

RAJKOT MUNICIPAL CORPORATION

TENDER No. : RMC/SMART CITY/01/2017-18



RFP for Engagement of Consultant for Preparation of Master Plan, DPR and PMC for Green Field Area - Rajkot Smart City

VOLUME-I INSTRUCTIONS TO BIDDERS

Revised Milestone Dates	
Tender Uploading	07-10-2017 : 17:00 hrs
Last date for downloading of online document:	17-10-2017 up to 17:00 hrs
Pre-bid meeting/conference	13-10-2017:12:00 hrs at RMC, CZ conference hall
Last date for the online submission of bid	17-10-2017 up to 18:00 hrs
Last date for the physical submission of Bid security / tender fee etc.	18-10-2017 up to 18:00 hrs
Verification of bid documents	23-10-2017 up to 18:00 hrs
Opening of technical bid	23-10-2017 at 12:00 hrs onwards
Presentation to the technical committee	25-10-2017 : 12:00 hrs at RMC, WZ conference hall
Tentative Dates of Declaring Qualified Bids.	27-10-2017 at 12:00 hrs onwards
Opening of financial bids: (For technically qualified bidder only)	28-10-2017 at 12:00 hrs onwards
Bid Validity	180 Days
For further particulars, visit us on www.rmc.nprocure.com	

Office of General Manager - RSCDL
Room No. 10, Floor-01, Harisinhji Gohil Bhawan,
RMC West Zone Office,
Behind Big Bazar, 150 feet Ring Road, Rajkot - 360005
Gujarat, INDIA

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1GENERAL

1.1 Invitation of Bid

1.1.1

The Rajkot Smart City Development Limited – A Subsidiary company of Rajkot Municipal Corporation invites Bids for the preparation of Master plan (Urban Plan) in line of Gujarat Town Planning and Urban Development Act – 1976, its Amendment and Rules, Preparation of Detail Project Report (DPR), for various Infrastructural services and Project management Services for various Infrastructural services and all other Services described in these Bidding Documents for 930 Acres Green Field Area located at Raiya, Rajkot, in accordance with the procedures, conditions and contract terms prescribed in the Bidding Document.

1.1.2

The title and identification number of the Notice Inviting Bids (**NIB**), resulting Contract(s), and brief description of service are provided in the **BDS**.

1.1.3

The schedule of bidding process is as specified in the **BDS**.

1.1.4

The successful bidder will be expected to complete its performance within the period stated in the **BDS**.

1.1.5

Bidder must be ready to accept the extension of the contract by a further period specified in the **BDS** on the same terms and conditions, if so desired by Authority.

1.1.6

The Official Website and the address of Authority's Office for the purpose of this Bidding Document shall be as specified in the **BDS**.

1.1.7

If the **BDS** so provides, alternative procedures forming part or all of what is commonly known as e-Tendering are available to the extent specified in, or referred to by, the **BDS**.

1.1.8

The Bidding documents can be obtained from the official website of the Authority or at the Authority's Office, at the Cost specified in BDS. In case the bidding documents are downloaded from the official website, a bank demand draft for an amount equal to the bid price, drawn in favour of the Client, shall be submitted along with the bid, attached to the bid form.

1.1.9

Throughout these bidding documents, the definitions in the Conditions of Contract shall apply; Services refer to Activity Schedule; Authority refers to employer, buyer, Client and owner; and Contractor refers to supplier, seller, Service Provider and vendor.

1.1.10

Throughout the Bidding Documents, the term "in writing" means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt, and the term "days" means calendar days unless a different meaning is evident from the context.

1.2 General Instructions

1.2.1

Any entity which has been barred 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 ban subsists as on the date of Bid, would not be eligible to submit a Bid.

1.2.2

This Bidding Document is not transferable.

1.2.3

Any award of contract pursuant to this Bidding Document shall be subject to the terms of Bidding Document.

1.2.4

The statements and explanations contained in this Bidding Document are intended to provide a better understanding to the Bidders about the subject matter of the Bid for which this Bidding Document is issued and it should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the bidder set forth in the Bidding Document or the Authority's rights to amend, alter, change, supplement or clarify the scope of work, the assignment to be awarded pursuant to this Bidding Document or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Document including this document are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Authority.

1.2.5 Liability

The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender document, the Bidding Document or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

1.2.6

By submitting a proposal, the Bidder agrees to promptly contract with the Authority for any work awarded to the Bidder. Failure on the part of the awarded Bidder to execute a valid contract with the Authority's due date will relieve the Authority of any obligation to the Bidder, and a different Bidder may be selected.

1.2.7

Any additional or different terms and conditions proposed by the Bidder would be rejected unless expressly assented to in writing by the Authority.

1.2.8

The Bidders shall adhere to the terms of this Bidding Document and shall not deviate from the same. If the Bidders have absolutely genuine issues only then should they provide their nature of non-compliance to the same. The Authority reserves its right to not accept such deviations to the Tender terms, in its sole and absolute discretion, and shall not be obliged to furnish any reason for exercising such right.

1.2.9

Responses received become the property of the Authority and can't be returned. Information provided by each Bidder will be held in confidence, and will be used for the sole purpose of evaluating a potential business relationship with the Bidder.

1.2.10 Contacts during Bid Evaluation

Bids shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Document, from contacting by any means, the Authority and/ or their employees/ representatives on matters related to the Bids under consideration.

1.2.11 Prohibited Practices

For the purposes of this bid the Authority,

(a) defines "Prohibited Practice" to comprise of any or all of the following terms collectively

- (i) **Corrupt practice means(i)** The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); Or **(ii)** Save and except as permitted under the Clauses relating to Bid security/Performance security of this Bidding Document as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any

matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;

- (ii) **Fraudulent practice** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - (iii) **Coercive practice** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
 - (iv) **Undesirable practice** means establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process;
 - (v) **Restrictive practice** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.
- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in prohibited practices in competing for the contract in question; and
- (c) will black-list a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged in prohibited practices in bidding for, or in executing, a contract of the Authority.

1.2.12 Cost of Bid

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

1.2.13 Definitions and Acronyms

"**ITB**" means Instructions to Bidders,

"**BDS**" means Bid Data Sheet,

"**Clause**" or "**Paragraph**" or "**Para**" refers to the paragraph number in the **ITB** or **BDS**,
"**Sub Clause**" or "**Sub-para**" or "**Sub-paragraph**" refers to the sub paragraph of a para of **ITB** or **BDS**,

"**Clause**" or "**Sub-Clause**" refer to those in General Conditions of Contract(**GCC**) or any Special Conditions of Contract(**SCC**),

1.3. Eligibility

- 1.3.1. This invitation for bids is open to service providers of specified in the **BDS**.
- 1.3.2. Proposals not complying with the '**Eligibility criteria**' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the minimum eligibility criteria specified in the **BDS**.
- 1.3.3. If a prequalification process has been undertaken for the Contract(s) for which these Bidding Documents have been issued, only those Bidders may participate that had been prequalified and continue to meet the eligibility criteria of this Paragraph **ITB**.
- 1.3.4. A firm or other entity that is ineligible according to any of the provisions of this bidding documents, may also not participate as a Joint Venture partner, or as Sub-contractor for or supplier of goods, works or services. If a bid becomes materially incomplete after removing ineligible entities, the bid may be disqualified.
- 1.3.5. Bidders shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request.

1.4. Qualification criteria of the bidder will be as under:

The bidder should be either individual consultants, Private consulting Company, Partnership Consulting or Consortium. The bidder must submit the following documents for fulfilling the eligibility for appointment of consultant.

- 1.4.1. Proof of average annual financial turnover of the firm during last 7 years ending 31st March 2017, should not be less than Rs. 15Crore.
 - I. Proof of having successfully completed consultancy work for similar works during last 7 years ending 31st March 2017
 - a. Three similar completed projects costing each not less than Rs. 200 Crore
OR
 - b. Two similar completed projects costing each not less than Rs. 300 Crore
OR
 - c. One similar completed projects costing each not less than Rs. 400 Crore
 - II. Proof of having successfully completed one work in the Water Supply sector including Designing of Network, Pumping station and WTP Etc. of amount not less than Rs. 30 Crore.
 - III. Proof of having successfully completed one work in the Waste Water and Storm Water Drainage sector including Designing of Network, Pumping station and STP Etc. of amount not less than Rs. 30 Crore.

- IV. Proof of having successfully completed one work in the field of transportation including Road design for Flexible and Rigid pavement, BRTS, NMT, LRT etc. of amount not less than Rs. 30 Crore.
 - V. Proof of having successfully completed one work in the field of Solid Waste Management system including route planning, designing of Transfer station, Landfill site etc. amount not less than Rs. 15 Crore.
 - VI. Proof of having successfully completed at least Two projects of amount not less than Rs. 20 Crore. From the following
 - i. Development of Management Convention centre / Auditorium,
 - ii. Sport Complex / Indoor Stadium / Outdoor stadium,
 - iii. Amusement Park,
 - iv. Landscaping / Parks & Garden,
 - v. Housing preferably Affordable Housing / Green building,
 - vi. Lake Rejuvenation / River or Lake front development
 - vii. Integrated command and control centre
- 1.4.2. Bidder should be doing business for last 7 (Seven) years, related proof of Government documents to be submitted.
- 1.4.3. If Bidder is Consortium then Consortium shall not be of more than 3 (Three) firms and the stake holding of lead firm and that of each individual firm shall not be less than 51% and 20% respectively till the completion of the project. Experience of Group Company will be considered in case the applicant is a multinational company. In case a consultant firm seeks the services of individual expert as a part of its project team to enhance its expertise for the assignment, it may do so; however the experience of the individual will not be regarded as the lead consultancy firm's experience. In case of consortium of firms, the 'Project Director' shall have to be from the lead firm. Certificates from the employers (clients)/ Agreement Copy/ Work Order/ Certificate from Lead Company in the project shall be attached as documentary proof of experience. The Pre-qualification Technical Bid shall be summarily rejected in absence of documentary proof of experience.

Notes:

- A. The bidder is required to submit work completion certificate and copy of work order or agreement copy with client & scope work.
- B. Similar work means: Experience in the field of consultancy of
 - i. Preparation of Master plan for Urban area,
 - ii. Preparation of DPR, Detail Design and RFP etc. for Infrastructural

- projects (Water Supply, Waste Water, Storm Water, Transportation Solid Waste Management etc.)
- iii. Project Management Consultancy for the Implementation of Infrastructural projects (Water Supply, Waste Water, Storm Water, Transportation Solid Waste Management etc.)
- Enhancement factor for Arriving average turnover and experience criteria will be applicable as under

Sr. No.	Year	Enhance Factor
1	2016-17	1.00
2	2015-16	1.10
3	2014-15	1.21
4	2013-14	1.33
5	2012-13	1.46
6	2011-12	1.61
7	2010-11	1.77
8	2009-10	1.95

- The Applicants should have GST Registration number for empanelment.
- 1.4.4. The Applicants should have a Permanent Account Number (PAN)
- 1.4.5. The bidder firm must have qualified and experienced key person with Team leader as per the details given in Key professional staff. The bidder must have adequate full time CAD Staff and office infrastructure to carry out the work. Specialist sub-consultants are allowed to be part of the team. Their qualifications and experience details need to be submitted in the prescribed template.
- 1.4.6. The marks for various technical components are as follows:

Sr. No.	Component	Marks
A	Key Professional Staff.	18
B	Experiences in similar nature of projects as mentioned in 1.4.1 and such as Planning for master plan, Preparation of DPR and RFP or PMC work for various Infrastructural services, and Architectural planning for institutional building etc. and similar Projects.	51
C	Office infrastructure including Computer hardware and Software	06
D	Approach & Methodology specific to this project. (evaluation will be carried out by Executive committee and marks will be awarded accordingly)	10
E	Presentation of concept, Vision for the Development of Green field area including usage of Modern and Smart infrastructure and specific to this project (evaluation will be carried out by Executive committee and	15

	marks will be awarded accordingly)	
	Total	<u>100</u>

A. Key Professional Staff (18marks):

The professional staffing of the bidders to be evaluate based on the Quality of the key personnel – **Max.18 marks**

Sr.No.	Key Personnel	Period	Min. Qualification in Respective Field	Min. Experience (Years)	Max. score
1	Project Manager / Team Leader – Urban Planner	Full Time	Masters in Urban Planning	15	4
2	Infrastructure Planner	Full Time	Masters in Infrastructural Planning	10	1
3	Urban Planner	Full Time	Masters in Urban Planning	10	1
4	Water Supply & Waste Water Expert	Full Time	Masters in WRM/Public Heath	10	1
5	Storm Water & Drainage Expert	Full Time	Masters in Hydraulics	10	1
6	Environmental / Sustainability Planner	Full Time	Masters in Environment Engg.	10	1
7	Urban Transportation - Planner	Full Time	Masters in Transportation	10	1
8	Energy and Power Expert	Part time / Sub Consultant	Masters in Electrical Engg.	10	1
9	ICT / Instrumentation Expert	Part time / Sub Consultant	Masters in Electrical/ Instrumentation &Control	10	1
10	Landscape Expert	Part time / Sub Consultant	Masters in Landscaping Architecture	10	1
11	Disaster Management Expert	Part time / Sub Consultant	Masters in Disaster Management	10	1
12	Architect	Full Time	B.Arch	10	1
13	Structural Design Expert	Part time / Sub Consultant	Masters in Structures	10	1
14	Geotechnical Expert	Part time / Sub Consultant	Masters in Geo Technical	10	1
15	3D/GIS Expert	Part time / Sub	GIS Expert	10	1

	Consultant			
Total marks				18

In Addition to above, the bidder will provide adequate support staff to undertake the assignment.

B. Experience of Firms

Sr. No	Qualification Criteria	Score	Project Cost
1	Number of completed urban planning projects of min. 3 sq.km. area for a government / non government within last 10 years.(3 marks for each up to maximum	9	Amounting 200 crore or more
2	Number of completed projects for Water Supply sector Designing of Network, Pumping station and WTP Etc. within last 10 years.(2marks each up to maximum	6	Amounting 30 crore or more
3	Number of completed projects for Waster Water / Storm Water Drainage sector Designing of Network, Pumping station and STP Etc. within last 10	6	Amounting 30 crore or more
4	Number of completed projects for Transportation sector including Road design foe Flexible and Rigid pavement, BRTS, NMT, LRT etc. within last 10 years.(2 marks each up to maximum 6)	6	Amounting 30 crore or more
5	Number of completed projects for Solid Waste Management sector including routeplanning, designing of Transfer station, Landfill site etc. within last 10 years(2 marks each up to maximum 6)	6	Amounting 15 crore or more
6	Number of completed projects for following components <ul style="list-style-type: none"> • Development of Management Convention centre / Auditorium, • Sport Complex / Indoor Stadium / Outdoor stadium, • Amusement Park, • Landscaping / Parks & Garden, • Housing preferably Affordable Housing / Green building, • Lake Rejuvenation / River or Lake front development etc. within last 10 years (2 marks each up to maximum 6) 	6	Amounting 20 crore or more
7	Preparation of DPR for Infrastructural works/ PMC works within last 10 years (2 marks each up to maximum 6)	6	Amounting 30 crore or more

8	Carry out the Project management Consultancy work for Infrastructural works within last 10 years (2 marks each up to maximum 6)	6	Amounting 30 crore or more
Total Marks		51	

C. Office Infrastructure including Computer hardware and Software.

Sr. No.	Component	Marks
1	Office owned by the bidder and having built up area more than 250 Sq.mt	2
2	Computer hardware having configuration of i5 or equivalent (1 marks for 5 (Five) computer max. up to 2 marks)	2
3	Software with license for cad software, Microsoft Office, Graphic design, Multimedia software (1 marks for Two computer max. up to 3 marks)	2
Total Marks		6

D. Approach and Methodology - 10 Max. Marks

E. Presentation of concept, Vision for the Development of Green field area including usage of Modern and Smart infrastructure and specific to this project should be presented before the evaluation committee on 25 October 2017, 12:00 Noon at Conference Hall, Rajkot Municipal Corporation, West Zone, 1st Floor, Harisinghji Gohil Bhavan, B/h Big Bazaar, 150 Feet Ring Road, Rajkot-360005.

VII. Evaluation of the BIDS

The evaluation of the bids would be carried out as under:

- a) The bidder will be selected as per Combined Quality Cum Cost Based Selection (CQCCBS) procedure.
- b) Weighting of technical score to financial score will be **70:30**
- c) **Evaluation For A and B will be done together and for C, evaluation will be done separately**
 - A. Preparation of Master plan
 - B. Preparation of DPR, RFP evaluation of RFP etc.
 - C. Carry out for Project Management Consultancy

by considering technical score same and Financial evaluation will be based on respective offer for A,B and C mentioned above.

- d) Financial Bid will not be opened until evaluation of technical qualification bid has been completed and the result approved by the competent authority. The Financial

Bid will be opened for those bidders who at least get 70 marks in technical evaluation. The financial bid shall be opened publicly in the presence of the bidder's representatives, who choose to attend. The name of the bidders, the proposed financial quotes shall be read aloud and recorded when the Financial Bids are opened.

- e) The weightage to Technical Qualification and Financial bid would be 70 per cent and 30 per cent respectively. For this purpose, the highest technical qualification would be awarded 70 marks and the lowest financial bid would be given 30 marks.
- f) Technical Qualification Bid: The total marks obtained out of 100 marks in the technical qualification bid shall be scaled down to a maximum of 70 as follows which shall henceforth be the total marks obtained by the bidder against the technical qualification bid:

Marks (Max 70) on Tech. Qualification Bid (T)

$$= \frac{70 \times \text{Technical Qualification Bid under evaluation}}{\text{Highest Technical Qualification Bid}}$$

- g) To be technically qualified - Minimum 70 Marks are required in technical evaluation. The financial bid will be opened for those agencies who get 70 or more marks in technical evaluation.
- h) Financial Bid: The financial bid for each component as specified in c will be worked out separately and would be awarded marks out of maximum 30 for each component based on following formula:

Marks (max **30**) on Fin. Bid (F)=

$$\frac{30 \times \text{Lowest Financial Bid for the respective component}}{\text{Financial Bid under evaluation for respective components}}$$

Total Marks for respective components = T+F for respective components

- i) The bidder scoring Maximum Total Marks for respective components would be recommended for selection for those respective components and may be called for negotiations.
- j) During negotiations the bidder must be prepared to furnish the detail cost breakup and other clarifications to the proposal submitted by him, as may be required to adjudge the reasonableness of his financial proposal. If the negotiations with this bidder are successful, the award will be made to him.

NOTE-

- Approach and Methodology for the proposed project must be submitted with Technical bid. If bidder fails to submit the same, the offer will be considered as non-responsive and rejected outrightly.

- **Presentation of concept, Vision for the Development of Green field area including usage of Modern and Smart infrastructure and** specific to this project should be presented before the evaluation committee on **25 October 2017, 12:00 Noon at Conference Hall, Rajkot Municipal Corporation, West Zone, 1st Floor, Harisinghji Gohil Bhavan, B/h Big Bazaar, 150 Feet Ring Road, Rajkot-360005.**
- The bidder has to provide necessary all supporting documents showing his financial and technical capabilities and experiences.

By submission of documentary evidence in its bid, the Bidder must establish to the Client's satisfaction:

- (a) That it has the financial, technical, and production or performance capability necessary to perform the Contract, meets the qualification criteria specified in the **BDS**, and has a successful performance history. If a prequalification process has been undertaken for the Contract(s) for which these Bidding Documents have been issued, the Bidder shall, as part of its bid, update any information submitted with its application for prequalification;
(For the purposes of establishing a Bidder's qualifications, and unless stated to the contrary in the **BDS**, the experience and / or resources of any Subcontractor will not contribute to the Bidder's qualifications; only those of a Joint Venture partner will be considered.)
- (b) That, if a Bidder proposes Subcontractors for key services if and as identified in the **BDS**, these Subcontractors have agreed in writing to serve for the Bidder under the Contract(s) that may result from this bidding.

1.5. Pre-Bid meeting and/or Site visit

- 1.5.1.** Bidders are encouraged to submit their respective Bids after visiting the site locations and ascertaining for themselves the site conditions, infrastructure and other available resources. The costs of visiting the site or sites shall be borne by the Bidder
- 1.5.2.** It shall be deemed that by submitting a Bid, the Bidder has:
 - (i) Made a complete and careful examination of the Bidding document;
 - (ii) Received all relevant information requested from the Authority;
 - (iii) Accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Document or furnished by or on behalf of the Authority relating to any of the matters referred to sub-para in "**General Instructions**" paragraph **ITB**;
 - (iv) Satisfied itself about all matters, things and information including matters referred to in , necessary and required for submitting an informed Bid, implementation of the Proposal in accordance with the Bidding Document and performance of all of its obligations there under;

- (v) Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Document or ignorance of any of the matters refer to "**General Instructions**" paragraph **ITB**, shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Agreement by the bidder;
- (vi) Agreed to be bound by the undertakings provided by it under and in terms hereof.
- (vii) Bidders shall have the opportunity to clarify doubts pertaining to the Bidding Document in order to clarify any issues they may have prior to finalizing their responses in the pre-bid conference. Responses to inquiries and any other corrections and amendments will be made available on the Authority's website as addenda to this Bidding Document.

1.5.3. Correspondence with the Bidder

Save and except as provided in this document, the Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid. The Authority may, in its absolute discretion, seek additional information or material from any Bidders after the bid due date and all such information and material provided must be taken to form part of that Bidders response.

1.5.4. Right to Accept or Reject the Bid

The Authority shall be under no obligation to accept the lowest or any other offer received in response to this Bidding Document and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. The Authority reserves the right to make any changes in the terms and conditions of purchase. The Authority will not be obliged to meet and have discussions with any Bidder, and / or to respond to any representations.

2 - BIDDING DOCUMENTS

2.1 Content of Bidding Documents:

The details of works, bidding procedure, contract terms and technical requirements are prescribed in the bidding documents. The Bidding Documents include the following volumes, together with any Amendments/Addenda there to which may be issued in accordance with Clause 2.3.

CONTENTS OF THE BID DOCUMENT

Volume	Part	Description
Volume I	I	INVITATION FOR BIDS AND INSTRUCTION TO BIDDERS
Volume II	I	SCOPE OF WORK
	II	CONDITIONS OF CONTRACT
	III	Appendix
Volume III	I	BID DATA SHEET
		FORM OF PRICE PROPOSAL
		NOTE ON SCHEDULE

The bidder is expected to examine carefully the contents of the Bidding documents. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Pursuant to Clause 5.3, bids, which are not substantially responsive to the requirements of the bidding documents, will be rejected.

2.2 Clarification of bidding document:

A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or mail or by fax (hereinafter the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex) at the Employer's address indicated in the Invitation for Bids. The Employer will respond to any request for clarification, which is received latest on day of pre bid meeting. Copies of the Employer's response, including a description of the inquiry, will be forwarded to all purchasers of the bidding documents.

2.3 Amendments of bidding documents:

- 2.3.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding documents by issuing addenda.

- 2.3.2 Any addendum thus issued shall be part of the bidding documents pursuant to Sub-Clause 2.1, and shall be communicated in writing or by fax to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by fax to the Employer.
- 2.3.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may extend the deadline for submission of bids, in accordance with Clause 4.2.

3.PREPARATION OF BIDS

3.1 Language of bid:

The bid, and all correspondence and documents, related to the bid, exchanged between the bidder and the Employer shall be written in the English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the bid the English translation shall prevail.

3.2 Documents comprising the bid:

13.1 The bid submitted by the bidder shall comprise two envelopes submitted simultaneously, one containing only the technical proposal and the other the price proposal.

13.2 The technical proposal shall contain the following:

- (i) Bid Form for Technical Proposal and Appendix to Technical Proposal;
- (ii) Power of Attorney
- (iii) Information on Qualification
- (iv) Confirmation of Eligibility
- (v) Schedule of Major items of equipment
- (vi) Schedule of Major items of Consultation projects
- (vii) Schedule of Key Personnel
- (viii) Schedule of compliance with the bidding documents
- (ix) Any other material required to be completed and submitted by bidders in accordance with these instructions to bidders
- (x) Form of Bid Security
- (xi) And all other information applicable and asked for in the bid forms and schedules furnished in the bidding document.

13.3 The price proposal shall contain the following;

SCHEDULE A - Lump sum base offer for the components including all applicable tax and including GST.

3.3 Bid form & price schedules:

The Bidder shall complete the Bid Forms and schedules furnished in the bidding documents in the manner and detail indicated therein, following the requirements of Clauses 15 and 16.

Bid prices:

3.3.1 Unless specified otherwise in Employer's Requirements, Bidders shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Contractor's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), delivery, construction, installation and completion of the facilities. This includes all requirements under the Consultant's responsibilities for submission and, where so required by the bidding documents, the acquisition of all permits, approvals and licenses, etc. and such other items and services as may be specified in the bidding documents, all in accordance with the requirements of the Conditions of Contract.

3.3.2 Bidders shall give a breakdown of the prices, in the manner and detail called for in the schedules of prices

3.3.3 In the Schedules, Bidders shall give the required details and a breakdown of their prices, including all taxes, duties, levies and charges payable in the Employer's country.

Design including all necessary drawings and documentation for the Work;

3.3.4 Prices quoted by the bidder shall be firm. No escalation in price will be given.

3.4 Bid currencies:

3.4.11 Prices shall be quoted in the following currencies:

(a) The prices shall be quoted in Indian currency only.

3.5 Bid validity:

3.5.1 Bids shall remain valid for a period of **180 days** after the date of opening of technical proposals specified in Sub-Clause 5.1.2

3.5.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses

thereto shall be made in writing or by cable. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the extension, and in compliance with Clause 3.6 in all respects.

3.6 Bid security:

- 3.6.1. The bidder shall furnish, as part of its bid with the Technical proposal, a bid security in the amount of **Rs 35,00,000/-** (Rupees Thirty Five Lacs only)
- 3.6.2. The bid security shall, at the bidder's option, be in the form of Demand Draft and it shall be in favor of Rajkot Municipal Corporation. Or in form of Bank guarantee having validity of 180 days.
- 3.6.3. Any bid not accompanied by an acceptable bid security shall be rejected by the Employer as non-responsive.
- 3.6.4. The bid securities of unsuccessful bidders will be returned as promptly as possible, after the expiration of the period of bid validity.
- 3.6.5. The bid security of the successful bidder will be returned when the bidder has signed the Contract Agreement and furnished the required performance security.
- 3.6.6. The bid security may be forfeited
 - (a) If the bidder withdraws its bid,
 - (b) If the bidder does not accept the correction of its bid price, pursuant to Sub-Clause 6.5.2; or
 - (c) In the case of a successful bidder, if it fails within the specified time limit to
 - (i) Sign the Contract Agreement, and
 - (ii) Furnish the required performance security

In such case the bidder will be debarred and black listed for three years for work in RMC.

3.7 Alternative proposals by bidders:

- 3.7.1 No alternative offer will be accepted.

3.8 Pre-bid meeting:

- 3.8.1. The bidder or its official representative is invited to attend a pre-bid meeting, which will take place at:

VENUE: Conference Hall, Rajkot Municipal Corporation, Central Zone, 1st Floor, Dhebarbhai Road – Rajkot.

DATE 13/10/2017 at 12:00 hrs.

The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

- 3.8.2. Regarding clarification to Bidding document, refer clause 2.2
- 3.8.3. Minutes of the meeting, including the text of the questions raised and the responses given, will be uploaded without delay. The minutes of the pre-bid meeting will be form a part of agreement.
- 3.8.4. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

3.9 Format and signing of bid:

- 3.9.1. The bidder shall prepare one original hard copy of the technical proposal clearly marking marked as: "ORIGINAL COPY -TECHNICAL PROPOSAL",
- 3.9.2. The original copy of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also, acceptable and shall be signed by a person or persons duly authorized to sign on behalf of the bidder, pursuant to Sub-Clauses 5.1 (a) or 5.2 (b), as the case may be. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the bid.
- 3.9.3. The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 3.9.4. The bidder shall furnish information in "Form of Price Proposal" stipulated in "Price Bid", Volume II, on commission or gratuities if any, paid or to be paid relating to this Bid, and to execute the contract as given in "Form of Contract Agreement"

4 - SUBMISSION OF BIDS

4.1 Sealing and marking of bids:

- 4.1.1. The bidder has to submit his proposal under e-tender by e-document as per the time and schedule of online submission. Also the bidder shall seal the original copy of the technical proposal along with original draft for Tender fee and EMD in Separate envelopes clearly marking each one as: ORIGINAL COPY -TECHNICAL PROPOSAL", by date 18/10/ 2017 up to 18:00 hrs.
- 4.1.2. The bidder shall seal the original bids in an inner and outer envelope showing the name of work and; duly marking the envelopes as "ORIGINAL"
- 4.1.3. The inner and outer envelopes shall be addressed to the employer at the following address:

Office of General Manager

ROOM NO. 10,

HarisinhjiGohilBhawan, RMC West Zone Office,

Behind Big Bazar, 150 feet Ring road, Rajkot - 360005

Phone No: -9714503719

E-mail address: rmc.smartcity@gmail.com

In addition to the identification required in Sub-Clause 4.1.3, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned, unopened incase it is declared "late" pursuant to Clause 4.3.

- 4.1.4. If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

4.2 Deadline for submission of bids:

- 4.2.1. Physically Technical bid including all data must be received by the Employer at the address specified above not later than **dt.18/10/2017 upto 18.00 Hrs** through registered post/ speed post/Courier or by person only.
- 4.2.2. The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause 2.3, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

4.3 Late bids:

4.3.1 Any bid physically received by the Employer after the deadline for submission of bids prescribed in Clause and sub-clause of 4.2 will be rejected and returned unopened to the bidder.

4.4 Modification & withdrawal of bids: Neither Modification nor Withdrawal of Bid is permitted

5 - OPENING & EVALUATION OF TECHNICAL PROPOSAL

5.1 Opening of technical proposal:

The Employer will open the technical proposals, in the presence of bidders' representatives who choose to attend; **ondt.23/10/2017, 12: 00 Hrs.** at the **Office of General Manager, Room no.10, HarisinhjiGohilBhawan, RMC West Zone Office, Behind Big Bazar, 150 feet Ring road, Rajkot- 360005.**

- 5.1.1 The bidders' representatives who are present shall sign a register evidencing their attendance.
- 5.1.2 The bidder has to make power point presentation showing the vision, Concept and proposed methodology for the Master Plan for the Green Field development to the expert committee **on dt.25/10/2017, 12:00 hrs. at Conference Hall, Rajkot Municipal Corporation, Central Zone, 1st Floor, Dhebarbhai Road - Rajkot.**
- 5.1.3 The price proposals will remain unopened and will be held in the custody of the Employer until the time of bid opening of the price proposals. The price bid only for technically qualified bidders will be opened on **28/10/2017.**
- 5.1.4 The bidders' names, bid modifications and withdrawals, such other details, as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening. The bidders' representatives will be required to sign this record.
- 5.1.5 The Employer shall prepare minutes of the bid opening, including the information disclosed to those present.

5.2. Process to be confidential:

- 5.2.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of the bidder's bid.

5.3. Preliminary examination of technical proposal:

- 5.3.1. The Employer will examine the bids to determine whether they are complete, whether the documents have been properly signed, whether-the required security is included, and whether the bids are generally in order. Any bids

found to be non-responsive for any reason or not meeting the minimum levels of the performance or other criteria specified in the bidding documents will be rejected by the Employer and not included for further consideration.

5.4. Evaluation & comparison of technical proposal

- 5.4.1. The Employer will carry out a detailed evaluation of the bids in order to determine whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the employer will examine the information supplied by the bidders and other requirements in the bidding documents on a pass or fail basis:

Technical Bid Evaluation

The objective of the technical evaluation shall be to assess the technical competence of the bidder. After completion of Technical evaluation, marks shall be awarded to the qualified bidders. Marking system shall be as described in Cl. 1.4

5.5. Clarification of technical proposals and contacting the employer:

- 5.5.1. Any effort by the bidder to influence the employer in the Employer's evaluation of technical proposals, bid comparison or the Employer's decisions on acceptance or rejection of bids may result in the rejection of the bidder's bid.

5.6. Invitation to attend opening of price proposals:

- 5.6.1. At the end of the evaluation of the technical proposals and after receiving the approval from competent authority, the Employer will invite bidders who have submitted substantially responsive technical proposals to attend the bid opening of the price proposals. Bidders shall be given reasonable notice of the price proposal bid opening.
- 5.6.2. After receiving the approval of competent authority, the Employer will notify Bidders that have been rejected on the grounds of being substantially non-responsive to the requirements of the bidding documents in writing and return the unopened price proposal.

6 - OPENING AND EVALUATION OF PRICE PROPOSALS

6.1 Opening of price proposals:

6.1.1 The Employer will open the price proposals of all technically qualified bidders who submitted substantially responsive technical proposals and the time and date at the location to be advised to the bidders. The bidder's representatives who are present shall sign a register evidencing their attendance

6.1.2 The bidder's names, the Bid Prices including Supplementary Price Proposals, the total amount of each bid, any discounts, the presence or absence of bid security and such other details as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening. The bidder's representatives will be required to sign this record.

Any bid price or discounts not read out and recorded at bid opening shall not be considered in bid evaluation.

6.1.3 The Employer shall prepare minutes of the bid opening, including the information disclosed to those present in accordance with Sub-Clause 6.1.2.

6.2 Process to be confidential:

6.2.1 Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Employer's, processing of bids or award decisions may result in the rejection of the bidder's bid.

6.3 Clarification of price proposals and contacting the employer:

6.3.1 To assist in the examination, evaluation and comparison of price proposals, the Employer may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 6.5.

6.3.2 Subject to Sub-clause 6.3.1, no bidder shall contact the employer on any matter relating to its bid from the time of opening of price proposals to the

time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Employer, it should do so in writing.

- 6.3.3** Any effort by the bidder to influence the Employer in the Employer's evaluation of price proposals, bid comparison or contract award decisions may result in the rejection of the bidder's bid.

6.4 Preliminary examination of price proposals and determination of responsiveness:

- 6.4.1** The Employer will examine the bids to determine whether they are complete, whether the documents have been properly signed, whether the required security is included, whether the bids are substantially responsive to the requirements of the bidding documents; and whether the bids provide any clarification and/or substantiation that the Employer may require pursuant to Clause 6.3.
- 6.4.2** A substantially responsive bid is one which conforms to all the terms, conditions and requirements of the bidding documents, without material deviation or reservation and includes the amendments and changes, if any, requested by the Employer during the evaluation of the bidder's technical proposal.
- 6.4.3** If a price proposal is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

6.5 Correction of errors:

- 6.5.1** Price Proposals determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetic errors will be rectified on the following basis. If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount will be corrected.
- 6.5.2** The amount stated in the Form of Bid for Price Proposal will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does

not accept the corrected amount of bid, its bid will be rejected, and the bid security may be forfeited in accordance with Sub-Clause 3.6.6(b).

6.6 Conversion to single currency: not applicable:

6.7 Evaluation and comparison of proposal:

6.7.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 6.4.

6.7.2 Evaluation will be done on the total bid price inclusive of all taxes and duties.

6.7.3 The following evaluation methods will be followed:

The evaluation of the bids would be carried out as under:

- A. The bidder will be selected as per Combined Quality Cum Cost Based Selection **(CQCCBS)** procedure.
- B. Weighting of technical score to financial score will be **70:30**
- C. **Evaluation For A and B will be done together and for C, evaluation will be done separately**
 - A. **Preparation of Master plan**
 - B. **Preparation of DPR, RFP evaluation of RFP etc.**
 - C. **Carry out for Project Management Consultancy**

by considering technical score same and Financial evaluation will be based on respective offer for A,B and C mentioned above.

- D. Financial Bid will not be opened until evaluation of technical qualification bid has been completed and the result approved by the competent authority. The Financial Bid shall be opened publicly in the presence of the bidder's representatives, who choose to attend. The name of the bidders, the proposed financial quotes shall be read aloud and recorded when the Financial Bids are opened.
- E. The weightage to Technical Qualification and Financial bid would be 70 per cent and 30 per cent respectively. For this purpose, the highest technical qualification would be awarded 70 marks and the lowest financial bid would be given 30 marks.
- F. Technical Qualification Bid: The total marks obtained out of 100 marks in the technical qualification bid shall be scaled down to a maximum of 70 as follows which shall henceforth be the total marks obtained by the bidder against the technical qualification bid:
 - a. Marks (Max 70) on Technical Qualification Bid (T)

$$= \frac{70 \times \text{Technical Qualification Bid under evaluation}}{\text{Highest Technical Qualification Bid}}$$

- G. To be technically qualified - Minimum 70 Marks are required in technical evaluation. The financial bid will be opened for those agencies who gets 70 or more marks in technical evaluation.

H. Financial Bid: The financial bid would be awarded marks out of maximum 35 based on following formula:

Marks (max **30**) on Fin. Bid (F)

$$= \frac{30 \times \text{Lowest Financial Bid for the respective component}}{\text{Financial Bid under evaluation for respective components}}$$

Total Marks for respective components = T+F for respective components

- k) The bidder scoring Maximum Total Marks for respective components would be recommended for selection for those respective components and may be called for negotiations.
- l) The work for urban planning & infrastructure master plan and preparation of DPR,RfP, etc. will be combinedly evaluated as $T + F_1 + F_2$, and evaluation for PMC will be evaluated separately as $T + F_3$, in both cases, the work will be awarded to L₁ only provided that the offer is found reasonable. It may be possible that a single agency may be selected for both if it comes L1 in both cases.
- m) During negotiations the bidder must be prepared to furnish the detail cost breakup and other clarifications to the proposal submitted by him, as may be required to adjudge the reasonableness of his financial proposal. If the negotiations with this bidder are successful, the award will be made to him.

(a) Time Schedule: The preparation of preliminary and detail master plan, DPR for individual components including design, BoQ, DTP etc covered by this bidding are required to be completed within the period specified in and the Appendix to Technical Proposal. Bidders submitting bids that deviate from the time schedule specified will be rejected.

(b) Functional Guarantee of the facilities:

Bidders shall state the functional guarantees (e.g. performance, efficiency, consumption) of the proposed facilities in response to the Employer's Requirements. Plant and equipment offered shall have a minimum (or a maximum, as the case may be) level of functional guarantees specified in the Employer's Requirements to be considered responsive. Bids offering plant and equipment with functional guarantees less (or more) than the minimum (or maximum) specified shall be rejected.

(c) Work, services, facilities etc., to be provided by the Employer:

Where bids include for the undertaking of work or the provision of services or facilities by the Employer in excess of the provisions allowed for in the bidding documents, the Employer shall assess the costs of such

additional work, services and/or facilities during the duration of the contract. Such costs shall be added to the bid price *for* evaluation; and

- 6.7.4 Any adjustments in price that result from the above procedures shall be added, for purposes of comparative evaluation only, to arrive at an "Evaluated Bid Price." Bid prices quoted by Bidders shall remain unaltered.
- 6.7.5 The Employer reserves the right to accept or reject any variation or deviation. Variations, deviations, and other factors which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the Employer shall not be taken into account in bid evaluation.
- 6.7.6 The estimated effect of the price adjustment provisions of the Conditions of Particular Application, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.
- 6.7.7 If the bid of the technically qualified bidder is substantially below the Employer's estimate for the contract, the Employer may require the bidder to produce detailed price analyses to demonstrate the internal consistency of those prices. After evaluation of the price analysis, the Employer may require that the amount of the performance security set forth in Clause 44 be increased at the expense of the successful bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful bidder under the Contract. However, if employer feels that with substantially lower quotation, the desired quality of work is not possible, than it is at the discretion and right of employer to reject or to consider such price offer. Under such circumstances, the second lowest bidder shall be called for negotiation.

6.8 Domestic preference: not applicable

7 AWARD OF CONTRACT

- 7.1 Award:** Subject to Clause 7.2, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the Lowest Evaluated Bid Price as per cl. 1.4 Provided that such bidder has been determined to be eligible in accordance with the provisions of Clause 1.4.
- 7.2 Employer's right to accept any bid or to reject any or all bids:** Notwithstanding Clause 7.1, the Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.
- 7.3 Notification of award:** Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax, confirmed by registered letter, that its bid has been accepted. This letter {hereinafter and in the Conditions of Contract called the "Letter of Intent") shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price").
- 7.3.1** The notification of award will constitute the formation of the Contract.
- 7.3.2** Upon the furnishing by the successful bidder of a performance security, the Employer will promptly notify the other bidders that their bids have been unsuccessful and issue "Notice to proceed to successful bidder."

7.4 Signing of contract agreement:

- 7.4.1** At the same time that he notifies the successful bidder that its bid has been accepted, the successful bidder has to enter in the Contract Agreement as per Annexure D provided in the bidding documents, incorporating all agreements between the parties.
- 7.4.2** Within 7 days of receipt of the LOA, the successful bidder has to sign the contract agreement.
- 7.4.3** The successful bidder has to sign the contract agreement on stamp paper of value required as per Gujarat stamp act 1958 and its revision if any.

7.5 Performance security:

- 7.5.1** Within 7 days of receipt of the notification of award from the Employer, the successful bidder shall furnish to the Employer a performance security in an amount of Rs. 10% of contracted value either in form of Fixed Deposit Receipt in the name of RSCDL or in the form of Bank Guarantee valid

uptoDecember2022. also 5% retention money from each running bill will be deducted from running account bill in accordance with the Particular Conditions of Contract. Failure of the successful bidder to comply with the requirements of Clauses 7.4 or 7.5 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. Also the bidder will be put in Blacklist for Three years for any works in RMC and RSCDL.

7.6 Corrupt or fraudulent practices:

7.6.1 The RMC requires that bidders, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

- (a) Defines for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practices" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution;
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the borrower of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded

If at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing the contract.

7.7 Time line for submission:

The consultant has to submit the final Master plan in line of Gujarat Town Planning and Development act 1976 and its Amendment and Rules including Layout, 2d, 3d views, Zoning, sub zoning, brief of modern and Smart infrastructure etc within 6 (Six) Months (4.5 Months for draft Master plan + 1.5 Months for Final Master plan) from the date as mentioned in Work order as dt. Of Commencement. The mile stone of the various stages are as under.

The total time frame for the assignment will be as follows:

Draft master Plan – Stage -1

The time frame for this study is 4.5(Four and Half) Months from the date as mentioned in Work order as dt.of Commencement. (Weekly review meetings for monitoring the progress of the work / clients feedback shall take place in the Clients office)

Final Master Plan – Stage II

This time frame will be 1.5 (one and half) Month. This Stage will commence upon the approval of Stage-1.

Detail Project report including DTP, BOQ and Detail Design of all Components – Stage III

This Time frame will be 3 (Three)Months from as mentioned in Work order as dt.of Commencement. Detailed design of final components shall be undertaken as per the priorities fixed by the client.

These dates / periods are tentative and the client reserves the right to postpone, shorten or extend its duration as per requirement of the project for which no extra claim / charges will not be entertained.

Project Management Consultancy(PMC) Work: The timeline for PMC work is 48 Months.

7.8 Mode of payment:

Stage No.	Description of Services	Break up in % of Awarded value	Time limit of activity	Penalty for delay
Feasibility Study				
1	Submission of Draft Master plan in line of Gujarat Town Planning and Urban Development act – 1976 its Amendment and Rules etc .including Layout, 2d, 3d views, Zoning, sub zoning, brief of modern and Smart infrastructure etc	30% of respective bid	Stage – I – 4.5 (Four and Half) Months.	0.2% of the awarded value and maximum limited to 20% of awarded value
2	Detail Design and Drawings and necessary details	60% of respective bid	Stage – II – 1.5 (One and Half) Month from the approval of Stage - I.	
3	Detail Project report including DTP, BOQ and Detail Design of all Components and DTP	10% for each individual Components max. upto 90%	Stage – III – 3 (three) Months	
4	Supervision and Deployment of Man power during Execution	Equally Monthly Payment of 90% of the respective Bid	48 (Forty Eight) Months	
5	Completion of the project	10%	After 3 month from the date of completion	

8. AFFIDAVIT

To be submitted on Non Judicial Stamp paper of Rs. 100.00 duly signed by authorized Notary Signed by an authorized PERSON of the Firm/agency

1. I/we undersigned, do here by certify that all the statements made in the required attachments are true and correct.
2. The under signed also here by certify that neither our firm/agency M/s..... nor any of its constitute partners have abandoned any work or any contract awarded to us for such works have been rescinded or neither Black listed nor Debarred from any Govt. Semi Government Any Institutional firm or private companies, during last **Five years** prior to the date of this application.
3. The undersigned here by authorized(s) and request(s) any bank, person, firm or Authority to furnish pertinent information deemed necessary and request by the Department to verify this statement or regarding my(our) competence and general reputation.
4. The undersigned understands and agrees that, further qualifying information may be requested, and agrees to furnish any such information at the request of the client

9. DECLARATION

To be submitted on Non Judicial Stamp paper of Rs. 100.00 duly signed by authorized Notary Signed by an authorized PERSON of the Firm/agency

1. I/we agree that, the decision of the Rajkot Smart City Development Limited for selection of applicants will be final and binding to me/us.
2. All the information and data furnished herewith correct to my/our best of knowledge
3. I/we agree that, we have no objection, if inquiries are made about our works, its related areas and any other inquiry regarding all details, projects and works listed by us in the post qualification documents at any stage
4. I/we undersigned on behalf of our firm M/s..... hereby given undertaking that I/we am/are jointly and severally responsible to meet the liabilities over and above the business of the firm and make good the above financial loss sustained by the Authority as a result of my/our abandoning the work entrusted to me/us/this firm.

10. Annexure

Annexure –A

Qualification and Experience and Employment status of all key personal who are proposed for Administrator & execution of the Contract.

1. i) a) Name of the Applicant :

b) Address of the Registered Office :

c) Phone No. :

d) Fax No :

e) Email address :

f) Cell No :

g) Web-site, if any :

ii) a) If main Office is o/s Rajkot:

Please furnish office address of Office

Establishment in Rajkot

b) Contact Phone No :

a) Fax No. :

2. a) Year of establishment(enclose :

Documentary evidence):

b) No. of years of experience in the:
Relevant field (Minimum experience
Required is 5 years in relevant Field)

3. Type of the Organization (Whether:
Proprietorship, Partnership, Private Ltd,
Co- operative body etc)

4. Name of the Proprietor/Partners/Directors of the Applicant with addresses & Phone Numbers

a)

b)

c)

d)

5 .a) Details of Registration–Whether:
Partnership firm, Company, etc.

b) Name of Registering Authority, Date
& Registration Number

6. a) Details of Registration with the :
Council of Architecture

- b)Registration No. &Date(copy :
ofrelevant document to be attached
7. Name&AddressofBanker :
8. Whether an assesses of Income Tax. If:
so, mention Permanent Account No.
(Enclose document evidence)
9. Please mention Service Tax
Registration (Encl.Documentary evidence)
10. Details of registration, if any, in the :
Panel of Architects For other Organization
11. Please indicate your related field of services
- | | Yes | No |
|--|-----|----|
| If yes maximum value of one single work in last5years | | |
| a) Architectural services for institutional :
/Commercial building | | |
| b) Architectural services for Residential building: | | |
| c) Architectural Services for Govt. building | | |
| d) Project Management consultancy:
(PMC) services for institutional/
Commercial Building | | |
| e) Both Architectural and PMC services for: | | |

Govt. / Institution/ commercial building

12. Furnish details of consultants/specialist whose

Services are generally availed of by the applicant

a) Urban Planning Consultant

b) Water Supply / Waste Water Consultant

c) Hydraulics Consultant

d) Transport Planning Consultant

e) GIS Expert

f) SWM Expert

g) Architect

13. Furnish details of

a) office infrastructure

At main Office:

1) Carpet area of Office

2) No. of Architects

3) No. of Engineers of various trades

4) No. of Interior Designer

5) No. of Draftsman

b) If the main office is not located in Rajkot, Please Furnish details of office infrastructure in Rajkot

- 1) Carpet area of Office
- 2) No. of Urban Planner
- 3) No of Transport Planner
- 4) No. of Engineers
- 5) No. of Architect
- 6) No. of other expert
(Provide details of Each Expert)

Annexure- B

Details of relevant project / works carried out in Last 10 years.

a) List of important Projects executed by the Applicant during last 10 years Each costing above 200Crore

Sr No	Name of The Project mentioning all features, scope of services and location	Name & full postal address Of the owner. Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs)	Completion period		Nature of service rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Total Duration of work	Date of actual completion	Only Urban planning Service (*)	Both Urban Planning & PMC Services		
1	2	3	4	5	6	7	8	9	10

(*) Urban Planning service would include - Master Planning of urban area, Town Planning Scheme, Infrastructural planning and PMC, preparation of DPR and RFP for various

Infrastructural projects, drawings, detailed estimate, preparation of tenders for various trades of works, supervision of work.

Annexure– C

Details of Existing commitments and ongoing work

Sr. No	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner. Also indicate whether Govt. or private body With full postal address and Phone No	Total final value of work (Rs.)	Completion period		Nature of service rendered		Any Important feature of the work worth mentioning or reference	Whether Document-ary evidence enclosed in support of experience
				Total duration of work	Date of actual completion	Only Urban Planning Service(*)	Both Urban Planning & PMC Service		
1	2	3	4	5	6	7	8	9	10

(*) Urban Planning service would include – Master Planning of urban area, Town

Planning Scheme, Infrastructural planning and PMC, preparation of DPR and RFP for various Infrastructural projects, drawings, detailed estimate, preparation of tenders for various trades of works, supervision of work.

Annexure– D

Contract agreement

This Contract Agreement is made

The [insert: ordinal] day of [insert: month], [insert: year].

Between

1. (Insert: Name of Client), a (insert: name of Client) of the Rajkot Smart City Development Limited, and having its principal place of business at (insert: address of Client) (hereinafter called "**the Client**"), and

2. (Insert: name of Consultant), a corporation incorporated under the laws of [Insert: country of Consultant] and having its principal place of business at [Insert: address of Consultant] (hereinafter called "**the Bidder**").

Or

2. A joint venture consisting of the following entities, each of which will be jointly and severally liable to the Client for the Bidder's obligations under this Contract, namely and(hereinafter called the "**Bidder**")

WHEREAS

(A) The Client desires to engage the Bidder to provide the following Services [insert: brief description of the Services] "**the Services**" or "**the Work**"; and

(B) The Bidder, having represented to the Client that they have the required infrastructures,

professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Contract Agreement;

Now it is hereby agreed as follows:

Contract Documents

Contract Documents, The following documents shall constitute the Contract between the Client and the Consultant, and each shall be read and construed as an integral part of the Contract:

- (a) This tender document volume including the Appendix, Annexures etc.,
- (b) Volume II, Part I, Part II, Part III
- (c) Volume III – Price Bid,
- (d) Any Corrigendum and Addenda,
- (e) Minutes of Pre bid meeting,
- (f) Resolution of Standing Committee and Administrative Approval,
- (g) [Add here: any other documents]

11. APPENDIX

APPENDIX – A

EACH MEMBER OF THE CONSORTIUM SHOULD GIVE ALL THE DETAILS FOR EACH OF THE FOLLOWING APPENDICES.

Sr. No.	Name of the Consortium Member	Role of the Member	Equity Stake in Project.

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – B

Financial Resources in ongoing projects

Sr.No	Description of ongoing projects	Total cost of work/contract	Member's contribution (%)	Funds required to be contributed.
1	2	3	4	5

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – C

FINANCIAL INFORMATION

Year	Annual Turnover in Rs. Lakhs				Net worth	Net Cash
	Designing of Master Planning of Urban area and Infrastructural Projects	Preparation of DPR and PMC projects	Other Projects	Total	In Rs. Crore	Accruals In Rs. Crore
1	2	3	4	5	6	7

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – D

**EXPERIENCE IN PREPARATION OF MASTER PLAN FOR URBAN AREA, TOWN PLANNING
SCHEME, A LIKE PROJECTS IN (Last ten years, including ongoing projects) Minimum Project
cost Rs. 200 Crore**

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – E

EXPERIENCE IN DESIGNING / PREPARATION OF DPR, RFP/ PMC WORK FOR WATER SUPPLY PROJECTS INCLUDING DISTRIBUTION NETWORK, PUMPING STATION, WTP ETC. A LIKE PROJECTS (LAST TEN YEARS INCLUDING ONGOING PROJECTS) MINIMUM PROJECT COST RS. 30 CRORE

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – F

**EXPERIENCE IN DESIGNING / PREPARATION OF DPR, RFP/ PMC WORK FOR WASTE WATER /
STORM WATER DRAINAGE PROJECTS INCLUDING COLLECTIVE NETWORK, PUMPING
STATION, STP ETC. A LIKE PROJECTS (LAST TEN YEARS INCLUDING ONGOING PROJECTS)
MINIMUM PROJECT COST RS. 30 CRORE**

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – G

EXPERIENCE IN DESIGNING / PREPARATION OF DPR, RFP/ PMC WORK FOR TRANSPORTATION PROJECTS INCLUDING DESIGNING OF RIGID AND FLEXIBLE PAVEMENT, BRIDGES, BRTS, LRT, NMT ETC. A LIKE PROJECTS (LAST TEN YEARS INCLUDING ONGOING PROJECTS) MINIMUM PROJECT COST RS. 30 CRORE

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – H

EXPERIENCE IN DESIGNING / PREPARATION OF DPR, RFP/ PMC WORK FOR SOLID WASTE MANAGEMENT PROJECTS INCLUDING ROUTE PLANNING, TRANSFER STATION, LAND FILL SITE DEVELOPMENT ETC. A LIKE PROJECTS (LAST TEN YEARS INCLUDING ONGOING PROJECTS) MINIMUM PROJECT COST RS. 15 CRORE

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – I

EXPERIENCE IN DESIGNING / PREPARATION OF DPR, RFP/ PMC WORK FOR DEVELOPMENT OF MANAGEMENT CONVENTION CENTRE, AUDITORIUM, SPORT COMPLEX, INDOOR STADIUM, OUTDOOR STADIUM, AMUSEMENT PARK, LANDSCAPING, PARKS & GARDEN, LAKE REJUVENATION, RIVER OR LAKE FRONT DEVELOPMENT, INTEGRATED COMMAND AND CONTROL CENTREA LIKE PROJECTS (LAST TEN YEARS INCLUDING ONGOING PROJECTS) MINIMUM PROJECT COST RS. 20 CRORE

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – J

EXPERIENCE IN HOUSING, AFFORDABLE HOUSING, GREEN BUILDING PROJECTS IN (LAST TEN YEARS) MINIMUM PROJECT COST RS. 20 CRORE

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in crore	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX – K

WORKS FOR WHICH BIDS ALREADY SUBMITTED

Description of work	Place and State	Estimated Value of works Rs. In Crore	Stipulated period of completion	Date when decision is expected	Remarks if any
1	2	3	4	5	6

Signature of Contractor

Name of the Contractor

Date

Stamp of Company

APPENDIX -L

Key Technical personnel & Project Manager Competence and qualification

(Experience in Year)

Team	Name of person	Qualification	Experience in Years (In Required status)
Project Manager / Team Leader - Urban Planner			
Infrastructure Planner			
Urban Planner			
Water Supply & Waste Water Expert			
Storm Water & Drainage Expert			
Environmental / Sustainability Planner			
Urban Transportation - Planner			
Energy and Power Expert			
ICT / Instrumentation Expert			
Landscape Expert			
Disaster Management Expert			
Architect			
Structural Design Expert			
Geotechnical Expert			
3D/GIS Expert			

Note: Please give required details in curriculum vitae (Appendix O1) for each team members

APPENDIX – M

Key Technical Personnel & Project Manager Competence and qualification for each personnel as given in Appendix K

CURRICULUM VITAE

Sr.No	Details		
1.	Name		
2.	Age		
3.	Qualifications		
4.	Experience in Project Related field.		
5.	Other experience		
6.	Employment Record.		
Sr. No.	Period From To	Organization	Status

Note:

The bidder's project Team should consist of persons with qualification and experiences as mentioned in Qualification criteria of Key Professional in Cl. 1.4.

Appendix N

DETAILS OF MACHINERIES & OFFICE EQUIPMENT OWNED BY THE CONSULTANT

Name of Equipments and Computer hardware and software	Make of Equipment	YEAR OF PURCHASE	Validity of License

APPENDIX – O

Bidder's Available Credit in Bank

Name of the Bank:

(with address, phone and Fax Nos.)

Sr.No.	Year	Working Capital limit		Interest rate charged by Bank.
		Sanctioned	Drawn.	
1	2010-11			
.2	2011-12			
.3	2012-13			
4	2013-14			
5	2014-15			
6	2015-16			
7	2016-17			

Details of fund base as well as non-fund based credit available with bank should be furnished

Note: The latest credit facilities available from banks with certified copies to be submitted.

This Format is Applicable for Indian Companies however in case of international agencies, the agency has to submit in the format of their bank, provided it must include all the details mentioned in this appendix "O"

Appendix P
Application Form (1)

General Information

All individual firms and each partner of a consortium applying for qualification are requested to complete the information in this form. Nationality information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of Firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation/registration	Year of incorporation/ registration
Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

--	--	--

Name of Bidders officers / Persons to be contacted			
Name.	Address	Phone Nos.	Fax.

Appendix Q

Concept plan

1. Introduction
 - (a) Purpose
 - (b) Roles of plan
 - (c) Planning process
 - (d) Project elements
 - (e) Amendments
2. Vision
3. Background
4. Goals
5. Issues, concepts and objective (To be provided for each elements)

Appendix R

List of Photographs for Work Done / Under Execution