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# **State Institute For Town Planning**

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## **Request for Proposal For Preparation of Digital Map of Planning Area with Land Use in Madhya Pradesh**

[December 2013]

**State Institute for Town Planning**  
Kachnar, Paryavaran Parisar, E-5 Arera Colony, Bhopal - 462016  
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## **N.I.T.**

1. SITOP invites the proposals “**For Preparation of Digital Map of Planning Area with Land Use in Madhya Pradesh**” as per the terms and conditions that laid down in the Request for Proposal (RFP).
2. Further details of the services requested are provided in the Scope of Work at Annexure I.
3. All information contained in this proposal should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
4. The RFP includes the following documents:
  1. NIT
  2. Data Sheet and Instructions to Consultants, see Annexure A
  3. Technical Proposal, for Standard Forms see Annexure B
  4. Financial Proposal, for Standard Forms see Annexure C
5. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document and geo-referencing of village sheets and mosaicing
6. *Financial bids of technically qualified firms will be opened .*
7. Any proposal which is not in conformity with the above will be disqualified.
8. The firms responded to EOI dated 24.09.2013 and registered Planners of SITOP are eligible for this NIT.

ExecutiveDirector,  
State Institute for Town Planning  
Kachnar, Paryavaran Parisar,  
E-5 Arera Colony, Bhopal – 462 016

## DETAILED NOTICE INVITING TENDERS

NAME OF WORK	Preparation of Digital Map of Planning Area with Land Use in Madhya Pradesh (Indore, Gwalior and Jabalpur) in first phase.
TIME LIMIT	14 WEEKS
TENDER COST	Rs. 5,000 (Non Refundable)
EARNEST MONEY DEPOSIT	Rs, 25,000/- (Refundable)
RFP/TENDER CAN BE DOWN LOADED FROM SITOP WEB SITE	5.12.2013 after 11.00 a.m.
PRE BID CONFERENCE	16.12.2013 at 3.00 p.m.
LAST DATE OF RECEIPT OF TENDER	27.12.2013 at 16.00 Hrs.
DATE OF OPENING OF TENDER	28.12.2013 at 16.00 Hrs.
PLACE OF OPENING THE TENDERS/Bid conference	STATE INSTITUTE FOR TOWN PLANNING KACHNAR,PARYAVARAN PARISAR E-5, ARERA COLONY, BHOPAL-16

SITOP invites the PROPASAL from interested national consulting firms of repute for providing “For Preparation of Digital Map of Planning Area with Land Use in Madhya Pradesh”.

### **1. Introduction**

Directorate of Town & Country Planning (DTCP)/State Institute for Town Planning (SITOP), Ministry of Housing & Environment PROPASAL from reputed company/firm/organizations from India for Preparation of Digital maps of Planning area with land use in Madhya Pradesh.

### **2. Project Background and Objective**

Directorate of Town & Country Planning (DTCP)/State Institute for Town Planning (SITOP), Government of Madhya Pradesh is planning to develop GIS database for Indore, Jabalpur and Gwalior Planning Area and deploy on customized web based application for distribution of data to support their decision making processes. This web based application (under development) is towards meeting the specific requirements of the department.

The major activities of the department to be served by the system are as follows :

- Land use certification
- Approval for layout plan as per Development Plan guidelines
- Secured updating of planning permissions issued and attribute information

DTCP already prepared development plans for Indore, Jabalpur and Gwalior planning area of Madhya Pradesh . This includes proposed and existing land use of both the town.

Under the scope of the project bidders will be required to check the Georeferences the cadastral maps and superimpose them on Master Plan. They may also have to integrate with the data available with T & CP District Offices.

### **3. Project Area**

The Directorate of Town & Country Planning (DTCP) )/State Institute for Town Planning (SITOP) intends to prepare Digital maps of Planning area with land use in Madhya Pradesh for Indore, Jabalpur and Gwalior Planning Area. After successful implementation of the project, DTCP may cover all the towns in a phased manner.

## Annexure I:

### 1. **Brief Description of Task**

Preparation of Geo-referenced Digital Maps of planning area with land use for three towns in Madhya Pradesh

### 2. **Objectives of Assignment**

The objective of the assignment is to prepare digital land use maps of various towns by superimposing the landuse map of Indore, Gwalior and Jabalpur planning area on respective Khasra map provided by the client and attach the data of landuse details.

Maintenance/updation of the Digital Map of planning area with landuse for one year which can be extended.

And to do constant updation of the data for a period of 1 year

The final aim is to link with web based application which shall support the department in issuing planning permission and landuse certificate online submissions.

### 3. Scope of work :

- a. Geo-referencing of Land Use/Land Cover
- b. Geo-referencing of the land use/land cover maps supplied by the client will be made by vendor.
- c. Superimposition of cadastral vector data on land use/land cover map provided by the client.
- d. Georeferenced (khasra) cadastral map will be provided by the client. However, georeferencing is required to be checked by the vendor. In case some discrepancies, vendor is required to be rectify it.
- e. Attributes shall be attached to each and every khasra number as per the land use/land cover map provided by the client
- f. The final output shall be given layer wise, in the shape files format which is compatible with web based application.

### 4 **Data provided by client :**

- a. Geo-refrenced cadastral map (khasara map) for planning area in .shp format
- b. Land use of sanctioned Master Plans will be provided by the client. Land use/Land Cover may be in digital or analog format.
- c. The maps provided by the client can be any format or may be in non digital form.
- d. Land use maps are available with the district offices of Directorate of Town & Country Planning in hard copy. These maps will be on tracing paper / blue prints . These maps may be hand drawn, hand traced, hand coloured sheets in multiple sheets in scale of 1:3,960 or 1:4,000.
- e. Data will be provided by the respective district offices of Directorate of Town & Country Planning , and the consultant has to visit the district office and work with them. The cost for the visits shall be included in the rates.
- f. The final verification and approval shall be given by the Committee constituted by Directorate of Town and Country Planning, sitop and district offices of Directorate of Town & Country planning.

- g. The mosaicked file of the villages will be provided by the client
- h. Hardcopy of Master Plan

#### **4. Methodology**

- a. Convert all Land Use/Land Cover data into common image format
- b. Geo-referencing of Land Use/Land Cover image with the help of cadastral vector layer
- c. Geo-referencing of all the data is to be done using WGS84 datum. Primary geo-referencing will be done for the land use / land cover maps that will be provided by the client.
- d. Edge Matching and Geo referencing: All the shape files for Geo-coded cadastral vector layers falling within town boundary shall be mosaic. In this process edge matching of the village shall be done with identification of similar features in two contiguous village boundaries. Registration of Land Use / Land Cove map with geo-coded vector layer shall be done.
- e. Superimposition of cadastral vector data on existing and proposed Land Use / Land Cover map provided by the client
- f. Updating cadastral vector layer based on the Land Use / Land Cover map provided by the client
- g. Attributes shall be attached to each and every Khasra number as per the landuse / land cover map provided by the client.
- h. The final output shall be in given in the shape files format which is compatible with Arc GIS 9.x/AUTOCAD MAP 3D software.
- i. Constant updations of the data for 1 year.

#### **5. Maintenance**

The vendor will have to perform the following activities :

- 1. Maintenance/updation of the Digital maps of Planning area with land use in Madhya Pradesh for a period of one (1) years (12 months) which can be extended.
- 2. Placing technical manpower for the updating in DTCP/District Office of Town & Country Planning.

#### **6. Quality check**

All cadastral data updated with the Land Use / Land Cover image/map under goes intermittent quality checks at every level of work. The process of the quality check shall be discussed with the client during the IT meeting.

#### **7. Outputs to be delivered**

- Initially the vendor shall deliver the sample Villages of any of the town for quality check within a week of the assignment of task.
- The mosaicked file of the villages will also be provided by the client, the output file should be in shp-format which should be able to run in the Map3D/ArcGIS
- The maps should be able to link with the Google Earth/Bhu Naksha so as to refer

its location & physical features like roads, water bodies, etc.

- The client also wish to rectify the error in the geo-referenced mosaiced maps if any
- Updated Khasra map with existing and proposed Land Use / Land Cover attributes shall be attached and exported into shape file as the final output of this assignment. This shall be provided to the client in DVD.
- Whole procedure is done so as to link with web based application which shall support the department in issuing planning permission and landuse certificate online submissions.
- Constant updations of maps for 1 year.

Sr.	Deliverables / Activities	Time of Completion
1	Date of award of contract to the successful bidder.	T
2	Date of Signing of Agreement with successful bidder.	T+1
3	Sample villages.	T+2
4	Submission of Digital Map of Indore Planning Area with Land Use.	T+8
5	Submission of Digital Map of Jabalpur Planning Area with Land Use.	T+10
6	Submission of Digital Map of Gwalior Planning Area with Land Use.	T+12
	<b>TOTAL-</b> Final submission of Digital Map of (Indore,Jabalpur,Gwalior) Planning Area with Land Use.	<b>T+14</b>

T: Date of award of contract to the successful bidder

Time allowed for completion of all activities is 14 weeks from the date of the award of contract



**Expertise and input**

- As per bidder's assessment of the scope of work, bidders may include additional team members as well as additional inputs of the key team members, as considered necessary.

**8. Towns Coverd**

<b>S.N.</b>	<b>Towns Coverd</b>	<b>Districct office</b>	<b>Planning Area (sq. km.)</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
1	Indore	Indore	504.69
2	Jabalpur	Jabalpur	245.17.
3	Gwalior	Gwalior	426.52

## 9. Payment Milestone

Payment Milestone will be as follows:

Sr.	Task	Milestone	%
1	Digital Map of Indore Planning Area with Land Use.		15% of the total cost of project
2	Digital Map of Jabalpur Planning Area with Land Use.		15% of the total cost of project
3	Digital Map of Gwalior Planning Area with Land Use.		15% of the total cost of project
4	Final Approval of Digital Map of (Indore,Jabalpur,Gwalior) Planning Area with Land Use from the client.		35% of the total cost of project
5	Monthly payment for updation (12 month) (Payment based on updation & performance )		Rest 20% in 12 equal instalment
	<b>TOTAL</b>		<b>100%</b>

## 10. Intellectual Property Rights

SITOP/DTCP would own the Intellectual Property Rights (IPR) for all the work produced under this assignment.

**Annexure A: Data Sheet and Instructions to Consultants Data Sheet**

<b>1</b>	Name of the Client: State Institute for Town Planning
<b>2</b>	<b>Method of selection:</b> Financial proposals of only technical qualified bidders will be opened .
<b>3</b>	Financial Proposal to be submitted together with Technical Proposal: Title of Consulting Service is: <b>Preparation of Digital Maps of Planning Area with Land Use of 3 towns in Madhya Pradesh</b>
<b>4</b>	A pre-bid conference will be held:                      Date : 16.12.2013
<b>5</b>	Client Representative: Shri. B. N. Tripathi, Director (Co-ordination) SITOP, Kachnar, Paryavaran Parisar, E-5 Arera Colony, Bhopal - 462 016
<b>6</b>	Proposals must remain valid for <b>180</b> days after the submission date indicated in this Data Sheet.
<b>7</b>	Clarifications may be requested not later than seven ( <b>10</b> ) days before the submission date. All requests for clarifications will be directed to Client's representative. The Client will respond to requests for clarifications by electronic means prebid conference.
<b>8</b>	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant:
<b>9</b>	Joint Ventures/Association are not permissible:

<b>10</b>	<b>Bidders Eligibility Criteria:</b> <ul style="list-style-type: none"><li>• The bidder should have a registered office in India and should have been in existence for last five (5) years as on date of submitting the RFP.</li><li>• The bidder must have an average financial turnover of at least Rs. 50 lakhs (NSDI) for the last three (3) consecutive financial years from similar business areas and has shown positive growth</li><li>• The bidder should have experience of successfully 2 (two) similar type projects The orders should have been of comparable value.</li><li>• The bidder must have at least 1 GIS experts on its payrolls.</li><li>• The bidder must have atleast 1 town planner experts with GIS background on its payrolls.</li><li>• The bidder should be registered for Service Tax and Income Tax in India</li><li>• The bidder must not be blacklisted by any Government/Public Sector organizations in India at the time of submission of the EOI</li><li>• The consultant shall be any Sole Proprietorship firm/Partnership firm, Private Limited Company/Public Limited Company, and must be legally competent and financially sound.</li><li>• The consultant shall have experience of working in the field of urban planning / GIS for at least 5 years. Proof of existence of firm since 5 years.</li><li>• Demonstrate “in-house” GIS capabilities including interpretation of satellite imagery and preparation of the base map.</li><li>• Joint Venture shall not be allowed</li><li>• Having a project in the state of Madhya Pradesh will be an added advantage</li></ul>
<b>11</b>	<b>SECURITY :</b> <p>The successful Bidder/Firm should have to deposit Performance Security 10% of contract value in the shape of “ Fixed Deposit Receipt” covering the period of contract duly pledged in favour of the Director (Cordination), State Institute for Town Planning, Bhopal at the time of agreement. The said “Fixed Deposit Receipt” shall be discharged after the successfully completion of the job.</p>

<b>12</b>	<p><b>Details to be Furnished in the proposal</b></p> <p>The Consultant should furnish the following details:</p> <ol style="list-style-type: none"> <li>1. Name and Year of establishment of the firm. Proof of existence of the firm</li> <li>2. General profile of consultancy firm indicating core competency and areas of specialization and services rendered in the field of Digital landuse map/GIS for last 5 years</li> <li>3. Equipment and software's available with the firm for preparation of digital land use map</li> <li>4. Number of full time Professionals and Technical Staff with qualifications and work experience</li> <li>5. Experience of preparation of Digital Land use Map within last 5 years</li> <li>6. Value and size of the project handled by the firm in last 3 years with required documents</li> <li>7. Audited Financial report for last 3 years</li> <li>8. Letter of Introduction signed by the authorized signatory</li> </ol>
<b>13</b>	<p>Technical Presentation/Demonstration: Short listed eligible bidders will be invited to make a Technical Presentation/Demonstration.</p> <p>Date, Time and Venue will be notified to the Short listed bidders.</p>
<b>14</b>	<p>The Consultant must submit one original and one copy of the Technical Proposal and the original copy of the Financial Proposal.</p>
<b>15</b>	<p>Financial and Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single wax-sealed envelope.</p>
<b>16</b>	<p>Financial and Technical Proposals should be clearly marked 'FINANCIAL / TECHNICAL PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE COMMITTEE'.</p>
<b>16A</b>	<p>Non – refundable Tender cost of Rs. 5000 (Rupees Five Thousand only), shall be submitted in the form of DD in favour of “Executive Director, SITOP” along with the proposal.</p>
<b>16B</b>	<p>Tender document can be downloaded from the SITOP website <a href="http://www.sitop.in">www.sitop.in</a> from [-11.00 a.m 5.12.2013</p>
<b>17</b>	<p>A Bid Security must be submitted: Yes</p>
<b>18</b>	<p>The amount of the Bid Security is Rs. 25000 (Rupees Twenty Five Thousand Only) and the duration for validity of Bid Security is 180 days</p>
<b>19</b>	<p>Format for Bid Security will be: Bank Draft favouring the [Executive Director, SITOP] and drawn on a nationalized Bank with a branch in [Bhopal]</p>
<b>20</b>	<p>Proposals shall reach the office of SITOP, Bhopal not later than the following date and time: [27.12.2013 at 16:00 Hrs]</p>

<b>21</b>	The envelope shall be marked “ <b>Application for the Expression of Interest / Proposal for preparation of Digital Landuse Map of planning area with Land Use of Madhya Pradesh</b> ” and addressed to: Executive Director, SITOP, Kachnar, Paryavaran Parisar, E-5 Arera Colony, Bhopal – 462 016.
<b>22</b>	Date for opening of Technical Proposals: 28.12.2013
<b>23</b>	Date for opening of Financial Proposals : It will be informed to eligible bidder

## Instructions to the Bidders

### 1.1. Criteria for Evaluation

The objective of the technical evaluation shall be to assess the technical competence of the bidder. After completion of Technical evaluation, financial bid of qualified bidders will open.

No.	Evaluation Criterion
<b>1.</b>	<b>Organisation Related</b>
1.1	Experience of undertaking similar assignments
1.2	Experience of working in the region, i.e., Madhya Pradesh.
<b>2.</b>	<b>Approach and Methodology</b>
2.1	Innovativeness/comments on ToR
2.2	Work program/personnel schedule/team structure
2.3	Methodology, work plan and innovativeness
<b>3.</b>	<b>Key Personnel forming Core Team</b>
3.1	Team leader
3.2	Other experts

### 1.2. Preparation of Proposals

- a. The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English / Hindi language
- b. The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The Consultant should furnish the following details in the proposal:

- a. Name and Year of establishment of the firm. Proof of existence of the firm
- b. General profile of consultancy firm indicating core competency and areas of specialization and services rendered in the field of Digital land use map for last 5 years
- c. Equipment and software's available with the firm for preparation of GIS based maps
- d. Number of full time Professionals and Technical Staff with qualifications and work experience
- e. Experience of preparation of Land use map (digital) within last 5 years
- f. Value and size of the project handled by the firm in last 3 years with required documents
- g. Audited Financial report for last 3 years
- h. Letter of Introduction signed by the authorized signatory.

### 1.3. Minimum Number of Personnel requirement for the Assignment

It is desirable that the Team Leader or expert proposed as Team Leader is a regular full-time employee of the Consultant. A regular full-time employee is defined as a person who, on the date of submission of the Consultant's Proposal:

- a. is currently employed under a contract or agreement of employment with the Consultant.

- b. has been employed by the Consultant or the for the 12 consecutive months immediately preceding the date of submission of the Proposal;
- c. is entitled to receive regular remuneration and benefits from the Consultant.

**1.4. Key Staff required for the Assignment:**

Following minimum staff will have to be deputed on the assignment and whose CVs shall be submitted by the bidder:

No	Position	Educational Qualifications	No of persons	Min. Experience in Relevant Field
1	Team Leader	P. G. in Urban Planning / Town Planning with knowledge of GIS	1	10 years
2	GIS Analyst	P. G. in GIS	1	3 years
3	AutoCAD	Diploma or relevant qualification	1	5 years



**Instructions to Consultants**

<i>Introduction</i>	1.	The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified. The Proposal shall be the basis for contract and ultimately for a signed Contract with the selected Consultant.
	2.	The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
	3.	The Client is not bound to accept any Proposal, and reserves the right to cancel the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.
<i>Conflict of Interest</i>	4.	In the event of a conflict of interest, the Consultant is required to obtain confirmation of no objection" from the Executive Director, SITOP in order to bid. Conflict of interest exists in the event of: (i) the supply of services, equipment or works whose ToR/specifications were prepared by the bidding Consultant (individuals and organisations); (ii) the successor to a previous assignment executed by the bidding Consultant (e.g. implementation of a project for which the Consultant has conducted a feasibility assessment) ; (iii) conflicting assignments, typically monitoring and evaluation/environmental assessment by the implementation Consultant; (iv) Consultants, suppliers or contractors who are filling, or whose personnel or relatives are filling a post with SITOP e.g. advisory role, team leader; (v) Consultants, suppliers or contractors (individuals and organisations) who have a business or family relation with a Client staff member directly or indirectly involved in the preparation of the ToR, specifications, related recruitment or supervision, and (vi) practices prohibited under the anticorruption policy of the Government of India, the Government of Madhya Pradesh.
<i>Disclosure</i>	5.	Consultants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Consultant or termination of its Contract.
	6.	<b>Consultants must disclose</b> if they are or have been the subject of any proceedings relating to bankruptcy, insolvency or the financial standing of the Consultant, including but not limited to appointment of any officer such as a receiver in relation to the Consultant's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
	7.	<b>Consultant's must disclose</b> if they or any of their have been convicted of, or are the subject of any proceedings relating to:

	8.	a) a criminal offence or other serious offence involving the activities of a criminal organisation, or where they have been found by any regulator or professional body to have committed professional misconduct;
	9.	b) corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with DTCP, MP, a City Municipal Corporation, any other donor of development funding, or any contracting authority;
	10.	c) failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
<i>Anticorruption</i>	11.	A recommendation for award of Contract will be rejected if it is determined that the recommended Consultant has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases it will declare the Consultant and/ ineligible
<i>Only one Proposal</i>	12.	Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. This does not prohibit the inclusion of a Sub-Consultant, including individual experts.
<i>Clarification of RFP Documents</i>	13.	Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic means and will send written copies of the response (including an explanation of the query, to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 14.
<i>Amendment of RFP documents</i>	14.	At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.
	15.	Any addendum will be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments in writing, including by standard electronic means, in order to remain eligible.
<i>Partners</i>	16.	Alternative experts shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

<i>Instructions for submission of Proposal</i>	17.	These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
	18.	Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.
<i>Documents comprising the Proposal</i>	19.	Consultants shall submit simultaneously two sealed envelopes, one containing the Technical Proposal and the other the Financial Proposal, enclosed together in an outer single envelope. The Technical Proposals will be opened at the date and time specified in the Data Sheet. The Financial Proposal will remain sealed and will be held in custody by the client.
	20.	The original Financial Proposals for all qualifying Technical Proposals will be opened.
<i>Technical Proposal</i>	21.	The <b>Technical Proposal</b> shall contain the following:
<i>(see Annexure B)</i>		a) Section 1: Covering Letter, subject to maximum of two (2) pages (Form Tech 1);
		b) Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;
		c) Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format), (Form Tech 2);
		d) Section 4: Technical Response including general approach, methodology, work plan, personnel schedule, and qualifications to ToR.
		e) Section 5: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), (Form Tech 3);
		f) Section 6: List of proposed expert team and summary of CV particulars relevant to the project (use Form Tech 4);
		g) Section 7: Matters not appropriate in any other section. This includes:
		<ul style="list-style-type: none"> <li>• written confirmation authorizing the signatory of the Proposal to commit the Consultant;</li> <li>• declaration of conflict of interest, if any</li> </ul>

	22.	No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.
<i>Financial Proposal (see Annexure C)</i>	23.	The <b>Financial Proposal</b> shall contain the following:
		a) Section 1: Confirmation of acceptance of Conditions of
		b) Section 2: Pricing, using prescribed formats on a fees and expenses basis;
		c) Section 3: Matters not appropriate in any other appendix including your service tax registration number, your turnover and net profit for the previous financial year (attach a copy of latest audited balance sheet and profit & loss account), etc.
	24.	An authorized representative of the Consultant shall initial all pages of the Financial Proposal.
<i>Submission instructions</i>	25.	All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items.
	26.	Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical and Financial Proposals.
	27.	The Consultant shall submit both Technical and Financial Proposals using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms and Annexure C: Financial Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.
	28.	Consultants are required to submit their Technical and Financial Proposals in hard copy. The number of hard copies to be submitted is specified in the Data Sheet.
<i>Taxes</i>	29.	The Consultant may be subject to taxes on amounts payable by the Client under the Contract. The Data Sheet states that if the Consultant is subject to payment of any national or local taxes such amounts of taxes shall be included in the Financial Proposal.
<i>Proposal prices</i>	30.	All prices should be valid for the duration specified in the Data Sheet.

	31.	All prices quoted should be inclusive of the price structure as specified in the Data Sheet.
	32.	Prices quoted by the Consultant shall be fixed during the Consultant's performance of the Contract and not subject to variation on any account, unless otherwise specified in the Data Sheet.
<i>Currency of the Proposal</i>	33.	Proposal prices shall be quoted in Indian Rupees.
<i>Proposal validity</i>	34.	Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Technical and Financial Proposals as prescribed by the Client.
	35.	A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client.
	36.	In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.
	37.	During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal..
<i>Format and signing of Proposals</i>	38.	These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Data Sheet and other accompanying documents.
	39.	All Technical Proposals (original plus the number of copies specified in the Data Sheet) shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL" and "ORIGINAL" or "COPY ". These envelopes containing the original and the copies shall then be enclosed in one single envelope which shall be clearly marked and "ORIGINAL + COPY".
	40.	In the event of any discrepancy between the original and the copies, the original shall prevail.
	41.	The Financial Proposal shall be placed in an envelope clearly marked "FINANCIAL PROPOSAL" and "ORIGINAL".
	42.	These two envelopes should be sealed separately. If the Financial Proposal is enclosed in the envelope marked "Technical Proposal", and vice versa, or is not sealed , the Proposal will be rejected.

	43.	The original and all copies of both the Technical and Financial Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposal, except for unamended printed literature, shall be signed or initialed by the person signing the Proposal.
	44.	All bids must contain original copies of the Technical and the Financial Proposal as described in the Data Sheet.
<i>Sealing and marking of Proposals</i>	45.	The two envelopes containing the Technical and Financial Proposals shall be sealed in an outer envelope. This outer envelope shall be sealed, and signed over the seal, and will be clearly labeled with:
		<ul style="list-style-type: none"> <li>a) Title of Consulting Services;</li> <li>b) Deadline for Submission; and</li> <li>c) Address of the Consultant.</li> </ul>
		In addition, envelopes shall bear the following directions:
		<ul style="list-style-type: none"> <li>d) Address for submission of Proposals as specified in the Data Sheet.</li> <li>e) On outer envelope containing Technical and Financial Proposals: "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE COMMITTEE".</li> <li>f) On inner envelopes containing the Financial Proposal: "DO NOT OPEN UNTIL THE OPENING OF FINANCIAL PROPOSALS".</li> </ul>
	46.	If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
<i>Deadline for submission of Proposals</i>	47.	Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

	48.	The Client may, at its discretion, extend the deadline for the submission of Technical and Financial Proposals by amending the RFP in accordance with Clause 14, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.
	49.	From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
<i>Late Proposals</i>	50.	The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Consultant.
<i>Withdrawal of Proposals</i>	51.	A Consultant may withdraw its Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorised representative, and including a copy of the authorisation document. The Withdrawal Notice must be:
		<ul style="list-style-type: none"> <li>a) submitted in accordance with Clause 45 and the respective envelopes shall be clearly marked "WITHDRAWAL"; and</li> <li>b) received by the Client prior to the deadline prescribed by the Client for submission of Proposals</li> </ul>
	52.	Proposals that are withdrawn in accordance with Clause 51 shall be returned unopened to the Consultant.
	53.	No Proposal shall be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified in the Data Sheet or any extension thereof, except in the case of a request by the Client to extend the Proposal validity.
<i>Opening of Proposals</i>	54.	The Client will open Technical Proposals in the presence of Consultants' representatives who choose to attend, at the address, date and time specified in the Data Sheet as the deadline for submission.

<p><i>Opening of Technical Proposals</i></p>	<p>55.</p>	<p>First, envelopes marked "WITHDRAWAL" will be opened, read out, and recorded, and the envelope containing the corresponding Technical and Financial Proposals will not be opened, and will be returned unopened to the Consultant. No Proposal shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorisation to request withdrawal and is read out and recorded at the opening of Technical Proposals.</p>
	<p>56.</p>	<p>All remaining envelopes holding the Technical Proposals shall be opened one at a time, and the following read out :</p> <ul style="list-style-type: none"> <li>i. the name of the Consultant; and</li> <li>ii. any other details as the Client may consider appropriate.</li> </ul>
	<p>57.</p>	<p>Only Technical Proposals read out and recorded at Proposal opening shall be considered for evaluation. No Proposal shall be rejected at the opening of Technical Proposals except for late Proposals, in accordance with Clause 50.</p>
	<p>58.</p>	<p>The Client shall prepare a record of the opening of Technical Proposals that shall include the name of Consultants and indicate whether there is a withdrawal. The Consultants' representatives who are present will be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents .</p>
	<p>59.</p>	<p>Technical Proposals which are qualifying according to the eligibility criteria shall qualify for opening of Financial Proposals.</p>
<p><i>Opening of Financial Proposals</i></p>	<p>60.</p>	<p>The Financial Proposals of all non-qualifying Consultants will be not open.</p>
	<p>61.</p>	<p>All Consultants with qualifying Technical Proposals shall be informed in writing, or through standard electronic means, of the date and place for opening of their Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.</p>
	<p>62.</p>	<p>At the opening of Financial Proposals, the Financial Proposals of all qualifying Technical Proposals shall be opened one at a time by the Client and the following read out and recorded:</p> <ul style="list-style-type: none"> <li>i. the name of the Consultant;</li> <li>ii. prices; and</li> <li>iii. any other details the Client may consider appropriate.</li> </ul>



	63.	Only Financial Proposals read out the opening of Financial Proposals shall be considered for evaluation. No Proposal shall be rejected at the Financial Proposal opening.
	64.	The Client will prepare a record of the opening of Financial Proposals. The Consultants' representatives who are present will be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents or effect of the record.
	65.	All Financial Proposals shall be scrutinised for any nonconformity, and modifications, if any, shall be made in accordance with Clause 72.
<i>Evaluation of Proposals</i>	66.	Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Consultants or any other persons not officially concerned with such processes until information on Contract award is communicated to all Consultants.
<i>Undue influence</i>	67.	Any attempt by a Consultant to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.
<i>Clarification of Proposals</i>	68.	To assist in the examination, evaluation, comparison and post-qualification of Proposals, the Client may, at its discretion, ask any Consultant for a clarification of its Proposal. Any clarification submitted by a Consultant that is not in response to a request by the Client shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals, except to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the Proposals, in accordance with Clause 70, if required.
<i>Non-conformities, Errors and omissions</i>	69.	The Client may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.

	70.	The Client will correct arithmetical errors during evaluation of Financial Proposals on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; c) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	71.	If the winning Consultant does not accept the correction of errors, its Proposal shall be disqualified
<i>Evaluation of Technical Proposals</i>	72.	The evaluation committee shall evaluate the Technical Proposals
<i>Qualification of Technical Proposals</i>	73.	After the technical evaluation is completed, under the Client shall notify, in writing, consultants whose Technical Proposals qualify .
<i>Evaluation of Financial Proposals</i>	74.	To allow comparison on a common basis, each Financial Proposal will be carefully scrutinised and quoted Total Price will be determined. The Financial Proposal with the lowest total price will be acceptable
<i>Client's right to accept any Proposal, and to reject any or all Proposals</i>	75.	The Client reserves the right to accept or reject any Proposal, and to the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Consultants.
<i>Award of Contract Notification</i>	76.	Prior to the expiration of the Proposal validity period, the Client shall notify the successful Consultant, in writing, that its Proposal has been accepted.
	77.	Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
<i>Availability of personnel</i>	78.	The Consultant shall confirm the availability of all personnel as indicated in its Proposal.
	79.	Failure to meet either of these requirements may result in disqualification

<i>Signing of Contract</i>	80.	Promptly after notification, the Client shall send to the successful Consultant the Contract .
	81.	The successful Consultant shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.
	82.	All formalities and signing of contract will be completed within seven (7) days of Letter of award.
<i>Start date</i>	83.	The Consultant is expected to commence the Services on the date and at the location specified in the Data Sheet.
<i>Security</i>		The successful Bidder Company/Firm should have to deposit Performance Security 10% of contract value in the shape of “ Fixed Deposit Receipt” covering the period of contract duly pledged in favour of the Director (Cordination) State Institute for Town Planning, Bhopal at the time of agreement. The said “ Fixed Deposit Receipt” shall be discharged after the successfully completion of the job.
<i>Penalty</i>		For delay in work/non performance of duties a penalty equilent to 1.0% per week of total agreement amount shall be imposed, which shall be maximum to 10% of agreement cost.  SITOP may in addition forfeit the earnest money and performance security of the consultant in case of extra ordinary delay of work/completely non performance of the duties by rescinding the agreement, for which consultant shall have no claim

**Annexure B: Technical Proposal Submission Forms Tech 1: Covering Letter**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting 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 hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in RFP. [*In case of any declaration, reference to concerned document attached must be made*].

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

We confirm that all personnel and/or sub-consultants named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

**Tech 2: Project Detail Sheet**

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b>	<b>Location within Country:</b>
<b>Name of Client:</b>	<b>Total No. of person-months of the assignment:</b>
<b>Address of Client:</b>	<b>Approx. value of the services provided by your firm under the contract (in current Rs.):</b>
	<b>N<sup>o</sup> of person-months provided by your firm:</b>
<b>Start date (month/year):</b> <b>Completion date</b> <b>(month/year):</b>	<b>N<sup>o</sup> of professional person-months provided by the Consultants:</b>
<b>Name of Senior Staff (Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent</b>	
<b>Narrative description of Project in brief:</b>	
<b>Description of actual services provided by your firm in the assignment:</b>	

**Name of Firm:**

**Tech 3: Curriculum Vitae (CV) for Proposed Experts**

**NAME**

**DATE OF BIRTH**

**NATIONALITY**

**EDUCATION** [year] [name of institution and degree]

**MEMBERSHIP OF**

**PROFESSIONAL**

**ASSOCIATIONS**

**WORK EXPERIENCE**

**PROFESSIONAL BACKGROUND**

[description]

**EMPLOYMENT RECORD**

[year(s) starting [employer]

with present position]

**PROFESSIONAL EXPERIENCE**

[month and [Name of project and client]

year start to [Descriptive paragraph of 4-5 sentences on each assignment, position held, finish] responsibilities undertaken and achievements attained.]

... ..  
... ..

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

(ii) I am/ am not in regular full time employment with the Bidder.

(iii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilisation takes place within the validity of this Bid or any agreed extension thereof.

I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorised representative]

\_\_\_\_\_  
[Name of Expert/Authorised signatory]

Date:

Place:



**Annexure C: Financial Proposal Submission Form**

**Fin 1: Summary of Costs**

Particulars	Name of Planning Area	Unit Cost / sq.km.	Planning Area (sq. km.)	Total Cost (in Rs.)	
				(c)x(d) (Rs. In figures)	(Rs.in words)
(a)	(b)	(c)	(d)		
Preparation of Digital map of the Planning Area with Landuse.	Indore		504.69		
	Jabalpur		245.17		
	Gwalior		426.52		
	<b>TOTAL</b>				

Date:

Signature of Bidder

Name

Address



