

**CITY MISSION DIRECTORATE (HRIDAY)**  
**Town Hall, Amritsar (Punjab)**  
[cmcasr@gmail.com](mailto:cmcasr@gmail.com)

Request for Proposal (RFP) for Selection of Consultant for Preparation of Detailed Project Report (DPR) & Supervision for **Development of Roads & Development of Roads & Facades of Buildings from Town Hall to Golden Temple, Amritsar** under HRIDAY Scheme of Govt. of India

**Tender Cost: Rs. 1,000/-**  
**(Rupees One Thousand Only)**

## **Request for Proposal (RFP)**

**Engagement of experienced consultant for preparation of Detailed Project Report (DPR) & Supervision for development of Roads & Facades of Buildings opposite Dharam Singh Market at Kesari Bagh etc. Amritsar under the HRIDAY Scheme by Ministry of Urban Development (MoUD), Govt. of India.**

### **1. BACKGROUND**

The Ministry of Urban Development (MoUD), Government of India has launched Heritage City Development & Augmentation Yojna (HRIDAY) Scheme to bring about an integrated, inclusive and sustainable development of heritage cities in India with the following scheme Statement:

**“Preserve & Revitalize soul of the heritage city to reflect the city’s unique character by encouraging aesthetically appealing, accessible, informative and secured environment. To undertake strategic and planned development of heritage cities aiming at improvement in overall quality of life with specific focus on sanitation, security, tourism, transport, heritage revitalization and livelihood”.**

The main objective of HRIDAY is to preserve character of the soul of heritage city & facilitate inclusive heritage linked urban development by exploring various avenues including involving private sector.

The Heritage City of Amritsar has been included within the coverage & scope of the scheme HRIDAY along with Eleven other cities in different parts of the country. As per the HRIDAY guidelines, State Govt. has constituted and notified the Municipal Corporation, Amritsar i.e. Urban Local Body for Amritsar City as City Level Advisory & Monitoring Committee (CLAMC) & City Level Mission Directorate.

### **2. REQUEST FOR PROPOSAL (RFP)**

**City Mission Directorate-Cum-Municipal Corporation, Amritsar**, an ULB named for implementing the project, intends to engage Consulting firms / Organization (Consultants) for Request for Proposal (RFP) for Selection of Consultant for Preparation of Detailed Project Report (DPR) & Supervision for **Development of Roads & Facades of Buildings opposite Dharam Singh Market at Kesari Bagh etc. Amritsar** under HRIDAY Scheme of Govt. of India

Bids from Eligible Consultants as stated below are invited to enable ULB to shortlist for the Consultants for the purpose of Selection. Interested Consultants should provide information demonstrating that they have required qualifications and relevant experience to perform the requisite services as mentioned below in **Clause No. 3 & 4**.

General Terms :

- a. All Communications including Request for Proposal (RFP) and Consultant's contract for the proposed consultancy will be issued in English Language Only.
- b. Proposals submitted by Fax, Telegram or Email shall not be entertained and shall be rejected.
- c. The Consultant will be selected in accordance with the Quality Cum Cost Based System (QCBS) procedures described in this RFP.
- d. The Selected Consultants will have to sign an Agreement with the Authority.
- e. The Proposal shall be valid for 120 Days from the date of opening of the Financial Proposal
- f. No Applicant shall submit more than one proposal for the Consultancy.
- g. The Applicant shall be responsible for all the costs associated with the preparation of their proposals and their participation in the Selection Process, visit to the office of the Executing Agency, etc. The Authority will not be responsible or in any way liable for such costs.
- h. Interested Consultants may associate with other firms/Organizations in the form of Joint Venture or a Consortium to enhance their qualifications.
- i. Interested Consultants should submit an Earnest Money (Refundable Deposit) of **INR 1,00,000 (One Lakh Only)** in the form of DD/FDR pledged in Favour of **Commissioner, Municipal Corporation, Amritsar**.
- j. The Selected Consultant should have to submit **Security Money (Refundable) of 5% of the contract value** (The Earnest Money may be adjusted in the security) at the time of Agreement.
- k. All documents submitted in Technical and Financial Proposal shall be signed and sealed by the Team Leader.
- l. The documents mentioned in the **Clause No.3 & 4** shall be furnished along with the Technical Bid.

### **3. SCOPE OF THE PROPOSED WORK TO BE CARRIED OUT**

The scope of the architectural firms is to prepare master plan, concept plan and design architectural details, structural design, vehicular circulation plan and detailed

drawings including cost estimations and periodic site supervision and any other related services to undertake comprehensive development of the above said works.

- Planning, development and implementation of heritage sensitive infrastructure
- Service delivery and infrastructure provisioning in the core areas of historic city
- Preserve and revitalize heritage wherein the tourist can connect directly with city's unique character
- Develop and document heritage asset inventory of cities – natural, cultural and living and built heritage as a basis of urban planning, growth , service provision and delivery
- Implementation and enhancement of basic services and delivery with focuses on sanitation services like public conveniences, toilets, water taps, street lights, with use of latest technologies in improving tourist facilities/amenities.
- Local capacity enhancement for inclusive heritage – based industry
- Create effective linkages between tourism and cultural facilities and also the conservation of natural built heritage.
- Urban heritage adaptive rehabilitation and maintenance, including appropriate technologies for historic buildings retro fittings.
- Establish and manage effective public private partnership for adoptive urban rehabilitation.
- Development and promotion of core tangible economical activities to enhance avenues of livelihood amongst stake holders. This would also include necessary skill development amongst them including making public spaces accessible and developing cultural space.
- Making cities informative with use of modern information and communication technology (ICT) tools and making cities secure with modern surveillance and security apparatus.

The architectural firm is required to design the details and comprehensive development plan for the above said building and roads. The cultural Impact Assessment of the design will be done from reputed Heritage organization like INTACH and all works needs to be done as per Heritage Conservation norms, while maintaining Heritage Character of the area should also be included. The selected architect firm will extend its services for getting approved of the project from the State Level Nodal Agency as well as Govt. of India offices.

**4. TENTATIVE PROJECT COSTS : Rs. 80.00 Crore( Eighty Crores Only ).**

**5. ELIGIBILITY CRITERIA**

The Consultancy firm/Organization should have the following Eligible criteria to qualify :

An firm Should have :

- i) Prior Experience of Undertaking assignment of similar nature and complexity in

the field of Heritage & Cultural Conservation Development.

- ii) Hand on Experience in Managing Tourism Projects.
- iii) Must have experience in working with the Policy makers with any State Government.
- iv) Able to work as team of professionals with knowledge of Hindi & English Language.
- v) Working Experience with Donor Agencies like MoUD, GOI / Tourism Department, GOI or State Government etc.
- vi) Firm / Organization should have minimum average turnover for Consultancy services shall be Rs. 1.00 Crore per Annum during the last three financial years. In Case, of Consortium, the lead partner should have at least 51% of the total turnover as defined.
- vii) Should have a team of Experts (Minimum Qualification) :

S.No.	Professional Expert	Qualification	Minimum Strength	Experience
1.	Urban Planner - <b>Team Leader</b>	Bachelor Degree in Urban Planning	1	Minimum 8 Years of Experience (including as Team Leader for 2 projects)
2.	Environmental Planner / Engineer	BE / ME in Civil Engineering or Environmental Engineering or equivalent	1	Minimum 5 Years of Experience
3.	Transport Planner / Engineer	Master of Transportation Engineering or equivalent	1	Minimum 5 Years of Experience
4.	Civil Engineer / Structural Engineer	B.E. & M.Tech. (Structures) or equivalent	1	Minimum 5 Years of Experience
5.	Architect	B.Arch. & M.Arch. or equivalent	1	Minimum 5 Years of Experience
6.	Finance Expert	CA / MBA (Finance) or equivalent	1	Minimum 5 Years of Experience in the field of Financial Planning or in Project Finance

Consultants should furnish the details of all other supporting staff incurred in this project.

## 6. RIGHT TO REJECT ANY OR ALL PROPOSAL

Decision regarding the rejection of any proposal or any kind of dispute arise, Decision of **Commissioner, Municipal Corporation, Amritsar** will be final and not to be challenges in any court of law.

Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any proposal and to annul the Selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation, and

The Authority reserves the right to reject any Proposal if :

- i. Anytime, a material misrepresentation is made or uncovered, or
- ii. Application does not provide, within the specified time by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

## 7. SUBMISSION OF PROPOSAL

The Proposal should be in two parts i.e., **Technical Bid (Format - I)** in Envelope 'A' and,

**Financial Bid** in Envelope 'B' shall be submitted in separate Sealed Envelopes.

All the sealed envelopes **Envelope 'A'** and **Envelope 'B'** put together in One Envelope named **'Envelope 'C'** and the same shall be sealed and submitted in Original clearly marked **"RFP for selection of Consultant for preparation of DPR for development of Roads & Facades of Buildings from Town Hall to Golden Temple, Amritsar."** and delivered at the address below no later than 3:00 PM on 11 May, 2015.

**O/o Chairman,  
City Mission Directorate, (HRIDAY)  
Cum-Commissioner, Municipal Corporation,  
Town Hall, Amritsar (Punjab)**

## 8. OPENING OF PROPOSAL

The **Envelope 'A'** containing Technical Detailed will be opened by the Committee appointed by Chairman City Mission Directorate Cum Commissioner, Municipal Corporation, Amritsar at 03:00 P.M on 12 May, 2015 at **O/o Chairman, City Mission Directorate Cum-Commissioner, Municipal Corporation, Town Hall, Amritsar (Punjab)** in presence of all bidders whoever participated in bidding or their authorized representatives having brought proper letters of authorization to participation the bid opening event. Those who are Qualified and meet the minimum eligibility criteria, only their financial bid shall be opened on **15<sup>th</sup> May, 2015 at 03:00 P.M** in the **O/o Chairman, City Mission Directorate Cum-Commissioner, Municipal Corporation, Town Hall,**

**Amritsar (Punjab).**

**9. EVALUATION CRITERIA AND SELECTION PROPOSAL**

- a. The Authority has adopted two stage selection process (collectively the “Selection process”) in evaluating the Proposals comprising Technical and Financial Proposals to be submitted in Envelope A and Envelope B.
- b. In the first stage, a technical evaluation will be carried out as mentioned below :

**Stage 1:**

<b>S.No.</b>	<b>Qualification / Work Experience</b> <i>(Format as per Annexure II)</i>	<b>Maximum Marks</b>
<b>1.</b>	<b>Experience</b>	<b>35 Marks</b>
a.	Experience in dealing with similar projects <i>(minimum 2 projects) –</i>	10 Marks
b.	Experience in designing innovative building / structure	10 Marks
c.	Use of Green Building Concept	5 Marks
d.	Experience for Planning & Designing in Heritage Structures	10 Marks
<b>2.</b>	<b>Understanding of Scope of Work &amp; Presentation</b> <i>(Power Point Presentation shall be given by each consultant on the date confirmed by the MC, Amritsar)</i>	<b>25 Marks</b>
<b>3.</b>	<b>Experience of Key Personnel</b>	<b>20 Marks</b>
<b>4.</b>	<b>Annual Turnover of Consultant during last three consecutive years <i>(minimum Rs.2 Crore)</i></b>	<b>15 Marks</b>
<b>5.</b>	<b>Achievement of Key / Chief Consultant</b>	<b>5 Marks</b>
	<b>Total</b>	<b>100 Marks</b>

**Note:**

- i) The bidder shall have to secure minimum 60 Marks to qualify in the technical bid.
- ii) In the Second stage, the financial evaluation will be carried out. Applicant shall submit the financial proposal in the format as mentioned in **Annexure III**, clearly indicating the total consultancy fees in percentage of the estimated cost including Supervision Charges.
- iii) The total Amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case of any assumption or condition is indicated in the Financial

proposal, it shall be considered non responsive and liable to be rejected, and the judgment of Authority will be final.

- iv) The lowest financial proposal (**F<sub>m</sub>**) will be given a financial score (**S<sub>f</sub>**) of 100 points. The financial scores of all the proposals will be computed as follows :

$$\mathbf{S_f = 100 \times F_m / F}$$

(where, F = Amount of Financial proposal of the bidder).

- v) Proposal will finally be ranked according to their combined technical (S<sub>t</sub>) and Financial (S<sub>f</sub>) scores using a weight of 80% for technical and 20% for Financial proposal.

$$\mathbf{S = (S_t \times 0.80) + (S_f \times 0.20)}.$$

- vii) Consultant score highest combined score (S) shall be recommended for award of contract.
- viii) Bidders are advised that the selection of consultant shall be on the basis of an evaluation by the Authority through the selection process specified above. Applicant shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and Authority's decision is without any right of appeal whatsoever.

## **10. DELIVERABLES**

- i) The Appointed Consultants for the preparation of DPR **for development of Roads & Facades of Buildings from Town Hall to Golden Temple, Amritsar**, as per the scope of work mentioned in Clause No. 4 should submit their reports along with the Inception Report and the proposals to ULB for the final approval.
- ii) Consultants should have to open its site office in the City of **Amritsar** itself immediately after the appointment process done.
- iii) Consultant shall attend the Review Meetings by ULB or Chairman, City Mission Directorate cum Commissioner, Municipal Corporation, Amritsar regarding the project related to DPR, as and when required.
- iv) Consultant should make necessary changes as required by ULB and furnish the same in specified time period for the successful completion of Project.
- v) Consultant should also furnish all the details required by MoUD, Government of India related to the preparation of DPR for this project.



- vi) Consultant should furnish 3 sets of Reports in Hard Copy for submission and 6 sets of Hard copy for Final DPR Submission for MoUD, GOI submission.
- vii) All other conditions will be mutually agreed upon and discussed with the consultant and in cooperated in the Agreement.

**11. TIME PERIOD FOR COMPLETION OF WORK**

The DPR should be completed within 90 days from the date of signing of Agreement.

**12. PAYMENT TERMS**

Duration of the Stages of Project and Terms of Payment related to this project, will be as:

S.No	Stages of Work	Duration of Stages	Fee Payable (in percentage)
1.	On Mobilization <i>(Team Composition &amp; Establishment of Site Office)</i>	7 days from the date of Agreement	5%
2.	On Submission of Inception Report	25 days from the date of Agreement	20%
3.	On Approval of Draft DPR	To be submitted in 60 days from the date of Agreement	25%
4.	On Approval of Final DPR	To be submitted in 75 days from the date of Agreement	25%
5.	On Submission & Approval of Final DPR by Mission Director	To be submitted in 90 days from the date of Agreement	15%
6.	On Approval of DPR Report from MoUD, Gol		10%

**Note :**

- (i) All Payment shall be made on furnishing of invoices by the Consultants in triplet along with the report to be submitted in 3 sets.
- (ii) TDS to be deducted as per Government Rules.

**13. WORK REVIEW COMMITTEE**

- a. A Committee for Review of the Work of the Consultants will be made by the Chairman, City Mission Directorate cum Commissioner, Municipal Corporation, Amritsar.

- b. Work can be extended further upon the satisfactory service delivery of the consultants and further negotiated.

#### **14. CONFIDENTIALITY**

The Consultant shall not, during the term of this contract and within one year after its expiration, disclose any proprietary or confidential information relating to the services, this contract without the prior written consent of the ULB. In the event of termination of contract before completion of the assignment, the consultant will provide the ULB with any report or parts thereof or any other information and documents gathered under this agreement prior to the date of termination.

**Chairman  
City Mission Directorate,  
(HRIDAY)  
Cum - Commissioner,  
Municipal Corporation,  
Amritsar.**

**ANNEXURE I**

**FORMAT- I**

**(To be submitted in Original on Letter Head and to be affix on the first page of Technical Document)**

To:

**Chairman (City Mission Directorate) /  
Commissioner, Municipal Corporation, Amritsar  
Town Hall, Amritsar (Punjab)**

**Subject: Submission of Technical & Financial Proposal for .....**

Dear Sir,

We ' ..... are keen interested for the Consultancy Work for the  
.....

We enclosed our firm profile along with the technical details and professionals working in this project.

I truly certify that all information provided in the technical document are true to my knowledge and all personals mentioned in the qualification details will be available for this project.

I also certified that all conditions mentioned in this contract are acceptable to us.

We enclosed our proposal in Envelope C, containing Envelope A & B.

Yours faithfully,

(Team Leader)

.....

.....

Enclosed : (i) .....

(ii)..... and so on.

**ANNEXURE II**

**1. Experience (Maximum Marks – 35)**

**a. Experience in dealing with similar projects (minimum 2 projects) – Scoring procedure (Min. Marks - 5 & Max. Marks - 10)**

Sr. No.	Experience in Similar Projects	Marks
1.	Above 2 nos. projects of similar category of work	10
2.	Minimum 2 no. projects of similar category of work	5

**b. Experience in designing innovative building / structure - Scoring Procedure (Min. Marks - 5 & Max. Marks - 10)**

Sr. No.	Experience – Innovative Design of Building / Structure	Marks
1.	Above 1 no. project wherein new / innovative design of building / structure has been done	10
2.	Minimum 1no. project wherein new / innovative design of building / structure has been done	5

**c. Use of Green Building Concept – Scoring Procedure (Min. / Max. Marks - 5)**

Sr. No.	Experience – Use of Green Building Concept	Marks
1.	Minimum 1 no. project wherein Green Building Concept has been used	5

**d. Experience for Planning & Designing in Heritage Structures – Scoring Procedure (Min. Marks - 5 & Max. Marks - 10)**

Sr. No.	Experience – Innovative Design of Building / Structure	Marks
1.	Above 1 no. project of Planning & Designing in Heritage Structures	10
2.	Minimum 1 no. project of Planning & Designing in Heritage Structures	5

**2. Understanding of Scope of Work & Presentation – Scoring Procedure (minimum requirement) (Min. Marks – 15 & Max. Marks – 25)**

Sr. No.	Experience – Innovative Design of Building / Structure	Marks
1.	Understanding of Scope of Work	5 (Min. / Max.)
2.	Presentation (Proposed Approach & Methodology)	20 (Min. / Max.)
	a. Approach	10 (Max.) 5 (Min.)
	b. Methodology	10 (Max.) 5 (Min.)

3. Experience of Key Personnel – Scoring Procedure (minimum requirement) (Min. Marks - 10 & Max. Marks - 20)

S.No.	Professional Expert	Minimum Strength	Years of Experience	Marks (20 Max. / 10 Min.)
1.	Urban Planner - Team Leader	1	Above 15 years 10 - 15 Years	4 Max. 2 Min.
2.	Environmental Planner / Engineer	1	Above 10 years 5 - 10 Years	4 Max. 2 Min.
3.	Transport Planner / Engineer	1	Above 10 years 5 - 10 Years	2 Max. 1 Min.
4.	Civil Engineer / Structural Engineer	1	Above 10 years 5 - 10 Years	3 Max. 2 Min.
5.	Architect	1	Above 10 years 5 - 10 Years	4 Max. 2 Min.
6.	Finance Expert	1	Above 10 years 5 - 10 Years	3 Max. 1 Min.

4. Annual Turnover of Consultant during last three consecutive years (minimum Rs.2 Crore) - Scoring Procedure (Min. Marks – 10 & Max. Marks – 15)

Sr. No.	Turnover (Rs. in Crore) – Consultancy Fees	Marks
1.	Above Rs.2 Crore	15
2.	Minimum – Rs.2 Crore	10

**Note: Annual Turnover of the Consultant (that of Consultancy Fees) for last three consecutive years, should be duly certified by Statutory Auditor / Chartered Accountant (CA).**

5. Achievement of Key / Chief Consultant - Scoring Procedure (Min./Max.– 5)

Sr. No.	Achievement of Staff	Min. / Max.
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RFP for selection of Consultant for preparation of DPR for **development of Roads & Facades of Buildings from Town Hall to Golden Temple, Amritsar**

		<b>Marks</b>
1	Achievement of Key / Chief Consultant	5

**ANNEXURE III**

**FORMAT- II**

**(To be submitted in Original on Letter Head)**

To:

**Chairman (City Mission Directorate) /  
Commissioner, Municipal Corporation, Amritsar  
Town Hall, Amritsar (Punjab)**

**Subject: Submission of Financial Proposal for .....**

Dear Sir,

I the undersigned, offer to provide the consultancy service for the above in accordance with the RFP.

Our financial proposal for the said mentioned services:

**Total Consultancy & Supervision Fees** for preparation of DPR for development of Roads & Facades of Buildings from Town Hall to Golden Temple, Amritsar is .....% (.....in words ..... percentage) of the total tentative cost of the **Project + Service Tax**, as applicable.

Our financial proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.

No fees , gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this proposal.

I Understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Signed and Seal)

(Team Leader)

Name of the Applicant / Bidder: .....

Date:

Address:

Mobile No:

Email: