plan
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**Form 5: Curriculum Vitae (CV) for Proposed Professional Staff
(with one page of summary of experience)**

1	Proposed position				
2	Name of firm				
3	Name of Staff				
4	Date of Birth				
5	Nationality				
6	Education		[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and year of obtainment starting from the latest degree]		
7	Membership of Professional Organizations				
8	Training & Publications		Indicate significant training since education degrees (under 5) were obtained		
9	Countries of Work Experience		List countries where staff has worked in the last ten years		
10	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English			
11	Employment record (starting with present position, list in reverse order every employment held by staff member since graduation)		Name of Organization	Position held	Duration YYYY to present
12	Details of tasks assigned				
13	Work Undertaken that Best Illustrates Capability to Handle tasks assigned.		[Among the assignments in which the Staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the task assigned: Year: Location: Client: Project Cost: Main project features: Positions held: Activities performed:		

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14	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.
15	Signature	Signature
16	Date (dd/mm/yyyy):	Date (dd/mm/yyyy):
17	Name of staff member:	Name of Authorized Signatory:

Note: Please restrict the number of pages per CV to four (04) pages (two sheets if printed both sides). The one-page summary shall be over and above the four (04) page CV. Pages in the CV greater than these limits shall not be considered for evaluation.

RFP Document for “Selection of Consultant for Preparation of Business Plan
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Form 6: Format for Power of Attorney for Authorized representative

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”), with power to sub- delegate to any person, 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 and selection as Consultant for [name of assignment], 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 until the entering into of the Contract 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 Authorized 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 Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in ‘yyyy’ format].

For [name and registered address of organization]

[Signature]

[Name]

[Designation]

Witnesses:

1. [Signature, name and address of witness]

2. [Signature, name and address of witness]

Accepted

[Signature]

[Name]

[Designation]

[Address]

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.

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2. 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.

3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

Form 7: Format of Bank Guarantee for Performance Security

BG No.

Date:

1. In consideration of you, Gujarat Town Planning Consultancy Limited , having its registered office at ‘Ahmedabad Urban Development Authority, 1st floor, Sardar Vallabhbhai Patel Bhavan, Usmanpura, Ahmedabad, Gujarat- 380014 ’ and its corporate office at 3rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of [Name of company], a company registered under the Companies Act, 1956 and having its registered office at [registered address of company], [name of company] and [name of company] (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Consultant for [name of assignment] (hereinafter referred to as the “Consultancy”) pursuant to the RFP Document dated [date] issued in respect of the Consultancy and other related documents including without limitation the draft contract for consultancy services (hereinafter collectively referred to as “RFP Documents”), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the RFP Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said RFP Document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the RFP Document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other Authority.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the RFP Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said RFP Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the Proposal Due Date and a further claim period of thirty (30) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.

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5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank
7. under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said RFP Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP Document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
10. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
13. For the avoidance of doubt, the Bank’s liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and delivered by [name of bank]

By the hand of Mr. /Ms. [name], it’s [designation] and authorised official.

(Signature of the Authorised Signatory) (Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Form 8: Suggestive strategy for Approach, Methodology and Work Plan for Performing the Assignment

Project Management and Technical approach with methodology and work plan are key components of the Technical Proposal. The Consultant is suggested to present its Technical Proposal divided into the following chapters:

(a) Project Management Approach:

In this section the Consultant shall explain its overall philosophy with project management, the systems, tools and processes used to manage the cost and schedule. Specifically, the Consultant must describe how it will organize and deliver the project management tasks/deliverables required in Terms of Reference.

(b) Technical Approach and Methodology:

In this chapter the Consultant should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The Consultant should highlight the problems to be addressed along with their importance and explain the technical approach the Consultant would adopt to address them. The Consultant should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

(c) Work Plan:

In this chapter the Consultant 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 project management and technical approach and methodology, showing understanding of the TOR and ability to translate them into 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 below.

(d) Organization and Staffing:

In this chapter the Consultant should propose the structure and composition of the proposed team. The Consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The Consultant shall submit staffing schedule of Key Expert, proposed technical and support staff week wise.

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Form 9: Team Composition and Task Assignments

Professional Staff						
Sr. No.	Position	Name of Staff	Qualification	Years of experience	Professional Experience/ Area of Expertise	Full time/ Part time

Support Staff						
Sr. No.	Position	Name of Staff	Qualification	Years of experience	Professional Experience/ Area of Expertise	Full time/ Part time

RFP Document for “Selection of Consultant for Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”

Form 11: Staffing Schedule

Sr. No.	Position	Name	Weeks					
			1	2	3	N th week
A Professional Staff								
1.								
2.								
3.								
4.								
5.								
B Supporting Staff								
1.								
2.								
3.								
4.								
5.								

Form 12: Declaration of non-blacklisting

Declaration for not being barred by the Central Government, any State Government, a
statutory Authority or a public sector

Declaration Letter for “<insert name of the RFP>”

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company intends to submit a proposal in response to <insert name of the RFP>, we also declare that our Company has not been barred or blacklisted by the Central Government, any State Government, a statutory Authority or a public sector undertaking, Multilateral/Bilateral banks as the case may be, from participating in any project during the past 5 (Five) years, and the bar subsists as on the date of the Proposal Due Date.

Sincerely,

(Signature of the Authorized Person)

(Seal and stamp of the Organisation)

Name:

Designation:

RFP Document for “Selection of Consultant for Preparation of Business Plan
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Form 13: Financial Proposal Submission Form

THIS FORM IS NOT TO BE SUBMITTED AS PART OF THE TECHNICAL PROPOSAL. This form is to be filled up through N-PROCURE only and must not be submitted in hard copy.

Item	Amount in Figures (INR)	Amount in Words
Fees for Preparation of Business Plan for Gujarat Town Planning Consultancy Limited		

Notes:

Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.

Fees quoted above must be exclusive of Goods and Service Tax (GST) as applicable

Fees quoted above must be including all other taxes out of pocket expenditure, and all other costs incurred by the Consultant in carrying out the services

We have read all the terms and conditions with respect to financial bid as outlined in the tender document and abide ourselves with the terms and conditions.

Signature _____

Full Name _____

Designation _____

Name of the Firm _____

Mobile No _____

E-mail _____

RFP Document for “Selection of Consultant for Preparation of Business Plan
for Gujarat Town Planning Consultancy Limited”

Form 14: Format of Pre-Bid Queries

To

[insert name and address of Client]

Sub: RFP Document for “Selection of Consultant for Preparation of Business Plan for Gujarat Town Planning Consultancy Limited”

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.