



RAIPUR MUNICIPAL CORPORATION (RMC)

Near Jai Stambh Chowk, Malviya Road, Raipur – 492 001 (C.G.)

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INVITES EXPRESSION OF INTEREST

Memo No: DC(P)/GEF-UNDP/2008/

Raipur, Dated.25/02/2008

FOR PREPARATION OF DETAILED PROJECT REPORT FOR GLOBAL ENVIRONMENT FACILITY UNDER CLEANER MOBILITY PROGRAMME FOR RAIPUR CITY

Duly Sealed applications are invited from experienced and reputed consultants/firms having experience in preparation of DPR/PPR in relevance to CMP (Comprehensive Mobility Plan) of any city for Traffic and Transport planning during the last three years.

The proposals shall be submitted in the prescribed format which can be purchased on cash payment of **Rs.2000/-** (Rs.Two Thousand) from the Executive Engineer, Municipal Corporation, Raipur (C.G.) or can be downloaded from the website **www.cg.gov.in**. The firms submitting the downloaded format shall enclose a demand draft of **Rs.2000/-** (Rs.Two thousand only) drawn in favour of Commissioner Municipal Corporation Raipur payable at Raipur. The firms not submitting the demand draft or not submitting the application in prescribed format shall be liable for rejection.

Firms shall be short listed on the basis of their credentials, relevant work experience, technical capacity, qualification, financial soundness and other information required as per the format. These short listed firms shall only be asked to submit their financial offer latest by the stipulated date and time informed to them. Financial offers received after the given date and time shall not be considered and shall remain unopened. Negotiation if required shall be done and the lowest financial proposal may be approved for the award of work.

The completed applications should reach the office of the **Commissioner, Municipal Corporation, Raipur** not later than 1700 Hours on **26.03.2008** by speed post or registered post of Indian Postal and Telegraph Department no other means for submission of the proposal will be entertained. The envelopes shall be opened on 1100 Hours on **27.03.2008**. After examination by the scrutiny committee and short listed firms will be intimated later on separately for Financial Bidding. The right to reject whole or part of the Proposal, all or any proposal and to modify the terms and conditions are reserved with Commissioner Municipal Corporation, Raipur (C.G.).

COMMISSIONER
Municipal Corporation
Raipur (C.G.)

PREPARATION OF DETAILED PROJECT REPORT FOR GLOBAL ENVIRONMENT FACILITY UNDER CLEANER MOBILITY PROGRAMME FOR RAIPUR CITY

1. Background of Cleaner Mobility Programme:

The rapid growth of population and urbanization have triggered the day by day increasing congestion, accidents and air borne pollution in urban areas. These have seriously affected the quality of life of people living in cities. Therefore the objective of the UNDP –GEF (UNITED NATIONS DEVELOPMENT PROGRAMME-GLOBAL ENVIRONMENT FACILITY) is to achieve environmentally sustainable urban mobilities in Indian Cities. In this reference, five cities of INDIA are selected under UNDP-GEF project which includes

RAIPUR, HYDERABAD, PUNE, AHMEDABAD and TIRUANANTPURAM.

2. Raipur City -

a. Overview -:

Raipur city is one of the fast developing industrial & commercial town of the Central India. Particularly with the formation of Chhattisgarh state & Raipur as the capital, there has been tremendous inflow of people from other towns of the state & country. Good Air, Rail & Road connectivity has facilitated convenient inflow to the town. Due to non existence of an organized public transport system, the everyday increasing Automobiles are contributing to the congestion and pollution as well as the geometry of present roads also restricts the smooth movement of Non motorized traffic (pedestrian, cycles etc.). The present mult modal nature of transportation in all parts of the city is also creating the mobility tougher. This requires urban infrastructure study for the Raipur town in an analytical perspective to attain the environmentally sustainable mobility.

b. Urban strategy -:

Raipur has been selected among sixty three cities of INDIA under Jawahar Lal Nehru National Urban Renewal Mission for implementation of project under its two sub-missions, namely (a) urban Infrastructure and Governance and (b) Basic services for urban poor.

A City Development Plan, (CDP), as required by the JNNURM, has been prepared for the Town of Raipur, Development Plan and Draft Naya Rajdhani Development Plan, under the CG Town and Country Planning Act, 1973 have also been published.

c. Statement of Problem :-

Raipur, in the context of Traffic and Transportation has problems of a typical walled city, a few of them are: -

I. Narrow roads and streets; services such as electric Transmission lines, Telephone lines, road side drains etc reducing the effective width of the carriage way.

II. Highly mixed Traffic comprising of pedestrians, cycle-rickshaws, hand cart two wheelers, three wheelers, motor cars, mini-trucks move within a narrow arterial road network thus increasing congestion within the city.

III. Absence of civic sense of and absence of planned parking lots, road side parking thus again contributing to the congestion by creating hurdle to the smooth flow of traffic.

IV. Local and long distance traffic using the same main roads, in absence of alternative major roads.

V. Intersections and signal systems are not designed properly.

VI. Absence of organized and efficient public transport system like buses and mini buses thus leave no option for the people to use more and more individual vehicles. This result in undesired increase in volume on the city roads. More fuel consumption as well as more emission of CO₂.

VII. No provision of dedicated facilities for pedestrian like subways, Foot over bridges, footpaths and walkways within the city.

VIII. No promotion for Bicycle rides as well as no specific routes and amenities to improve bicycle use for the urban people.

3. PURPOSE OF EOI -

The purpose of the EOI is to procure consultancy services for :-

Preparation of Detailed project report for environmentally sustainable mobility in Raipur city which shall reflect the cleaner mobility programme so as to enable RMC to obtain funds under UNDP – GEF. The DPR shall be as per National Urban Transport Policy 2006.

4. OBJECTIVES OF DPR -

- A.** To provide, promote and ensure safe, economic and efficient movement of all categories of passengers and goods with least pollution through an integrated multi-modal transportation system.
- B.** To motivate people and to create awareness among people for eco friendly environment such as to walk down or use cycles for shorter distances and thus to reduce the volume of vehicular movement.
- C.** To use energy efficient techniques for automobiles particularly for mass transport system.
- D.** To provide proper geometric design & landscaping which will facilitate proper traffic condition & add to the aesthetics of the town.

5. SCOPE OF WORK –

- (01) Traffic study & forecast for next 20 years and conduct -:
 - (a).** 24Hrs.continuous Mid –block traffic count from 8.00Hrs.to 8.00 hrs.(next day) at locations discussed with RMC officials.
 - (b).** 8hrs.Classified Turning Movement traffic count from 9.00hrs. to 13.00hrs.and from 16.00hrs.to 20.00 hrs at locations discussed with RMC officials.
- (02) Conduct Detailed Road Inventory & Pavement condition survey for the roads to be incorporated in DPR.
- (03) Study the Environmental and social impact issues related to the project.
- (04) Suggest social rehabilitation and relocation plan, if so required.
- (05) Identification of routes and locations suitable for provision of cycle tracks, footpath, pedestrian subways, FOB,' etc.
- (06) Identification of sources of construction material. Conduct a detailed soil and material survey for the purpose.
- (07) Conduct study of existing public transport system and major congestion locations and major intersections.
- (08) Conduct topographic survey of detailed engineering sections by total station traverse, for collecting all information for designing all

improvement works, establish horizontal control points and vertical control points with reference to permanent & temporary benchmarks established along the project. All surveys should be as per recommendations contained in IRC: SP:19.

- (09) Conduct soil and pavement investigations of detailed engineering section.
- (10) Carryout detailed engineering design for all the pavements selected sections based on survey/investigation data.
- (11) Prepare Cost Estimate with a tolerance of 10% for proposed works after preparing Bill of Quantities (BOQ) for the proposed improvements works and detailed cost estimation based on schedule of rates applicable in RMC.. For items not covered by schedule, the same be accompanied by the rate analysis there of.
- (12) Based on detailed surveys and investigations; prepare detailed engineering drawings on pattern recommended by the relevant working standards of IRC.
- (13) During execution of work, correction / modification of design / drawing if so needed as a result of any site requirement.
- (14) Conduct economic and financial analysis of the project viability.
- (15) Suggest a suitable model for executing the project preferably with Private sector participation (BOT) or any alternative method).

6. TIME PERIOD -

- (i) The estimated period of assignment is 03 months it may be extended on written request of the consultant because of delay not attributable to the consultant or unavoidable circumstances; he is unable to complete the assignment. How ever any extension due to delay caused by the consultants may attract penalty at sole discretion of Commissioner.
- (ii) The assignment period after extension under above sub clause (i) may further be extended, on additional fees which may be decided on mutual consent.
- (iii) The execution schedule shall be as follows :-

Initial concept Report within 1 month from the date of work order.

Draft DPR ----- within 2 months from the date of work order.

Final DPR ----- within 3 months from the date of work order.

7. DELIVERABLES -

Initial concept report and draft reports are to be submitted in three hard and two soft copies in C.D. The final report shall be submitted in eight hard and two soft copies.

8. FEES AND MODE OF PAYMENT –

The Consultants are required to quote lump sum fees for the project inclusive of all expenses occurred during application and preparation of DPR and also all taxes including service tax, fees, royalties charges etc.

The schedule of payment will be as follows:-

- | | |
|---|---------------------|
| (i) On submission of Initial Concept Report | - 10% of total fees |
| (ii) On acceptance of Initial concept report by RMC | - 20% of total fees |
| (iii) On acceptance of Draft DPR | - 20% of total fees |
| (iv) On Submission of Final DPR | - 25% of total fees |
| (v) On acceptance of Final DPR | - 20% of total fees |
| (vi) Refund of Security Deposits | - 5% of total fees |

It is clearly mentioned that no mobilizing advance will be given to selected consultant.

9. LIQUIDATED DAMAGE –

- (i) Time schedule shall be the essence of the agreement. If the Consultant fails to complete the work within the time prescribed, the Consultant shall pay to the Municipal Corporation Raipur, the sum as decided by the Commissioner in percentage of the fee of that phase for delays per week as liquidated damages provided that the entire amount of liquidated damages shall not exceed 10% (ten percent) of total fee.
- (ii) The Municipal Corporation without prejudice to any other method of recovery shall deduct the amount of such damages from any amount due or which may become due to the Consultant. The payment or deduction of such damages shall not relieve the Consultant from his obligations to complete his services or from any other liability under the agreement.
- (iii) If any work is not completed within the stipulated time as per agreement then the Municipal Corporation Raipur shall have an option to get the services of the other agencies to complete the work and the extra expenditure if any incurred by the Municipal Corporation Raipur Shall be recovered from the Consultant.

10. SECURITY DEPOSIT –

All intermediate payments in various phases shall be advance against the final settlements and an amount equal to Five percent (5%) of all the intermediate payment shall be deducted as Performance Security,

which may be refunded after satisfactory completion of the contract. All payments will be made in Indian National Rupee (INR) after deducting taxes as applicable as per laws in India.

11. SUBMISSION OF PROPOSAL -

11.1 The proposals should be submitted in sealed envelope must be superscripted with the following information:-

- a) Title of EOI
- b) Name and Address of Consultant and JV (if any):

11.2 It shall also contain a demand draft of Rs. 5000/- (Rupees Five thousand only) drawn in favour of the Commissioner on any schedule Bank payable at Raipur, in case the EOI document downloaded from the website are used.

11.3 The envelope shall contain following documents duly attested as described below:-

- a) Original RFP document supplied by the Executive Engineer Municipal Corporation, Raipur or the form downloaded, duly filled in and signed by the consultant.
- b) Experience certificates of works of similar nature from Government./ Semi Government./ reputed private organization.
- c) Copy of Registration Certificates of the company, firm and also the Memorandum of Agreement in case of a joint Venture, indicating also the name of the lead partner and role of each firm constituting the joint venture.
- d) Copy of Tax registration Certificates (Sales Tax/ Service Tax/Pan No. etc.
- e) The consultants making proposals should provided a list of his client reference along with the name of clients, their address and names of contact persons with their telephone/fax number, e-mail id, for which similar type of project preparation (including worth of each project) have been completed by him.
- f) Certificate of membership of professional institutions of key personnel. Professional qualification and experience on similar nature of work of CV's.
- g) Any other documentary evidence supporting fulfillment of qualifying criteria.

h) Annual turnover and Income tax clearance certificate of last three financial years.

11.4 The envelope shall not contain any financial offer.

11.5 The consultant submitting proposal should sign all the documents and countersign all additions, corrections and erasers in the RFP documents if any.

11.6 Sealed proposal can be submitted on or before the scheduled time and date. Proposals received after the due date and time, for any reason whatsoever, shall not be entertained. Telegraphic, faxed, E- mailed, conditional or incomplete application shall not be entertained.

12. OPENING OF APPLICATION: –

11.1 The Consultants who have applied with downloaded EOI form, if the cost of EOI document is not found full will not be entertained. Similarly, the Consultants who have not applied in the prescribed format will also not be entertained.

11.2 The applications will be scrutinized and a short-list will be prepared based on the technical evaluation, at a later date. The short listed firms will be intimated later on separately for Financial Bidding. The Financial offer of only short listed applicant shall be opened on the date and time as fixed, after due intimation to the short listed consultants.

11.3 The proposal, as part of the evaluation shall be checked for responsiveness with the requirement of the EOI and only those proposals, which are found to be responsive, shall be further evaluated in accordance with the criteria given below.

12. TECHNICAL EVALUTION :

12.1 The criteria for Technical evaluation are as given below:- S.No. Parameter Points

1. Specific experience of the consultant related to the assignment -40.
2. Adequacy of the proposed work plan and methodology -20.
3. Qualification and competence of the key staff for the assignment- 10.
4. General qualification- Experience Adequacy for the project as per past experience -20.
5. Proposed Methodology -10.

Total 100

The Consultant should furnish details of the team including staff, and key personnel's. The team should comprise of adequate number of experts having relevant experience. List of Key Personnel to be

employed by the consultant along with their undertaking to work for the project, should also be submitted.

12.2 The Technical Proposals of the applicant should score at least 75 points out of 100 points for short listing.

12.3. The Financial proposal should consist of comprehensive cost for Required Deliverables. The Financial Proposals of only those consultants, who are short-listed after technical evaluation shall be opened. The lowest financial proposal, if found suitable, shall be considered, after negotiations, if required, with short listed consultants.

6. RESPONSIBILITIES OF THE CONSULTANT:-

13.1 The applicants should obtain at their own cost, first hand information on the assignment and on the local condition Acts, Rules and instruction and procedures applicable and make independent assessment, after paying a visit to Raipur City. They may contact the Commissioner, Municipal Corporation, Raipur for information's. The name of the officer-in-charge is SHRI MANOJ SINGH THAKUR (telephone number 0771-2535780, 2535790).

13.2 The design standard and specifications for all items of work should be as per the relevant IS Code of practice and specifications prescribed in the schedule of rates applicable in the Municipal Corporation, Raipur.

13.3 The consultant shall be responsible for the survey investigations and tests conducted for appropriate design and drawings prepared by him and as a part of the assignment for which no separate fees shall be payable. He shall indemnify the Municipal Corporation Raipur against any claim, what so ever, against any inaccuracies in the work at the time of execution their of. In case of inaccuracies found during execution, the consultant shall be responsible to reinvestigate and correct the designs, drawings and estimates at his own cost failing which the right to stop part or all payments and recover the appropriate cost for such correction due to the consultants, are reserved.

13.4 It shall also be the sole responsibility of the consultant for the accuracy of the quantities estimated by him and any variation in quantities of more than 10% of the actual estimates shall attract penalty as may be decided by the Commissioner.

13.5 The Proposal submitted by the consultant shall remain valid for a period of 120 (one hundred twenty) days before which the consultant can not withdrawn the proposal. However, it may be extended on mutual consent.

14. RIGHTS OF THE COMMISSIONER :

14.1 At any time before the submission of proposals, the Commissioner may, for any reason, modify the EOI by amendment. The notice in such case will be published in the news papers in case the amendments are issued before the last

date of receipt of the offers, or will be notified in writing or tele-faxed to all short-listed consulting firms and will be binding on them. The Commissioner may at his discretion extend the deadline for the submission of proposals or withdrawn the EOI.

14.2 Scope of Services or the Time period given for performance of contract may be increased, reduced or altered by the Commissioner any revised scope of services or for any additional services for which rates of fees are not available shall be paid on mutually agreed terms and conditions.

14.3 The Commissioner may by written notice of suspension to the Consultant suspend all payments to the Consultant here under if the consultant fail to perform his obligations under this contract, including (i) shall specify the nature of the failure and (ii) request the Consultant to remedy such failure within the period not exceeding thirty (30) days after the consultant of such notice of suspension.

15. AWARD OF CONTRACT:

The contract will be awarded after successful negotiations with the Consultants if required, and getting approval from competent authorities. The consultant shall enter into an agreement with the Municipal Corporation RAIPUR on judicial stamp paper of appropriate value within 15 days of issue of acceptance letter. The cost of stamp paper for the Agreement shall be borne by the Consultant. The Consultant shall commence the assignment within 15 days of signing of Contract.

GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS :

The contract will be executed in English, which shall be the binding for all matters relating to the interpretation of this contract. The headings shall not limit, alter or affect the meaning of this contract. The contract, its meaning, interpretation and the relation between the Parties shall be governed by the Applicable Law of Land i.e. Raipur in state of Chhattishgarh, Country India.

2. 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 the authorized representative of the Commissioner, or the Consultant as the case may be courier own when sent by or registered mail or facsimile notice will be deemed to be served as specified below:

- a) In the case of personal delivery or registered mail, on delivery:
- b) In the case of telegrams, 24 hours following confirmed transmission;
and
- c) In the case of facsimiles, 24 hours following confirmed transmission
- d) In case of b) and c) above it shall be confirmed by registered letter of
by courier

e) A Party may change its address for notice hereunder by giving the other party notice of such change.

3. AUTHORITY OF MEMBER IN CHARGE :

The members shall nominate and appoint a person to act on their behalf in exercising all the Consultant rights and obligations towards the Commissioner under this Contract, including without limitation the receiving of instructions and payments.

4 OBLIGATIONS OF THE CONSULTANT :

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advanced technology and safe and effective equipment machinery materials and methods. The Consultant shall always act, in respect of any matter relating to the Contract of to the Service , as faithful advisors to Commissioner and shall at all times support and safeguard the Municipal Corporation legitimate interests in any dealings with sub- Consultant or third parties.

5. CONSULTANT NOT TO BENEFIT FROM COMMISSIONS DISCOUNTS, ETC :

The Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities and services performed with the scope of works and Terms of Reference pursuant to this Contract of Services or in the discharge of their obligations hereunder. The Consultant shall use their best efforts to ensure that they or their personnel or either of them, similarly shall not receive any such additional remuneration.

6 CONFIDENTIALITY :

The Consultant their sub- Consultant and the personnel or either of them shall not, either during the term or after the expiration of the contract, disclose any proprietary or confidential information relating to the project, the Services, the Contract or the Commissioner Municipal Corporation Raipur business or operations without the prior written consent of the Commissioner Municipal Corporation Raipur.

7 INSURANCE AND INDEMNITY TO BE TAKEN BY THE CONSULTANT:

a) Municipal Corporation Raipur undertakes no responsibility in respect of life accident, travel or any other insurance coverage for the Personnel of for the dependents of any such Personnel.

b) The Consultant shall indemnify the Municipal Corporation against all claims, proceedings, demands , costs and expenses of whatsoever nature that may arise of accrue by any reasons or reason of infringement or alleged infringement by the Consultant of may patent or other protected right during or in connection with the Services.

8 CONSULTANT ACTIONS REQUIRING PRIOR APPROVAL :

The Consultant shall obtain prior approval from Commissioner in writing, before taking any of the following action:-

- a) Entering into a sub contract for the performance of any part of the Services, it being understood (i) that the selection of the sub Consultant and the terms and conditions of the sub consultant shall be approved by the Commissioner prior to the execution of such the sub consultant agreement, and (ii) that the Consultant shall remain fully liable for the performance of the services by the sub Consultant and its Personnel pursuant to this contract; and
- b) The Consultant shall not use these document for purposes unrelated to this contract without the prior written approval of the Municipal Corporation Raipur

9 DOCUMENTS PREPARED BY THE CONSULTANT TO BE THE PROPERTY OF MUNICIPAL CORPORATION RAIPUR :

The plans, drawing, specifications , designs , reports and other documents prepared by the Consultant in performing the services as their intellectual property shall remain as the property of the Municipal Corporation Raipur, and the Consultant shall, not later than upon termination or expiration of the Contract, deliver all such documents to the Commissioner , together with a detailed inventory thereof. The Municipal Corporation shall use such work of Consultant for the purpose it is meant for. The consultant may retain a copy of such documents. Future use of these documents, if any shall Municipal Corporation Raipur's prior approval.

10 CONSULTANT PERSONNEL TO BE AVAILABLE:

The qualification and experience of the Consultant's Personnel engaged in carrying out of the services shall be made available to the Municipal Corporation and such personnel shall be available for the assignment. The Consultant is required to set up one office at Raipur with staff mentioned by him in the RFP document.

11 PROJECT TEAM :

The consultant shall ensure that during the Consultant performance of the services required Project Team shall be available offsite or onsite for the consultations.

12 ASSISTANCE AND EXEMPTIONS :

Unless otherwise specified, the Municipal Corporation Raipur shall use its best efforts to ensure to assist the Consultant, sub Consultant

and Personnel in obtaining work permits and such other documents as shall be necessary to enable the Consultant, Sub Consultant or Personnel to perform the services.

13 ARBITRATION :

a) In the event of any dispute or difference arises between the parties relating to the consultancy , meaning or effect of the Agreement or any other clause or in respect of the rights and liabilities of the parties or other matters specified therein or with reference to anything arising out of or incidental to the Agreement or otherwise in relation to the terms , whether during the continuance of the Agreement or thereafter , such disputes or differences shall be endeavored to be solved by mutual negotiations.

b) In however such negotiations are in fructuous, they shall be decided by arbitration under The Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final and binding on the parties . The venue of arbitration shall be Raipur and Subject to the above, the Civil Courts in Raipur shall have exclusive jurisdiction in this matter.

c) Any reference to arbitration shall not relieve either party from the due performance of its obligations under these Agreements. However, if the nature of disputed matter under arbitration so necessitates, either party may suspend further performance till the arbitration award is declared. The period of non- performance under these circumstances will be added to the contracted period of completion, without payment of compensation for such delay.

d) The Cost and expenses of the arbitration proceedings would be borne by losing party.

14 FORECLOSURE :

a) If the Nagar Nigam Raipur does not desire that the professional services are required beyond certain stage, the work assigned to the Consultant shall be with drawn after giving him reasonable notice(not less than thirty (30) days for foreclosure/termination of engagement.

b) Upon foreclosure of the contract, the Consultant shall take necessary steps to bring the work to a close in a prompt orderly manner and shall hand over all the documents / reports prepared by Consultant up to and including the date of termination to Commissioner.

c) The Consultant shall be duly paid the professional fees for the works carried out and service as rendered till the date of foreclosure; proportionately or based on the completion of work ,whichever is higher .The consultant shall also be reimbursed for reasonable demobilization expenses, if the contract is foreclosed.

15 NO ESCALATION PAYABLE :

No escalation charges or additional amount whatsoever shall be paid to the consultant. Unless agreed in writing by the Commissioner.

16 METHOD OF APPLYING:

- a) If the application is made by an individual it shall be signed by the individual above his full typewritten name and current address.
- b) If the application is made by proprietary firms, it shall be signed by the proprietor above his full typewritten name and current address.
- c) if application is made by a partnership, it shall be signed by all the partner of the firm above their full typewritten names and current address or alternatively by a partner holding special power of attorney for the firm in which can a certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- d) If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application in which case certified copy of the power of attorney shall accompany the application.
- e) If the application is made by a joint venture/consortia of two or more firms as partners:
 - 1) The application shall be signed so as to be legally binding on all partners.
 - 2) One of the partners shall be nominated as being lead partner and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - 3) The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture/ Consortia w.r.t. the competition.
 - 4) A valid copy of the agreement entered into by the Joint Venture / Consortium shall be submitted with the application and complete information pertaining to each partner in the respective forms duly signed by each such partner shall be submitted with the application.
- f) All applications submitted shall include the following information:
 - i) Letter of Transmittal.
 - ii) Copies of original documents defining the status, structure of organization, place of business of the company or corporation or firm or organization, place of business of the company or corporation or firm or partnership or in case of a joint venture, of each party constituting the Joint Venture/Consortia
 - iii) Reports on the financial standing of the applicant (or of each party to a joint venture)

- iv) Information about professionals and allied Technical staff
- v) Qualification and experience of key personnel proposed for the project with the applicant.
- vi) Details of the experience and past performance of the applicant (or of each party of joint venture/consortia) on works of a similar nature and details of current s works in hand and other commitment.
- vii) Any other relevant additional information.
- viii) Names & addresses of any three references.
- ix) Self attested photocopies of Income Tax return of the firm for the last 3 years.
- x) The approach and methodology will be detailed precisely under the following topics:-
 - i) Understanding of the Project (ii) methodology for services surveying, data collection and analysis (iii) team Composition (iv) quality Assurance system for consultancy assignment.

17 GENERAL :

- a) The notice Inviting EO advertised in News paper shall be a part of the detailed Request for proposal (EOI)
- b) The professional fees shall be inclusive of all taxes, including service tax, royalties etc.
- c) All the information must be short and precise and must be submitted in English.
- d) The document should be sent by speed post/ registered post / courier of hand delivery. Commissioner will not entertain any application after the prescribed time limit on any ground.
- e) The application should be type written. The applicant's name & signature should appear on each page of the application form.
- f) Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialing, marking the date and rewriting. All Pages of the application shall be numbered and submitted as a package with signed letter of transmittal.
- g) References, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.
- h) The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be

entertained after submission of application unless it is required by the Commissioner. the Commissioner however. Reserves the right to call for additional and clarification of information on submitted by the applicants.

- i) The application form duly completer and signed shall be submitted in sealed cover, the sealed cover shall be super scribed as " Application against RFP" and shall be submitted to the Commissioner, Municipal Corporation, Raipur.
- j) The cost incurred by applications in preparing this application in providing clarifications or attending discussions/ conferences in connection with this document shall be borne by the applicant and the Commissioner in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
- k) The right to reject any or all application or to award the work to one or more applicants without assigning any reasons is reserved with the Commissioner , similarly , right to modify the mode of selection is reserved with the Commissioner.
- l) In order to familiarize with the proposed project Bodies, the applicant may make a visit of sample bodies, Cost incurred by the applicant for collection of preliminary data will be borne by the applicant only.
- m) The EOI shall not bind the Commissioner in any way whatsoever to offer any job to the applicant if it is decided to abandon the scheme.
- n) Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.

18 DISCLAIMER :

Though adequate care has been taken in the preparation of this document the applicant should satisfy himself that the documents is complete in all respects to provide complete technical and financial details. Written information of discrepancy if may should be given to the Commissioner immediately. If the office receives no intimation, it shall be deemed that the applicant has satisfied himself that the documents are complete in all respect.

Annexure- I

FIRM'S REFERENCES

Relevant Services Carried out in the Last Five Years Which Best Illustrate qualifications. The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted

Assignment Name Country Location Within Country:
Professional Staff provided by your firm

Name of Client No. of Staff.

Address: No. of Months working by the staff:.....

.....
.....
.....
.....
.....

Start Date & Completion date.....
(Month / Year) (Month / Year).....

Approx Value of Services : (in Indian Rupees) ;.....

Name of Association firm (s) if any: No. of Months of professional Staff provided by Associated Firm(s).....

Name of Senior Staff (Project Commissioner /Coordinator, Team Leader) involved and functions performed :.....

Narrative Description of Project: Description of Actual Services Provided by your Staff:.....

Annexure- II

APPROACH PAPER METHODOLOGY **PROPOSED FOR PERFORMING THE ASSIGNMENT**

The Approach and methodology will be detailed precisely under the following

TOPICS:-

- 1) Understanding of the Project
- 2) Methodology for services, surveying, data collection and analysis
- 3) Team Composition
- 4) Quality Assurance system for consultancy assignment

Note :Methodology should be precise and to the point

Annexure- III

ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST YEARS

1. Brief Description of the Firm/Organization:
2. Outline of recent experience on assignments of similar nature:

Sl. No.

Name Assignment

Name of Project

Owner or sponsoring authority.....

Cost of assignment

Date of commencement

Date of completion Was assignment satisfactorily Completed 1
2 3 4 5 6 7 8

Note:Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent).

Annexure-IV.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

- Proposed Position
- Nam of Firm :.....
- Name of Staff
- Profession :.....
- Date of Birth
- Years with Firm/Entity
- Nationality:.....
- Membership in Professional Societies :
- Detailed Tasks Assigned:
- Key Qualifications [Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.] ·

Education [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of page.

Employment Record [Starting with present position, list in reverse order every employment held. List all position held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client reference, where appropriate. Use about two pages.]

Certification :

I, the undersigned, certify (that to the best of my knowledge and belief, these date correctly describe my qualifications, my experience, and me. I also give my consent to be.....for the firm.....in work or preparation of project report for .

- (i)..... Date:.....
- (ii)..... Date:.....

[Signature of staff member and authorized representative of the Firm]

Date/Month/Year

Full name of staff member:.....

Full name of the authorized representative:.....