

**ENGAGEMENT OF LANDSCAPE ARCHITECT/
URBAN PLANNER/ DESIGN CONSULTANT for**

**Landscape design of Master Plan Amritsar
City (Municipal Corporation Limit)
which includes Main Roads, Internal
Roads, Green Belts and Open spaces**

REQUEST FOR PROPOSAL (RFP)

Issued by

**Municipal Corporation
Amritsar**

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ENGAGEMENT OF LANDSCAPE ARCHITECTS/ URBAN PLANNERS AND DESIGN

CONSULTANTS

for

Landscape design of Master Plan for Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces

1. INTRODUCTION

Municipal Corporation, Amritsar, henceforth referred to as Clients, will select consulting firms/Consultants for "**Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces**" (herein after called as Project)

- 1.1 The bidders are invited to submit a Proposal to provide consultancy services for Preparation of Detailed Project Report for the same, split in the form of Technical Proposal and a Financial Proposal, in separate sealed covers. The proposal will be the basis for contract negotiations and ultimately the sole ground for contract to be signed with the selected consulting firm/Consultant.
- 1.2 For clarification purposes, the Project includes only "**Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces**" for a complete make over to meet the requirements as laid down at par with the international best practices.
- 1.3 The bidders must acquaint themselves with the area as whole, local conditions and other factors/parameters influencing the vehicular and pedestrian movement along the road, due to various land-use/developments in the Project influence area and take them into account in preparing their proposals.
- 1.4 The Client will provide the inputs specified/as available and assist the consultant in obtaining permissions needed to carry out surveys, services, investigations and studies.
- 1.5 The costs of preparing the proposal and of negotiating the contract, including a visit to the site & to the Client, are not reimbursable as a direct cost of the Assignment; and the Client is not bound to accept any of such Proposals even if submitted.
- 1.6 The bids to be submitted shall be valid for a period of 60 days from the date of opening of bids. During this period Bidders shall maintain the availability of the professional staff nominated in the proposal.
- 1.7 During the selection and execution of the contract the Client shall observe and also expect Consultants to observe highest standards of ethics during the selection and execution of this contract.
- 1.8 The Client is not bound to accept any proposal; and reserves the right to annul the selection process at any time prior to the contract award, without incurring any liability to the Bidders.

Note: The Client can reject a proposal for award if it determines that the consulting firm/Consultant recommended for award is engaged in corrupt or fraudulent activities in competing for its contract in question and also suppressing or misleading while furnishing facts during the period of contract. The Client reserves the discretion to declare any consulting firm/ Consultant ineligible without assigning any reason.

1.A Clarification and amendment to RFP Documents

(a) Bidders are requested to get clarification, if any, of the clauses of RFP document before the Pre-Bid Conference.

(b) **Pre-Bid Conference shall be held on 16.09.2013 at 12:30 P.M. in Additional Commissioner(Tech)-Civil (Room No. 29), Town Hall, Municipal Corporation, Asr.** The client at its discretion may hold discussions with the bidders to finalize the Technical/Financial parameters for the project, before submission of the Proposal, which would be common for all the bidders. An addendum shall be issued to all the bidders who have applied for the RFP document.

(c) At any time before or during the pre bid meeting, the Client may for any reason, whether at its own initiative or in response to a clarification requested by the firm/Consultant, can modify the RFP documents. The Client may at its discretion extend deadline for the submission of proposals.

2. Submission of proposal

2.1 *Technical Proposal*

2.1.1 In preparing the Technical Proposal, Bidders are requested to examine the RFP documents thoroughly before applying . Material deficiencies in providing the information requested may result in rejection of Proposal.

2.1.2 While preparing the Technical Proposal, Bidders must give particular attention to the following:

- i. Consultants entering into joint venture with other entities should furnish documentary proof to that effect in the Technical Proposal. The MoU/JV agreement shall be furnished as proof for JV or Consortium formation.
- ii. Bidders may associate the expert firms/ Consultants for carrying out the survey work, field investigations and IT related works etc. kindly attach particulars of same.
- iii. The Consultant shall furnish an undertaking that the key professional proposed/associated with this Project is not under contract with any other consultant in order to avoid duplication. In case of duplication, that said Key professional shall not be considered in the evaluation. However, in a peculiar case, if any key professional resigned from the consultant's firm, the Client may at its discretion allow the consultant to replace the particular key professional with one having equal or higher qualification and experience.
- iv. Proposed key professional staff must have the prescribed minimum experience and qualifications as defined in the Minimum Eligibility criteria.
- v. All reports, documents, proposals, analysis, design and drawings to be issued by the selected Consultant as part of this assignment shall be in English.

2.1.3 The Technical Proposal should provide the following information failing which the proposal may summarily be rejected:

- i. A brief **description of the firm**, its structure, constitution, etc. and outline of recent experience on assignments of similar nature. In case of consortium or joint venture the assignment of similar nature conducted by the joint partners should be provided describing the part as handled by each partner in the completed assignment and to be handled in the present assignment.

- ii. **Project Appreciation and recommendations** including any comments or suggestions on the Terms of Reference and on the data, list of services, and facilities to be provided by the Client, which can improve quality/ effectiveness of the assignment.
 - iii. A description of the '**Approach, Concept, Methodology and Work Plan**' for performing the assignment which shall not exceed 10 pages (A4 size) including descriptions, charts, diagrams and role being played by each key professional. (refer Annexure 7)
 - iv. The list of proposed professional staff team by specialty and the tasks that would be assigned to each staff team member along with duration/period for working on the assignment.
 - v. Detailed Activity Schedule specifying inter alia the tasks, and duration of each component of the assignment.
 - vi. CVs recently signed by the proposed key professional staff and the authorized representative submitting the proposal. Key information should include educational qualification, professional experience and positions held, number of years working for the firm/entity, degree of responsibility, and scope of work handled in various assignments during the relevant experience period.
 - vii. As part of Eligibility Criteria (as in 2.4) and further Technical Evaluation, proof of relevant experience shall be furnished in form of certificates from the Client/employer and certificates from statutory Auditors as regards fee received, failing which the proposal shall not be considered for evaluation.
- 2.1.4 The Technical Bid, if reflects financial proposal or accompanies financial proposal, shall be summarily rejected.

2.2 Financial Proposal

While submitting the Financial Proposal, Bidders are required to take into consideration the preparation of Detailed Project Report for "**Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces**" to meet and according to requirements of client as amended up to date including incorporation of suggestions/ comments of the Client at various stages.

The bidders shall quote the rate per sq km for the assignment for Financial Proposal Submission Form as per Annexure 1 given in this document.

Financial proposals shall be submitted on per Sq Km basis.

2.3 Submission

The technical and financial proposals should reach in the office of Divisional Engineer (Hort), Room No. 29, 1st floor, Town Hall, Municipal Corporation, Amritsar (Punjab) latest by **23/09/2013 upto 1300 hrs**. The Technical Proposal will be opened on **same date at 1500 hrs**. The **financial proposal will be opened on 30-09-2013 at 1500 hrs** in the office of Superintending Engineer (HQ) at room no 29, Town Hall, Municipal Corporation, Amritsar by the committee comprising of CMC, SE (Civil) and XEN (Hort.). Interested consultants or their there authorized representative may attend the same.

The proposal should be signed by authorized signatory, accompanied by written Power of Attorney attested by public notary.

The original and two copies of the Technical Proposal as mentioned shall be placed in a sealed envelope clearly marked as **Technical Proposal** and the original and two copies of the Financial Proposal shall be placed in a separate sealed envelope clearly marked as **Financial Proposal**. Both envelopes shall be placed in outer envelope marked **Proposal for Preparation of Detailed Project Report for "Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces "** which shall be opened by the Evaluation Committee.

The bidder shall use the formats appended with this document to submit the requisite information and their proposal. **(Refer Annexure 1 to 11)**

The **'Concept Vision Plan Presentation'** shall be held in Town Hall, the date of the same will be intimated to the successful bidder later on. This presentation shall include brief profile of the bidder, relevant experience details, broad vision plans etc. The presentation shall also showcase relevant project experiences wherein similar projects have been handled and implemented in past along with their success by the consultant. The consultants shall present their executed works on similar lines across the globe. The presentation shall be submitted in hard and soft format (one copy each) to the client and the same shall be the property of the client for all purposes.

2.4 Minimum Eligibility Criteria

Interested Indian consultancy firm/s meeting the following criteria may submit their proposal:-

The principal should have 12 years of experience in the field of Landscape Architecture and 10 years of experience in Architecture/Urban Design.

Evidence of projects successfully executed and completed with details of project values and firm's role.

Bidder shall have executed projects worth Rs. 5.00 crores in the past 3 years and the work shall have landscaping component of Rs. 1.00 crore or more.

Should have experience of dealing with projects involving landscape architecture, urban design and planning.

The bidder must have the following professionals as principal / staff

List of Subject Experts

S.No	Subject Experts	Educational Qualification	Experience
1	Landscape Architect (Team Leader)	PG in Landscape Arch	12 years of Experience in Landscape design & planning of Urban Areas, Townships and large-scale Landscape projects
2	Urban Designer/ Urban Planner	PG in Urban Design / Urban Planning	8 years of experience, associated with framing of Urban Design Framework of large scale infrastructure projects
3	Architects	Graduate in Architecture.	8 years of experience
4	Quantity Surveyor	Graduate in Civil Engineering	8 years of experience of working on landscape projects.

Consultants may enter into joint venture with other entities or consortiums of professionals for landscape master plan for the city to draw on special skills such as transport and urban design etc. Documentary proof of the Joint Venture is to be submitted in the Technical Proposal. The MoU/JV agreement shall be furnished as proof for JV or Consortium formation.

3 Evaluation of Financial Proposals

Financial proposals of Technically Qualified Bidders shall be opened by the Evaluation Committee publicly in the presence of Consultants or their representative who may choose to attend. The quoted rates shall be read out and recorded. The Evaluation Committee will correct any computational error. The firm quoting minimum amount in Financial Proposal shall be awarded the work.

4 TERMS OF REFERENCE

4.1 Background

With global infrastructure boom, Amritsar as an emerging metropolitan city needs a facelift and remodeling of its urban road infrastructure and the public parks. Municipal Corporation, Amritsar intends to develop various road lengths with good landscape and provide State-of-the-art exposure to the users/passers-by on this road. The initiative also aims at making more functional, safe, and environmental friendly parks.

4.2 Objectives

It is proposed to engage services of a consulting firm/ Consultant to prepare a Detailed Project (Design) Report for " **Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces** " to conceptualize design and assist the client in implementation of landscaping/ road furniture/signage and other aspects not available currently. The Consultants shall also detail out phased planning of their proposals. The recommendations shall be in conformity with the applicable laws, relevant local bye laws and regulations etc.

4.3 Scope of Work

Before bidding, the Bidders are advised to visit/inspect at their own cost the area, road network and their area of influence covered under the assignment and acquaint/apprise themselves of the site conditions, present status, development activity as going on, local environment and availability of infrastructure and their present status. The Consultant shall maintain close liaison with the Engineers, officers and employees of the client at all stages of work and till completion of assignment.

Brief of features that may be considered by the Consultants in framing their proposal and recommendation shall include but not limited to the contents in par as below.

The Client can entrust any future work/ additional work of Up-gradation, Beautification and Landscaping to the selected Consultant and the consultancy charges for the same shall be worked out on pro-rata basis by the Client.

The detailed scope of work is as follows:

Sr. No.	Description of the Work	Area in (Sq Km)
1.	Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces.	139.00

4.3.1 Topographic Survey

Topographic survey if not available with the client, will be done by the consultant

4.3.2 Design Vision Plan and Presentation

The Design Vision plan/plans with detailed design options shall be submitted to the Client for deliberation and approval. The Design Vision Plan shall include best design options and prototypes for various/different scenarios based on the Land-use along the road and pedestrian movements. These scenarios shall include design details about central verge, improvement of junctions/ intersections, provision of road furniture, prepare plantation plans, list of plants, number of plants and softscape work for beautification of roads and spaces for a particular type of scenerio.

A presentation by the consultant shall be prepared to express and explain their ideas of best option scenario/s and proposed innovative solutions and also showcase relevant project experiences wherein similar project has been handled and implemented in past along with their success. The Consultant shall present their executed works on similar lines across the globe and suggest number of best suitable options. The Presentation shall be submitted in hard and soft format (one copy each) to the client and the same shall be property of the client for all purposes.

4.3.3 Improvement of Road Geometric

(a) Traffic Signs

All-important locations and junctions along the roads shall be provided with suitable types of traffic signs for public convenience. Overhead traffic signage has already been provided by the client. Cat eye, delineate or markers for traffic delineation, indicator boards for streets, area maps at important locations shall be designed and planned for.

- Mandatory
- Cautionary
- Informative

All traffic signs shall be innovatively/aesthetically designed yet complying to the functional guidelines- of IRC code of practice and MORT&H specifications/standards etc.

(b) Road markings/Pavement Markers

Road markings like lane dividers, Carriageway markings, Zebra crossings, Directional arrows, Stop makings etc. shall be planned and designed.

(c) Channelisers

The consultant shall provide channelisers wherever required for safe and smooth movement of traffic. The consultant shall apply innovative ideas for designing of channelisers, along with landscaping elements, but they must comply with functional guidelines of IRC code of practice and MORT&H specifications/standards

4.3.4 Street Infrastructure and Furniture

a) Entry Point

Detailed plan for beautification of Entry Point by providing fountains and landscaping etc will be submitted by the consultation firm/consultant.

(b) Bus shelters

Sufficient number and measure of bus bays shall be provided at bus shelter locations along roads permitting obstruction free movement of vehicular traffic. Bus shelters shall be provided at the desired locations like commercial stretches, institutional areas and other busy urban centres along the road stretches under consideration. These shall be located in consultation with the Client. Innovative yet economical designs of the shelters shall be an advantage. Appropriate vandal proof materials shall be proposed for the same. Enough space for hoardings, advertising panels, information boards and Lighting shall be appropriately, designed on the shelters keeping in view applicable laws and local by-laws/regulations.

Flowerbeds and landscaping should be integrated to beautify the bus shelter. Enough number of seating and standing spaces shall be provided within the bus shelter. The shelter shall be designed for all weather conditions. Information kiosks and commercial kiosks can be integrated within or besides the shelter with appropriate design ideas.

c) Auto/taxi stand

Auto/ taxi stands shall be planned and designed at appropriate locations as feeder or connector to the city bus services. These shall not interfere with the main vehicular movement as well as the pedestrian and cyclist movement.

d) Railings/ guard rails

Railing along the roads separating vehicular movement and pedestrian movement, on medians/ footpaths etc. shall be provided in elegant materials, aesthetically appealing in design and shall be vandal proof.

e) Bollards

To enhance the cityscape and its user friendliness, and for efficient functioning of this road, bollards shall be designed and planned at stretches along the roads and spaces.

Such landscaped areas like flowerbeds and shrubs can also be integrated with bollards to carve out parking lots/areas along the road stretches wherever possible.

4.3.5 Public Conveniences and Utilities

a) Public Conveniences

Public amenities like toilets and urinals etc shall be provided at appropriate intervals along the roads and spaces. Their number and locations shall be worked out based on the feasibility and land availability. Innovative design and techniques shall be adopted and the consultants shall work out modalities for their operations and maintenance.

b) Garbage Bins

Adequate number of garbage bins shall be positioned along the road stretches with proper signage. Their treatment and location shall be integrated with landscape elements thus not to make them an eye soar to public. The design should be aesthetically pleasing, vandal proof.

c) Spit bins

Spit bins and other such innovative provisions shall be made through out the road and signage shall

be placed for the same. Such bins shall not be an eye sour to the general public thus needs to be dealt in an innovative way in design and positioning along the landscaped areas.

d) Information Kiosks

Information kiosks with city maps and general information about the landmarks, directions & distance and other important information for general public as well as for tourists shall be provided. These kiosks shall be innovative in design and shall add to the image of the city. These shall be placed along the road stretches and junctions at strategic locations.

4.3.6 Landscaping

The consultant shall prepare 'Landscape Master Plan' depicting the type/species of trees, their foliage, canopy and height being adopted for each stretch and the rational behind the same. Wherever necessary tree lined avenues shall be designed and planned along the Roads and spaces. Following points shall be considered in the landscape master plan. Where land area permits, two rows of trees shall be considered in terms of one quick /growing and one that gives adequate shade.

a) Planters

Planters shall be provided along a particular stretch based on its utility and the underlying design theme and the character of the area under consideration. These shall be designed and located considering the seasonal variation in colors of leaves, flowers and other such aspect for creating a lively and dynamic environment.

b) Tree guards

Trees shall be provided with safe guards against any possibility of damage by vehicles and stray animals in the city. Grills shall be designed aesthetically and provided around the tree bed for water absorption by the roots.

c) Landscaping of untreated areas

Along the road the left out untreated areas shall be designed/ landscaped accordingly. Innovative use of such spaces shall / be considered in the design layout.

d) Public seating areas

Road shall be provided with seating at appropriate locations. The design and materials shall be economical yet modern, aesthetically appealing and vandal proof.

4.3.7 Disable Friendly Design

The consultants must plan and design all the facilities meeting the basic requirements of differently able persons. All street elements like handrails, pavements, landscaping etc. shall be treated in a disable friendly way to assist their movement along with general pedestrians.

4.3.8 Detailed Schematic Drawings and Cost Estimates

The consultant shall provide detailed working drawings, bill of quantities (BOQ) and cost estimates for each element/s for up-gradation and beautification supported by cross-sections and sectional elevations and other details at number of suitable locations along the road stretches under consideration. The drawings shall be supplemented with number of perspective views taken from different directions, best

illustrating the design element under consideration. The drawings/plans/proposals & supported reports etc. shall contain the details in a manner that same shall be easily implemented on ground.

Consultant shall prepare a detailed bill of quantities (BOQ) for execution of work. The BOQ shall include activities/items of work of up-gradation, rehabilitation and beautification works of project with percentage of contract price for said works as assigned to each activity/ item of work etc.

4.3.9 Materials and specifications

The consultant shall provide details regarding all the materials for beautification to be used, its specifications etc, and design elements for each & every component of the project. These details and specification shall form part of the bid document.

4.3.10 Preparation of bid document

The consultant shall prepare and provide Bid Document, which shall include technical specifications, description of item, quantity and rate for execution of the proposed work.

4.3.11 Norms and Standards to be followed

The consultant should follow Indian standards at large and shall use best international guidelines and specification with in realm of Indian context to bring in innovative & state-of-the-art design and planning ideas and technology yet adhere to functional guidelines of IRC, MORT&H and other relevant standards.

4.3.12 Operation and Maintenance Manual

The Consultant shall evolve a 'Operation & Maintenance Manual' and shall include the activities as required for the regular, preventive and periodic maintenance during the operation and maintenance period of Thirty Six (36) - months reckoned from date of completion of works at site.

The operation and maintenance Manual shall include without limitation the following aspects:

Organizational structure with respect to key personal

Inspection Procedures and monitoring

Maintenance Intervention Levels.

Maintenance Program

Report Format

Consultant shall prepare the O&M manual considering the fact that the client may appoint a private operator to maintain the project.

4.3.13 Miscellaneous Innovative Ideas and Proposals

Other than the above scope of work, consultants are encouraged to provide more innovative planning and design solutions/ideas for beautification and up-gradation of roads and spaces. Ideas and inspirations from State-of-the-art facilities and international best practices yet functional shall be drawn for the up-gradation and beautification of roads and spaces under consideration. However, the consultant shall provide justification for adopting international norms in Indian context in such cases.

4.4 Obligations of Client

The following data/services /facilities will be furnished by the Client: -

- a. map of the road
- b. The drawings/data as available with the client shall be provided to the selected consultant.

4.5 Obligations of Consultants

(a) Existing Land use Map along the road stretches and green spaces including physical features, shall be prepared by the consultant.

(b) The Consultants shall perform the services as detailed and carry out their assignment with all due diligence, efficiently and economy in accordance with generally accepted professional standards and practices and shall observe sound management techniques and practices.

(c) The reports at all stages of work as defined in Clause 5.6 under deliverables shall be accompanied with requisite details, data, maps and descriptions and proposals with requisite calculations, if required prepared in a professional manner. The Consultants shall provide requisite presentations on their assignment and the proposal at all stages for review by the Client.

(d) The Consultants shall attend all meetings as may be convened by the Client for review of work by the Consultants. The Team Leader and all such Key Professional as may be relevant at that stage of assignment shall be present in such meetings.

(e) The Consultants shall incorporate all the comments and observation as may be made by, the client in the Project Report.

(f) The Consultants shall stick to the time schedule set out for the deliverables at all stages of assignment.

(g) The Consultant shall work in coordination with various agencies/ government departments involved in this assignment to accomplish it in a successful manner along with its maintenance of landscaping features for minimum ten years.

4.6 Schedules for Completion of Tasks

Total time for the consultancy shall be 90 (Ninety) days from the date of allotment of work. The approval from the Client shall take a minimum of 15 days and a maximum of 21 days. The 'Z' days here represent the '**Date of Signing of Concession Agreement**'.

Sr No	Activity/Deliverables	Time duration
1.	Design Vision Plan and Presentation Shall propose and discuss the concepts and propose more than one alternative Proposal with their merits and demerits. A presentation of best suitable options and other innovative ideas, best depicting the proposal acceptability, as described in clause 4.3.2	Z + 30 Days
2.	Mid term Report shall cover : The background study, baseline data and analysis, review and assessment of existing Road infrastructure, furniture and provisions.	Z + 45 Days

	Finalization of beautification plans & design features of all components as envisaged in the Terms of Reference etc.	
3	Draft Project Report shall cover Detailed Landscape plan and layout Detailed plans of rotaries and junctions Infrastructure/Utilities plan Furniture details- plans, elevations, sections and views Perspective views and sectional details Detailed Composite Layout Plan for the complete road stretch showing each element BOQ and Cost Estimates Detailed Plans & designs/drawings of above & all other features envisaged in REP document and as per international best practices	Z + 70 Days
4	Final Detailed Project Report shall include : Beautification of roads and spaces Vehicular and pedestrian movement plan Landscape plan and layout Detailed plans of rotaries and junctions showing improvement details Infrastructure/Utilities plan Furniture details- plans, elevations, sections and views Perspective views and sectional details Detailed Composite Layout Plan for the complete road stretch showing each element Detailed BOQ and Cost Estimates Bid Documents for implementation of the Projects Possible Phasing of the Proposal Any other element envisaged for the project in the RFP document etc.	Z +90 days

4.7 Final deliverables

The consultant shall furnish all details, data information, facts, various survey records and document along with detailed proposal and recommendations as per assignment in form of report and other deliverables at final stage to seek approval by the Client.

All the original working drawings shall be prepared in sheet and four sets of the same shall be supplied along with original and four copies of the Final Report along with soft copies in CDs. All soft copies shall be in their native format, accompanied by a copy in PDF. All drawings shall be provided in DWG format along with the PDF format.

All the drawing and final street layouts/plans/sections etc. to be submitted by the consultant shall be on an appropriate scale, whichever is better for consideration & review by the Client. The consultants shall undertake to incorporate the modifications, changes, amendments as may be directed by the Client.

At all stages of submission consultants shall submit 4 (four) copies each of all the reports and documents etc. as required from time to time.

5. Payment schedule

The agreed lump sum amount (Contract Price) shall be released as under subject to acceptance of reports/ proposals by the Client

STAGE	FUNCTIONS / DELIVERABLES	PAYMENT
IST STAGE	<p>Concept Stage: - After the award of Agreement, for all areas, the services expected under this stage shall be as described hereafter:</p> <ul style="list-style-type: none"> i) Verify the Program of Requirements. ii) Determine space and site relationship. iii) Confirm adequacies of utilities serving the site. iv) Determination of requirements for connections to utilities. v) Prepare conceptual design options and interact with the client for rationalization of a design. 	10 %
IIND STAGE	<p>Prepare the final designs with conceptual elevations/views/study models etc. as per inputs received from the client.</p> <p>Obtain final approval on the finalized conceptual schemes from XEN (Horticulture).</p>	15%
THIRD STAGE	Prepare preliminary cost estimate for budgetary purpose	10 %
FOURTH STAGE	<p>Schematic Design:- On obtaining the written approval from the client of the preceding stage and to proceed, the Landscape Architect shall:</p> <ul style="list-style-type: none"> i) Incorporate inputs received from Concept stage and coordinate with other Architects to prepare:- <ul style="list-style-type: none"> a) Detailed plans. b) Elevations of key areas including description of design features, surface materials etc. c) Key landscape sections d) Outline of interior and exterior finishes 	20%

FIFTH STAGE	i)	Prepare design philosophy/ concept report for landscape and associated services	15%
	ii)	Locate and layout of major Mechanical, Electrical and Plumbing (MEP) components and identify connections to utilities and planning for utilities extensions, if required.	
	iii)	All drawings and documents at this stage should be compliant with all relevant and applicable building regulations and codes	
	iv)	Update estimate of cost	
SIXTH STAGE	i)	Three months after the satisfactory completion of the development work of the project	15%
SEVENTH STAGE	i)	1.5 per cent per annum for ten years for the maintenance of landscaping features.	15 %

6 Other Conditions of Contract

6.1 Termination

6.1.1 Termination by the Client

The Client may terminate this Contract, by not less than 30 days written notice to the Consultants and forfeit the Performance Security in case of occurrence of any of the events specified below:

- a) If the Consultant does not remedy a failure in the performance of their obligations within 10 days after being notified;
- b) If the Consultants fails to comply the any decision given by the client;
- c) If the Consultants becomes insolvent or bankrupt;
- d) If the Consultants are unable to perform a material portion of their services for a period of more than 15 days.

6.1.2 Termination by the Consultants

The Consultants may terminate the contract by not less than 30 days written notice to the Client after occurrence of events specified below:

If the Client fails to make due payment to the Consultant within 30 (thirty) days after receiving written notice from the Consultant, provided all the obligations have been met.

6.2 Payment upon Termination

Upon termination of the contract pursuant to clause 7.3 above, the Client shall make the following payments to the Consultants:

- i. Payment for the services satisfactorily performed prior to the date of termination.
- ii. Reimbursement of any reasonable cost towards studies/surveys and field investigations.

6.3 Settlement of Disputes

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.

Any dispute between the parties, which cannot be settled amicably within 30 days after receipt, by one party of the other party's request for such amicable settlement shall be submitted to arbitration by sole Arbitrator i.e. Chief Administrator, GMADA, Ajitgarh (Mohali).

6.4 Proprietary Rights

All works done by the consultant for the assignment including data, reports etc. shall be the sole property of the Client. The consultant shall not divulge the contents of the same or the details of the assignment to any other party at any time whatsoever.

6.5 Accuracy of Project Documents

The Consultants shall be responsible for the accuracy of the data collected by him directly or procured through other agencies, the designs, drawings, estimates and all other details prepared by him as part of his services. The Consultant shall be responsible for correcting, at his own cost and risk, the designs, drawings including re-survey, investigations and correcting the design and drawings etc, if required during execution of civil works.

6.6 Action for Deficiency in Services

In the case of any deficiency in services as envisaged, warning may be issued to the erring Consultant for minor deficiencies. In the case of major deficiency involving time and cost overrun in implementation and adverse effect on reputation of the client, other penal action including debarring/black listing may also be initiated by the client.

Annexures

Annexure 1 Financial Proposal Submission Format

We will charge Rs. _____ (Rs. _____) (In words) Per Sq. Km . area .

TERMS & CONDITIONS:-

Service Tax: - The above consultancy fee structure shall be exclusive of Service Tax, as are levied by the government from time to time, under the applicable law. Service Tax will be reimbursed on production of actual receipt.

Other Expenses: - The above fee would be inclusive of all out of pocket expenses which include travel, photocopying, stationery, printouts, Telephone calls, lodging and boarding expenses etc. incurred in connection with the above.

Commencement of Services: - The work shall commence within seven (7) days from the date of issue of allotment letter/work order.

The entire range of activities indicated above would be completed by the Landscape Architect within the specified time

Documents: - Ten sets of all drawings shall be supplied by Landscape Architect along with soft copies. All the plans, maps, drawings, specifications, reports, deliverables, and other documents submitted by Landscape Architect shall become and remain the sole property of the client.

These deliverable will be duly signed and stamped and shall be the property of the client and the Landscape Architect shall have no right to use distribute or share this information/ documentation for any purpose except for academic purpose and that too with prior permission of the client

Confidentiality: -

Architect shall not either during the term or after the completion of the project, disclose any proprietary or confidential information in relation to the Project or Services so rendered seeing the nature of consultancy.

Disputes:-

All disputes or differences arising between Consultant & the client in connection with this contract or any matter connected therewith or any other reason shall be referred to the sole arbitrator i.e. Commissioner, M.C. Amritsar. whose decision

shall be final and binding on both the parties. In case Landscape Architect fails to furnish the deliverables within stipulated period or not up to the satisfaction of the client, the allotment is liable to be cancelled and no further claim shall be entertained.

All the drawings/ correspondence between the client and consultant will be kept confidential.

**Divisional Engineer (Horticulture)
Municipal Corporation,
Amritsar**

Annexure 2 Form of Contract

DRAFT CONTRACT FOR CONSULTANT SERVICES

This CONTRACT (hereinafter called the "Contract") is made the _____ day of the month of _____ 2013, by Municipal Corporation, Amritsar, acting through its Divisional Engineer (Horticulture), hereinafter referred to as "Client" (which expression shall unless the context otherwise requires include its successors and assigns)

And

M/s _____ [name of Consultants] (hereinafter called the "Consultants"), which expression shall, unless the context otherwise requires, include its successor and permitted assigns) through _____ who has been duly authorized by way of Resolution dated _____.

WHEREAS

1. Municipal Corporation, Amritsar through a transparent competitive single stage bid process, has appointed Consultant for providing Consultancy Services for preparation of Detailed Project Report for **Landscape design of Master Plan Municipal Corporation, Amritsar which includes Main Roads, Internal Roads, Green Belts and Open spaces** (hereinafter referred to as "Project");
2. The Client has requested the Consultant to provide consulting services as mentioned in the RFP Document;
3. The Consultant, having represented to the Client that they have the required professional skills, personnel and technical resources and also, agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this contract
 - a) The RFP document and any amendment issued thereto
 - b) Technical & Financial Proposal of the Consultants
 - c) The description of services as shall be agreed to between the Client and Consultants as a result of negotiations
2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - a) the Consultant shall carry out the services in accordance with the provisions of the Contract Agreement; and

b) the Client shall make payments to the Consultant in accordance with the provisions of the RFP Document.

IN WITNESS WHEREOF the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the client [NAME] _____ [Designation]: Divisional Engineer(Horticulture),	Signature
For and on behalf of CONSULTANT [NAME] _____ [Designation] _____	Signature
Witness 1 [NAME]] _____ [Designation] _____	Signature
Witness 2 [NAME] _____ [Designation] _____	Signature

Place:

Date:

Annexure 3 Organizational details and financial statement

The organizational structure shall be clearly depicted by means of an organizational chart, and a brief narrative description. In case of International companies, the worldwide operational structure shall also be shown. In case of consortium, the functional and managerial relationship between the consortium members shall be clearly shown. Names and responsibilities of the key personnel in the company/members of the consortium shall also be provided.

Audited Balance sheet and Profit and Loss account for the last three financial years shall be submitted along with.

Annexure 4 List of Infrastructure

List of Computers, Peripheral & Survey/CAD software

S.No.	Name, type and configuration of hardware and software	Proof of possession CAD/ Revit/ Sketch UP
1		
2		
3		
4		

Annexure 5 Team Composition & Task Assignment

Composition of team with the position of each team member and the respective duties assigned.

Key Staff		
Name	Position	Duties assigned

Support Staff		
Name	Position	Duties assigned

Annexure 6 Information regarding, and Agreement of, Consortium (if any)

Information regarding Consortium/sub-consultants/associates, if any, shall be furnished in the format specified below.

1. Name of Lead Consultant	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	
2. Name of members of consortium (if any)	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	
3. Name of sub consultants/associates (if any)	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	

4. Role of each member/sub consultant/associate

Name of member/ sub consultant/associate	Role in the assignment

5. Attested Copy of Agreement between consortium members and sub-consultants.

Annexure 7 Description of Approach, methodology and work plan

A clear and detailed approach and methodology towards the assignment shall be given, not exceeding ten (10) pages. A work plan on how the methodology will be executed in the given time shall be attached.

Annexure 8 Comments/suggestions of consultants

Comments and suggestions of the consultants on the RFP/TOR/Contract documents and on the services/facilities/data to be given by the client.

Comments and suggestions on the RFP/TOR/Contract documents

- 1.
- 2.
- 3.

Comments and suggestions on the services/facilities/data to be given by the client

- 1.
- 2.
- 3.

Annexure 9 Summary of Firm's References

Furnish a Summary of Firm's References in the format below

S.No	Name of Assignment	Nature of Assignment	Completion Date	Proof Enclosed
		<i>[Urban design, Urban Development, Landscaping, Beautification of roads etc.]</i>	<i>[Month & year]</i>	<i>[Completion Certificate/ Agreement/ Work Order]</i>

Annexure 10 Firm's References - Detailed

Project Sheets of relevant services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on each reference assignment for which your firm/entity was legally contracted.

Note: The relevant proof of each project, as listed in the summary table above, shall be placed immediately after the corresponding Project Sheet.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No. of Staff :
Start Date <i>(Month/Year)</i>	Completion Date <i>(Month/Year)</i>	No. of Staff-Months :
		Approx. Value of Services <i>(in Current INR)</i>
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants :
Name of Senior Staff involved:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff:		

Annexure 11 Format of Curriculum Vitae (CV) For Proposed Professional Staff

Proposed Position	
Name of Firm	
Name of Staff	
Profession	
Date of Birth	
Years with Firm/Entity	
Nationality	
Membership of Professional Societies	
Detailed Task Assigned	
Key Qualifications <i>[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree 'of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about six lines.]</i>	

Education

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

Degree	Specialisation	College/ University	Year (From - To)

Employment Record

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

Employer	Position	Year (From - To)
Activities performed		
Employer	Position	Year (From - To)
Activities performed		

Languages

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

Language	Read	Write	Speak

Annexure 12 Information regarding, and Agreement of, Consortium (if any)

Information regarding Consortium/sub-consultants/associates, if any, shall be furnished in the format specified below.

1. Name of Lead Consultant	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	
2. Name of members of consortium (if any)	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	
3. Name of sub consultants/associates (if any)	
Name of Contact Person	
Address	
Telephone	Office
	Residence
Mobile	
Fax	
Email	

4. Role of each member/sub consultant/associate

Name of member/ sub consultant/associate	Role in the assignment

5. Attested Copy of Agreement between consortium members and sub-consultants.