



Greater Hyderabad Municipal Corporation
హైదరాబాద్ మహానగర పాలక సంస్థ



HAYATHNAGAR CIRCLE: L.B. NAGAR ZONE

Request for Proposals (RFP) for

**PREPARATION OF DETAILED PROJECT REPORT FOR
PROTECTION, CONSERVATION AND BEAUTIFICATION OF
LAKES, GRAVE YARDS, PARKS, DESIGN OF BUILDINGS,
MARKETS, COMMUNITY HALLS, AUDITORIUMS, PLAY
GROUNDS, MINI STADIUMS ETC. IN L.B.NAGAR ZONE,
GREATER HYDERABAD MUNICIPAL CORPORATION**

Issued to M/s:

Consultant

Executive Engineer

CONTENTS

1. Data Sheet
2. Objective
3. Scope of work
4. Eligibility criteria
5. Technical Proposal
6. Financial Proposal
7. Submission of proposals
8. Bid evaluation
9. Negotiations
10. Bid validity
11. Terms of payment

APPENDIX A : Technical Proposal – Standard Forms

APPENDIX B : Financial Proposal – Standard Forms

1. DATA SHEET

A. General																	
A.1	Tender Notification No.: EE3/LBN/GHMC/RDP/3/2020-21																
A.2	Name of the Client: The Executive Engineer, Hayathnagar Circle, LB Nagar Zone, GHMC, Hyderabad Method of selection: Quality and Cost based Selection (QCBS)																
A.3	The name of the assignment is: Consultancy services for preparation of Detailed Project Report(s) for Protection, Conservation and Beautification of lakes, Graveyards, Design of Markets, Buildings, Community Halls, Play Grounds, Mini Stadiums, Auditoriums etc. in L.B.Nagarar Zone, GHMC.																
B. Preparation of Proposals																	
B.1	The Proposal shall comprise the following: <u>For FULL TECHNICAL PROPOSAL (FTP):</u> 1 st Inner Envelope with the Technical Proposal: 2 nd Inner Envelope with the Financial Proposal																
C. Submission, Opening and Evaluation																	
C.1	The Consultants <i>shall</i> submit their Proposals Physically in the O/o The Executive Engineer, Hayathnagar Circle, LB Nagar Zone, GHMC, Hyderabad																
C.2	The Consultant must submit: (a) Technical Proposal: one (1) hard Copy of the original proposal (b) Financial Proposal : one (1) hard copy of the original proposal Last date of submission : 3.00 PM on 5.11.2020 Opening of Bids : 5.00 PM on 5.11.2020 Opening of Financial Bids : 7.11.2020 at 5.00 PM																
C.3	Criteria, sub-criteria, and point system for the evaluation of the Technical Proposal <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl No</th> <th style="width: 70%;">Description</th> <th style="width: 20%;">Points</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Empanelled with MoHUA (Previously known as MoUD), GOI for preparation of city Development plans and DPRs</td> <td style="text-align: center;">10</td> </tr> <tr> <td>(ii)</td> <td>Empanelled with MoHUA (Previously known as MoUD), GOI for preparation of Smart City Proposals</td> <td style="text-align: center;">10</td> </tr> <tr> <td>(ii)</td> <td>preparation of similar assignments and in working with ULBs and obtaining approvals from GoI</td> <td style="text-align: center;">20</td> </tr> <tr> <td>(iii)</td> <td>Average Annual turnover during last 3 years</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>		Sl No	Description	Points	(i)	Empanelled with MoHUA (Previously known as MoUD), GOI for preparation of city Development plans and DPRs	10	(ii)	Empanelled with MoHUA (Previously known as MoUD), GOI for preparation of Smart City Proposals	10	(ii)	preparation of similar assignments and in working with ULBs and obtaining approvals from GoI	20	(iii)	Average Annual turnover during last 3 years	10
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	(vi)	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)	20	
	(a)	<i>Technical approach and Methodology – 15 points</i>		
	(b)	<i>Work Plan – 5 points</i>		
	(vii)	Key Experts' qualifications and competence for the Assignment	30	
	Sl No	Position	Qualification & Experience	
	1	Team Leader	Masters in Planning/ Engineering – 25 Years	10
	2	Dy, Team Leader	Masters in Transportation Planning/ Engineering – 20 Years	5
	3	Urban Planner	Masters in Planning – 5 Years	5
	4	Design Expert	B.Tech in Civil Engg – 10 Years	5
	5	Estimation Expert	B.Tech in Civil Engg – 10 Years	5
C.4 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration. The weights given to the Technical (T) and Financial (P) Proposals are: T = 0.80, and P = 0.20 Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>			
C.5	Financial Proposals – The Consultants should quote fee on the following format			
C.6	WORK ALLOTMENT : Project wise work allocation will be done based on the Highest scorer as per QCBS Method			

2. Objective

The Hayathnagar Circle, L B Nagar Zone, GHMC is proposing to prepare Detailed Project Report(s) for Protection, Conservation and Beautification of lakes, Graveyards, Design of Markets, Buildings, Community Halls, Play Grounds, Mini Stadiums, Auditoriums etc. in L.B.Nagarar Zone, GHMC. Technical bids and price bids are invited from reputed Consulting firms with a view to entrust the preparation of Development Plans. The Consulting firm will be selected based on Quality and cost based selection procedure described in this document.

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3. Scope of services

The Scope includes Preparation of Feasibility Report, Detailed Design and Investigation Report duly carrying out all required field surveys and soil investigations, integration with existing system/ new proposals, bill of quantities (BOQs) for Protection, Conservation and Beautification of lakes, Graveyards, Design of Markets, Buildings, Community Halls, Play Grounds, Mini Stadiums, Auditoriums etc. in L.B.Nagarar Zone, GHMC.

4. Eligibility Criteria

Sealed bids are invited from intending eligible bidders and a two cover system (Technical proposal and Financial Proposals in two separate sealed covers) for Preparation of city development plan and detailed project reports.

- Empaneled with MoHUA (Previously known as MoUD), GOI for preparation of city Development plans and DPRs;
- Empaneled with MoHUA (Previously known as MoUD), GOI for preparation of Smart City proposal;
- Experience in preparation of CDPs and DPRs;
- Experience in preparation of DPRs for Similar projects
- Annual turnover of Rs. 10 Crores in any last three years;

Your proposal in response could form the basis for future negotiations and ultimately a contract between your firm and the Executive Engineer, Hayathnagar Circle, GHMC, Hyderabad (the client) may materialize.

The contract will be on percentage of estimated cost (excluding LS items) based on outputs indicated in the subsequent paras.

Please note that the costs of preparing the proposal and of negotiating the contract, including a visit to the town/s and to the Client's offices are not reimbursable as a direct cost of the Assignment. We wish to remind you that in order to avoid a conflict of interest, any firm providing goods, works or services may not be eligible to participate in bidding for any additional goods, works or services associated with this assignment unless specifically agreed upon by the Client. This clause will be invoked wherever applicable.

To enable you to submit a proposal, please find enclosed the terms of reference (ToR) for this Proposal . This includes the purpose and scope of the Proposal, the envisaged tasks, the expertise required along with inputs, the outcomes and deliverables and the reporting schedule and timings.

5. Technical Proposal

- (i) Format for the technical proposal is in the TOR including the format for CV's which should be followed. The Bidders are expected to examine the documents in detail before submission of proposals.
- (ii) For assignments on a staff-time basis, the estimated number of Professional staff in person months is only indicative. The proposal shall, however be based on the number of professional staff that will be deployed in person months estimated by the firm.
- (iii) A brief description of the firm's organizational setup and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, and firm's involvement.
- (iv) Any comments or suggestions on the terms of reference.
- (v) A description of the methodology and work plan for performing the assignment.
- (vi) The list of the proposed staff team and specialization, the tasks that would be assigned to each staff member, and their timing. CVs of the proposed professional staff duly signed, should be submitted. Key information should include number of years working for the firm/entity, and level of responsibility held in various assignments during the last ten (10) years due additional weightage will be awarded for professionals having good and relevant experience in the field of relevant studies.
- (vii) Estimates of the total staff effort (professional and support staff; staff time in man months) required carrying out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (viii) Each key staff proposed shall be associated with only one consultant
- (ix) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
- (x) Alternative professional staff shall not be proposed, and only one CV may be submitted for each position.
- (xi) The technical proposal shall not include any financial information.

6. Financial Proposal

The Costs should be expressed in percentage of estimated cost (excluding LS items) only inclusive of all taxes as applicable, duties, fees, levies, and other charges

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imposed under the applicable law, on the consultants, sub consultants, and their personnel.

7. Submission of proposals

Proposals should be submitted in one original document. Proposals must be prepared in indelible ink and be signed by the authorized representative of the Consultants.

All technical proposals shall be placed in one envelope clearly marked "Technical Proposal," and the financial proposals in another envelope marked "Financial Proposals." These two envelopes, in turn, shall be sealed in an outer envelope bearing the Following Information.

Preparation of Detailed Project Reports for Development of Lakes, Grave Yards and Parks in Hayathnagar Circle, L.B.Nagar Zone, GHMC.

and addressed to:

The Executive Engineer, Hayathnagar Circle, L B Nagar Circle GHMC, Hyderabad

Your completed technical and financial proposals must be delivered to this address on or before **3.00 PM on 16.09.2020**.

Technical and financial proposals shall be written in English including project/study reports. The Client reserves the right to modify and extend the deadline for the submission of proposals.

8. Bid Evaluation

The technical bids will be evaluated first by the Executive Engineer / appointed committee prior to opening of any financial proposals. All the technical bids will be evaluated based on their experience. The Executive Engineer shall carry out its evaluation applying the evaluation criteria specified in Data Sheet.

9. Negotiations

The GHMC is intended to entrust the above mentioned work to qualified bidder based on the above criteria depending on the capability.

The Client will notify the bidder who submitted the highest scoring technical bids

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and invite them for negotiations. Negotiations will aim to reach agreement and initial a draft contract. Modifications if any will be reflected in the Consultant's financial proposal based on negotiations.

10. Bid Validity

The bidders are requested to hold their proposal valid for 90 days from the date of submission, during which time they shall maintain, without change, the personnel proposed for the assignment. The Executive Engineer, Hayathnagar Circle, GHMC, Hyderabad reserves the right to accept or reject any or all of the bids. The decision of the Executive Engineer, Hayathnagar Circle, GHMC in this regard shall be final and binding on all the bidders. No correspondence will be entertained in this regard. Furthermore, as quality is the principal selection criteria, the client does not bind itself in any way to select the firm offering the lowest prices.

11. Terms of Payment

Sl No	Deliverables	Time Schedule	Payment Schedule (% on quoted price)
FEASIBILITY AND DPRs			
1	Pre Feasibility Report including concept duly carrying out Total Station survey of project area	7 Days	40%
2	Submission of DPR	7 Days	40%
3	On approval of DPR		20%
TOTAL			100%

APPENDIX A

TECHNICAL PROPOSAL – STANDARD FORMS

- A1 Technical Proposal submission form.
- A2 Firm's references.
- A3 Comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Employer.
- A4 Description of the methodology and work plan for performing the assignment.
- A5 Team composition and task assignments.
- A6 Format of Curriculum Vitae of proposed professional staff.
- A7 Time schedule for professional personnel.
- A8 Activity (work) schedule.

A1. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Hiring of Consultancy Service for _____

_____ Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your request for Proposal dated [*Date*], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] 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 understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

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A2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Employer:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs)
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

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A3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Employer

- 1.
- 2.
- 3.
- 4.
- 5.

CONSULTING FIRM'S NAME:

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**A4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

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A5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical / Managerial Staff

S.No	Name	Position	Task
1.			
2.			
3.			
4.			

2. Support Staff

S.No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

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**A6. FORMAT OF CURRICULUM VITAE (CV) FOR
 PROPOSED PROFESSIONAL STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]

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Languages:

[For each language indicate proficiency: excellent, good, or poor; in speaking, reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

*[Signature of staff member and authorized representative of the Firm]
Day/Month/Year*

Full name of staff member: _____

Full name of authorized representatives: _____

Note: CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

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A7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

S. No.	Name	Position	Reports Due/Activities	Months (in the form of a Bar Chart)						
				1	2	3	4	5	6	Number of Months

Full-time: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

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A8. ACTIVITY (WORK) SCHEDULE

i. Field Investigation and Study Items:

S.No.	Item of Activity (work)	Month wise Program (in form of Bar Chart)[1st, 2nd ,etc. are months from the start of assignment]					
		1st	2nd	3rd	4th	5th	6th

ii. Completion and Submission of Reports

Reports: *	Programmed: (Date)
1. Inception Report and Detailed Work Plan	
2. Interim Report	
3. Draft Final Report	
4. Final Report	

* MODIFY AS REQUIRED FOR THE ASSIGNMENT.

(Consultants will indicate as per the requirement)

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APPENDIX B

FINANCIAL PROPOSAL- STANDARD FPRMS

B1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for _____
_____ Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [*Date*], and out (technical and Financial Proposals). We submit our financial proposal in the format attached:

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, i.e., [*Date*].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of the Firm:
Address:

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B2. FINANCIAL BID

S.No	Project component	Rate (% on project cost)	
		In Figures	In Words
1	Preparation of Detailed Project Report(s) for Protection, Conservation and Beautification of lakes, Graveyards, Design of Markets, Buildings, Community Halls, Play Grounds, Mini Stadiums, Auditoriums etc. in L.B.Nagar Zone, GHMC.	%	
a	For carrying out field survey/investigation, preparation of existing plans, carrying out deficiency/gap analysis, preparation of plans in options to meet the standards specified by IS / URDPFI /NBC 2016 /GHMC Act /CPHEEO /IRC etc., obtaining approvals from concern officer/authority, preparation of ground validated plans, estimations and tender document		
b	Preparation of Architectural Drawings, making 3D views in minimum three options, working out the economics, obtaining approvals from concerned and supporting implementing/executing agency with working drawings to ensure no difficulty is faced during construction and operation and maintenance of project.		
c	Preparation of Structural Drawings, obtaining approvals from concerned and supporting implementing/executing agency with working drawings to ensure no difficulty is faced during construction and operation and maintenance of project.		
d	TOTAL		