



GREATER HYDERABAD MUNICIPAL CORPORATION

హైదరాబాద్ మహానగరపాలక సంస్థ



REQUEST FOR PROPOSAL

EOI No. 01/EE/PDEZ/GHMC/2016-17

Dt:28.08.2017

Name of Work:

Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms”, East Zone, GHMC.

Executive Engineer,
PD East Zone, GHMC,
Abids Parking Complex,
4th Floor, Abids, Hyderabad.

Greater Hyderabad Municipal Corporation

EOI No. 01/EE / PDEZ /GHMC/2017-18

Dt:28.08.2017

NAME OF THE WORK: Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms.

Eligibility: (1) The firm should have been in operation in India and must have experience of having successfully completed during last 2 (Two) years at least one similar work of rendering Services for **Designing of Storm water drains.**

(2) Average annual turnover of the consultancy firm for the last one financial year ending on March 31st, 2017 should be equal to or greater than **Rs. 25.00 lakhs.**

(3) Interested Firms may download the complete Request for Proposal (RFP) Document from the website <http://ghmc.gov.in> from **Dt : 30-08-2017**

(4) Interested Firms may submit their proposals along with a Non-refundable Demand Draft of Rs. 5000/- (Rupees Ten thousand only) drawn in favour of **The Commissioner, GHMC** payable at Hyderabad, towards the cost of RFP Document and and Rs.625/- favour of CTO, Basheer Bagh /- towards sales tax in, Hyderabad VAT as applicable

(5) **No proposals will be accepted without cost of RFP document.** No liability will be accepted for downloading the incomplete document.

(6) GST / Service tax Registration certificate issued by Central Excise Department to be enclosed.

Last Date/Time for Receipt of Tenders: 07-09-2017.

Name and Address of the concerned: EE-PD,EZ, Greater Hyderabad Municipal Corporation, Abids Parking Complex, 4th Floor, Abids, Hyderabad. **Commissioner, GHMC reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.**

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Section 1
Letter of Invitation
Greater Hyderabad Municipal Corporation

Ref: **EOI No. 01 / EE / PD EZ / GHMC / 2017-18**

Dt: 28-08-2017

To,

All Prospective firms

1. Executive Engineer, PD- EZ, GHMC invites proposals for the following services

Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms”, East Zone, GHMC.

2. The Background Information and Terms of Reference for the Consulting services are provided in Section 5 of the Request for Proposal (RFP)

3. This RFP is available to all eligible prospective firms.

4. A firm will be selected under Least Cost Selection (LCS) Method for cremation of Each private body on BOT basis and procedures described in this RFP, in accordance with the policies of the Govt. of Telangana.

5. The RFP includes the following documents:

Section 1 – Letter of Invitation

Section 2 – Information to firms (including Data Sheet)

Section 3 – Technical Proposal – Standard Forms

Section 4 – Financial Proposal – Standard Forms

Section 5 – Terms of Reference

6. The deadline for receipt of proposals shall be on the date & time mentioned in the Notice Inviting Request for Proposals.

7. GHMC reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

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PD EZ, GHMC

Section 2. Instructions to firms

Definitions

- (a) “GHMC” means Greater Hyderabad Municipal Corporation, ie., the Client for planning, monitoring and implementation of the proposed project.
- (b) “Client” means the agency with which the selected firm signs the Contract for the Services.
- (c) “Firms” means any private or public entity including a Joint Venture that will provide the Services to the Client under the Contract.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1; that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- (e) “Data Sheet” means such part of the Instructions to firm used to reflect specific country and assignment conditions.
- (f) “Day” means calendar day.
- (g) “Government” means the Government of Telangana.
- (h) “Instructions to firms” (Section 2 of the RFP) means the document which provides shortlisted Firms with all information needed to prepare their proposals.
- (i) “Joint Venture” means a Firm which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the firms obligations under the Contract.
- (j) “LCS” means Least Cost Selection.
- (k) “NRCP” means National River Conservation Plan enabling the state governments to obtain financial assistance from Govt. of India for renovation, rehabilitation & conservation of rivers in India.
- (l) “Partner” means any of the entities that make up the Joint Venture; and Partners means all those entities.
- (m) “Personnel” means qualified persons provided by the firms and assigned to perform the Services or any part thereof.
- (n) “Proposal” means a technical proposal or a financial proposal, or both.

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(o) “RFP” means this Request for Proposal.

(p) “Services” means the work to be performed pursuant to the Contract.

(q) “Standard Electronic Means” includes facsimile and email transmissions.

(r) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the client and the firms, and expected results and deliverables of the assignment.

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| 1.Introduction | 1.1 | The Client GHMC will select a firm/organization (the firms), in accordance with the method of selection specified in the Data Sheet. |
| | 1.2 | The firms are invited to submit a Technical Proposal and a Financial Proposal, for Operation & Maintenance services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected firms. |
| | 1.3 | The firms should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, firms are encouraged to visit the Client before submitting a proposal. |
| | 1.4 | The Client will assist the firm in obtaining information from other departments needed to carry out the services, and make available relevant project data and reports. |
| | 1.5 | The firms shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Firms. |
| | 1.6 | In preparing their Proposals, Firms are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. |
| Conflict of | 1.7 | GHMC requires that firms provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, strictly |

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| <p>Interest</p> | <p>avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. firms shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the GHMC. Without limitation on the generality of the foregoing, firms, and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:</p> <p>(i) If a firm combines the function of consulting with those of contracting and/or supply of equipment; or</p> <p>(ii) If a firm is associated with or affiliated to a firm or manufacturer; or</p> <p>(iii) If a firm is owned by a Firm. The firm should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the firm will limit its role to that of a firm and disqualify itself and its associates from work, in any other capacity or any future project within the next five years (subject to adjustment by GHMC in special cases), that may emerge from this assignment. The contract with the firms selected to undertake this assignment will contain an appropriate provision to such effect; or</p> <p>(iv) If there is a conflict among contracting firms, the firm (including its personnel and sub-firms) and any subsidiaries or entities controlled by such firm shall not be recruited for the relevant assignment. The duties of the firm depend on the circumstances of each case. While continuity of the contract services may be appropriate in particular situations if no conflict exist, a firm cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such firms..</p> |
| <p>Fraud and Corruption</p> | <p>1.8 GHMC requires that firms participating to adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, GHMC:</p> <p>(a) defines, for the purpose of this paragraph, the terms set forth below as follows:</p> <p>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;</p> <p>(ii) “fraudulent practice” means a misrepresentation or</p> |

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| | <p>omission of facts in order to influence a selection process or the execution of a contract;</p> <p>(iii) “collusive practices” means a scheme or arrangement between two or more firms with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels;</p> <p>(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.</p> <p>(b) will reject a proposal for award if it determines that the firms recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;</p> <p>(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any GHMC contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any GHMC contract.</p> |
| | <p>1.9 Firms, their Sub-Contractors, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above para. 1.8. Furthermore, the firms shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.</p> |
| <p>Association Arrangements & Joint Ventures</p> | <p>1.10 In case a firm intends to be the lead firm in an association with Sub-Contractors, or, if the firm is a Joint Venture, each Sub-Contractors and Joint Venture Partner shall be a legal entity.</p> <p>1.11 While preparing the Technical Proposal, firms must give particular attention to the following</p> <p>(i) For the purpose of submitting a proposal and subject to Para 1.10 above, a firm may enhance its expertise for the assignment either by:</p> <p>(a) associating with other firms, in which case the firm shall be the lead firm and shall be solely liable under the Contract, or</p> <p>(b) forming a Joint Venture with other firms, in which case the firm and the Partners of the Joint Venture shall be jointly and severally liable under the Contract.</p> <p>In the event that the firm forms an association or a Joint Venture as described above, the firm shall submit a copy of the letter of association</p> |

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| | <p>or the Joint Venture Agreement, as the case may be, with its Technical Proposal. In the case of a Joint Venture, the firm shall also submit a power of attorney (executed by all partners) that authorizes the designated lead or managing Partner of the Joint Venture to act for and in behalf of the Joint Venture and to legally bind such Joint Venture in any contractual or similar documentation. Any letter(s) of association, Joint Venture agreement, and Joint Venture power of attorney referred to herein, shall be attached to TECH-1, Standard Forms (Section 3) and submitted as part of the Technical Proposal of such Firm</p> <p>(ii) A firm cannot add or replace or otherwise change the composition of the Partners described in its Joint Venture Agreement. Such Joint Venture Agreement shall identify the lead or managing Partner.</p> <p>(iii) None of the firms or experts proposed in an association or Joint Venture should be the subject of a sanction by the Client Group.</p> <p>(iv) Alternative experts shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position</p> |
| Participation of Government Employees | 1.12 No current government employee shall be deployed by the firm without the prior written approval by the appropriate authority. |
| Proposal | 1.13 Firms shall only submit one proposal. If a Firm submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Firm, including individual experts, to more than one proposal. |
| Proposal Validity | <p>1.14 The Data Sheet indicates how long sub contractors firms’ Proposals must remain valid after the submission date. During this period, Firms shall maintain the availability of professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. However, the Client may request Firms, to extend the validity period of their proposals.</p> <p>The firms who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal. Firms who do not agree have the right to refuse to extend the validity of their proposals.</p> |
| Bid Security (Earnest) | 1.15 The bid security of amount indicated in Data Sheet in favour of “Commissioner, GHMC” payable at Hyderabad shall be in the form of |

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| <p>Money Deposit)</p> | <p>Account Payee Demand Draft or Bank Guarantee from any of the commercial banks in an acceptable form. The bid security is to remain valid for a period of sixty days beyond the final bid validity period. GHMC shall reject any bid not accompanied by appropriate bid security, as non responsive. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder. The bid security may be forfeited:</p> <ul style="list-style-type: none"> (a) if a Bidder withdraws its bid during the period of bid validity. (b) if the successful Bidder fails to: <ul style="list-style-type: none"> (i) sign the Contract within required time frame; (ii) furnish a performance security. |
| <p>2. Clarification and Amendment of RFP Documents</p> | <p>2.1 The firms may request a clarification of any of the RFP documents up to three days prior to the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Firms. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para.</p> <p>2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Firms and will be binding on them. Firms shall acknowledge receipt of all amendments. To give Firms reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p> |
| <p>3. Preparation of Proposals</p> | <p>3.1 Firm’s Proposal (the Proposal) will consist of three (3) components</p> <ul style="list-style-type: none"> (a) Cost of RFP, Bid Security, Cover Letter signed by person(s) with full authorisation along with signed RFP document in first cover (b) the Technical Proposal in second cover, and (c) the Financial Proposal in third cover <p>All the three covers shall be placed in one big cover and shall be submitted on or before the time and date mentioned in the Notice inviting RFP.</p> |
| | <p>3.2 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm. The letter should specify all</p> |

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| | association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract. |
| | 3.3 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Firms and the Client, shall be in English. All reports prepared by the selected firm shall also be in English. |
| | 3.4 In preparing their Proposal, Firms are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. |
| Technical Proposal Format and Content | 3.5 Depending on the nature of the assignment, Firms are required to submit a Full Technical Proposal (FTP. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). |
| | <p>(a) A brief description of the Firms' organization and an outline of recent experience of the Firms and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Firms/ Professional staff who participated, duration of the assignment, contract amount, and Firm's involvement. .</p> <p>(b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).</p> |
| | 3.6 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive. |

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| Financial Proposals | <p>3.7 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4).</p> <p>3.7.1 All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount</p> |
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| | <p>indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.</p> <p>3.7.2 The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.</p> <p>3.7.3 All Costs shall be expressed in INR</p> |
| Taxes | <p>3.8 The Firm may be subject to local taxes (such as: value added or sales tax, duties, fees, levies) on amounts payable by the Client under the Contract. Any such taxes amounts shall be deemed to be included in the Financial Proposal</p> |
| 4. Submission, Receipt, and Opening of Proposals | <p>4.1 The Proposal (First cover containing Cost of RFP, Bid Security, Cover Letter & signed RFP, second cover containing Technical Proposal and, the third cover containing Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firms themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.</p> <p>4.2 An authorized representative of the Firms shall initial all pages of the original Technical and Financial Proposals.</p> <p>4.3 The Cost of RFP(in shape of DD), Bid Security(in shape of DD or BG), Cover Letter signed by person(s) with full authorisation along with signed RFP document in first cover shall be placed in a sealed envelope clearly marked “SIGNED RFP”. The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the Tender number and the name of the assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Signed RFP, Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope</p> |

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| | <p>is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p> |
| | <p>4.4 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet for Proposal Submission, or any extension to this date as indicated by the Client. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p> <p>4.5 The Client shall open the Technical Proposal on the date and time as indicated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and securely stored and will be opened after technical Evaluation.</p> |
| <p>5. Proposal Evaluation</p> | <p>5.1 The evaluation of the proposals shall be carried out in two stages: At the first stage the evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly if it fails to achieve the minimum technical score indicated in the Data Sheet. Proposals without cost of RFP, with out bid security, unsigned and incomplete (i.e. when the required bid formats have not been submitted), not responding to the TOR fully and properly and those with lesser validity than that prescribed in the RFP will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is concluded. The envelope containing the financial proposal is not opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened which obtain minimum qualifying marks / standards prescribed for the technical proposal. The evaluation shall be carried out in full conformity with the provisions of the RFP.</p> <p>5.2 After the technical evaluation the Client shall inform the Firms who have secured the minimum qualifying mark, the date, time</p> |

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| <p>Public Opening and Evaluation of Financial Proposals</p> | <p>and location for opening the Financial Proposals.</p> <p>5.3 Financial Proposals shall be opened publicly in the presence of the Firms’ representatives who choose to attend. The total prices will be read aloud and recorded.</p> <p>5.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p> |
| <p>6. Negotiations & Key Personnel</p> | <p>6.1 The aim of the negotiations is to reach an agreement on all points with the firm and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Firm's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and reporting schedule. Once these matters have been agreed, financial negotiations will take place if required and will be finalised.</p> |
| <p>7. Award of Contract</p> <p>8. Confidentiality</p> | <p>7.1 After completing negotiations the Client shall award the Contract to the selected Firm.</p> <p>7.2 The Firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p> <p>8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firms who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The client/GHMC may not divulge any such information unless directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority.</p> |

Instructions to Firms

DATA SHEET

| Paragraph Reference | |
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| 1.1 | Name of the Client: Greater Hyderabad Municipal Corporation Method of selection: Least Cost Based Selection (LCBS) |
| 1.2 | Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms”, East Zone, GHMC. |
| 1.3 | A pre-proposal conference will be held: No |
| 1.4 | The Client will provide the following inputs and facilities: (i) Client will provide free access to existing data available with it and agencies and organizations subordinate and attached to it (primary and secondary). It will also assist the Firm in procuring data from other Government and semi-Government sources. (ii) It will attempt its best to provide coordination with State Governments, their agencies and access to their data. (iii) It will attempt its best to assist the Firm in all other manner to facilitate coordination and links with any other organization whether or not in the Government to enable it to prepare the required reports. |
| 1.5 | Proposals must remain valid <u>30</u> days after the submission date. |

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| 2.1 | <p>Clarifications may be requested as early as possible, before the submission date. The address for requesting clarifications is:</p> <p>Executive Engineer, PD EZ, GHMC Greater Hyderabad Municipal Corporation, Hyderabad</p> |
| 3.1 | Proposals shall be submitted in the following language: English |
| 3.2 | Joint Ventures or Consortia are permissible: Yes |
| 3.3 | The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP) |
| 3.4 | Firms are responsible for payment of all taxes as applicable in India. Firms are requested to consult Tax firms for details. |
| 3.5 | Currency and Budget for Proposal: INR (Indian Rupees one lakh fifty thousand only excluding service tax) |
| 3.6 | <p>The Tenderer shall submit the Bid Security Deposit for Rs.5,000/- (Rupees Five Thousand only) in shape of Demand Draft in favour of Commissioner, GHMC along with the proposal. The Tenderer shall also submit Copy of PAN card, Copy of Latest Income Tax Returns and GST registration certificate.</p> |
| 4.1 | Firm must submit the original Technical Proposal, and the Financial Proposal. |
| 4.2 | <p>The proposal submission address is:</p> <p>Executive Engineer, PD EZ, GHMC, Greater Hyderabad Municipal Corporation 4th Floor, Parking Complex, Abids, Hyderabad.</p> <p>Proposals must be submitted no later than the following date and time: <u>Dt.07-09-2017</u> and the technical proposals will be opened on the same day at 4.00PM hrs.</p> |
| 5.1 | <p>Specific experience of the Firms relevant to the assignment</p> <p>The bidder must have experience of having successfully completed during last 2 (Two) years at least one work of rendering Services for Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to</p> |

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| | <p>mitigate the submergence problem during thunder storms”, East Zone, GHMC.</p> <p>. The bidder shall submit experience certificate to this effect from the Govt. Department / PSU / Local Authority concerned. The experience certificate shall only be in English Language. If the assignment pertains to a foreign country, the experience certificate shall be got attested by the embassy of that country in India.</p> <p>Evaluation will be done on Experience of the Firm for</p> <ul style="list-style-type: none"> a. Similar Nature of Work b. Related works relevant to nature of specified Consultancy assignment |
| <p>5.2</p> | <p>Expected date for commencement of services – 3 days from the date of work order.</p> |
| <p>5.3</p> | <p>Criteria for Evaluation</p> <ul style="list-style-type: none"> i) In the first stage, the Technical Proposal will be evaluated on the basis of Applicant’s experience, its understanding of TOR. |

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Section 3. Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Firms for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

TECH-1 Technical Proposal Submission Form

TECH-2 Firm's Organization and Experience

A Firm's Organization

B Firm's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A On the Terms of Reference

B On the Counterpart Staff and Facilities

TECH-4 Team Composition and Task Assignments

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FORM TECH-1 Technical Proposal Submission Form

To: _____,

Dear Sir:

We, the undersigned, offer to provide the services for

_____ ***[Insert title of assignment]*** in accordance with your Request for Proposal dated _____ ***[Insert Date]*** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with:

_____ ***[Insert a list with full name and address of each associated Firm]***¹ as a Joint Venture confirming joint and several liability or as sub-firms (*strike out whichever is inapplicable*).

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.10 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment within a week from the date indicated in Paragraph Reference 7.1 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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TECH-2 FIRM'S ORGANIZATION AND EXPERIENCE

A - Firm's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

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B - Firm's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

| | |
|--|---|
| Assignment name: | Approx. value of the contract (in current US\$ or Euro or Rs): 1,50,000/- excluding service tax. |
| Country: Location within country: | Duration of assignment (months): 1 Month |
| 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 current US\$ or Euro): |
| Start date (month/year): Completion date (month/year): | N ^o of professional staff-months provided by associated Firms: |
| Name of associated Firms, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |

Firm's Name: _____

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**FORM TECH - 3 COMMENTS AND SUGGESTIONS ON THE TERMS OF
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY
THE CLIENT**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

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FORM TECH-4, TEAM COMPOSITION AND TASK ASSIGNMENTS

| Name of Staff | Firm | Area of Expertise | Position Assigned | Task Assigned |
|---------------|------|-------------------|-------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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Section 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

- -2017.

To:
The Commissioner,
GHMC,
Hyderabad.

Dear Sir:

We, the undersigned, offer to provide the consulting services for:
..... **[Insert title of assignment]** in accordance with your
Request for Proposal dated 30-08-2017 and our Technical Proposal. Our attached
Financial Proposal is for the sum
of Rs. _____
_____ **[in words and figures].**

Our Financial Proposal shall be binding upon us subject to the modifications
resulting from Contract negotiations, up to expiration of the validity period of the
Proposal.

We hereby certify that we have taken steps to ensure that no person acting for us or on our
behalf will engage in bribery.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

- Any other condition with regard to the above financial bid should be submitted on a separate sheet enclosed to the financial bid.
- The quoted value of the consultancy work should not cross Administrative Sanction i.e., Rs.1,80,000/- (including service tax).

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FORM FIN – 2, SUMMARY OF COSTS

(To be submitted in ‘cover B’)

(Price Bid)

From

To

The Commissioner

Greater Hyderabad

Municipal Corporation

Sir,

Sub: Services for the work of: **Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms”, East Zone, GHMC.**

Ref: No **EOI No. 01/EE/PD EZ/GHMC/2017-18**

Dt: 28-08-2017

I/We M/s _____ Firm are willing to offer our consultancy service at the following rates.

| Part. | Description of work | Rate for consultancy services for the above project in Rupees |
|-------|--|---|
| A | Consultancy Services for the work of “Providing storm water drain facility from Seesala Basti and Kodandram nagar in Gaddiannaram Division to mitigate the submergence problem during thunder storms”, East Zone, GHMC. | |

Note: The evaluation of price bids will be based on the rate quoted by the bidder for one month for each crematorium and for the total amount.

I _____ agreed to keep the offer in this tender valid a period of 90 days as mentioned in the tender notice and not to modify the whole or any part of it for any reason within above period. If the tender is withdrawn by me/us for any reasons whatsoever, the earnest money paid by me/us will be forfeited to GHMC.

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The tender rate is inclusive of all expenditures like salaries/remuneration to permanent & contingency staff and their allowances , all material cost, machinery cost/rents, computer software cost, consumables cost, all traveling expenses, overheads, all taxes, charges on expert services, laboratory testing charges etc and all other miscellaneous expenditures complete for the fulfillment of the contract.

I _____ also understand that statutory taxes deductible at source will be deducted by GHMC.

I _____ hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our tender I/We have carefully followed the instructions in the tender notice, conditions of the contract , Terms of Reference(ToR) etc. and distinctly agree that I/We will not hereafter make any claim or demand upon the GHMC based upon or arising out of any alleged misunderstanding or misconception /or mistake on my/or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I _____ enclosed to my/our application for tender schedule a crossed demand draft (No. Bank Guarantee Number....., dated: ----- for Rs. 5000/- (Rupees Five Thousand Only) as earnest money not to bear interest.

IF MY/OUR tender is not accepted the EMD shall be returned to me/us on application when intimation is sent to me/us of rejection or at the expiration of three months from last date of receipt of this tender, whichever is earlier. If my/our tender is accepted the earnest money shall be retained by the Municipal Corporation as security for the due fulfillment of this contract.

I _____ fully understand that the written agreement to be entered into between me/us and Commissioner, Municipal Corporation shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorised to enter into contract on behalf of Commissioner, GHMC.

I _____ will employ the following technical staff for the work under this Contract

| Name of members of technical staff proposed to be employed with their position and responsibilities | Qualification. |
|---|----------------|
| 1. | |
| 2. | |

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3.

4.

- (1) I _____ certify that I/We have inspected the area of study before quoting my Rate,

DECLARATION OF THE TENDERER.

- 1) I _____ have not been black listed in any department in Telangana/India due to any reasons in the last 3 years.
- 2) I _____ agree to disqualify me/us for any wrong declaration in respect of eligibility & qualification criteria and to summarily reject my/our tender including blacklisting.

Address of the Tenderer :

Yours faithfully,

Signature _____
Full Name:
Address:
(Authorised Representative)
Phone No:
Fax No:

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Section 5. TERMS OF REFERENCE:

5.1.1. BACKGROUND

After studying history of the flood water flow in the locality and surveying the existing Storm Water Drain, the following observations are detailed below –

1. It is noticed that, there is no flood water controls on both sides and it is observed that the flood water flows through the weir existing at Sharadha theatre side from the Saroornagar Lake.
2. The flood water drains into Musi through existing pipe drain and Nala.
3. The subject area is affected by the existing drain i.e., 1600mm dia RCC Storm Water Drain from Saroornagar lake to Kalanikethan nala.
4. The existing piped Storm Water Drain is aligning through valleys and ridges
5. The flood water flows downstream through weir, which is at higher elevation, drains through an open channel at a steep gradient. The discharge and the velocity of the flow is very high.
6. The 1600mm dia Storm Water Drain was laid at a gradient of 1 in 281 which will have a carrying capacity of 300m³/min.
7. The Storm Water Drain reaches the valley portion, the gradient of the Storm Water Drain is 1 in 450, having a carrying capacity of 236m³/min.
8. The excess quantity of water, gets over flown in the valley portion, resulting inundation.

5.1.2 LOCATION

LB Nagar Municipality is located on 78°30' Longitude and 70°20' North Latitude, East side of Hyderabad City. National Highway No.9 (NH-9) is passing through LB Nagar area from North-West side to South-East side, dividing the LB Nagar Municipality into approximately two equal parts. River Musi is at the northern end of the LB Nagar Municipality and flows from West to East.

5.1.3 TOPOGRAPHY

The Municipality is located on high elevation varying from 500.0m to 460.0m above Mean Sea Level. The general topography of the project area is gently sloping at some places and unloading at other places. Entire LB Nagar Municipality area is sloping from South to North, Ultimately draining towards Musi River located on North of Project area.

The Municipality is well developed because of Urban Agglomeration and employment opportunities in Hyderabad City.

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5.1.4 GENERAL

This chapter deals with the costing of the trunk sewer. The rates of construction items were finalized based on rate analysis and data sheet prepared with reference to the unit rates given in CSSR, 2017-18.

5.1.5 RATE ANALYSIS

A separate rate analysis for the items which are not specified in the CSSR (viz.Manholes etc) has been worked out and enclosed separately. The material / unit item rates for the rate analysis are generally based on the common standard schedule of Rates (CSSR) for the year 2017-18.

5.1.6 TIME FRAME:

| Deliverable | Time Frame |
|---|-------------------|
| Submission of DPR in full shape ie., drawings, contour maps, Designs, estimates etc., complete. | Within 30 days |

5.1.7 Payment Schedule:

| Deliverable | Quantum of payment to be Released |
|--|---|
| On submission of DPR along with drawings (LS & Plans etc.,) contour maps, Designs, estimates etc., complete. | 100% (After satisfaction of the Executive Engineer concerned) |

5.1.8 Liquidated Damages:

5.1.9. Liquidated Damages for error/variation

In clause 5.6.1, Liquidated damages for error/variation are reduced from 50% to 10% of the Agreement value. Whereas in clause 5.6.2, liquidated for delay is retained as 10% of Agreement value.

5.1.10. Liquidated Damages for delay

“However in no case, the liquidated damages pursuant to clause 5.1.11 and clause 5.6.2 i.e., either for error/variation or for delay together, shall 10% in aggregate. To avoid doubt, the maximum liquidated damages, in any case, shall not exceed 10% of Agreement value.

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5.1.12 Enhancement and appropriation of Performance Security/EMD

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the consultant in the event of breach of this agreement or for recovery of liquidated damages specified in the above clause.

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