

NATIONAL INSTITUTE OF URBAN AFFAIRS

Request for Proposal  
for

**'Transport Studies for Delhi – MPD 2041'**

# Chapter 1: Context

## 1.1 Background

- i. The National Institute of Urban Affairs (NIUA) is presently collaborating with the Delhi Development Authority (DDA) for preparing the Master Plan for Delhi 2041 (MPD 2041) as an Enabling Strategic Plan. MPD 2041 seeks to be proactive and forward-looking in nature that accounts for current, emerging and anticipated drivers of urban development. In order to develop a detailed understanding of the present status, opportunities and issues, NIUA is carrying out an exhaustive analysis of the baseline status of various planning sectors such as transport, shelter, environment, etc. As part of this exercise, NIUA intends to commission detailed studies in specific subject areas of interest to develop a comprehensive understanding of respective sectors.
- ii. In order to develop a complete understanding of Delhi's travel patterns and formulate strategies to improve the efficacy of Delhi's transportation system, NIUA proposes to undertake detailed studies of the existing mobility patterns in Delhi. The purpose of this study is to map existing mobility patterns in Delhi (both within the city and at a regional scale (especially CNCR towns) by conducting transportation surveys and utilize the information generated for demand estimations and projections (as detailed in Chapter 2: Scope of work).

## 1.2. Schedule for submission of the Proposal

Release of this RFP (through NIUA website)	15-07-2019 - 13.00 hrs
Deadline for submission of queries online at <a href="mailto:sahmed@niua.org">sahmed@niua.org</a> mentioning your name, address, phone no., subject and query in clarity	19-07-2019 - 17.00 hrs
Pre-bid meeting at National Institute of Urban Affairs, Conference Room, 2 <sup>nd</sup> Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	23-07-2019 - 11.00 hrs
Deadline for Proposal submission in hard copy format at National Institute of Urban Affairs, 2 <sup>nd</sup> Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	30-07-2019 – 17.00 hrs
Opening of Technical Bid at National Institute of Urban Affairs, Conference Room, 2 <sup>nd</sup> Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	31-07-2019 – 11.00 hrs
Opening of Financial Bid at National Institute of Urban Affairs, Conference Room, 2 <sup>nd</sup> Floor, Core 4B, India Habitat Centre, Lodhi road, New Delhi – 110003.	Will be intimated later to shortlisted applicants

## Chapter 2: Terms of Reference

### 2.1 Survey Plan

- i. A total of 36 survey locations have been identified by NIUA within NCT, which include 10 Outer Cordon Points (OCP), 12 Inner Cordon Points (ICP) and 14 Screen Line Points (SLP). At the outer cordon points both OD and volume count surveys will be conducted; except for OCP 5 where only OD survey will be conducted. At both the inner cordon and screen line points classified volume count surveys will be conducted to understand the average daily traffic, peak hour traffic and its composition. Refer **Annexure 1** for details of proposed survey locations. These survey locations will be finalised at the time of submission of the Inception Report, however the number of survey locations will remain unchanged.
- ii. The Consultant shall submit detailed survey plans as part of the Inception Report and execute the studies only after due approval of NIUA. The survey plans shall include:
  - a. detailed map of all survey locations showing annotations for junction arms
  - b. final survey format for the various transport surveys.

### 2.2 Conducting Traffic and Transportation Surveys

#### 2.2.1 Origin – Destination (OD) Survey

- i. Origin-destination surveys shall be conducted (for both passenger and goods vehicles) through road-side interviews on all outer cordon points (Outer Cordon Points as defined in **Annexure 1**).
- ii. Origin-destination surveys shall be conducted (for both passenger and goods vehicles) through road-side interviews on all outer cordon points (Outer Cordon Points as defined in **Annexure 1**)
- iii. The survey should be conducted for 16 hours (6 am – 10 pm) on one weekday (Tuesday/Wednesday) and one weekend (Saturday/Sunday).
- iv. The information shall be obtained by trained enumerators and experienced supervisors and include: type of vehicle, type of registration (private/non-commercial or commercial), type of commodity carried, origin and destination, trip purpose, frequency of travel, vehicle occupancy, etc. Computer-assisted Personal Interviewing (CAPI) model or Mobile-assisted Personal Interviewing (MAPI) shall be developed and utilised for conducting the road-side interviews. All such survey instruments shall be connected to a server to submit data on a real time basis. The data shall be time stamped and GPS tagged to ensure the accuracy and reliability of the data collected.

#### 2.2.2 Classified Volume Count Survey

- i. The classified traffic volume counts of all motorized vehicles and non-motorized vehicles shall be carried out for 16 hours per day (6 am – 10 pm) over one weekday (Tuesday/Wednesday) at all 10 Outer Cordon Points (OCP), 12 Inner Cordon Points (ICP) and 14 Screen Line Points (SLP) and should be conducted for each travel direction separately.
- ii. Classified Volume Count Survey should be enumerated by use of automatic methods, using instruments like video camera etc.

#### 2.2.3 Preparation of Field Sampling Plan

- i. The Consultant will prepare layouts (showing road alignment, directional coordinates, etc.) of survey locations at all cordon points. Each survey location will have one survey team (comprising of minimum two enumerators) for making observations and recording

information. Each survey team will have to be replaced after a period of 4 hours. Adequate arrangements in terms of stationery, food and water at the survey location should be made.

- ii. Prior intimation to the Traffic Police and soliciting their support for conducting the survey will be the responsibility of the Consultant.

### 2.3. Data Collation and Analysis

- i. The data must be compiled using spreadsheet or database software and submitted to the NIUA in soft format (Microsoft Excel). The geo-location of each survey point must be noted.
- ii. The data shall be analysed and the findings shall be presented in tabular and graphical form. Volumes and mode shares shall be mapped to show traffic patterns along each corridor. All such data tables (Microsoft Excel) and maps (AutoCad) shall be submitted in soft format to NIUA.
- iii. Data Analysis:

The O-D surveys at the Outer Cordon Points (OCP) shall provide a detailed picture of the travel patterns between the NCT and the NCR and beyond; and an estimate of the by-passable traffic entering the city. The information collected by O-D surveys should include, but not be limited to:

- No. of trips made (frequency)
- Origin destination
- Purpose of trip
- Travel mode: Commercial goods vehicles, buses (inter- and intra-city), mini-buses, cars (private/non-commercial or commercial), IPTs, etc.
- Time of departure and arrival
- Nature and type of goods

The main output of this survey will be in form of O-D matrices (trip generating and attracting zones) along with desire line diagrams for the peak and non-peak average daily traffic.

The Classified Volume Count Survey shall provide traffic volume counts (PCU) at the mid-blocks of Outer and Inner Cordon Points as well as the Screen Line Points. The analysis should cover details of directional peak and non-peak hour volume counts at survey locations along with vehicular composition [commercial goods vehicles, buses (inter- and intra-city), mini-buses, cars (private/non-commercial or commercial), IPTs, etc.]. The analysis of collected data should establish the Volume/Capacity ratios for the surveyed locations.

A detailed survey report regarding the findings of the surveys shall be submitted to NIUA at the end of the analysis.

### 2.4 Timelines, deliverables and payment milestones

The Consultant will complete all responsibilities as per the schedule given below:

S. No.	Deliverables	Completion timeline (in weeks)
<b>PROJECT INCEPTION</b>		
1	Submission of Inception Report: including Survey Plan and Field Sampling Plan, finalization of survey formats, composition of survey team, etc.; based on discussions with NIUA Presentation of the Inception Report	ED* + 2 weeks

2	Familiarisation of the Field Team with the Survey Format: Orientation of Field Team	ED + 3 weeks
3	Obtaining permission from Traffic Police for the survey and intimating them about the support required for conducting the transportation surveys	ED + 3 weeks
4	Submission of Final Inception Report (also including the schedule of the transportation surveys) after incorporating any changes/feedback provided by NIUA	ED + 3 weeks
<b>SURVEYS AND PRELIMINARY ANALYSIS</b>		
5	Completion of the transportation surveys	ED + 10 weeks
6	Data collation (simultaneously along with the surveys)	ED + 12 weeks
7	Submission of all base data (in Microsoft Excel format) and maps in AutoCad	ED + 13 weeks
<b>SUBMISSION OF REPORT</b>		
8	Submission of Preliminary Survey Report on existing transport status (as per 2.3.iii)	ED + 15 weeks
9	Submission of Final Survey Report incorporating any changes indicated by NIUA	ED + 16 weeks

\* ED – Effective Date i.e. the date of signing of contract by both parties

## 2.5 Project Team

- i. The Consultant shall deploy sufficient staff of skilled professionals and support staff for undertaking the project.
- ii. The team shall be led by a Team Leader with adequate experience of conducting transportation studies and preparation of transportation plans for similar-sized cities. He shall be assisted by a Lead Survey Expert (Transportation Surveys) with adequate experience of leading and managing similar surveys for similar-sized cities. The CVs of the Team Leader and the Lead Survey Expert (Transportation Surveys) shall be evaluated as part of the Technical Evaluation Criteria for selection of Consultant as per details provided in Chapter 3.
- iii. Adequate trained field staff shall be mobilised for conducting the surveys in a time bound manner and ensuring the quality of data collected. Details of such field staff shall be provided as part of the Technical Proposal in the format provided at **Annexure 2**.

## 2.6 Project Financials and Payment Milestones

- i. The Consultant shall indicate a lump sum cost for undertaking the project and quote the same in the format provided at **Annexure 3**
- ii. Release of payments shall be as per milestones given below:

S. No.	Deliverables	Completion timeline (in weeks)	Payment milestones
<b>PROJECT INCEPTION</b>			
1	Submission of Inception report: including Survey Plan and Field Sampling Plan, finalization of survey formats, composition of survey team, etc.; based on discussions with NIUA Presentation of the Inception Report	ED + 2 weeks	10% (will be released upon completion of deliverable no. 4)
2	Familiarisation of the Field Team with the Survey Format: Orientation of Field Team	ED + 3 weeks	

3	Obtaining permission from Traffic Police for the survey and intimating them about the support required for conducting the transportation surveys	ED + 3 weeks	
4	Submission of final Inception Report (also including the schedule of the transportation surveys) after incorporating any changes/feedback provided by NIUA	ED + 3 weeks	
<b>SURVEYS AND PRELIMINARY ANALYSIS</b>			
5	Completion of the transportation surveys	ED + 10 weeks	30% (will be released upon completion of deliverable no. 7)
6	Data collation (simultaneously along with the surveys)	ED + 12 weeks	
7	Submission of all base data (in Microsoft Excel format) and maps in AutoCad	ED + 13 weeks	
<b>SUBMISSION OF REPORT</b>			
8	Submission of Preliminary Survey Report on existing transport status (as per 2.3.iii)	ED + 15 weeks	40%
9	Submission of Final Survey Report incorporating any changes indicated by NIUA	ED + 16 weeks	20%

- iii. The Consultant shall submit invoices after completion of each milestone and NIUA will release the payment within 30 days of receipt of invoice, provided all the milestones have been completed satisfactorily.

## Chapter 3: Eligibility and Evaluation Criteria

### 3.1 Eligibility Criteria

- i. The applicant should be registered under the Indian Companies Act and/or a premier Governmental, semi-governmental, autonomous and/or corporate body involved in research and developmental activities concerning urban transport.
- ii. The applicant should be operational in India for at least last 5 financial years as of 31<sup>st</sup> March 2019.
- iii. Consortiums are not eligible to apply. Only single entity fulfilling all the requirements of the RfP may apply.
- iv. The applicant shall submit supporting documentation for pre-qualification as per **Annexure 4**.
- v. The applicant should not be blacklisted/ debarred by Central/State Government Dept./PSU/Government Agency.

### 3.2 Technical Qualification and Evaluation Criteria

- i. The technical bid has to comply with all the eligibility criteria given in Clause 3.1 of this RfP. Any bid not meeting the above criteria will be summarily rejected.
- ii. **Method of selection of Preferred Bidder:** Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 75 marks to qualify for financial bid opening. The bid proposal should strictly be in line with the formats provided in **Annexure 3**.
- iv. Criteria for technical evaluation (total 100 marks)

No.	Criteria	Basis for evaluation	Max. marks
1	<ul style="list-style-type: none"> <li>○ <b>Experience of development of CMP/transport plans/transport models for cities:</b> for Local Body/Ministry/ Government Department/Planning Authority/PSU</li> <li>○ The projects should not be of a value of less than INR 50 lakhs</li> <li>○ Projects should have been completed in the last 10 years</li> <li>○ Documentary proof in the form of work orders/contracts and certificate from client to be submitted.</li> <li>○ To be submitted as per <b>Annexure 2</b></li> </ul>	<ul style="list-style-type: none"> <li>○ 10 marks for each eligible project</li> </ul>	20
2	<ul style="list-style-type: none"> <li>○ <b>Experience of conducting transportation surveys, specifically OD and volume counts for cities:</b> for Local Body/Ministry/ Government Department/Planning Authority/PSU</li> <li>○ The projects should not be of a value of less than INR 20 lakhs</li> </ul>	<ul style="list-style-type: none"> <li>○ 10 marks for each eligible project</li> </ul>	40

	<ul style="list-style-type: none"> <li>○ Projects should have been completed in the last 5 years</li> <li>○ Documentary proof in the form of work orders/contracts and certificate from client to be submitted.</li> <li>○ To be submitted as per <b>Annexure 2</b></li> </ul>		
3	<b>Experience of key personnel</b> <ul style="list-style-type: none"> <li>○ Refer Clause 3.2.v for qualification requirements</li> <li>○ To be submitted as per <b>Annexure 2</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Team Leader – 10 marks</li> <li>○ Lead Survey Expert (Transportation Surveys) – 10 marks</li> </ul>	20
4	<b>Approach and Methodology</b> <ul style="list-style-type: none"> <li>○ The approach and methodology should reflect the conceptual implementation framework proposed by the applicant.</li> <li>○ To be submitted as per <b>Annexure 2</b></li> <li>○ If required for a comprehensive understanding of the approach, methodology and work plan, the client may at its discretion ask for a presentation from applicants.</li> </ul>	<ul style="list-style-type: none"> <li>○ Objectives, project risks and bottlenecks- 5 marks</li> <li>○ Methodology for field surveys – 10 marks</li> <li>○ Organisation and staffing - 5 marks</li> </ul>	20

v. Qualification requirements of the key professionals

No	Key professional staff	Qualification requirement
1	Team Leader	Post-Graduate degree in Transport Planning with at least 15 years' experience including at least 10 years of experience in Transportation Planning/Engineering. He/ She should have at least 5 years of experience in leading the development of CMPs or other transport studies. Experience in at least 3 similar assignments is desirable.
3	Lead Survey Expert (Transportation Surveys)	Graduate (preferably post graduate) degree with at least 10 years' experience in designing and managing field surveys. He/ She should have at least 5 years of experience in leading transport-related surveys. Experience in at least 3 similar assignments is desirable.

vi. The technical bids shall be ranked highest to lowest as per total technical score obtained. The qualifying applicants shall be shortlisted as per Clause 3.2 (iii) for financial evaluation in the second stage.

### 3.3 Financial Evaluation and Selection of Preferred Bidder

- i. The financial proposals of the firms that are not pre-qualified and shortlisted shall not be opened.
- ii. Applicants shall submit their financial quotes for the project as per the format provided in **Annexure 3**.
- iii. Selection of the final bidder for carrying out the assignment will be on a Least Cost (L1) Method. Technically qualified and shortlisted bidder with the lowest financial bid will be selected as the Preferred Bidder.



## **Chapter 4: Other Bidding Conditions**

### **4.1 General Terms and Conditions**

- i. The offers should be made strictly as per the formats enclosed.
- ii. The applicant should bear all the costs associated with the preparation and submission of its proposal and NIUA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of bidding process.
- iii. The applicant is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents.
- iv. Submissions with insufficient information and which do not strictly comply with the stipulations given above, are liable for rejection.
- v. At any time, prior to the deadline of submission of proposals, NIUA may modify the document/issue addenda. These addenda shall be posted on the website of NIUA and shall be treated as a part of the documents.
- vi. NIUA may, at its discretion, extend the deadline for submission of proposals.
- vii. NIUA may, at its discretion, abandon the process of selection associated with this document anytime.

### **4.2 Preparation and Submission of Proposal**

- i. The information on the outer sealed envelope should clearly mention; “Proposal for Transport Studies for Delhi – MPD 2041”
- ii. Two inner sealed envelopes should clearly mention
  - Technical Proposal
  - Financial Proposal

### **4.3 Corrupt or Fraudulent Practices**

- i. NIUA requires that bidders under this contract observe the highest standard of ethics. In pursuance of this policy, NIUA defines, for the purpose of these provisions, the terms set forth below as follows:
  - “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
  - “Fraudulent practice” means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of NIUA and targeted stake holders and includes collusive practice among bidders (prior to or after the proposal submission) designed to establish bid prices at artificial non-competitive level and to deprive NIUA and targeted stake holders of the benefits of free and open competition.
  - NIUA will reject a proposal for award of consultancy work if it is determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question or in concealment of material or fact.
  - NIUA will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.
  - The bidder should not have been declared ‘bankrupt’ by any court of law.
  - The bidder should not be blacklisted by Central/ State Government Department/ PSU/Government Company. Bidder also should not be under any legal action for

indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/ State Government Department/ PSU/Government Company.

- The seat of arbitration/disputes resolution/settlement shall be at New Delhi. Arbitration clause will be the part of consultancy agreement to be signed between NIUA and the selected firm.

#### **4.4 Termination of Contract:**

If the client (NIUA) for any reason whatsoever decides to terminate the contract, a written notice of termination to the consultant shall be given with a notice period of 1 month. Fees for the work done and approved till the time of termination shall be made as mutually decided between NIUA and the Consultant. If the contract is terminated due to non-submission of deliverables within prescribed time schedule, inferior quality of reports, non-compliance to instructions, fraudulent practices, corrupt practices and misrepresentation, then fee for that work will not be paid.

## ANNEXURE 1: Selected survey locations for traffic surveys

**Note:** A digital file (\*.kmz) showing all proposed survey points is provided as part of the RfP package for reference.

S. No.	Survey Location Description	Details of Survey Location
<b>Outer Cordon Points (OCP)</b>		
1	<b>Outer Cordon 1</b>	At the intersection of G. T. Karnal Road (NH 44) and Janti Kalan Road
2	<b>Outer Cordon 2</b>	At the intersection of Mangal Pandey Marg (NH 9) and Loni Road
3	<b>Outer Cordon 3</b>	At the intersection of G. T. Road and Aradhak Road
4	<b>Outer Cordon 4</b>	At the intersection of Ghazipur Road and Akshardham Temple Road (AH-2)
5	<b>Outer Cordon 5 (Only OD survey)</b>	At the intersection of Noida-Greater Noida Expressway and Amrapali Marg
6	<b>Outer Cordon 6</b>	At the intersection of Mehrauli Badarpur Road and Mathura Road
7	<b>Outer Cordon 7</b>	At the intersection of Delhi-Gurgaon Expressway and Mehrauli Gurgaon Road (outside NCT)
8	<b>Outer Cordon 8</b>	At the intersection of Jhajjar Badli Road and Basai Road
9	<b>Outer Cordon 9</b>	At the intersection of Rohtak Road (NH 10) and Bahadurgarh Bypass
10	<b>Outer Cordon 10</b>	At the intersection of Auchandi Main Road and Guru Golwalkar Marg
<b>Inner Cordon Points</b>		
11	<b>Inner Cordon 1</b>	At the intersection of Grand Trunk Road (AH1) and Outer Ring Road
12	<b>Inner Cordon 2</b>	At the intersection of Shanti Swaroop Tyagi Marg and Outer Ring Road
13	<b>Inner Cordon 3</b>	At the intersection of Mahatma Gandhi Marg (GT Road, AH-2) and Mathura Road
14	<b>Inner Cordon 4</b>	At the intersection of Ring Road and Lala Lajpat Rai Road
15	<b>Inner Cordon 5</b>	At the intersection of Ring Road and August Kranti Marg
16	<b>Inner Cordon 6</b>	At the intersection of Ring Road and Shri Aurobindo Marg

17	<b>Inner Cordon 7</b>	At the intersection of Ring Road and Africa Avenue
18	<b>Inner Cordon 8</b>	At the intersection of Ring Road and Sardar Patel Marg
19	<b>Inner Cordon 9</b>	At the intersection of Ring Road and Satguru Ramsingh Marg
20	<b>Inner Cordon 10</b>	At the intersection of Ring Road and Najafgarh Road
21	<b>Inner Cordon 11</b>	At the intersection of Ring Road and Main Rohtak Road
22	<b>Inner Cordon 12</b>	At the intersection of Ring Road and Lala Jagat Narain Marg
<b>Screen Line Locations</b>		
23	<b>Screen line 1</b>	At the intersection of Railway line (Railway Crossing) and Western Yamuna Canal Link Road
24	<b>Screen line 2</b>	At the intersection of Railway line and Ring Road (Railway Crossing) at GT road NH1
25	<b>Screen line 3</b>	At the intersection of Wazirabad road and Outer Ring Road (Yamuna Crossing)
26	<b>Screen line 4</b>	At the intersection of Railway line and Inder Chandra Shastri Marg (Railway Crossing)
27	<b>Screen line 5</b>	At the intersection of G. T. Road and Yudhister Setu Road (Yamuna Crossing)
28	<b>Screen line 6</b>	At the intersection of Azad Market Road, Qutub Road and Shyama Prasad Mukherji Road (Railway Crossing)
29	<b>Screen line 7</b>	At the intersection of Old Yamuna Bridge and AH 2 (Yamuna Crossing)
30	<b>Screen line 8</b>	At the intersection of Raja Ram Kohli Marg and Mahatma Gandhi Marg (Yamuna Crossing)
31	<b>Screen line 9</b>	At the intersection of DB Gupta Road and Qutab Road (Railway Crossing)
32	<b>Screen line 10</b>	At the intersection of Indraprastha Marg and Mahatma Gandhi Marg (Yamuna Crossing)
33	<b>Screen line 11</b>	At the intersection of Railway line and Bhairon Marg (Railway Crossing)
34	<b>Screen line 12</b>	At the intersection of Nizamuddin Road Bridge and Grand Trunk Road (Yamuna Crossing)
35	<b>Screen line 13</b>	Noida Toll Bridge (Yamuna Crossing)
36	<b>Screen line 14</b>	Amrapali Marg, Kalindi Kunj (Yamuna Crossing)



## ANNEXURE 2: Format for Technical Proposal

### Project Datasheet for recording Bidder's Experience

(To be submitted on firm's letter head)

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

Assignment Name and Project cost	Approx. value of the contract (in INR in Lakh/Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client	Total no. of staff-months of the assignment:
Address	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year)  Completion Date (Month/Year)	No. of professional staff-months provided by associated consultants
Name of Lead Partner	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Consultants, if any:	
Narrative description of the Project: (highlight project capital cost in the narration)	
Description of actual services provided by your staff within the assignment:	

**Note: Project Datasheet will be considered for evaluation only if relevant work order/contract agreement and client certificate is submitted for the same.**

Firm's Name:

Signature of Authorized Representative

## CV Format for Key Technical Personnel

(Please use separate forms for multiple CVs)

Name of the Resource	<<insert details>>
Proposed Position	<<insert details>>
Date of Birth	<<insert details>>
Qualification Details	<<insert details – year of passing, percentage details, graduated in, college name, place>>
Language known	<<insert details>>
No. of years of Experience (post qualification)	<<insert details>>
Project details	For each project <<insert details – Project name, client name, year, roles & responsibilities of the resource>>

## Description of Approach, Methodology and Work Plan for Performing the Assignment/Job\*

(To be submitted on firm's letter head)

### a) Approach:

In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, understanding of the expected outputs. You should highlight the problems/project specific risks and explain the technical approach you would adopt to address them

### b) Methodology:

In this chapter you should explain your methodology in detail for conducting the various activities listed in the Scope of Work.

### c) Organization and staffing:

The bidders should detail the overall staffing proposed as part of the survey, including both technical and non-technical staff. Specific survey related manpower shall be detailed as per table below:

S. No.	Type of Survey	Manpower Requirement
<b>A.</b>	<b>Origin – Destination (OD) Survey</b>	
A.1	Duration of the survey = 16 hours No. of Outer Cordon Points = A No. of survey teams at each outer cordon = Y No. of surveyors for each 4-hour survey period = $A \times Y \times 2$ Total no. of surveyors for a 16 hour survey schedule = $(A \times Y \times 2) \times 4$	
A.2	Total no. of supervisors (1 per Cordon Point)	
<b>B.</b>	<b>Classified Cordon Count Survey</b>	
B.1	Duration of the survey = 16 hours No. of Outer Cordon Points = A No. of Inner Cordon Points = B No. of Screen Line Points = C Total no. of cordon points = $A+B+C = D$ No. of survey teams at each outer cordon = Z No. of surveyors for each 4-hour survey period = $D \times Z \times 2$ Total no. of surveyors for a 16-hour survey schedule = $(D \times Z \times 2) \times 4$	
B.2	Total no. of supervisors (1 per Cordon Point)	
<b>C.</b>	<b>Backend team for monitoring of survey progress, Data collation and analysis (Please provide details)</b>	

**\*Applicants may be required to make a presentation of their technical proposal as required by NIUA.**



## ANNEXURE 3: Format for Financial Proposal

(on Company Letter Head)

Our lumpsum professional fee for providing procurement services to NIUA under this assignment shall INR \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words).

The quote shall be inclusive of all applicable taxes.

Our offer shall be valid up to 6 months from date of submission of the proposal.

The broad break-up of costs is as follows:

No.	Head	Amount (INR)
<b>1</b>	<b>Professional Fees</b>	
a	Team Leader	
b	Lead Survey Expert	
<b>2</b>	<b>Training Expenses</b>	
a	Training for supervisors and surveyors (local conveyance+ refreshment+ Stationary)	
<b>3</b>	<b>Field Expenses</b>	
a	Surveyors	
b	Supervisors	
<b>4</b>	<b>Data entry and analysis</b> (data entry, development of software, preparation of data analysis reports)	
<b>5</b>	<b>Other expenses</b> (please mention in detail)	
<b>TOTAL BID AMOUNT</b>		

We understand that our fee will be paid in accordance with the following milestones:

S. No.	Deliverables	Completion timeline (in weeks)	Payment milestones
<b>PROJECT INCEPTION</b>			
1	Submission of Inception Report: including Survey Plan and Field Sampling Plan, finalization of survey formats, composition of survey team, etc.; based on discussions with NIUA Presentation of the Inception Report	ED + 2 weeks	10% (will be released upon completion of deliverable no. 4)
2	Familiarisation of the Field Team with the Survey Format: Orientation of Field Team	ED + 3 weeks	
3	Obtaining permission from Traffic Police for the survey and intimating them about the support required for conducting the transportation surveys	ED + 3 weeks	

4	Submission of Final Inception Report (also including the schedule of the transportation surveys) after incorporating any changes/feedback provided by NIUA	ED + 3 weeks	
<b>SURVEYS AND PRELIMINARY ANALYSIS</b>			
5	Completion of the transportation surveys	ED + 10 weeks	30% (will be released upon completion of deliverable no. 7)
6	Data collation (simultaneously along with the surveys)	ED + 12 weeks	
7	Submission of all base data (in Microsoft Excel format) and maps in AutoCAD	ED + 13 weeks	
<b>SUBMISSION OF REPORT</b>			
8	Submission of Preliminary Survey Report on existing transport status (as per 2.3.iii)	ED + 15 weeks	40%
9	Submission of Final Survey Report incorporating any changes indicated by NIUA	ED + 16 weeks	20%

Firm's Name:

Signature of the Authorized Representative

## **ANNEXURE 4: General Information for meeting Pre-Qualification Criteria**

### General Information of the firm

(To be submitted on firm's letter head)

[Using the format below, provide information about your firm]

#### **General Information Form**

1. Name of the company/Firm:
  
2. Legal status of the firm:
  
3. Date of Incorporation (dd/mm/yyyy format):
  
4. Registered address, telephone, tele-fax in Delhi  
.....  
.....
  
5. Contact person, Designation and Address including email ID  
.....  
.....

We, ..... [Name of the firm], confirm that all information submitted as part of this bid is correct and true.

Signature of the Authorized representative

**Note:** The following supporting documents are required to be submitted with this form:

- Certificate of Incorporation/Registration
- Undertaking confirming that the company has not been black-listed