

**HARYANA GOVERNMENT**  
**TOWN AND COUNTRY PLANNING DEPARTMENT**

SCO NO. 71-75, SECTOR-17-C, CHANDIGARH  
PH.: +91-172-2777175, 2548475, 9417463002  
E-MAIL:ccpncr3.haryana@gmail.com, WEB PAGE: www.tcpharyana.gov.in

**CORRIGENDUM**

**CLARIFICATIONS ON BID-QUERIES**

**AND MODIFIED RFP DOCUMENT**

Procurement of Consultancy services was sought on 23.10.2017 for Preparation of **Integrated Economic Development Plan of Panchkula Region** and Last date for submission of bid queries was 04.11.2017. Six consultants had participated in the pre-bid conference held on 10.11.2017 and had raised queries and sought clarifications on different provisions of RFP Document.

Now since, the decision has been taken on the bid-queries and after deliberations the RFP document has also been modified. Accordingly, the clarification and corrigendum on bid queries is required to be uploaded.

The clarifications on the bid-queries and the modified RFP Document are appended to this corrigendum as 'Appendix A' and 'Appendix B' respectively for information of all concerned and for submitting the applications as per modified RFP Document (Appendix B) on or before 31.01.2018 upto 11:30 AM.

Director,  
Town & Country Planning,  
Haryana, Chandigarh

**CLARIFICATIONS ON THE QUERIES RAISED BY CONSULTANTS DURING PRE-BID CONFERENCE HELD ON  
10.11.2017.**

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
<b>A</b>	<b>MaRS PLANNING AND ENGINEERING PVT. LTD.:</b>		
1	<p><b>Para 36 (Page 33) Selection Procedure: Criteria for technical scoring Point a. (i), a. (ii), a. (iii)</b></p> <p>(Firms Experience in Providing consultancy services/ making of Integrated economic Development plan.</p>	<p>It is requested that preparation of Master plans and Development plans to be taken at par with economic development plan.</p> <p><b>Rationale for the request:</b> Master and development plans are already focused largely on economic development which forms a major part of the report/study together with focus on other sectors as well.</p> <p>Therefore preparation of an integrated Economic development plan is simply a more elaborate and intensive focused study of economic parameters in particular. Therefore firms and experts having experience in preparation of Master plans should be considered at par with Economic development plan while scoring.</p>	<ul style="list-style-type: none"> <li>• It is not a relevant suggestion as present one is a specific kind of project for the Economic Development of Region.</li> <li>• The Town and Country Planning Department is concerned authority to prepare Development/Master plans in Haryana. So, there is no need of expertise in this field from outsource.</li> </ul> <p><b>• Hence, the original provision of RFP is retained as it is.</b></p>
2	<p><b>Criteria for technical scoring Point a.i), Page 33, 34 Para 3 under description:</b></p> <p>Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan.</p> <p>upto 5 Projects, Upto 10 Projects,</p>	<p>Kindly clarify the difference between these two scoring slabs of and how both will be considered or vary from each other?</p>	<ul style="list-style-type: none"> <li>• Para 4 is inadvertent repetition of para 3. Hence, para 4 is being omitted and para 3 is modified as under:</li> </ul> <p>Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan/Strategy plan policy and framework</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	<p>Upto 15 Projects, Upto 20 Projects More than 20 Projects. (2 marks for each slab): <b>Total marks: 10</b></p> <p><b>Para 4 under description:</b> Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan.</p> <p>upto 1 Projects Upto 02 Projects, Upto 03 Projects, Upto 04 Projects, More than 04 Projects. (2 marks for each slab): <b>Total marks: 10</b></p>		<p>plan:</p> <p>upto 2 Projects, 3 to 4 Projects, 5 to 6 Projects, 7 to 8 Projects More than 8 Projects. (3 Points for each slab): <b>Total Points: 15</b></p>
3	<p><b>Criteria for technical scoring Point a.i), Page 33</b></p> <p>I) Expertise in providing consultancy services for Integrated Economic Development plan. Minimum 2 similar projects.</p> <p>II) Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan.</p>	<p>Kindly provide clarity on the following questions.</p> <p>1) How will the two criteria be judged separately?/ What is the difference b/w the two criteria's?</p> <p>2) If a firm has experience in II) i.e making of integrated Development plan, will the same projects be considered for marks under I) i.e Expertise in providing consultancy services for IEDP?</p>	<p>The said clause being a repetition and hence both of these provisions are deleted in Revised RFP in view of the experience requirement quoted under clarification given at S. No. A(2) above.</p>
4	<p><b>6.4 Evaluation of Bids Page 23</b></p> <p><i>(iv) "The evaluation would be made using a Quality and Cost based method. A weightage of 80% would be assigned to technical parameters/score and 20% to the financial parameters/score."</i></p> <p><i>v) Only those bidders securing more than 65 technical score/marks (ST) would be considered for opening of financial bids.</i></p> <p><b>Page 35</b> <i>"After opening of technical bids, the top 5 consultants scoring on</i></p>	<p>1) Kindly Clarify if QCBS (80:20) Method or L1 (Lowest Bidder) will be used to select the final bidder?</p> <p>2) Kindly clarify whether all firms scoring more than 65 marks will be considered for opening the financial bid or only the top 3 firms will be considered for the financial?</p>	<ul style="list-style-type: none"> <li>• <b>Quality and Cost based (80:20) Method will be considered for final selection.</b></li> <li>• <b>All the firms scoring more than 65 Points will be</b></li> </ul>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	<i>the basis of the above criterion shall be called for making presentation before DTCP. Further, 30 marks may be reserved for presentation. Financial bids will be opened after presentation of the firms scoring top three highest marks scoring consultants and the firm with lowest bid will be assigned the job.</i>		considered for opening the financial bids. • The selection criterion, given at Page No. 35, is removed in Revised RFP.
5	Minimum Turnover Criteria for the Firms to Qualify. (No provision relating to this aspect was given in the RFP)	Keeping in mind the sensitive nature of the Assignment and ensuring that competent and strong consultants are hired so that the quality of work does not suffer, it is encouraged that minimum average annual turnover criteria to be set 10 crores.	The provision has been added under S. No. (iii) of Part-I of clause 6.1 (Submission of proposal) of RFP, as follows: “Annual minimum turnover for bidding is to be Rs. 10 crore.”
<b>B</b>	<b>ECORYS INDIA PRIVATE LIMITED.:</b>		
1	5. Time Schedule - Page 19 of RFP	A penalty clause has been added for delay at every step of the deliverables (together a total penalty of 14% of the quoted fee amount). The penalty clause is discouraging to participate and hence requested to be removed. In case, the same is retained, it shall not be more than 3% of the total cost along with a clear timeline for approval of the reports from the Client. The submission of every deliverable is strictly dependent on timely availability of required information and approvals from the client. In our past experience of similar assignments, there has been significant delays in the approval of the reports which has completely altered the submission timelines.	<ul style="list-style-type: none"> <li>• The penalty clause has been retained at every level to ensure better service from consultant on time.</li> <li>• Penalty is reduced from 20 % to 5% in final report submission stage.</li> <li>• The time period will exclude the time taken by the client/department in granting approval at any stage. As far as the collection of information is concerned, the same will be sole responsibility of the consultant. A note to this effect has been inserted in the RFP under the clause relating to time schedule.</li> </ul>
2	5. Time Schedule - Page 19 of RFP  RFP provides following timelines for the project:		The timelines for submission of reports have been revised as under:

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department																				
	<table border="1"> <tr> <td data-bbox="256 226 394 317">Report</td> <td data-bbox="394 226 662 317">Time Frame (from date of award of Study)</td> </tr> <tr> <td data-bbox="256 317 394 380">Inception report</td> <td data-bbox="394 317 662 380">6 weeks</td> </tr> <tr> <td data-bbox="256 380 394 470">Draft final report</td> <td data-bbox="394 380 662 470">10 weeks</td> </tr> <tr> <td data-bbox="256 470 394 695">Final report</td> <td data-bbox="394 470 662 695">Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.</td> </tr> </table>	Report	Time Frame (from date of award of Study)	Inception report	6 weeks	Draft final report	10 weeks	Final report	Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.	<table border="1"> <tr> <td data-bbox="695 317 846 380">Inception report</td> <td data-bbox="846 317 1073 380">4 weeks from the award</td> </tr> <tr> <td data-bbox="695 380 846 443">Draft final report</td> <td data-bbox="846 380 1073 443">16 weeks from the award</td> </tr> <tr> <td data-bbox="695 443 846 632">Final report</td> <td data-bbox="846 443 1073 632">Within 4 weeks of receiving the final comments from client on draft final report</td> </tr> </table> <p>The timeline for the submission of final report has not been mentioned. We request you to please keep the approval timeline as 4 weeks.</p>	Inception report	4 weeks from the award	Draft final report	16 weeks from the award	Final report	Within 4 weeks of receiving the final comments from client on draft final report	<table border="1"> <tr> <td data-bbox="1105 317 1243 407">Inception report</td> <td data-bbox="1243 317 1455 407">6 weeks from the date of award</td> </tr> <tr> <td data-bbox="1105 407 1243 596">Draft report</td> <td data-bbox="1243 407 1455 596">10 weeks from the date of conveying the approval for inception report</td> </tr> <tr> <td data-bbox="1105 596 1243 968">Final report</td> <td data-bbox="1243 596 1455 968">Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report</td> </tr> </table>	Inception report	6 weeks from the date of award	Draft report	10 weeks from the date of conveying the approval for inception report	Final report	Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report
Report	Time Frame (from date of award of Study)																						
Inception report	6 weeks																						
Draft final report	10 weeks																						
Final report	Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.																						
Inception report	4 weeks from the award																						
Draft final report	16 weeks from the award																						
Final report	Within 4 weeks of receiving the final comments from client on draft final report																						
Inception report	6 weeks from the date of award																						
Draft report	10 weeks from the date of conveying the approval for inception report																						
Final report	Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report																						
3	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (i):</b>  “Containing documents such as detailed profile of the organization with areas of in-house expertise, experience both physical and financial in project management activities in industrial/infrastructure, previous work of monitoring etc. A copy of incorporation/registration certificate and PAN must be attached with the proposal.”</p>	<p>There is requirement of “...expertise in Project Management activities in Industrial/Infrastructure, previous work of monitoring...”  The above is not aligned to the requirements of the RFP. We request you to please amend the same to:  “Containing documents such as detailed profile of the organization with areas of in-house expertise, experience in similar works including Economic Development Plan/ Strategy, Policies and Strategies, Master Plans at city or State level in industrial/ infrastructure sector. A copy of incorporation/registration certificate and PAN must be attached with the proposal.”</p>	<p><b>The relevant provision has been modified as under:</b></p> <p>“Containing documents such as detailed profile of the organization with areas of in-house expertise and experience in similar works including Economic Development Plan /registration certificate and PAN must be attached with the proposal.”</p>																				
4	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (iii):</b>  “Accounts for the last three years to demonstrate Annual</p>	<p>As per Form I - Copies of income tax returns filed is also required. We request you to kindly waive off this requirement. The audited</p>	<ul style="list-style-type: none"> <li>• This requirement relates to Form - III instead of Form - I.</li> <li>• Request is accepted and submission of Annual</li> </ul>																				

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	<p><b>Turnover.”</b></p> <p><b>Form - III:</b>  “Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed.”</p>	<p>annual reports contain all the necessary information about the financial turnover requested in the Form I.</p>	<p>Income Tax Report is not essential for the bidding process and only Audited Annual Report will also be considered.</p>
5	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (v):</b></p> <p>“Arbitration clause should be clearly defined.”</p>	<p>Please provide the format for the same</p>	<p>The provision relating to arbitration has already being given under clause 25 titled “Court Jurisdiction” in revised RFP.</p>
6	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (vii):</b></p> <p>“Should provide details of any existing or potential conflict of interest.”</p>	<p>Please provide the format for the same</p>	<p>No specific format has been framed for this purpose. The details of conflict of interest will be shared by client in official paper with reason or a copy of resolved conflict of interest.</p>
7	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (viii):</b></p> <p>“Should give an undertaking that they / their affiliates will not act as advisors/consultants for any other SPVs handling the Economic Development Plan during the period of the assignment, if it is in conflict with the present assignment.”</p>	<p>Kindly remove this clause</p>	<p>The request is declined and the clause has been retained as integral part of RFP.</p>
8	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (ix):</b></p> <p>“Details of projects handled and consultancy provided for Economic Development Plans in the last five years.”</p>	<p>Please amend the same to:  “Details of projects handled and consultancy provided for Economic Development Plans in the last seven years”.</p>	<p>The request is declined and no change is being done in this clause.</p>
9	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (x):</b></p> <p>The provision relating to arbitration given under clause 6.1 Part I (v) has been removed in revised RFP.</p>	<p>Please amend the same to:  “Self-Declaration/ Letter of award/work order from clients for the assignment quoted for technical eligibility”.</p>	<p><b>This clause has been modified as under:</b>  “Copy of award and work order/self-declaration with details of concerned department / clients including description of services”.</p>
10	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (xi):</b></p>	<p>Please amend the same to:</p>	<p><b>This clause has been omitted and modified</b></p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	<p>“A copy of this document, duly signed on each page as a token of acceptance of all the terms &amp; conditions.”</p>	<p>“A copy of this document, minutes of the pre-bid meeting and any addendum issued for this RFP duly signed on each page as a token of acceptance of all the terms &amp; conditions.”</p>	<p>provision has been made part of Para 6.1 of RFP, which is as under:</p> <p>“All interested and eligible organizations are hereby invited to submit the proposal (containing all requisite documents, including RFP, duly signed by the authorised signatory on each page as a token of acceptance of all the terms and conditions) in two parts, as under:”</p>
11	<p><b>6. Invitation - Submission of Proposal - 6.1 Part I (xiii)</b></p> <p>“Any/all other information/document(s) as required in support of <u>Annexure-I</u> of this document and as mentioned elsewhere in the RFP document.”</p>	<p>We are not able to find Annexure I in the RFP. Please provide us the referred Annexure I.</p>	<p>“Enclosures” has inadvertently been mentioned as “Annexure I”. The corresponding rectification has been made in this clause.</p>
12	<p><b>6. Invitation - Submission of Proposal - 6.2 Sealing and Marking of the Proposals (ii)</b></p>	<p>Please clarify, whether we need to submit the hard copies of the technical proposal too to the given address or it has to be uploaded on the online portal only.</p>	<p>The hard copies of technical proposal will also have to be provided.</p>
13	<p><b>8. General Terms and Reference of Work (v):</b></p> <p>“The decision of the Competent Authority of Town and Country Planning Department, Haryana will be final in selecting the PMC and no further queries will be entertained.”</p>	<p>There is a mention of PMC. We request you to please amend the same to Consultant.</p>	<p>This clause has been modified as under:</p> <p>“The decision of the Competent Authority of Town and Country Planning Department, Haryana will be final in selecting the procurement of consultancy services and no further queries will be entertained.”</p>
14	<p><b>9. Conflict of Interest - 9.1 (ii):</b></p> <p>“The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.”</p>	<p>Our company is currently engaged with HSIIDC for the preparation of Detailed Strategy for the Economic corridor in Haryana. Please clarify whether this will be treated as a conflict of interest to this assignment?</p>	<p>The assignment is particularly about Panchkula region and if the assignment given by HSIIDC is not in Panchkula Region, then there is no issue of conflict of interest.</p>
15	<p><b>12. Format for Application:</b></p> <p>“Applications should strictly be</p>	<p>We are not able to find Annexure I in the RFP. Please provide us the referred</p>	<p>“Enclosures” has inadvertently been mentioned as “Annexure</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	made in the format prescribed in Annexure I (Parts A and B). Incomplete application forms will be rejected.”	Annexure I	I”. The corresponding rectification has been made in this clause.
16	<b>24. Liquidated Damages - 24.1:</b> “If the selected PMC fails to complete the assignment as stipulated under the Agreement in the form of milestones, the PMC shall pay to the client, fixed and agreed liquidated damages, as mentioned in Para 5.”	We request you to please remove this clause or otherwise clarify what are the terms of the Liquidation Damages which are to be paid by the Consultant to the client. Also, please amend the mention of “PMC” with “Consultant”.	The request has been accepted and this clause has been deleted in the modified RFP.
17	<b>34. Drop Dead Fee - 34.1:</b> “Town and Country Planning Department, Haryana/SPV reserves the right to stop/terminate the assignment at any point of time with a notice of 15 days and no fees shall be paid in such an event.”	We request you to please amend the same as below: “Town and Country Planning Department, Haryana reserves the right to stop/terminate the assignment at any point of time with a notice of 15 days and in such an event after mutually agreeing the completion of work on the ongoing deliverable a pro-rata based fee shall be paid to the Consultant for the ongoing deliverable milestone”.	<b>The clause has been modified as requested.</b>  In case consultant leaves the project in between, then it may attract penalty in form of forfeiture of EMD as well as Bank Guarantee, which may further extend to blacklisting of the consultant.
18	<b>35. Applicability of the agreement/RFP/terms/clauses - 35.1:</b> “Any agreement/RFP/term/clause as mentioned / indicated/ implied to the selected/ appointed PMC would remain applicable/ effective/ valid even if there is any change in executing/implementing agency (Town and Country Planning Department, Haryana/SPV/any other State Govt. agency etc.) at any stage.”	There is a mention of PMC. We request you to please amend the same to Consultant.	<b>The said clause has been modified as under:</b>  Any agreement /RFP/ term/clause as mentioned/indicated/ implied to the selected/appointed Procurement of consultancy services would remain applicable/effective /valid even if there is any change in executing/implementing agency (Town And Country Planning Department, Haryana/SPV/any other State Govt. agency etc.) at any stage.
19	<b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (a) (i):</b>	There are redundancies in the description of the Technical Scoring for Firm’s Experience. We request you to please re-issue the Technical Scoring criteria.	<b>The requisite rectifications have been carried down in this clause as apparent from the clarifications given at S. No. A (2 &amp; 3) above.</b>



S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
20	<p><b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (a) (ii):</b></p> <p>“Presence in the State of Haryana.” Office of the bidding identity in the UT of Chandigarh/other city in Haryana.”</p>	<p>In the evaluation criteria, a weightage has been given to firm having its office in Haryana. We request you to please remove this clause as this is a very short-term engagement of 5-6 months and opening an office for this purpose will be a difficult task.</p>	<p>This criteria has been deleted in the modified RFP.</p>
21	<p><b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (b) (ii):</b></p> <p>“Qualification and Experience of Team Proposed for the assignment (the Team Leader, Contract/Legal Expert, Technical Expert must be on the rolls of the bidder. The Subject Matter Expert may be taken on Contractual appointment).”</p>	<p>It has been mentioned that the Team Leader and Contract/legal expert shall be on the rolls of the bidder. We request you to please remove the same. This is a short term assignment and hence best of experts from the market shall be deputed for the assignment by the bidder.</p>	<p><b>This clause has been modified as under:</b> “Qualification and Experience of Team Proposed for the assignment (the Team Leader and the Subject Matter Expert may be taken on contractual appointment)”.</p>
22	<p><b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (b) (i):</b></p> <p>“Town/Regional Planning expert-One Urban Planner or Masters in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects=12.5.”</p>	<p>This is an economic development plan and hence a wider educational qualification shall be preferred. We request you to please amend the requirement for the town and regional planning expert as:</p> <p>“I. Town/Regional Planning expert- Graduate/ Masters in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning) or MBA or Masters in Economics with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects=12.5”</p>	<p><b>The said clause has been modified as under:</b></p> <p>“Town/Regional Planning expert- One Urban Planner or Master in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning,) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects similar to specific kind of project for the Economic Development.”</p>
23	<p><b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (b) (ii):</b></p> <p>“Contract/Legal Expert- One Law Graduate with minimum 8 years</p>	<p>There is a requirement for Contract/Legal expert for preparation of Contract document, Contract negotiation etc. This is not aligned to the requirement of</p>	<p><b>The criteria relating to contract / legal expert has been deleted in the modified RFP.</b></p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	work experience in Preparation of Contracts documents. Contract negotiation and successful project closure of at least 2 projects = 7.5.”	the scope of work. We request you to please amend this requirement for a Financial Expert which shall provide a better judgement on the viability of the interventions proposed in the economic development plan. We propose to include the following expert in place of Contract/ Legal expert: “II. Financial expert-MBA or CA with minimum 10 years work experience in financial planning, financing framework, cost benefit analysis, project viability, financial forecasting etc. and successful project implementation of at least 2 projects=7.5”	
24	<p><b>36. Selection Procedure - Criteria for Technical Scoring - SL. No. (c):</b></p> <p>Methodology &amp; work Plan proposed etc.</p> <p>Understanding of the Scope of the organisation / Department = Max. 3 marks Proposed understanding of sector = Max. 9 marks Methodology and Work Plan = Max. 8.</p>	<p>We request you to please amend the technical scoring as follows:</p> <p>Understanding of the Scope of Work = Max. 3 marks Proposed Approach for the Assignment =Max. 3 marks Staffing Schedule = 6 marks Methodology and Work Plan=Max. 8</p>	<i>The request is declined and no change is being done in this clause.</i>
25	<p><b>36. Selection Procedure - Criteria for Technical Scoring:</b></p> <p>“After opening of technical bids, the top 5 consultants scoring on the basis of the above criterion shall be called for making presentation before DTCP. Further, 30 marks may be reserved for presentation. Financial bids will be opened after presentation of the firms scoring top three highest marks scoring consultants and the firm with lowest bid will be assigned the job.”</p>	30 marks has been reserved for the presentation to the DTCP which is not reflected in the technical scoring which sums upto 100. Whether the scoring of presentation will be done in addition to these 100 marks or it is to be part of it. We request you to clarify.	The scoring for different aspects has been revised and the concern expressed regarding marking for presentation has also been addressed in revised RFP.

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
<b>C. FEEDBACK INFRA PRIVATE LIMITED.:</b>			
1	<p><b>Clause 36 a) (i) on Page no. 33</b></p> <p><b>Firm's Experience:</b> Expertise in providing consultancy services for Integrated Economic Development plan Minimum 2 similar projects.</p> <ul style="list-style-type: none"> <li>- More than 05 projects=7.5</li> <li>- More than 2 upto 05 projects=5</li> </ul>	<p><b>We would request you to kindly modify:</b></p> <p>Expertise in providing consultancy services for Integrated Economic Development plan/City Development plan/Zonal Development plan/Vision plan Minimum 2 similar projects.</p> <ul style="list-style-type: none"> <li>- More than 05 projects=7.5</li> <li>- More than 2 upto 05 projects=5</li> </ul>	<p><b>The criteria relating to the experience has been modified as under:</b></p> <p>Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan/Strategy plan policy and framework plan:</p> <ul style="list-style-type: none"> <li>upto 2 Projects,</li> <li>3 to 4 Projects,</li> <li>5 to 6 Projects,</li> <li>7 to 8 Projects</li> <li>More than 8 Projects.</li> </ul> <p>(3 Points for each slab): Total Points: 15</p>
2	<p><b>Clause 36 a) (i) on Page no. 33</b></p> <p><b>Firm's Experience:</b> Experience of Team leader in economic development plan making.</p>	<p>Experience of Team leader in Economic Development plan/City Development plan/Zonal Development plan/Vision plan making.</p>	<p>This criteria has been omitted in the modified RFP.</p>
3	<p><b>Clause 36 a) (i) on Page no. 33,</b></p> <p><b>Firm's Experience</b> Experience of Consultant firm/ Consortium in making of Integrated Economic Development plan</p> <ul style="list-style-type: none"> <li>- Upto 5 Projects</li> <li>- Upto 10 Projects</li> <li>- Upto 15 Projects</li> <li>- Upto 20 Projects</li> </ul> <p>More than 20 Projects. (2 marks for each slab)</p>	<p><b>We would request you to kindly modify:</b></p> <p>Expertise of Consultant firm/ Consortium in making of Integrated Economic Development plan/City Development plan/Zonal Development plan/Vision plan for the last 15 years</p> <ul style="list-style-type: none"> <li>- Upto 2 Projects</li> <li>- Upto 4 Projects</li> <li>- Upto 5 Projects</li> <li>- Upto 10 Projects</li> </ul> <p>(5 marks for each slab)</p>	<p>The clarification given at S. No. C (1) above may be referred for this query.</p>
4	<p><b>Clause 36 a) (i) on Page no. 33,</b></p> <p><b>Firm's Experience</b> Expertise of Consultant firm/ Consortium in making of Integrated Economic Development plan</p> <ul style="list-style-type: none"> <li>- Upto 1 Projects</li> <li>- Upto 2 Projects</li> <li>- Upto 3 Projects</li> <li>- Upto 4 Projects</li> </ul> <p>More than 04 Projects. (2 marks for each slab)</p>	<p><b>We would request you to kindly modify:</b></p> <p>Expertise of Consultant firm/ Consortium in making of Integrated Economic Development plan/City Development plan/Zonal Development plan/Vision plan for the last 15 years</p> <ul style="list-style-type: none"> <li>- Upto 2 Projects</li> <li>- Upto 4 Projects</li> <li>- Upto 5 Projects</li> <li>- Upto 10 Projects</li> </ul> <p>(5 marks for each slab)</p>	<p>This clause has been removed in revised RFP in view of clarification at S. No. C (1) above.</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department		
5	<p><b>Clause 36 a) (iii) on Page no. 34- Firm's Experience:</b></p> <p>Experience of assisting Union/State Governments in developing Economic Development plan.</p>	<p><b>We would request you to kindly modify:</b></p> <p>Experience of assisting Union/State Government bodies in developing Economic Development plan/City Development plan/Zonal Development plan/Vision plan</p>	<p>The request cannot be considered. However, this clause has been modified as under by including PSUs:</p> <p>“Experience of assisting Union/State Governments /PSUs in developing Economic Development plan/ strategy plan polices and framework plan”.</p>		
6	<p><b>Clause 36 b) on Page no. 34 Firm's Experience</b></p> <p>“Town/Regional Planning expert- One Urban Planner or Master in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning,) with minimum 10 years' work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects=12.5”.</p>	<p><b>We would request you to kindly modify:</b></p> <p>I. Town/Regional Planning expert- One Urban Planner or <b>Masters in Urban Design, Masters in Architecture</b> with minimum 10 years' work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects=12.5</p>	<p>The request cannot be considered. However, the said clause has been modified as under:</p> <p>“Town/Regional Planning expert- One Urban Planner or Master in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning,) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects similar to specific kind of project for the Economic Development.”</p>		
7	<p><b>Clause 36 b) on Page no. 34 - Key Personnel</b></p> <p>“Subject Matter Experts: Post Graduate in Planning and economics and Allied Sector with minimum 5 years' work experience in the sector (may be taken on contract for the assignment) = 12.5”.</p>	<p><b>We would request you to kindly modify:</b></p> <p>Subject Matter Experts: Post Graduate in Planning/ economics /CA / MBA and Allied Sector with minimum 5 years' work experience in the sector (may be taken on contract for the assignment) = 12.5</p>	<p>This clause has now been modified as under:</p> <p>“Subject Matter Expert: Post Graduate in Planning and economics/financial expert and Allied Sector with minimum 5 years' work experience in the sector (may be taken on contract for the assignment)”.</p>		
<b>D DDF CONSULTANT.:</b>					
1	<p><b>P- 19 - Time Schedule</b></p> <p>RFP provides following timelines for the project:</p> <table border="1" data-bbox="256 1780 662 1875"> <tr> <td data-bbox="256 1780 402 1875">Report</td> <td data-bbox="402 1780 662 1875">Time Frame (from date of award of Study)</td> </tr> </table>	Report	Time Frame (from date of award of Study)	<p>Under time schedule, penalty has been imposed for delayed submission which is 15% of total fees. In general practice it is capped to 10%. Also nothing is marked regarding delay in payment to consultant. Delay in</p>	<p>a) The penalty clause is kept at every level to get better service from consultant on time. Now the timelines has been revised as under:</p>
Report	Time Frame (from date of award of Study)				

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department												
	<table border="1"> <tr> <td data-bbox="256 226 402 289">Inception report</td> <td data-bbox="402 226 662 289">6 weeks</td> </tr> <tr> <td data-bbox="256 289 402 384">Draft final report</td> <td data-bbox="402 289 662 384">10 weeks</td> </tr> <tr> <td data-bbox="256 384 402 604">Final report</td> <td data-bbox="402 384 662 604">Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.</td> </tr> </table>	Inception report	6 weeks	Draft final report	10 weeks	Final report	Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.	<p>submission isn't wilfully step by consultant, it happens due to various factors beyond control like data collation and cooperation from various departments involved. So either penalty clause for delay in submission shall be strike-off or it should be mutual. Duration could also be extended on request from consultant.</p> <p>b) In general, it has been seen that data collation from various departments for study purpose incurred much time than required. As for this special study, consultant has to collect data from 3 other states also mainly Punjab, Chandigarh and Himanchal so six weeks from signing of contract might not be adequate. We request to span it to 10 weeks from 6 weeks i.e. 4 weeks shall be reserved for data collation margin.</p> <p>c) In third row of column two, it is stated that "Within four weeks after incorporating the deficiencies and observations conveyed by department on the draft report." We read it as "within four weeks after the deficiencies and observation has been conveyed to consultant". Kindly clarify.</p>	<table border="1"> <tr> <td data-bbox="1110 226 1256 321">Inception report</td> <td data-bbox="1256 226 1451 321">6 weeks from the date of award</td> </tr> <tr> <td data-bbox="1110 321 1256 510">Draft report</td> <td data-bbox="1256 321 1451 510">10 weeks from the date of conveying the approval for inception report</td> </tr> <tr> <td data-bbox="1110 510 1256 909">Final report</td> <td data-bbox="1256 510 1451 909">Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report</td> </tr> </table>	Inception report	6 weeks from the date of award	Draft report	10 weeks from the date of conveying the approval for inception report	Final report	Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report
Inception report	6 weeks														
Draft final report	10 weeks														
Final report	Within 4 weeks after incorporating the deficiencies and observations conveyed by Department on the Draft Report.														
Inception report	6 weeks from the date of award														
Draft report	10 weeks from the date of conveying the approval for inception report														
Final report	Within 4 weeks after the deficiencies and observations conveyed by the Department to the consultant on the draft report														
2	<p><b>P- 20 1<sup>st</sup> Paragraph (last line)</b>          "The consortium lead will plan, manage and coordinate work across all consortium members, including and dispute resolution, staffing, pricing, project execution, prioritization and planning of inter-dependent activities, delivery of reports and presentations to the client".</p>	<p>It is mentioned that consultant has to make presentations. Kindly relate it to submission stages mentioned in the Time schedule</p>	<p><b>This issue has been clarified in the revised RFP, wherein the consultant has to give presentation at every stage of submission.</b></p>												
3	<p><b>P- 30 Clause 24.1</b>          "If the selected PMC fails to complete the assignment as stipulated under the Agreement in the form of milestones, the PMC shall pay to the client, fixed and agreed liquidated damages,</p>	<p>It is stated that liquidated damages are to be paid to client as per Para 5. Kindly relate it to Para 5, as there is no such info mentioned in the RFP</p>	<p>This provision has been deleted in the modified RFP.</p>												

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	as mentioned in Para 5.”		
4	P- 33 Clause 36 (A)	It has been stated that experience of “Integrated Economic Development Plan” only be considered. In general “Similar Assignments” are defined for inclusive, fair and competitive practice for procurement of consulting services. Similar Assignments may include development plan, economic strategy plan, regional development plan, development studies, etc.	The modification, as requested cannot be considered. However, the scope of work has been widened in revised RFP by including “strategy plan polices and framework plan.”
5	P- 34 Clause 36 (A) (iii) “Experience of assisting Union/State Governments in developing Economic Development plan”	Experience of assisting Union / State Govt in developing Economic Development Plan”. Kindly elaborate the word “assisting”, it might be like participation in training, white paper publication, research, manpower assistance, monitoring of schemes/ projects, etc.	The term “assisting” may be considered as active participation of the consultant in preparation of Economic Development plan/ strategy plan polices and framework plan.
6	P- 34 Clause 35 (B) (iii)	There shall be 4 team members mainly Team leader, Legal Expert, technical expert and subject matter experts. There is nothing mentioned about Technical expert. Also we request a further elaboration in number and type of subject matter experts. Otherwise, mention it as open clause and subject to understanding of consultant.	The experts specified in the RFP are the basic requirements for the project. However, the consulting firm at its own may add on the experts as it may deem appropriate for successful completion of the project. Further, the requirement of the legal expert and Technical Expert has been omitted from the Revised RFP.
7	P- 37 Clause 4 “Performance Bank Guarantee”	As per checklist of documents to be submitted, under 4th row, Performance Bank Guarantee has been listed to be submitted with the tender docs, which shall be part of signing of contract. Kindly clarify	The Bank Guarantee will have to be submitted by the selected consultant on receipt of the letter of intent from the client before award of the project.
<b>E. DELOITTE:</b>			
1	Data Sheet, Page 13 Date for clarifications & Corrigendum of bid-queries - 17th November 2017 Last date of online submission: 24th November 2017	In line with general practice, it is requested that at least three weeks are provided between clarifications/ corrigendum and the last date of submission. It is proposed that the last date of submission is extended to 8 <sup>th</sup> December 2017.	Corrigendum dated 21.11.2017 regarding this issue has already been uploaded on the Department’s website as well as on e-procurement portal, wherein it has been clearly specified that the

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
			consultant will have to apply within three weeks from the date of uploading the clarifications on the queries.
2	<p><b>Clause 5: Time Schedule, Page 19</b> Penalty clauses against payment milestones</p>	<p>Consultant must not be held accountable for delays at clients end on account of delay in availability of data, setting up of meetings and delay in providing inputs on draft report. Suitable clause to be added in the RFP indemnifying the consultant on account of delays not in the control of the consultant. Our legal team is reviewing the RFP and we will share their inputs on penalty clause on or before the pre-bid conference scheduled for 10th November 2017.</p>	<ul style="list-style-type: none"> <li>• The penalty clause has been retained at every level to ensure better service from consultant on time.</li> <li>• Penalty is reduced from 20 % to 5% in final report submission stage.</li> <li>• The time period will exclude the time taken by the client in granting approval at any stage. As far as the collection of information is concerned, the same will be sole responsibility of the consultant. A note to this effect has been inserted in the RFP under the clause relating to time schedule.</li> </ul>
3	<p><b>Submission of Proposal, Clause 6.1(iii), Page 20</b> Accounts for last three years to demonstrate annual turnover</p>	<p>It is suggested that a minimum annual turnover clause is inserted to ensure that leading consultants compete in the bid-process. A minimum annual turnover of INR 100 crores may be included as the minimum eligibility to participate in the Bid.</p>	<p>This provision has modified as under: “Annual minimum turnover for bidding is to be Rs. 10 crore.”</p>
4	<p><b>Clause 6.4, Evaluation of Bids, Page 23, sub clause (v)</b> “Only those bidders securing more than 65 technical score/marks (ST) would be considered for opening of financial bids”</p>	<p>It is suggested that the same may be revised to 70 marks in line with general practices</p>	<p>The request is declined and no change is being done in this criteria.</p>
5	<p><b>Clause 36, Criteria for Technical Scoring, Page 33</b> Firm’s experience: Experience of Team leader in economic development plan</p>	<p>It is suggested that the same may be changed to: <i>Experience of Team Leader in Economic Development plan making/ Similar scope of work</i></p>	<p>This criteria has been omitted and only firm experience has been retained under this clause as the experience of the</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	making.		team leader is also specified under sub clause (b) titled "key personnel".
6	<b>Clause 36, Criteria for Technical Scoring, Page 33</b> "Experience of consultant/ firm consortium in making of Integrated Economic Development Plan".	It is proposed that this is merged with Clause I as it repeats the requirement.	<b>The clarification given at S. No. A(2) above may be referred for this query.</b>
7	<b>Clause 36, Criteria for Technical Scoring, Page 33/ 34</b> "Experience of consultant/ firm consortium in making of Economic Development Plan".	It is proposed that this is merged with Clause I as it repeats the requirement. It is also proposed that in case this remains as a separate criteria, then the number of projects is limited to 10 economic development plan/ similar scope of work for urban / state / central government for a city or a region. It is also proposed that the requirement is changed to say ...in making of Economic Development Plan/ Similar scope of work.	<b>The clarification given at S. No. A(2) above may be referred for this query.</b>
8	<b>Clause 36, Criteria for Technical Scoring, Page 34</b> "Experience of assisting Union/state governments in developing Economic Development plan".	Kindly share how this clause is different from clause i) of Technical evaluation.	<b>This criteria has been introduced to have insight in the experience of the consulting firm relating to the dealing with Government projects.</b>
9	<b>Clause 36, Criteria for Technical Scoring, Sub clause b). Key Personnel, Page 34</b> "Qualification and Experience of Team Proposed for the assignment (the Team Leader, Contract/Legal Expert, Technical Expert must be on the rolls of the bidder. The Subject Matter Expert may be taken on Contractual appointment)."	Detailed criteria and points are provided for Town/ Regional Planning Expert, Contract/ Legal Expert and Subject Matter Expert. (i) Kindly confirm whether Team Leader position is same as Town/ Regional Planning Expert? Also the total marks for Town/ Regional Planning Expert + Contract/ Legal Expert + Subject Matter Expert total to 32.5. The total marks for key personnel is 35. Kindly clarify the difference of 2.5 marks.	i) The position of Team Leader is being considered same as Town/ Regional Planning Expert.  Further, the said scoring criteria relating to these aspects have been modified as under: "Town/Regional Planning expert- One Urban Planner or Master in Planning (in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning) with minimum 10 years work experience in Project development, including familiarity with



S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
		<p>(ii) Also, kindly clarify how many Subject Matter Experts are required? How will the marks of 12.5 be allocated if one consultants proposes one SME vis-à-vis multiple SMEs that another consultant may propose.</p> <p>(iii) It is requested that Technical Expert and Legal/ Contract is allowed to be hired on Contract basis, especially Legal expert as Management consultancy firms typically utilize external/ contractual experts for such roles.</p>	<p>project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects similar to specific kind of project for the Economic Development.”- 12.5 Points.</p> <p>(ii) Only one Subject Matter Expert is being considered for scoring. However, the consulting firm may add on more experts at its own for timely completion of the project. The scoring criteria has also been revised in the modified RFP.</p> <p>(iii) The condition for having experts on roll of company has been deleted. Further, mandatory condition to have contract/legal expert has also been deleted.</p>
10	<p><b>Clause 36, Criteria for Technical Scoring, Sub-clause b).Methodology and Work Plan, Page 35</b>  “Methodology &amp; Work plan proposed etc.”</p>	<p>It is suggested that marks allocated to repeated criteria earlier is allocated to presentation. Also, the sum total of Technical Evaluation criteria is 100. In addition, it is mentioned that further 30 marks may be reserved for presentation. Kindly clarify whether these 30 are Included in 100 or in addition to 100.</p>	<p>The scoring for different aspects has been revised and the concern expressed regarding marking for presentation has also been addressed in revised RFP.</p>
11	<p><b>Page 35</b>  “The bid documents need to be accompanied with requisite documents/certificates ..... considered in the scoring.”</p>	<p>Kindly clarify what supporting documents will be considered for experience. It is suggested that copy of work order/ Lol may be considered for proof of experience. Kindly clarify whether CVs of experts signed by authorized signatory of</p>	<p>The documents / certificates may be award of work as far as firm is concerned, while for technical experts the various certificates and the C.V. duly signed by the concerned expert relating</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
		consultant will suffice to meet this requirement.	to the nature of present project may be considered. Further, the consent for the project will also be required from the experts being hired on contract by the firm for the project. Further, the applicant firm may attach any additional document which it may deem appropriate for strengthening its claim for award of present project.
12	<p><b>Page 35</b>  “After opening of technical bids, the top 5 consultants scoring on the basis of the above criterion shall be called for making presentation before DTCP. Further, 30 marks may be reserved for presentation. Financial bids will be opened after presentation of the firms scoring top three highest marks scoring consultants and the firm with lowest bid will be assigned the job.”</p>	Kindly note that the clause of assigning job to consultant with lowest bid among top three consultants (in terms of marks) may not be aligned to selection of bidder on QCBS basis. This clause is in contradiction with clause 6.4 evaluation of Bids, sub-clause (viii). Kindly clarify.	Quality and Cost based (80:20) Method will be considered for final selection.
<b>F.</b>	<b>ERNEST AND YOUNG PVT. LTD.:</b>		
1	<b>Scope of work</b>	Request the authority to share detailed scope of work for the assignment. Also at many places its mentioned PMC. Kindly clarify if the role of consultant is there till implementation of the project or only till preparation of the Plan.	<p>The requirements of the projects have been specified under the clause 4 titled ‘Aims and Objectives’.</p> <p>The Consultant Services are required only for preparation of Economic Development Plan with implementable proposals.</p> <p>The term “PMC” has been replaced by “Procurement of Consultancy services” in revised RFP.</p>
2	<b>Page 19 Time Schedule Penalty clause</b>	Request the Authority to kindly remove the penalty clause.	<ul style="list-style-type: none"> <li>• The penalty clause has been retained at every level to ensure better service from consultant on time.</li> <li>• Penalty is reduced from 20 % to 5% in final report submission stage</li> </ul>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
3	<b>Joint ventures/consortiums Page 32 and Page 33 are contradictory</b>	Request the Authority to clarify if consortium is allowed.	Yes. However, only one proposal will be accepted from the consortium through its lead company.
4	<b>Page 20</b> “Consultants may form consortium of firms/ individuals for providing holistic support and expertise to the client on this project. However, in such cases, the consortium will have to bid through a single consultancy appointed as the leader of the consortium (“Consortium Lead”) by all members of the consortium. The client will deal only with a single firm, the consortium lead, at all times. The consortium lead will be held responsible for delivering on all aspects of the project, and extracting results from as well as providing leadership to all members”	We understand in case of consortium, the client shall interact with Lead member of the consortium where in that firm shall be a single point of contact. Kindly clarify.	Yes, the Department will communicate with a single consultant firm appointed as the leader of the consortium for the consultancy services.
5	<b>Clause 6.1 Submission of proposal point (v)</b> “Arbitration clause should be clearly defined.”	Kindly clarify if the consultant needs to suggest regarding the arbitration clause or it shall be as per RFP	<b>The provision relating to arbitration given under clause 6.1 Part I (v) has been removed in revised RFP.</b>
6	<b>Clause 6.1 Submission of proposal point (x)</b>  Confirmatory letters from clients including description of services.	Request the authority to consider Letter of Award / Work orders / Agreement as well	<b>This clause has been modified as under:</b>  “Copy of award and work order/self-declaration with details of concerned department / clients including description of services”.
7	<b>Clause 6.4 Evaluation of bids &amp; Clause 36 Selection procedure Page 35</b> <i>“After opening of technical bids, the top 5 consultants scoring on the basis of the above criterion shall be called for making presentation before DTCP. Further, 30 marks may be reserved for presentation. Financial bids will be opened after presentation of the firms scoring top three highest marks scoring consultants and the firm with lowest bid will be assigned the job.</i>	The evaluation would be made using a Quality and Cost based method. A weightage of 80% would be assigned to technical parameters/score and 20% to the financial parameters/score. Whereas clause 36 states Financial bids will be opened after presentation of the firms scoring top three highest marks scoring consultants and the firm with lowest bid will be assigned the job. Request you to kindly clarify mode of evaluation of bids. We	<ul style="list-style-type: none"> <li>• <b>Quality and Cost based (80:20) Method will be considered for final selection.</b></li> <li>• The selection criterion referred in the query has been removed in Revised RFP.</li> </ul>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
		understand that in case of 80:20 weightage, lowest bid clause shall not prevail.	
8	<p><b>Clause 36</b>  <b>Selection procedure Criteria for Technical Scoring</b>  <b>a) Firm's experience</b>  <b>Page 33</b></p>	<p>i). Expertise in providing consultancy services for Integrated Economic Development plan. Minimum 2 similar projects.  - More than 05 projects=7.5  More than 2 upto 05 projects=5  (MAX MARKS -7.5)</p> <p>ii).Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan.  upto 5 Projects,  Upto 10 Projects,  Upto 15 Projects,  Upto 20 Projects,  More than 20 Projects  2 marks for each slab) (MAX MARKS - 10)</p> <p>iii) Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan.  upto 1 Projects,  Upto 02 Projects,  Upto 03 Projects,  Upto 04 Projects,  More than 04 Projects  (2 marks for each slab)</p> <p>(iv) Experience of assisting Union/State Governments in developing Economic Development plan.  More than 6 projects=5,  More than 3 and upto 6 projects=4,  Minimum 3 projects=3  (MAX MARKS -5)</p>	<p>i. This criteria has been removed in the Modified RFP.</p> <p>ii. <b>This clause has been modified as under :</b>  Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan/Strategy plan policy and framework plan:  upto 2 Projects,  3 to 4 Projects,  5 to 6 Projects,  7 to 8 Projects,  More than 8 Projects.  (3 Points for each slab):  Total Points: 15</p> <p>iii. This criteria has been removed in the revised RFP.</p> <p>iv. <b>This clause has been modified as under by including PSUs:</b>  “Experience of assisting Union/State Governments /PSUs in developing Economic Development plan/ strategy plan polices and framework plan”.  - Minimum 3 projects=6 Points  -4 to 6 projects=8 Points</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
		<p>(v) Under the criteria for technical scoring for firm experience, similar category of firm experience has been mentioned times with varying point allotment criteria. Request the authority to kindly modify the criteria as Experience in providing consultancy</p>	<p>-More than 6 projects=10 Points</p> <p>(v) The anomalies as indicated have been addressed in the modified RFP.</p>
9	<p><b>Clause 36 Selection procedure Criteria for Technical Scoring - b) Key personnel Page 34</b>  “Qualification and Experience of Team Proposed for the assignment (the Team Leader, Contract/Legal Expert, Technical expert must be on the rolls of the bidder.”</p>	<p>Since detailed TOR is not provided, it is unclear as to what shall be the role of team members.</p> <p>(i) Qualification criteria for Team leader is not provided. Request the Authority to provide the same.</p> <p>(ii) Marks for key personnel does not add upto 35 but only 32.5. Kindly clarify the same.</p> <p>(iii) Request the Authority to include key team members as:</p> <ul style="list-style-type: none"> <li>• Market expert - Masters in planning / MBA with more than 5 years of experience in of carrying out market demand assessment and analysis.</li> <li>• Infrastructure expert - Masters in planning / MBA with more than 5 years of experience in infrastructure projects.</li> </ul>	<p>(i) The team leader is being considered as Town / Regional Planning expert for which the qualification criteria stands provided in the RFP.</p> <p>(ii) The anomaly has been addressed in the modified RFP.</p> <p>(iii) The requirement of experts for the project already stands specified in the RFP. In case, the consultant at its own wants to engage any other expert for successful completion of study, the same may be done by the firm at its own level.</p>
10	<p><b>Clause 36 Selection procedure Criteria for Technical Scoring - b) Key personnel Page 34</b>  “Town/Regional Planning expert- One Urban Planner or Masters in Planning (in Regional Planning,</p>	<p>Since the project is related to preparation of economic development plan, the key requirements of Town/ Regional planning expert mentioned is more of procurement.</p>	<p><b>The said clause has been modified as under:</b></p> <p>“Town/Regional Planning expert- One Urban Planner or Master in Planning (in Regional Planning, Urban</p>

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	Urban Planning, Transport Planning, Infrastructure Planning) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects=12.5.”		Planning, Transport Planning, Infrastructure Planning) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects similar to specific kind of project for the Economic Development.”- 12.5 Points  Further with reference to the query, it is clarified that Town/ Regional planning expert can be on the rolls of the company or may be hired from the market.
11	<b>Clause 36 Selection procedure Criteria for Technical Scoring - b) Key personnel Page 35</b>	The Subject Matter Expert may be taken on Contractual appointment Please clarify if subject matter expert is same as Technical expert.	Subject matter expert is not same as technical expert.
12	<b>Form II Page 40</b>  “Number and details of projects relevant to the present RFP for which consultancy was provided in the last five years.”	Request the Authority to consider similar projects in the last 10 years.	The request is declined and no change is being done in this criteria.
13	<b>Form III Page 41</b>  “Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed.”	Request the Authority to consider audited balance sheets in similar other format as issued by the Chartered Accountant if the key contents are covered. Submission of Turnover certificate and audited balance sheets shall suffice the Purpose of identifying the financial capacity of the bidder, submission of filed income tax returns is not required. Request the Authority to remove the submission of filed income tax returns.	Request is accepted and submission of Annual Income Tax Report is not essential for the bidding process and only Audited Annual Report will also be considered.
14	<b>Form V Page 43</b> <b>Financial proposal form</b>	Request the Authority to modify the clause as:	The request is declined and no change is being done in

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
	“Financial Quote, inclusive of all fee / taxes / charges / expenses”.	Financial Quote, inclusive of all fee / charges / expenses but exclusive of taxes	this clause.
15	<p><b>General Terms and reference of work Page 24 (ii)</b></p> <p>“Prior to the commencement of the contract, the applicant organization is required to sign an agreement on non-disclosure, confidentiality and IPR to which access is provided to the consultant’s resources”.</p>	Draft Contract is not shared in the RFP. Request the authority to share the draft contract	Non-disclosure and confidentiality clause shall be added in the agreement. The conditions mentioned in the RFP will be part of the contract. There is no special contract agreement for confidentiality.
16	<p><b>Liquidated Damages Clause 24 Page 30</b></p> <p>“If the selected PMC fails to complete the assignment as stipulated under the Agreement in the form of milestones, the PMC shall pay to the client, fixed and agreed liquidated damages, as mentioned in Para 5.”</p>	If the selected PMC fails to complete the assignment as stipulated under the Agreement in the form of milestones, the PMC shall pay to the client, fixed and agreed liquidated damages not more than the amount equal to the fees of the assignment	This provision has been deleted in the modified RFP.
17	<p><b>Indemnity Clause 33 Page 32</b></p> <p>“The Consultant shall, subject to the provisions of the Agreement, indemnify Town and Country Planning Department, Haryana/SPV for any direct loss or damage that is caused due to any deficiency in services”.</p>	The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority, for an amount not exceeding value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services	<p>The request has been accepted and this clause has been modified in the modified RFP as under :</p> <p>“The Consultant shall, subject to the provisions of the Agreement, indemnify Town and Country Planning Department, Haryana/ SPV, for the amount not exceeding the contract value, for any direct loss or damage that is caused due to any deficiency in services.”</p>
18	<b>Date of submission</b>	<p>Date of submission of bid - 24.22.2017</p> <p>Request the Authority to provide time of submission at least 2 weeks from issue of clarification on the prebid queries submitted. Kindly extend the bid submission date to 30th November 2017</p>	Corrigendum dated 21.11.2017 regarding this issue has already been uploaded on the Department’s website as well as on e-procurement portal, wherein it has been clearly specified that the consultant will have to apply within three weeks from the date of uploading the clarifications on the queries.

S. No	Provision/Clause of RFP (uploaded on website on 24.10.2017)	Query/suggestions raised/ given by the consultant	Reply / Clarification by the Department
19	New Clause	Request you to kindly include the clause: Any information, advice, recommendations or other content of any reports, presentations or other communications we provide under this Agreement (“Reports”), other than Authority Information, are for Authority’s internal use only (consistent with the purpose of the particular Services).	The request cannot be considered. Instead the client will have complete authority to use / share the contents of the study / plan with the concerned agencies/ authorities as may be deemed appropriate by the Government to ensure the implementation of the project.
20	New Clause	Request you to kindly include the clause: The consultant may terminate this agreement, or any particular services, immediately upon written notice to the Authority, if the consultant reasonably determine that it can no longer provide the services in accordance with applicable law or professional obligations.	<b>The clause relating to Drop Dead Fee has been modified as under:</b> “Town and Country Planning Department, Haryana reserves the right to stop/terminate the assignment at any point of time with a notice of 15 days and in such an event after mutually agreeing the completion of work on the ongoing deliverable a pro-rata based fee shall be paid to the Consultant for the ongoing deliverable milestone”. The consultant before applying /competing in the bidding process should at its own level should ensure its own capabilities viz-a-viz the deliverables of the project to achieve the specified objectives. Leaving the project in between may invite penalty proceeding against the consultant which may include blacklisting also.



# Request for Proposal (RFP)

---

**TO PROVIDE CONSULTANCY SERVICES FOR PREPARATION OF  
INTEGRATED ECONOMIC DEVELOPMENT PLAN OF PANCHKULA REGION**

**Released by:**

**Town and Country Planning Department, Haryana  
SCO No. 71-75, Sector-17-C, Chandigarh  
Ph.: +91-172-2777175, 2548475, 9417463002  
E-Mail:ccpncr3.haryana@gmail.com,  
Web page: [www.tcpharyana.gov.in](http://www.tcpharyana.gov.in).**

## Disclaimer

This document for providing consultancy services for, “**Preparation of Integrated Economic Development Plan of Panchkula Region**” in the state Haryana is issued by Town & Country Planning Department, Haryana.

Whilst the information in this document has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither Town and Country Planning Department, Haryana, nor its employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in this document, or for any errors, omissions or misstatements, negligence or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this document or on which this document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this document is selective and is subject to updation, expansion, revision and amendment at the sole discretion of Town and Country Planning Department, Haryana. It does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Each Party must conduct its own analysis of the information contained in this document, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed Project, the regulatory regime which applies thereto and by and all matters pertinent to this Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to this Project. Town and Country Planning Department, Haryana shall not be responsible for any direct or indirect loss or damage arising out of or for use of any content of the document in any manner whatsoever.

Town and Country Planning Department, Haryana shall be the sole and final authority with respect to qualifying a bidder through this document. The decision of Town and Country Planning Department, Haryana in appointing the consultancy agencies/organization, consulting firms/consortiums having relevant experience, who

qualifies through this document shall be final and Town and Country Planning Department, Haryana reserves the right to reject any or all the bids without assigning any reason thereof.

Town and Country Planning Department, Haryana may terminate the process at any time without assigning any reason and upon such termination, Town and Country Planning Department, Haryana shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

(A). **RFP Process**

**Guideline for Online Payments at e-Procurement Portal of Government of Haryana**

**e-Tender** is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

<b>Sr. No</b>	<b>Description of work / Items</b>	<b>EMD to be deposited by Bidder</b>	<b>Tender Document Fee &amp; eService Fee (Rs.)</b>	<b>Start Date &amp; Time of Bid Preparation &amp; Submission</b>	<b>Expiry Date &amp; Time of Bid Submission</b>	<b>Expiry Date &amp; Time of Bid Preparation &amp; Submission</b>
1.	Appointment of consultancy agencies/organization, consulting firms/consortiums for Providing Consultancy Services for Preparation of Integrated Economic Development Plan of Panchkula Region	.....	.....	.....	.....	.....

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second

cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

**1. The payment for Tender Document Fee shall be made by eligible bidders online directly through Internet Banking Accounts and e-Service Fee through Debit Cards & Internet Banking Accounts. The payment for EMD can be made online directly through RTGS/NEFT. Please refer to ‘Online Payment Guideline’ available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (Rs.50000/- Fifty thousand) towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before** (24<sup>th</sup> November, 2017); **and make payment via RTGS /NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### **Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Download and Bid Preparation/Submission</b>	24.10.2017	24.11.2017 at 2.30 pm
2	<b>Technical Bid Opening</b>		24.11.2017	
3	<b>Financial Bid Opening</b>		To be intimated later	

#### **Important Note:**

1) The Applicants/bidders have to complete ‘Application / Bid Preparation & Submission’ stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as ‘Applications / bids not submitted’.

- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

**1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

**2. Obtaining a Digital Certificate:**

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

- 2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

### **4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

### **5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

## 6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

## 7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

### i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee shall be made by bidders/ Vendors online directly through Internet Banking Accounts and eService Fee through Debit Cards & Internet Banking Accounts. The Payment for EMD shall be made online directly through RTGS / NEFT. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

### ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

## 8. **ASSISTANCE TO THE BIDDERS:-**

**Technical Support Assistance will be available between 09:00 am To 5:30 pm**

**From Monday to Friday -0172-2582008, 2582009.**

**For Saturday and Sunday -9310335475, 9034357793**

### **Important Note:-**

**All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on-time support. (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk). Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event. For queries pertaining to ePayment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of eAuction/Tender event.**



**Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.**

**Office Address for Training workshop on 1<sup>st</sup>, 2<sup>nd</sup> Wednesday (from 3:30 pm up to 5:00 pm) of each month**

Nextenders India Pvt.Ltd Municipal Corporation Faridabad Near B.K.Chowk, Opp. B.K.Hospital NIT, Faridabad <b>Contact for Training</b> <b>+91- 9310335475</b>	Nextenders India Pvt.Ltd Public Health Division No 2 Hisar, Model Town, Opp. N.D Gupta Hospital, Hisar <b>Contact for Training</b> <b>+91- 9034357793</b>	Nextenders (India) Pvt. Ltd. Nirman Sadan (PWD B&R) Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh - 160020 <b>Contact for Training</b> <b>-0172-2582008 - 2009</b>
---	--	---

**For Support (From Monday to Friday) -0172-2582008, 2582009 and  
(For Saturday and Sunday) -9310335475, 9034357793  
Office will remain closed on Saturday, Sunday and National Holidays.**

**Help Desk contact details for Saturday and Sunday are as hereunder for escalation level - 1.**

**1.Mr.Lalit Saini – +91- 9034357793**

**Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)  
Timings- 9:00 am to 5:30 pm**

**2.Mr. Tinku Singh - +91- 9310335475  
Email – [chandigarh@nextenders.com](mailto:chandigarh@nextenders.com)  
Timings- 9:00 am to 5:30 pm**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

### **Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

#### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button

- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### C) **RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

Sr no.	Scenario	Do's / Don't's
1	<p><b>In the event of making Payment through NEFT/RTGS</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parities are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> <li>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-                   <ol style="list-style-type: none"> <li>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</li> </ol> </li> <li>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded</li> </ol> </li> </ul>

directly to bidder's account.

In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/participate.

- Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.
- Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.
- Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder

## Data Sheet

### 1. Key Events and Dates :

<b>DOCUMENT CONTROL SHEET</b>		
<b>S. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Invitation to Bid	23.10.2017 at 1300 Hrs.
2.	Online Download of Bid Document	From 24.10.2017 Up to 1700 Hrs. on 24.11.2017.
3.	Last Date of Submission of Queries	04.11.2017
4.	Pre – Bid Conference	10.11.2017
5.	Clarification & Corrigendum of bid queries	29.12.2017
6.	Last date of online submission of bid	31.01.2018 upto 11.30 am
7.	Manual submission of documents	31.01.2018 upto 11.30 am
8.	Date and time for opening of Technical bids and Technical Presentation	31.01.2018 at 3.00 pm
9.	Date and time for opening of price bids	To be intimated later
10	Office address, Venue for Bid Submission/Manual documents and Technical Presentation	Director, Town and Country Planning Department, (Haryana) SCO-71-75, Sector-17-C, Chandigarh, Ph.: 0172-25777175, 2549851
11	Tender Document fee	Rs. 2000/-
12	Earnest Money Deposit	Rs. 50,000

**Bidders are advised to visit Town and Country Planning Department, Haryana website i.e. [www.tcpharyana.gov.in](http://www.tcpharyana.gov.in) / <https://haryanaeprocurement.gov.in> on regular basis for any updates/corrigendum issued by Town and Country Planning Department, Haryana related to this DOCUMENT.**

In case a Central/ State Holiday is declared on any day/ dates as specified above, the event shall be held on the next working day at same time and same venue.

## **2. Contact Person's Address for correspondence**

(i) Director, Town and Country Planning Department, Haryana  
SCO-71-75, Sector-17-C, Chandigarh,  
Ph.: 0172-25777175, 2549851

(ii) For information and enquiry

Chief Coordinator Planner, NCR Cell (Haryana)  
HUDA Complex, Sector-6, Panchkula, Haryana  
Phone No: 0172-2578086  
Email: [ccpncr3.haryana@gmail.com](mailto:ccpncr3.haryana@gmail.com)

Web site: [https:// tcpharyana.gov.in/](https://tcpharyana.gov.in/) E-Mail: [tcpharyana6@gmail.com](mailto:tcpharyana6@gmail.com)

## 1. Introduction

The Government of Haryana (GOH) intends for preparation of Integrated Economic Development Plan of Panchkula for which Town & Country Planning Department, Government of Haryana invites Request for Proposal (RFP) for consultancy services.

State of Haryana has adopted the Punjab New Capital (Periphery) Control Act, 1952 to ensure healthy & planned development of the new cities by preventing the growth of slums and ramshackle constructions on the land lying on periphery of Chandigarh. The State of Haryana prepared the first blue print for urbanisation in the periphery area in the year 1972 which included the Panchkula project. Subsequently the plan was amended to allow development of Mansa Devi Complex in the year 1983, Stone Crusher Zone in village Kotiyaan in 1986. Panchkula extension, Pinjore Kalka Urban Complex and Kot Behla Urban Complex were included in the year 2000. Apart from above, special projects like HMT, ACC Cement Factory, Chandi Mandir Cantonment, ITBP Complex, CRPF Complex, TBRL were set up by the Union Government in the periphery area in the State of Haryana.

The urbanisable area of 28554 acres is spread in five urban complexes, the details are given as below:-

Sr. no.	Name of Urbanisable Area	Area in Acres
1.	Panchkula Township	5000
2.	Shree Mata Mansa Devi Urban Complex	1550
3.	Panchkula Extension	3003
4.	Pinjore-Kalka Urban Complex.	11800
5.	Panchkula Extension-II (Kot-Behla & Alipur Urban Complex)	7201
	Total area	28554

The population of Panchkula Township as per census of 2011 is 2,11,353. The city has expanded into 33 sectors which has been developed by HUDA. Out of these sectors, 26 sectors are residential, 2 sectors are commercial, and 2 sectors are



industrial and a few sectors under recreation and institutional use. HSIIDC has also developed Sector-22 as an Information Technology Park which is fully developed. Private developers such as Santur Developers Pvt Ltd., Samar Estates Pvt. Ltd. has also developed residential group housing colonies in Sector-20, Panchkula.

Shree Mata Mansa Devi Urban Complex has been developed as a Low Density Township with an average density of 60 persons per acre (PPA). The catchment area of Sukhna Lake as identified by Survey of India falling within Haryana portion has either been kept as Reserved/Protected Forest or has been kept as open space zone. Sector-4, 5A and 6 has been fully developed and balance area is under development.

The private colonizer such as DLF, IREO and Amarnath Aggarwal Investments Pvt. Ltd. has developed the residential colonies in Pinjore-Kalka Urban Complex which are located in Sector-1, 2, 3, 4, 4 A and Housing Board Haryana has also developed residential colonies in Sector-5. Sector-27, 28 and 30 have been acquired by HUDA and are being developed. Shree Vardhman Builders, Idyllic Group, Essel Reality Pvt Ltd are also developing residential colonies in Panchkula Extension II which are under construction. HSIIDC has also developed an Industrial Estate at Alipur.

Panchkula city was established by the Government keeping in the view of economic and development potential of the area as a new town for a population of 1.25 lakhs in 1971-1972 based upon the planning principle of neighborhood units which will be self sufficient in day-to-day requirements such as shopping, schools, health facility and recreational etc. Initially, 18 sectors were planned between Ambala-Kalka National Highway and Chandigarh-Panchkula road, which was revised in 1986.

Government of Haryana (GOH) intends to seek proposals from reputed firms, in individual capacity or joint venture with other consulting firms, with a multi-disciplinary team of professionals having expertise, experience and resources to develop integrated economic development plan of Panchkula Region i.e. District, for which Town

and Country Planning Department, Government of Haryana invites Request for Proposal (RFP) from Consultancy Agencies/organization.

## **2. About the Department of Town and Country Planning, Haryana.**

The Department prepares perspective plans for planned urban development for the controlled areas in the State declared under the provisions of Punjab Scheduled Roads & Controlled Areas Restriction of Unregulated Development Act, 1963 and/or the Punjab New (Capital) Periphery Control Act, 1952 (for periphery area of Panchkula only). The Department is responsible to regulate the development and also to check the haphazard development in and around towns. The Department of Urban Local Bodies also ensures that the development is carried out in accordance with the Development Plan within the controlled areas in municipal limits as per the provisions of Haryana Municipal Act, 1973 and Haryana Municipal Corporation Act, 1994. In the State of Haryana, the Urban Development is carried out through Government Agencies viz. Haryana Urban Development Authority (HUDA), Haryana State Industrial & Infrastructure Development Corporation (HSIIDC) etc as well as through private participation by granting licenses to private developers/ colonisers for setting up of Residential (Plotted & Group Housing), Commercial, Industrial colonies, IT/ Cyber Parks, Cyber Cities etc under the provisions of Haryana Development & Regulation of Urban Areas Act, 1975 & Rules 1976 framed thereunder. These agencies carry out development in accordance with the plans prepared by the Department. The grant of licence is governed through a set of policy parameters framed by the Government from time to time

## **3. Need for Preparation of Integrated Economic Development Plan**

Panchkula town has emerged as an important residential and administrative town in last few decades with potential of substantial economic development due to its close proximity to Himachal Pradesh, Punjab and Union territory Chandigarh. Panchkula town has come up nicely as far as residential development is concerned but lack of business opportunities for the residents as a catalyst for the rapid growth and development is found wanting.

The region has huge potential of logistics hub. It is located at the foot hill of Shivaliks and can serve as gateway to the hill state of Himachal Pradesh. Therefore, a plan is to be prepared for integrated economic development by considering the newer aspects of development, which would lead to faster socio-economic development of the town and tap the potential of the region.

To achieve above objective, the consultant has to study the existing policies of Haryana Government related to Industrial Development, Human resource development (dynamism and capacity to innovate and respond to new opportunities and constraints, institutions and technologies) and Urban Development Policies alongwith the policies of the neighboring States of Punjab, Chandigarh and Himachal Pradesh, Chandigarh Periphery Controlled Area Act and its regulations along with notified Development Plan in the region and suggest an appropriate policy for economic growth of Panchkula region.

#### **4. Aims & Objective**

**A vibrant Economic Development Plan that maximizes the growth potential of Panchkula region for attracting investments leading to generation of employment and skill promotion opportunities; and to create well planned urban centers enhancing basic services in an inclusive and environmentally sustainable manner.**

The main objective of the assignment is to prepare an Integrated Economic Development Plan for Panchkula Region with the horizon year, 2031

1. To evaluate the present spatial framework as reflected in development and related policies, integrating sectoral policies for transport, human settlements, agriculture, industry and business environment to deliver economic, social and environmental development ;
2. To provide a sustainable framework for housing and slum development.
3. To outline an efficient implementation mechanism setting out key indicators, reflective with the different time horizons; and to suggest revision of local Development plan/layout along with required Policy interventions to attract and stimulate investments in the region.
4. To explore new investment and economic opportunities by tweaking in proposed planning framework

## 5. Time Schedule

The anticipated time schedule for the consultancy service is as given below:

<b>Report</b>	<b>Time frame (from date of approval conveyed)</b>	<b>Payment Schedule</b>	<b>Penalty</b>
Inception report (Methodology, Data Collection and Preliminary Analysis) And Presentation	Six Weeks from the date of Award	20% of the total cost	10% of due amount shall be deducted in case of delayed submission
Draft Final Report And Presentation	10 weeks from the date of conveying the approval for Inception Report	40% of the total cost	20% of due amount shall be deducted in case of delayed submission
Final Report and Presentation	Within four weeks after the deficiencies and observations conveyed by department to consultant on the Draft Report.	20% of the total cost	5% of due amount shall be deducted in case of delayed submission
On approval of Final Report	----	20% of the total cost	---

The time period stated above will exclude the time taken by the client/department in granting approval at any stage. As far as the collection of information is concerned, the same will be sole responsibility of the consultant.

## 6. Invitation

Request for Proposal (RFP) is invited from consulting firms/ consortium/ organizations that have experience of conceptualization, configuration, structuring and implementation of integrated Economic Development Plans/projects. The firm should have experts and requisite infrastructure to handle the project.

Consultants may form consortium of firms/ individuals for providing holistic support and expertise to the client on this project. However, in such cases, the consortium will have to bid through a single consultancy appointed as the leader of the consortium (“Consortium Lead”) by all members of the consortium. The client will deal only with a single firm, the consortium lead, at all times. The consortium lead will be held responsible for delivering on all aspects of the project, and extracting results from as well as providing leadership to all members. Consortium lead will be the one and sole point of responsibility and single window of communication for the client. The consortium lead will plan, manage and coordinate work across all consortium members, including and dispute resolution, staffing, pricing, project execution, prioritization and planning of inter-dependent activities, delivery of reports and presentations to the client.

### **Submission of Proposal**

6.1 All interested and eligible organizations are hereby invited to submit the proposal (containing all requisite documents, including RFP, duly signed by the authorized signatory on each page as a token of acceptance of all the terms and conditions) in two parts, as under:

#### **Part-I:**

Documents named as "Technical Proposal"

- (i) Containing documents such as detailed profile of the organization with areas of in-house expertise, and experience in similar works including Economic Development Plan/ Strategy Policy plan and framework plan. A copy of incorporation/registration certificate and PAN must be attached with the proposal.
- (ii) Methodology & Work Plan proposed.
- (iii) Accounts for the last three years to demonstrate annual turnover. Annual minimum turnover for bidding is to be Rs. 10 crore.
- (iv) Should quote number of full time professionals including legal and other professionals and provide an organizational structure including staff members.

- (v) The details of the team which is proposed to handle the project with their experience in handling similar projects.
- (vi) Should provide details of any existing or potential conflict of interest.
- (vii) Should give an undertaking that they / their affiliates will not act as advisors/consultants for any other SPVs handling the Economic Development Plan during the period of the assignment, if it is in conflict with the present assignment of Panchkula Region.
- (viii) Details of projects handled and consultancy provided for Economic Development Plans in the last five years.
- (ix) Contact details of nodal officer (Clients) of earlier project details to be provided.
- (x) Copy of award and work order/self-declaration with details of concerned department/clients including description of services.
- (xi) All interested and eligible organizations are hereby invited to submit the proposal (containing all requisite documents, including RFP, duly signed by the authorized signatory on each page as a token of acceptance of all the terms and conditions) in two parts.
- (xii) The Payment for Tender Document Fee Rs. 2000 can be made by eligible bidders / contractors online directly through Debit Cards & Internet Banking Accounts
- (xiii) Any/all other information/document(s) as required in support of Enclosures of this document and as mentioned elsewhere in the RFP document.

**Part-II:**

Documents named as "Financial Proposal"

- (i) The applicant organization should submit the quotation of professional fee in Indian rupee terms (inclusive of all taxes).
- (ii) A letter of authorization shall be supported by written power-of-attorney accompanying the Proposal. The Proposal shall be typed and printed in

indelible ink and shall be signed by the Applicant Organization or a person or persons duly authorized to bind the Applicant Organization to the Contract. All pages of the Proposal, including all Photostat copies, except for un-amended printed literature, shall be initialed by the person or persons signing the Proposal.

- (iii) Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Proposal.

## **6.2 Sealing and Marking of Proposals**

- (i) The applicant organization shall enclose a copy of this document duly signed & stamped by the person or persons signing the Proposal on each page as a token of acceptance of all the terms & conditions.
- (ii) The desired documents should be kept in separate outer envelope and marked on the top as “Appointment of consultant for providing consultancy services for preparation of Integrated Economic Development Plan in the State of Haryana and addressed to reach the following address:

The Director, Town and Country Planning Department, Haryana  
SCO-71-75, Sector-17-C, Chandigarh,

Ph.: 0172-25777175, 2549851

Web site: [https:// tcpharyana.gov.in/](https://tcpharyana.gov.in/) E-Mail: tcpharyana6@gmail.com

## **6.3 Other requirements**

- (i) The last date and time for the receipt of the proposal has been mentioned earlier.
- (ii) The application received after the last date and time will not be considered in any circumstances.

## **6.4 Evaluation of Bids**

- (i) A two-stage procedure will be followed in evaluation of the proposals i.e. Evaluation of Technical Proposals and Evaluation of Financial Proposals.

- (ii) The bids shall be opened on the date as mentioned in this document.
- (iii) The representatives of the interested bidders may like to be present during opening of bids. The technical bids will be opened first and evaluated to assess whether the bids meet the prescribed score as stipulated or not. The financial bids of only those agencies that meet the prescribed score will be opened for evaluation. Methodology of evaluation of Technical Bids is as explained in para 33 of this document.
- (iv) The evaluation would be made using a Quality and Cost based method. A weightage of 80% would be assigned to technical parameters/score and 20% to the financial parameters/score.
- (v) Only those bidders securing more than 65 technical score/Points (ST) would be considered for opening of financial bids.
- (vi) In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned financial score/Points (SF). For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- (vii) Town and Country Planning Department, Haryana will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores (SF) of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal of the applicant)

- (viii) Combined and Final Evaluation: Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$



Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

- (ix) The Selected Applicant shall be the First Ranked Applicant, having the highest combined score. The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in various clauses, as the case may be.

## **7. Duration & Phasing**

- 7.1 The overall duration of consultancy is till completion of the task from the date of the Appointment or earlier as decided by the Town and Country Planning Department, Haryana.

## **8. General Terms and conditions of work**

- i. The organization is required to submit the details of the team which is proposed to handle the project with their experience in handling similar projects. The same team would be maintained throughout the project duration unless otherwise requested by Town and Country Planning Department, Haryana. In the event of one of the members of the team leaving the consultant / consulting organization, a professional with identical / similar profile is required to be deputed in consultation with the Town and Country Planning Department, Haryana. All events shall be reported to Town and Department Country Planning, Haryana prior to any decision.
- ii. Prior to the commencement of the contract, the applicant organization is required to sign an agreement on non-disclosure, confidentiality and IPR to which access is provided to the consultant's resources.
- iii. No other charges shall be incurred by Town and Country Planning Department, Haryana other than those specified herein and the party shall be responsible for insurance and any other statutory requirements of the personnel deputed for carrying out the activities to accomplish the objective & scope of Town and Country Planning Department, Haryana.

- iv. Payment shall be released subject to acceptance of deliverables & certification of milestones as per the deliverables by designated officials of Town and Country Planning Department, Haryana.
- v. The decision of the Competent Authority of Town and Country Planning Department, Haryana will be final in selecting the procurement of consultancy services and no further queries will be entertained.

## **9. Conflict of Interest**

- 9.1 The applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below are liable to be disqualified, at any stage.
- i. The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from downstream supply of goods or purchase of any asset or provision of any other service related to the assignment other than a continuation of the services under the contract.
  - ii. The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.
  - iii. The selected applicants (including their personnel, agents and/or sub-consultants) that have a business or family relationship with such members of Town and Country Planning Department, Haryana staff who are directly or indirectly involved in the project will not be considered for appointment as consultant.

## **10. Corrupt or Fraudulent practices**

10.1 Town and Country Planning Department, Haryana requires that Applicants under this contract observe the highest standard of ethics. In pursuance of this policy, Town and Country Planning Department, Haryana:

(i) Defines, for the purpose of these provisions, the terms set forth below as follows:

- i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant ; and
- ii. “fraudulent practice” means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of the Government/Town

and Country Planning Department, Haryana and targeted stake holders and includes collusive practice among Applicants/Bidders (prior to or after the bid submission) designed to establish bid prices at artificial non-competitive levels etc.

- iii. Town and Country Planning Department, Haryana will reject a proposal for award of consultancy work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- iv. Town and Country Planning Department, Haryana will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract / contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

#### **11. Amendment of RFP Document**

- i. At any time, prior to the deadline for submission of Applications, Town and Country Planning Department, Haryana either on its own or on request of the Applicant may amend the RFP Documents by issuing addenda.
- ii. An addendum issued shall be part of the RFP Documents and shall only be posted at the website of Town and Country Planning Department, Haryana.
- iii. To give Applicants reasonable time to take an addendum into account in preparing their Applications, or for any other reason, Town and Country Planning Department, Haryana may, at its discretion, extend the deadline for the submission of Applications. All such information would be posted at the website of Town and Country Planning Department, Haryana.

#### **12. Format of application**

Applications should strictly be made in the format prescribed in enclosures of the RFP Document. Incomplete application forms will be rejected.

#### **13. Tender Document Fee**

- (i) This RFP document can be downloaded from the website(s) as mentioned elsewhere in this document.
- (ii) The Applicants shall pay a non-refundable amount of Rs. 2,000 (Rupees Two thousand only), as tender document fee.

- (iii) The Applicant shall bear all costs associated with the preparation and submission of its Application. Town and Country Planning Department, Haryana will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre qualification process.

#### **14. Earnest Money/Performance Guarantee**

- (i) Earnest Money Deposit (EMD)

The Applicant shall pay Rs. 50,000/- toward Earnest Money Deposit (EMD). The EMD of applicants not selected for the consultancy contract shall be returned/refunded in due course.

- (ii) Performance Bank Guarantee

The applicant who has been awarded the contract shall furnish a performance bank guarantee to the tune of 10% of the award money agreed to be paid to handle the procurement of consultancy services assignment. The performance bank guarantee shall be made on a scheduled bank. The EMD of the selected applicant will be refunded and performance bank guarantee discharged on completion of the assignment in all respects.

#### **15. Language of Application**

The language of the Application as well as the supporting documents shall be in English.

#### **16. Filling of Application Forms**

- 16.1 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query are not applicable in case of the

applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified, from considering for appointment as consultant. Applications made by telegram, fax or email and those received late will not be entertained.

- 16.2 The application should be computer printed in MS word format.
- 16.3 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of RFP document unless specifically called for.
- 16.4 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the firm liable to be debarred from taking up the project consultancy.
- 16.5 The applicant should submit a checklist as per the Form provided along with the application.

## **17. Signing/ Sealing of Application and number of copies**

- 17.1 The Applicant shall prepare one original set of the RFP documents and clearly mark it "ORIGINAL". The original of the Application shall be computer printed and shall be signed on all the pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney duly notarized and on a stamp paper authorizing the person to sign and act on behalf of the firm/ consortia should be submitted.
- 17.2 The Applicant shall submit two signed hard copies of the original Application and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

- 17.3 An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the Applicant, during the short listing process and thereafter.
- 17.4 The original and the copies of the Application enclosed in separate envelopes shall be sealed in a single large envelope and submitted on or before the last date and time for submission of the Application as specified in the Schedule for Selection Process.
- 17.5 Town and Country Planning Department, Haryana may, at its discretion, extend the deadline for the submission of Applications, in which case all rights and obligations of Town and Country Planning Department, Haryana and the Applicants, subject to the previous deadline, shall thereafter be subject to the deadline as extended.

## **18. Late Applications**

- 18.1 Any Application received after the dead line of submission will not be considered under any circumstances.

## **19. Evaluation**

- 19.1 Without prejudice, in order to assist in the evaluation of Applications, Town and Country Planning Department, Haryana may, at its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing/e-mail and all clarifications shall be in writing.
- 19.2 If an Applicant does not provide clarifications requested by the date and time set in Town and Country Planning Department, Haryana's request for clarification, its Application is liable to be rejected. It is clarified that Applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the proforma or otherwise. The pages of the RFP document and annexures and additional information if any submitted shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference may be avoided.

## **20. Responsiveness of Applicants**

- 20.1 An application, which does not meet all the requirements of the RFP document, shall be rejected forthwith.
- 20.2 Applicants should note that this RFP Enquiry is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on Town and Country Planning Department, Haryana/ its officers/officials.
- 20.3 Applicants are advised that selection of consultants for this Project shall be entirely at the discretion of Town and Country Planning Department, Haryana. Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the RFP process shall be given either by Town and Country Planning Department, Haryana and that the results of the RFP process shall be without any right of appeal to the Applicants whatsoever.
- 20.4 All documents and other information submitted by an Applicant to Town and Country Planning Department, Haryana shall become the property of Town and Country Planning Department, Haryana/project SPV. Applicants are to treat all information as strictly confidential. Town and Country Planning Department, Haryana/SPV will not return any RFP document submitted to it by the Applicants.
- 20.5 Town and Country Planning Department, Haryana shall notify successful Applicant(s) after evaluation. It will not entertain any query or clarification from Applicant(s) who are not short listed in the RFP process.

## **21. Withdrawal of Applications**

- 21.1 No modification or substitution of the submitted application shall be allowed.
- 21.2 An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by Town and Country Planning Department, Haryana before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

21.3 The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the Notice shall be duly marked “WITHDRAWAL”.

## **22. Right to Accept/Reject any or all Applications**

22.1 Town and Country Planning Department, Haryana reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

## **23. Attachments**

23.1 Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the RFP Document or the Annexure is insufficient.

23.2 In responding to the RFP Application, Applicants should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel and financial resources.

23.3 It is expressly clarified that before submitting the RFP, the Applicant must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of RFP document will be at the Applicant’s risk.

## **24. Validity of Applications**

24.1 The Application shall be valid for a period of 180 days from the last date of submission of Applications.

24.2 Town and Country Planning Department, Haryana retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

## **25. Court Jurisdiction**

25.1 The disputes, if any, arising between procurement of consultancy services and Town and Country Planning Department, Haryana shall be resolved amicably, failing which



it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the Principal Secretary, Town & Country Planning, as per the relevant provisions under Arbitration and Conciliation Act, 1996. Alternatively, this shall be subject to the exclusive jurisdiction of courts at Chandigarh/Panchkula.

**26. Clarification**

26.1 For any further clarification please contact - Director, Town and Country Planning Department, Haryana: SCO-71-75 Sector-17C, Chandigarh. Contact No: 0172-2777175, 2548475.

**27. Number of Proposals**

27.1 No bidder or its Associate shall submit more than one proposal for the engagement. Consortium of parties is also not permitted under this bid.

**28. Cost of Proposal**

28.1 The bidder shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the bid process including subsequent negotiations/visits to Town and Country Planning Department, Haryana Office, Project Site etc. Town and Country Planning Department, Haryana will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

**29. Commencement of Assignment**

29.1 The Consultant shall commence the services/assignment within seven days from the date of signing of the Agreement. If the Consultant fails to commence the assignment as specified herein, the Town and Country Planning Department, Haryana may, unless it consents to extension of time thereof may forfeit EMD as well as Performance Bank Guarantee.

**30. Indemnity**

30.1 The Consultant shall, subject to the provisions of the Agreement, indemnify Town and Country Planning Department, Haryana/SPV, the amount not exceeding the contract value, for any direct loss or damage that is caused due to any deficiency in services.

### 31. Drop dead fee

31.1 Town and Country Planning Department, Haryana/SPV reserves the right to stop/terminate the assignment at any point of time with a notice of 15 days in such an event after mutually agreeing the completion of work on the ongoing deliverable a pro-data based fees shall be paid to the Consultant for the ongoing deliverable milestone.

31.2 In case consultant leaves the project in between, then it may attract penalty in form of forfeiture of EMD as well as Bank Guarantee, which may further extend to blacklisting of the consultant.

### 32. Applicability of the agreement/RFP/terms/clauses:

32.1 Any agreement/RFP/term/clause as mentioned/indicated/implied to the selected/appointed Procurement of consultancy services would remain applicable/effective/valid even if there is any change in executing/implementing agency (Town and Country Planning Department, Haryana/SPV/any other State Govt. agency etc.) at any stage.

### 33. Selection Procedure:

All RFP received in time will be scrutinized by a Committee of officers. The applicants will be shortlisted on the basis of technical bids. The evaluation criteria for short listing the consultants shall be as under:

#### CRITERIA FOR TECHNICAL SCORING

S. No.	Particulars	Description	Criteria for point allotment & points/score	Max. Points/Score
A).	firm Experience	i). Experience of Consultant firm/ consortium in making of Integrated Economic Development Plan/ Strategy plan policies and framework plan.	upto 2 Projects 3- 4 Projects, 5-6 Projects, 7- 8 Projects More than 8 Projects.	15

S. No.	Particulars	Description	Criteria for point allotment & points/score	Max. Points/Score
			(3 Points for each slab)	
		ii). Experience of assisting Union/State Governments / Public Sector Undertakings (PSUs) in developing Economic Development plan, Strategy plan policies and framework plan	Minimum 3 projects=6 Points -4 to 6 projects=8 Points -More than 6 projects=10 Points	10
		<b>Total Points (Part-A)</b>		25
B).	Key Personnel	i). Qualification and Experience of Team Proposed for the assignment (the Team Leader and The Subject Matter Expert may be taken on Contractual appointment)	I. Town/Regional Planning expert– One Urban Planner or Master in Planning(in Regional Planning, Urban Planning, Transport Planning, Infrastructure Planning,) with minimum 10 years work experience in Project development, including familiarity with project agreements, tendering arrangements, project structuring, risk management and successful project implementation of at least 2 projects similar to specific kind of project for the Economic Development. = 12.5 points  II. Subject Matter Expert: Post Graduate in Planning and economics/financial expert and Allied Sector with minimum 5 years' work experience in the sector (may be taken on contract for the assignment) = 12.5 Points	
		<b>Total Points (Part-B)</b>		25
C).	Methodology and work plan	i) Methodology & Work Plan proposed etc.	Understanding of the Organization/Department= Max. 3  Understanding of the sector=Max. 9  Methodology and Work Plan=Max. 8	20
		<b>Total Points (Part-C)</b>		20
D).	Presentation	Presentation to DTCP		30
		<b>Total Points (Part-D)</b>		30

S. No.	Particulars	Description	Criteria for point allotment & points/score	Max. Points/Score
<b>Grand Total (ST) - Part-A + Part- B+ Part -C+ Presentation</b>				<b>100</b>

The signed bid documents need to be accompanied with the requisite documents/certificates along with signed CV of Experts for considering them in appropriate scoring/grading and without proper and justifiable documents, it will not be considered in the scoring.

**34. Communication language:**

The language of communication is English only.

**35. Last date for submission of RFP:**

The RFP should reach on the following address on or before 15.01.2018:

Director, Town & Country Planning Department, Haryana,  
 SCO No. 71-75, Sector-17 C, Chandigarh  
 Phone No. 0172-2547142, 0172-2548475, 0172-2549349  
 E:mail: [tcparyana6@gmail.com](mailto:tcparyana6@gmail.com)

**Address for contact / queries only.**

Chief Co-ordinator Planner, (NCR Cell),  
 HUDA Complex, Sector-6, Panchkula, Haryana  
 Phone No: 0172-2578086  
 Email: [ccpncr3.haryana@gmail.com](mailto:ccpncr3.haryana@gmail.com)

**36.** The Department reserves the sole right to accept or reject any or all the proposals without assigning any reason whatsoever.

Director, Town & Country Planning,  
 Haryana, Chandigarh

**37. CHECK LIST OF DOCUMENTS TO BE SUBMITTED :**

<b>Sr. No.</b>	<b>Details</b>
1.	eService Fees - INR 1000/- (plus applicable Service Tax)
2.	Tender document fee of Rs. 2,000/-
3.	Earnest Money Deposit of Rs. 50,000/-
4.	Performance Bank Guarantee
5.	Letter of transmittal
6.	Copy of Incorporation/Registration certificate of the Firm
7.	Copy of PAN of the Firm/Organization
8.	Power of Attorney (in original) authorizing the signatory to sign the said proposal
9.	General Information Form-I
10.	Details of projects for which procurement of consultancy services was provided in the last five years in Form-II
11.	Audited Balance Sheets and/or Income Tax returns etc. for the years 2012-13, 2013-14, 2014-15 and 2015-16 (provisional) as required in Form-III
12.	Details of key personnel and their CVs in Form-IV
13.	Financial offer of the Applicant in Form-V
14.	Signature of the bidder of his/her authorized signatory on each page of the RFP document
15.	Any other relevant document

Date:

Signature of the Bidder / Authorized representative

Seal/Stamp of the Firm

**LETTER OF TRANSMITTAL**

(On the Applicant’s Letter head)

FROM:

\_\_\_\_\_

Date:

To:

The Director,

Town and Country Planning Department, Haryana,

SCO-71-75, Sector-17-C, Chandigarh

**Subject: Submission of bid for “Appointment of consultant for providing consultancy services for Preparation of Economic Development Plan of Panchkula region in the state of Haryana, issued by Town & Country Planning Department Haryana.**

Sir,

Having examined the details given in RFP Notice and RFP document for the above project, we hereby submit the relevant information for considering our RFP document.

1. We agree to abide by all the instructions, terms and conditions mentioned in the RFP document.
2. We hereby certify that all the statements made and information supplied in the enclosed Forms-I to V, other information/documents/other accompanying statements are true and correct.
3. We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
4. We also authorize Town and Country Planning Department, Haryana, or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
5. We shall be jointly and severally liable to the Client for all the Project Consultant’s obligation and liabilities as per the contract.
6. We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

Authorized Signatory (In full and initials) with seal

Name and Title of Signatory

Name of the Firm and Seal of the Firm

Address

**Enclosures:**

**FORM- I**

GENERAL INFORMATION

1. Names of the firm: .....  
(Attach an attested photocopy of Certificate of Registration.)
2. Legal Status of the Firm: (e.g. proprietorship/partnership/company). Please give the PAN
3. Year of incorporation: .....
4. Principal place of business.....
5. Registered Address, telephone, fax: .....
6. Contact Person, Designation & Address including email ID: .....
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others. (The relationship to be indicated)
8. In case the company is subsidiary, the involvement, if any, of the Parent Company in the Project:
9. State whether the in-house expertise is available for all services. If not, details of sub-consultants to be involved in the project.
10. Was the applicant ever required to suspend a project for a period of more than six months continuously after commencement?
11. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.
12. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.
13. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted.

Date: Signature of the Bidder /Authorized representative

Seal/ stamp of the Firm

**FORM-II**

NUMBER AND DETAILS OF PROJECTS RELEVANT TO THE PRESENT RFP FOR WHICH CONSULTANCY WAS PROVIDED IN THE LAST FIVE YEARS

a) General Projects:

Sr. No.	Name & location of the Project	Name & address of the Client	Details of the Project including cost*	Nature of consultancy work with specific areas highlighted	Year of Start & Completion of the Project	Litigation/ Arbitration, if any with details

Value of the work for which services were provided by the consultant only need to be provided.

The applicants are required to provide Proof of award of work & completion certificate (on the client's letter head).

Date: Signature of the bidder / Authorized representative

Seal/ stamp of the Firm



**FORM-III**

## FINANCIAL STATUS

<b>Sr. No</b>	<b>Particulars</b>	<b>2016-17 (Provisional/ Audited)</b>	<b>2015-16 (Audited)</b>	<b>2014-15 (Audited)</b>	<b>2013-14 (Audited)</b>	<b>2012-13 (Audited)</b>
1.	Total assets					
2.	Current assets					
3.	Total liabilities					
4.	Current liabilities					
5.	Revenue Receipts					
6.	Profit before taxes					
7.	Profit after taxes					

Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed.

All such documents should reflect the financial situation of the applicant or partner to a Joint Venture and not the sister or parent company.

Historic financial statements submitted must be audited by a Chartered Accountant.

Historic financial statements must correspond to the accounting periods already completed and audited (no statements for partial periods will be accepted.)

Date: Signature of the bidder / Authorized representative

Seal/ stamp of the Firm

**FORM-IV**

CVs OF KEY STAFF

1. Name of the Staff
2. Designation
3. Name and address of the firm presently employed, if any
4. Years with the firm
5. Position in the Proposed project (describe degree of responsibility also)
6. Qualifications (Technical and General)
7. Membership in professional bodies
8. Experience and Training (Relevant in the context of assignment)
9. Employment Record (starting with present position, all previous assignments may be covered)

Name of the Firm

Position Held

Years of Employment

10. Integrity

Date: Signature of the bidder / Authorized representative

Seal/ stamp of the Firm

**FORM-V**

FINANCIAL PROPOSAL

(On Applicant's letter head)

To

The Director,  
Town and Country Planning Department, Haryana Limited,  
SCO-71-75, Sector-17-C, Chandigarh

**Re: Financial Quote, inclusive of all fee/taxes/charges/expenses**

In Figures (INR): .....

In Words (INR): .....

Note:

1. No conditional proposals will be accepted.
2. In case of discrepancy in figures & words, rate quoted in words will be accepted.
3. This cost is inclusive of professional fee, travel, taxes, and boarding and lodging, communication and all other out of pocket expenses.
4. The Financial Proposal shall take into account all applicable expenses, tax liabilities and statutory levies. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under Financial Proposal

DATE: Signature of the Bidder / Authorized representative

Seal/ stamp of the Firm