



आगरा विकास प्राधिकरण, आगरा

REQUEST FOR PROPOSAL (R.F.P.)

क्र. सं.	कार्य का नाम	विड प्रारम्भ की तिथि	प्री-विड की तिथि	विड की अन्तिम तिथि
1	Appointment of Consultant for Facade Improvement work Taj Mahal West Gate to Taj Mahal East Gate Via South Gate at Agra.	15/03/2024	02/04/2024 (प्रातः 11:30 बजे से अपरान्ह 12:30 बजे तक)	16/04/2024 (अपरान्ह 3:00 बजे तक)

कार्य के सम्बन्ध में किसी भी जानकारी के लिए सम्पर्क करें। मुख्य अभियन्ता, आगरा विकास प्राधिकरण, सम्पर्क नं०-7309555111 ई-मेल ceadaagra12@gmail.com पर सम्पर्क करें।

उपाध्यक्ष, आगरा विकास प्राधिकरण को बिना कोई कारण बताए उक्त प्रक्रिया को निरस्त करने का पूर्ण अधिकार होगा। विस्तृत विवरण एवं अन्य नियम/शर्तें वेबसाइट: <http://etender.up.nic.in> से डाउनलोड की जा सकती हैं।

क्र.निक - हिडु/बान 15-3-2024 मुख्य अभियन्ता



AGRA DEVELOPMENT AUTHORITY

Request for Proposal

for

**Appointment of Consultant for Facade Improvement work
Taj mahal West Gate to Taj Mahal East gate Via South Gate at
Agra.**

March 2024



Issued by:

Agra Development Authority
Ratan Muni Road, Jaipur House, Jaipur House Colony,
Agra, Uttar Pradesh, 282010

Disclaimer

This Request for Proposal (RFP) document for Request for Proposal for the Appointment of a Consultant for Façade Improvement work Taj Mahal west Gate to Taj Mahal East Gate via South Gate at Agra. (hereinafter referred to as the “Project”) contains brief information about the scope of work and qualification process for the selection of Bidder/Consultant. The purpose of the RFP Document is to provide the Bidders/Consultants (hereinafter referred to as “Bidder/s”) with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

This RFP is not an agreement and is neither an offer by the Authority to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their Financial Bids pursuant to this RFP. While all efforts have been made to ensure the accuracy of information contained in this RFP Document, this document does not purport to contain all the information required by the Bidders. The Bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. **Agra Development Authority** (hereinafter referred to as “Client” or the “Authority”) or any of its employees or existing advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document. The Authority reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the Authority may deem fit without assigning any reason thereof.

The Authority reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The Authority will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document.

Information provided in this RFP to the Bidder (s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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1 Data Sheet

1	Name of the Bid	Request for Proposal for the Appointment of a Consultant for Façade Improvement work Taj Mahal west Gate to Taj Mahal East Gate via South Gate at Agra.
2	Tender Processing Fee	Non-refundable fee of INR 5,000 + GST 18%
3	Ernest Money Deposit	<p>For Empanelled Bidders – no EMD to be submitted</p> <p>For Non-Empanelled Bidders - Refundable fee of INR 50,000 (incl. GST)</p> <p>Note: EMD is not to be deposited by the Bidders taking benefit of exemption of EMD with valid documents. For taking exemption of EMD, the intending bidder shall have to upload self-attested duly stamped copy of Udyog Aadhar registration certificate of MSME and valid NSIC enlistment certificate in appropriate category along with Bid. If the aforesaid document is not submitted by the Bidder, the exemption of EMD may not hold good and bid shall become invalid.</p>
4	Payment Details	https://induscollect.indusind.com/pay/
5	Time-period of contract	01 years (During this period, the Authority may give additional similar projects on Professional Fee as decided as part of this RFP)
6	Method of selection	QCBS (Quality Cum Cost Based Selection)
7	Performance Security	INR 1,00,000 (INR One Lakh only) to be submitted by successful bidder
8	Financial Bid to be submitted together with Technical Bid	Yes
9	Name of the Authority's official for addressing queries and clarifications	<p>Chief Engineer, ADA</p> <p>Contact: + 91 9927800707, 7989537451</p> <p>E-mail: ceadaagra12@gmail.com</p> <p>Website: http://adaagra.org/</p>
10	Proposal Validity Period	180 days from Proposal Due Date
11	Schedule of Bidding Process	
	Task	Key Dates
	Bid Start Date	15 March 2024
	Pre-Bid Meeting	02 April 2024
	Proposal Due Date (PDD)/ Bid End Date	16 April 2024
	Opening of Technical Bid	17 April 2024

2 Instructions to Bidders

a. General instructions

2.1.1 Number of Proposals and respondents

1. No Bidder shall submit more than one (1) Proposal, in response to this RFP.
2. The RFP is non-transferable, and Proposals shall be submitted only by the respective Bidders to whom the RFP has been issued by Authority.
3. A Bidder applying individually shall not be entitled to submit another Proposal.
4. A Bidder shall not be entitled to submit another application either individually, as the case may be.

2.1.2 Proposal preparation cost

1. The Bidders shall bear all costs associated with the preparation and submission of the Proposal. Authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
2. Bidders are encouraged to submit their respective Proposals after visiting the office of the Client and ascertaining for themselves the availability of documents and other data with the Client, Applicable Laws and regulations or any other matter considered relevant by them.
3. All papers submitted with the Proposal are neither returnable nor claimable.

2.1.3 Right to accept and reject any or all the Proposals

1. Notwithstanding anything contained in this RFP, Authority reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason.
2. Authority reserves the right to reject any Proposal if:
 - i. At any time, a material misrepresentation is made or discovered, or
 - ii. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - iii. The Bidder does not adhere to the formats provided in the Annexure A to the RFP while furnishing the required information/details.

2.1.4 Clarifications

1. Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority, and attending a Pre-Proposal Conference.

2. Bidders requiring any clarification on the RFP may send their queries to the Client by email at the mail-id provided in communications details in the Data Sheet with subject clearly written the following identification:

“Queries/Request for Additional Information concerning RFP to undertake:

Request for Proposal for the Appointment of a Consultant for Façade Improvement work Taj Mahal west Gate to Taj Mahal East Gate via South Gate at Agra.”

3. The Client shall endeavour to respond to the queries within the period specified therein but no later than 7 (seven) days prior to the PDD. The Client will post the reply to all such queries on the Official Website.
4. The Client reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.1.4 shall be construed as obliging the Client to respond to any question or to provide any clarification.

2.1.5 Amendment of the RFP

1. At any time prior to the Proposal Due Date (PDD), the Authority, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the e-procurement website <http://etender.up.nic.in> and Authority web site at [Welcome to Agra Development Authority \(adaagra.org.in\)](http://Welcome to Agra Development Authority (adaagra.org.in)) through a corrigendum and this shall form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. The Authority shall not be responsible for failure to get/download the amendments.
2. In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, Authority may, at its own discretion, extend the PDD Data identification and collection
3. It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
4. It would be deemed that by submitting the Proposal, the Bidder has:
 - i. Made a complete and careful examination and accepted the RFP in totality;
 - ii. Received all relevant information requested from Authority and:
 - iii. Made a complete and careful examination of the various aspects of the indicative Scope of Work.
5. Authority shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

2.1.6 Data identification and collection

1. It is desirable that the Applicants submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
2. It is deemed that Applicants have conducted their own assessment, research and analysis, including seeking clarifications, queries from nodal officer(s) identified in this document, as required before submission of their Proposal.
3. It would be deemed that by submitting the Proposal, the Applicant has:
 - i. Made a complete and careful examination and accepted the RFP in totality.
 - ii. Received all relevant information requested from Client and:
 - iii. Made a complete and careful examination of the various aspects of the Scope of Work.
4. Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.2 Preparation, submission, opening & acceptance of Proposals/e-bids

2.2.1 Language and currency

1. The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language if they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
2. The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

2.2.2 Proposal validity period and extension

1. Proposals shall remain valid for a period of as mentioned in the data sheet from the Proposal Due Date ("Proposal Validity Period") and Authority may solicit the Bidder's consent for extension of the period of validity, if required. Authority reserves the right to reject any Proposal, which does not meet this requirement.
2. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Authority may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

2.2.3 Format and signing of Proposals

1. The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately.
2. Bidders should provide all the information as per the RFP and in the specified formats. Authority reserves the right to reject any Proposal that is not in the specified formats.

3. In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

2.2.4 Submission of e-bid/Proposal

1. The bid submission module of e-procurement website <http://etender.up.nic.in> enables the Bidders to submit the Proposal online in response to this RFP published by the Authority. Submission can be done till the Proposal Due Date specified in the RFP. Bidders should start the process well in advance so that they can submit their Proposal in time. The Bidder should submit their Proposal considering the server time displayed in the e-procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.
2. The Bidders have to follow the following instructions for submission:
 - i. For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the e-procurement website <http://etender.up.nic.in>. The Bidders must obtain a user login ID and password by registering themselves with U.P. Electronics Corporation Ltd. (UPLC), Lucknow if they have not done so previously.
 - ii. In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-tendering system using the user login option on the home page with the login ID and password with which he/she has registered.
 - iii. For successful registration of DSC on e-procurement website <http://etender.up.nic.in> the Bidder must ensure that he/she should possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise above even before e-bid/Proposal submission date starts. The Authority shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
 - iv. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder should download the RFP document including financial format and study them carefully. The Bidder should keep all the documents ready as per the requirements of RFP document in the PDF format.
 - v. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder should read the terms & condition before proceeding to fill in the Bid

Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.

- vi. Before uploading, the Bidder has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Bidder should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.
- vii. The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSCs of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.
- viii. After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Bidder can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
- ix. Authority reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

2.2.5 Deadline for submission

1. E-bid/Proposal (technical and financial) must be submitted by the Bidder at e-procurement website <http://etender.up.nic> no later than the time specified on the Proposal Due Date. The Authority may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Authority and Bidders previously subject to the deadline will thereafter be subject to the deadline, as extended.

2.2.6 Late submission

1. The server time indicated in the bid management window on the e-procurement website <http://etender.up.nic.in> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

2.2.7 Withdrawal and resubmission of Proposal

1. At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder should first log in using his/her login ID and

password and subsequently by his/her DSC on the e-procurement website <http://etender.up.nic.in>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Bidder has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.

2. No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security.
3. The Bidder can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://etender.up.nic.in>. The Bidder should then select "My bids" option in the bid submission menu.

The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.

4. The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
5. No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

2.2.8 Verification and Disqualification

1. The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.
2. The Authority reserves the right to reject any Bid and appropriate the Bid Security if:
 - a. at any time, a material misrepresentation is made or uncovered, or
 - b. the Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid.
3. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Bids have been opened and the Highest Bidder gets disqualified / rejected, then the Authority reserves the right to:
 - a. invite the remaining Bidders to submit their Bids in accordance with Section 3 and 4; or
 - b. take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

2.2.9 Selection of the Bidder

1. From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Authority, on any matter related to their Proposal it should do so in writing. Any effort by the Bidders to influence any officer or bearer of the Authority in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

2.3 Proposal opening

2.3.1 Opening of Proposals

1. After the technical evaluation, the Authority shall prepare a list of prequalified Bidders in terms of Section 4 for opening of their financial bid. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Bid. Before opening of the Financial Bid, the list of pre-qualified Bidders along with their technical scores will be read out. The opening of Financial Bid shall be done in presence of respective representatives of Bidders who choose to be present. The Authority will not entertain any query or clarification from Bidder who fail to qualify at any stage of the selection process.
2. Bidders are advised that selection shall be entirely at the discretion of the Authority. Bidders shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the selection process.
3. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors, or assigns, but shall be binding against the Bidder if the service is subsequently awarded to it.

2.3.2 Confidentiality

1. Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.
2. After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

2.3.3 Tests of responsiveness

1. Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:
 - i. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
 - ii. It contains all information as desired in this RFP.
 - iii. Information is provided as per the formats specified in the RFP.
 - iv. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Data Sheet of this RFP.
2. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by Authority in respect of such Proposal.

2.3.4 Clarifications sought by Authority

1. To assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

2.3.5 Proposal evaluation

1. Submissions from Bidders would first be checked for responsiveness as set out in Clause 2.3.3. All Proposals found to be substantially responsive shall be evaluated as per the Eligibility Criteria set out in Clause **Error! Reference source not found.** of this RFP.
2. The Proposal containing the Technical Details in Clause 0 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

2.3.6 Earnest Money Deposit

1. The Bid document should be accompanied with an Earnest Money Deposit (EMD) as mentioned in the data sheet of this document.

2. Any e-Bid not secured in accordance with above shall be treated as non-responsive and rejected by the Authority.
3. For unsuccessful Bidder's EMD will be returned promptly as possible after opening of the Price Bid.
4. For successful Bidder's e-Bid EMD will be returned after submission of Security Deposited signing of the contract.
5. The EMD may be forfeited:
 - a) If Bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the Bidder on the e- bid form: or (ii) does not accept the correction of errors or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the Bidder on the form.
 - b) In case of a successful Bidder if the Bidder fails to sign the contract with the Authority.

2.3.7 Award Criteria

1. The final Letter of Award (LoA) will be given to the selected Bidder as the successful bidder as Eligibility & Evaluation Criteria of Bids laid in Section 4 of this bid document.
2. The Authority will award the contract to the successful Bidder whose bid has been determined to be responsive to all the conditions of the contract and meeting the eligibility requirement of the bidding document.

2.3.8 Notification of Award

1. Prior to the expiration of the period of e-Bid validity, the Authority will notify the successful Bidder in writing, by letter/e-mail/fax, that its e-Bid has been accepted.
2. The notification of award will constitute the formation of the contract.

2.3.9 Performance Security

1. Prior to award of contract, to fulfil the requirement of Security Deposited during the implementation period, the successful Bidder will deposit Security Deposit amount equivalent to INR 1,00,000 as stated in Letter of Acceptance. in the form of FDR drawn on any Scheduled or Nationalized Bank in favour of ADA valid for 60 days after Issue of Performance Certificate.
2. Before the contract is awarded to the Successful Bidder, an agreement (to be given later) will have to be signed by the Successful Bidder at his cost on proper stamp paper.

3 Terms of reference

3.1 Background

Agra Development Authority was constituted on dated 11.09.1974 under section-3 of U.P. Urban Planning and development Act 1973. At the time of declaration, it included 144 revenue villages. In 1985 Govt. of U.P. extended development area of Agra development authority by adding 19 revenue villages. Again in 1998 in development area of Agra development authority was increased including Fatehpur Sikri and 5 revenue villages into it. Master plan of Fatehpur Sikri – 2021 was prepared for 75000 population and urbanized area of 1056.55 hect.

A city is known through its public spaces and a city, which encourages use of public spaces by vulnerable age groups such as women, children, and elderly throughout the day, can be deemed as a sociable inclusive and equitable.



Facade Improvement work of the following stretch having total length approx. 900 mt.

Stretch 1- Neem Tirah to Taj Mahal west Gate.

Stretch 2- Taj Mahal West Gate to Kutta Park Junction

Stretch 3- Kutta Park Junction to Taj Mahal south Gate.

Stretch 4- Kutta Park Junction to Taj Mahal East Gate

Stretch 5- Taj Mahal East Gate to Taj Khema Junction

The primary objectives of the Façade Improvement project are as follows:

- Transform the visually cluttered and unattractive urban fabric into a visually appealing and culturally rich environment that celebrates the heritage and identity of the locality.
- Mitigate the risks associated with dilapidated facades, encroachments, and overcrowded streetscapes by implementing structural repairs, safety upgrades, and traffic management measures.
- Stimulate economic activity and tourism by enhancing the attractiveness of the built environment, supporting local businesses, and creating opportunities for cultural and commercial exchange.

- Integrate green building practices, energy-efficient technologies, and ecological landscaping elements to enhance the environmental resilience and sustainability of the urban fabric.
- Foster a sense of pride, belonging, and social cohesion among residents, visitors, and business owners by actively engaging them in the revitalization and beautification of their neighbourhood.
- Safeguard the architectural heritage, historical significance, and cultural identity of the area through sensitive restoration, adaptive reuse, and responsible stewardship of built heritage assets.
- Improve pedestrian accessibility, comfort, and safety through streetscape enhancements, lighting improvements, and pedestrian-friendly design features that encourage active mobility and reduce reliance on motorized transportation.

These objectives aim to guide the implementation of the Facade Improvement project, aligning with the broader goals of urban revitalization, heritage conservation, and sustainable development pursued by the Agra Development Authority.

3.2 Scope of Work

The scope of work for the Facade Improvement project along the designated stretches, totalling approximately 0.9 km in length, encompasses the following activities:

Facade Assessment and Analysis:

- Conduct a detailed survey, mapping and assessment of the existing facades along each designated stretch, considering the unique challenges posed by the dense urban development, narrow streets, and encroachments.
- Assess the condition of facade materials, including brickwork, stonework, plaster, and decorative elements.
- Identify areas of deterioration, damage, or structural instability that require immediate attention.
- Identify areas of visual blight, structural deterioration, and safety hazards caused by haphazard development and overcrowding.
- Evaluate the feasibility of facade improvement interventions within the constraints of limited street width and high pedestrian and vehicular traffic.
- Analyse the historical and architectural significance of the facades to inform design decisions.

Design and Planning:

- Develop innovative design solutions that prioritize aesthetic enhancement, historical preservation, and functional improvement while addressing the challenges of the densely populated urban context.
- Develop detailed design proposals for facade improvement, considering historical context, architectural integrity, and aesthetic enhancement.
- Specify materials, finishes, and construction techniques that are compatible with the existing facades and meet preservation standards.
- Prepare architectural drawings, renderings, and mock-ups to visualize proposed facade enhancements.
- Incorporate elements of vertical greening, facade articulation, and adaptive reuse of traditional architectural motifs to rejuvenate the visual character of the streetscape.
- Engage with local communities, businesses, and heritage experts to solicit input and ensure that proposed designs reflect the aspirations and cultural identity of the neighbourhood.

- Explore opportunities for pedestrianization, traffic calming measures, and streetscape enhancements to create a safer and more vibrant urban environment.

Facade Restoration and Enhancement:

- Execute facade restoration works, including cleaning, repointing, and repairing damaged masonry or architectural features.
- Implement facade restoration works using durable and locally sourced materials that blend seamlessly with the surrounding built environment.
- Restore or replicate decorative elements, such as cornices, moldings, capitals, and ornamentation, using traditional craftsmanship techniques.
- Install new facade elements or embellishments that enhance the architectural character and visual appeal of the designated stretches.
- Prioritize the repair and reinforcement of structurally compromised facades to ensure public safety and mitigate the risk of collapse.
- Apply protective coatings or treatments to mitigate weathering, moisture ingress, and environmental degradation.
- Integrate innovative facade treatments, such as low-maintenance cladding systems, graffiti-resistant coatings, and energy-efficient lighting solutions, to enhance the longevity and performance of the built environment.
- Address encroachments and unauthorized constructions through legal channels while ensuring that facade improvement works comply with regulatory requirements and zoning ordinances.

Streetscaping and Pedestrian Mobility:

- Coordinate with landscape architects and urban designers to integrate facade improvements with broader streetscape enhancement initiatives.
- Design and implement streetscape enhancements, including widened sidewalks, pedestrian plazas, and traffic-calming measures, to improve pedestrian walkability and enhance safety.
- Specify street furniture, paving materials, greenery, and other urban elements that enhance the pedestrian experience and create cohesive public spaces.
- Introduce seating areas, public art installations, and landscaping elements to create inviting and accessible public spaces that encourage social interaction and community engagement.
- Incorporate universally accessible design principles, such as tactile paving, ramps, and crosswalk enhancements, to ensure inclusivity and ease of mobility for pedestrians of all abilities.
- Enhance wayfinding signage, lighting, and street furniture to provide clear guidance and amenities for pedestrians navigating the urban environment.

Lighting Design and Implementation:

- Develop a comprehensive lighting plan, Design and install facade lighting fixtures to highlight architectural features, improve visibility, and enhance nighttime ambiance, safety, and aesthetics of the designated stretches, taking into account the historical context.
- Incorporate signage elements, such as plaques, interpretive panels, or wayfinding signage, to provide historical context and enhance visitor experience.
- Ensure that lighting and signage installations complement the overall facade improvement scheme and adhere to lighting design principles and regulatory requirements.

- Install energy-efficient LED lighting fixtures that minimize light pollution and enhance visibility without compromising the integrity of the nighttime environment.
- Integrate decorative lighting elements, such as facade uplighting, pathway illumination, and accent lighting, to highlight architectural landmarks and create memorable visual experiences for residents and visitors.
- Implement smart lighting controls and sensors to optimize energy consumption, facilitate maintenance, and adapt lighting levels to changing environmental conditions and pedestrian activity patterns.

Community Engagement, Project Management, Coordination and Capacity Building:

- Establish a project management framework to oversee the planning, design, and execution of facade improvement works.
- Foster community ownership and participation in the facade improvement process through inclusive stakeholder workshops, public consultations, and awareness campaigns.
- Provide technical assistance and capacity-building support to local artisans, craftsmen, and small businesses involved in facade restoration and beautification efforts.
- Monitor construction progress, quality, and compliance with project specifications through regular site inspections and progress meetings.
- Maintain open communication channels with stakeholders and provide regular updates on project milestones, budgetary status, and any deviations from the approved scope of work.
- Establish partnerships with educational institutions, cultural organizations, and nonprofit groups to promote heritage conservation, urban revitalization, and sustainable development initiatives.

Monitoring and Evaluation:

- Establish key performance indicators (KPIs) and benchmarks to track the impact of facade improvement interventions on visual aesthetics, economic vitality, and community well-being.
- Conduct regular monitoring and evaluation exercises to assess the effectiveness of implemented strategies and identify opportunities for continuous improvement.
- Solicit feedback from residents, visitors, and stakeholders to gauge satisfaction levels and identify areas for further investment and intervention.

This detailed scope of work aims to address the specific requirements and objectives of the Façade Improvement project, emphasizing the importance of preserving historical heritage, enhancing architectural aesthetics, and creating vibrant, welcoming public spaces.

I. Conceptual designs

Prepare detailed street/facade designs and the design must be consistent with relevant plans, pedestrian networks, Façade plans and pedestrian zones with particular regard to the Sustainable Cities through strategic plan. The designs shall be prepared following relevant standards, especially Guidelines for Pedestrian Facilities and align with the scope of work mention above.

II. Revised Conceptual Designs

Prepare Revised Conceptual Designs based on the feedback received from the ADA and the other stakeholders. The Revised Conceptual Design must be submitted to the Agra Development Authority (ADA) for approval.

III. Draft working drawings

Following approval by the Agra Development Authority (ADA) of the conceptual designs, prepare detailed construction drawings for the Study Area. The designs should include geometric and vertical profiles and should incorporate drainage designs (see below). The designs should include the following components:

- Typical sections every 100m
- Street plan
- List of existing street elements to be demolished
- Proposed, retained and relocated Underground and overground utility location plans
- Utility relocation plans (wherever necessary)
- Materials as per Agra Development Authority (ADA)'s specifications
- Construction details for each element
- Other installation

The Draft Working Drawings must be submitted to the Agra Development Authority (ADA) for approval.

IV. Final Working Drawings

Prepare Final Working Drawings based on the feedback received from the Agra Development Authority (ADA). The Final Working Drawings must be submitted to the Agra Development Authority (ADA) for approval. The Architectural firm will submit all conceptual designs and final working drawings to the ADA in hard copy and electronic format (DWG format).

V. Bill of quantities

Prepare specifications, bills of quantities, cost estimates, and bid documents as per the UP Schedule of Rate/DSR or any other applicable Schedule of Rate for the implementation of the proposed street improvements including pavements, furniture, street lighting, landscaping, and other components. Bid documents shall be given item-wise (i.e., Streets, lighting, landscaping, road markings, etc.). The Architectural firm will work with the Agra Development Authority (ADA) to include appropriate mechanisms in the bid documents to facilitate long-term maintenance, such as annuity-based compensation of contractors.

VI. Preparation of TOR for contractors for construction

Prepare a TOR for contractors for the implementation of Facade designs. The Agra Development Authority (ADA) will coordinate with the Architectural firm to prepare the joint TOR for Contractors.

VII. Supervision during Implementation

The consultant firm shall be responsible for ensuring compliance with the design. The Architectural firm shall provide periodic supervision (minimum 2 visits per month) to monitor that the design is being executed in accordance with the design and drawings submitted and that the quality of construction and/or products, equipment, etc. is satisfactory and submit the Monthly report accordingly. Any modification to the approved design shall be discussed with ADA and be carried out by the Architectural firm. The design drawings for the modified design shall also be submitted to the Authority.

It is expected that the final drawing (with modifications, if any) submitted to the Authority shall completely match the actual project implemented on the ground.

VIII. Public / Stakeholder Consultation

The Architectural firm shall conduct regular and continuous public/ stakeholder consultations to get their input and make all necessary efforts to include them in the design. The key stakeholders include Electric Supply and Telecommunication authorities, Traffic Police, Resident Welfare Associations, Vendors Associations, Civic Associations, Educational Institutions, Tourism Department and other relevant stakeholders.

IX. Post-Implementation Survey

The Architectural firm shall carry out surveys including pedestrian counts, cyclist counts, Traffic Counts, Accident rates, Perception surveys, etc. after 3 months from the date of completion of the project. These surveys shall be supported by photographs and other relevant evidence.

3.3 Scope of services

The scope of services shall be in accordance to the empanelment conditions. However, for reference of the consultants the scope shall be as follows –

STAGES	DETAILS OF SERVICES
CONCEPT DESIGN [STAGE 1]	<ul style="list-style-type: none"> Carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-à-vis activities. Furnish preliminary scheme for site planning. Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost on area basis. Submit concept/block model
PRELIMINARY DESIGN AND DRAWINGS [STAGE 2]	<ul style="list-style-type: none"> Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Authority's approval along with preliminary estimate of cost on area basis.
DRAWINGS FOR AUTHORITY'S/ STATUTORY APPROVALS [STAGE 3]	<ul style="list-style-type: none"> Prepare drawings necessary for Authority's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Authority in obtaining the statutory approvals thereof, if required. Submit preliminary model
WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]	<ul style="list-style-type: none"> Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
BID PROCESS MANAGEMENT FOR IDENTIFICATION OF CONTRACTOR [STAGE 5]	<ul style="list-style-type: none"> Preparation of documents for pre-qualification of Contractors, inviting of RFQs, evaluation of the applications and short-listing agencies for the project. Preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders & implementation of Project. The Agency shall assist the Authority in holding pre-tender meeting in a pre-determined manner and offer clarifications, if any, sought by the

STAGES	DETAILS OF SERVICES
	<p>tenderers. The clarifications relating to the TOR shall be drawn up by the Agency and, the same shall be issued to the intending tenderers. The clarifications issued shall form a part of the main Contract document for the work.</p> <ul style="list-style-type: none"> The Agency shall assist the Authority in executing the Contract with the successful tenderers in the format prescribed in the tender document on a stamp paper of appropriate denomination.
CONSTRUCTION STAGE ACTIVITIES [STAGE 6]	<p>Construction & Commissioning</p> <ul style="list-style-type: none"> Agency shall help the Authority in executing and commissioning the work and for getting the project facility constructed as per approved designs. <p>Construction Supervision</p> <ul style="list-style-type: none"> Agency shall be responsible to visit the site of work and provide periodic visits fortnightly for first three months and monthly thereafter to clarify any decision or interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds generally in accordance with condition of contract up to satisfaction of Engineer in charge. Agency shall submit the report along with the observations for each visit.
COMPLETION [STAGE 7]	<ul style="list-style-type: none"> Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining "Completion / Occupancy Certificate" from statutory authorities, wherever required. Issue two sets of as built drawings including services, structures and plantation.

3.4 Deliverable and Payment Milestones

The Consultant must provide a report of completed tasks at every stage along with as required submission listed below. For closure of each stage, all the submissions by the Consultant must be approved and accepted by the Authority.

Key Dates	Key Activities/Milestones	Payment %	Timeline
KD 1	STAGE 1 On submitting conceptual designs and rough estimate of cost.	10% of total fee payable.	T + 3 Weeks
KD 2	STAGE 2 On submitting the required scheme for the Authority's approval along with preliminary estimate of cost	20% of total fee payable less payment already made at Stage 1	T + 6 Weeks
KD 3	STAGE 3 a) On incorporating Authority's suggestions and submitting drawings for approval from the Authority/ statutory authorities, if required. b) Upon Authority's / statutory approval necessary for commencement of construction, wherever applicable	30% of the total fees payable less payment already made at Stages 1 and 2. 35% of the total fees payable less payment already made at stages 1 to 3a.	T + 9 Weeks

Key Dates	Key Activities/Milestones	Payment %	Timeline
KD 4	STAGES 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	45% of the total fees payable less payment already made at stages 1 to 3b	T + 12 Weeks
KD 5	STAGE 5 On inviting, receiving and analysing tenders; advising Authority on appointment of Contractors.	55% of the total fees payable less payment already made at Stages 1 to 4.	On Appointment of Contractor
KD 6	STAGE 6 a. On submitting working drawings and details required for commencement of work at site. b. i. On completion of 20% of the work ii. On completion of 40% of the work iii. On completion of 60% of the work iv. On completion of 80% of the work v. On Completion	65% of the total fees payable less payment already made at Stages 1 to 5. 70% of the total fees payable less payment already made at Stages 1 to 6a. 75% of the total fees payable less payment already made at Stages 1 to 6b(i). 80% of the total fees payable less payment already made at Stages 1 to 6b(ii). 85% of the total fees payable less payment already made at Stages 1 to 6b(iii). 90% of the total fees payable less payment already made at Stages 1 to 6b(iv).	At Actual Timeline
KD 7	STAGE 7 On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the fees payable less payment already made at various stages	On Project Completion

Note:

- a) Depending on details required for every project (control design, good for constructions, tenders, filling for completion certificate etc.), the consultant shall only be paid till the completion of relevant stage for the said task. For example, in case of development of control designs, the consultant shall only be paid till Stage 3 - development of detailed drawings for Authorities Statutory Approvals.

- b) In case of repeat design, no payment shall be given till stage 4.
- c) The size and scale of all deliverables, drawings, models, models to be prepared will be as per the requirement of that particular item, best industry norm and as decided by the Authority.
- d) Against each activity including sub-activity, the consultant shall submit 3 (sets) sets both in the form of Hard & Soft copy.
- e) All payments shall be made only after approval of submitted documents to the Authority.

3.5 Team

The Consultant must have a team of experts who can produce best quality and timely deliverables. The minimum team of the consultant must consist of the following personnel:

Table 1: Required Team

Key Professionals			
S.no	Position	Professional Experience	Qualification and Specific Expertise
1.	Lead Designer (01 Nos.)	Minimum 10 years	Shall have master's degree in urban design or landscape architecture, from a reputed institution of India or abroad. Should have experience in design, planning, and implementation of thematic urban design projects, and carriageway improvement projects and should have experience in working with any govt. organization in India on similar projects.
2.	Urban Designer/Urban Planner/Architect (01 Nos.)	Minimum 05 years	Shall have master's degree in urban design/Urban planning/Architecture or equivalent, from a reputed institution of India or abroad. Should have experience in design, planning, and implementation of thematic urban design projects, and carriageway improvement projects and should have experience in working with any govt. organization in India on similar projects.
3.	Landscape Architect (01 Nos.)	Minimum 07 years	Shall have bachelor's/master's degree in landscape Architect or equivalent, from a reputed institution of India or abroad. Should have experience of working on the design of site development/ landscaping projects.
4.	Project Engineer/BOQ Expert (01 Nos.)	Minimum 05 years	Shall have bachelor's degree in civil engineering or equivalent, from a reputed institution of India or abroad. Should have experience in the preparation of BOQ, tender documents, site execution works etc. for landscape projects/site development works.

The bidders must submit an undertaking by the team that clearly states all the team members are current employees of the bidder and will be available for the entire duration of the project. The other experts for MEP, lighting, utilities etc. will be onboarded by the consultant as and when needed for their guidance,

design support and attending the on-site/ coordination meetings. The CVs of the key professionals to be attached as per Form TECH-4: Curriculum Vitae (CV) for Proposed Professional Staff.

3.6 Fee payable to the Architect/ Urban Planner/ Urban Designer/ Urban Renewal (Consultant):

- i. For the professional fee, the bidder shall quote for its services as the percent of the cost of works assigned. The fee payable to the Architect shall be computed on the actual cost of works on completion. The payment due to the Architect at different stages be computed on the following basis:
 - a) At Stage 1: On rough estimate of cost.
 - b) At Stages 2 to 4: On preliminary estimate of cost.
 - c) At Stages 5 to 6b: Accepted tender cost
 - d) At Stage 7: Actual total cost

Additional terms & conditions are as follows:

- This fee shall include all charges i.e. all taxes, duties, levies, out of pocket expenses, procurement cost, professional fee, vetting charges etc.
- The fee is inclusive of fees payable by the Consultant to any other sub consultant and associated consultant and nothing extra shall be payable by the Authority.
- The Consultant shall have to make all arrangements for the staff at their own cost.
- Consultant shall acquaint itself with all the legislation, court and standards prescribed from time to time.
- The cost of the project cost shall be the cost of the development/Improvement work, as calculated on actual cost of structural/civil, landscaping elements, Façade improvements elements, sanitary and electrical fittings and fixtures, furniture, mechanical equipment's, etc. on all items on which consultant rendered professional services.

Cost of the Project to be excluded for payment to the Consultant

The cost of following items shall not be included in the cost for purpose of working out of the Consultant's fee -

- Plan approval and service connection deposited and fees payable to local and statutory bodies by the Authority
- Any other services which are not planned by the Consultant.
- Cost of any rejected work
- Cost of any supervisory and other establishment employed on work by the Authority or the consultant.
- Other contingent expenditure like press advertisement, publicity, inauguration, ceremonies of building etc.
- Fee paid to I.I.T./N.I.T or similar organization for vetting of structural design, etc., if any. The same shall be borne by Authority.
- Survey cost (for example, soil testing, geo technical survey, contour survey, survey related to utilities if required) in consultation/in principle approval with the Authority will be reimbursed by the Authority.
- Escalation in the cost due to increase in rates on materials, labor etc. after award of work
- Any deviation in the item of work not authorized by the Authority prior to its execution.

4 Eligibility and Evaluation criteria

4.1 Eligibility criteria

The Bidders must carefully examine the mentioned eligibility criteria. This tender is for empanelled as well as non-empanelled agencies with ADA. Any new entity or individual (who is not empanelled with ADA) willing to participate in this tender should submit their eligibility documents as per the respective category as per https://www.adaagra.org.in/Images/8cc045e4-ab62-4dfc-b27b-62d61bcd5aa3131023_RFP_empanelmentofarchitects.pdf in their technical proposal for this tender.

All the participants must submit the following documents

#	Eligibility Criteria	Documentary Evidence
1.	<p>Average Annual Turnover shall not be less than Rs. 50.00 (Fifty) lakhs. in any three of last five financial years preceding bid due date.</p> <p>If the Bidder/Lead member (in case of Consortium) does not meet the above criteria, then such company/firm shall not be entitled to form a JV/consortium.</p>	<p>Audited Financial statements from Chartered Accountant with UDIN number.</p> <p>Financial Details of the bidder in format along with copies of the Audited Financial Statement duly sealed and certified by the Chartered Accountant and the authorized representative of the Bidder.</p> <p>Financial details provided must match with Audited Financial Statement. Copies of audited financial statements along with audit reports duly certified by the auditors for three consecutive financial years are to be provided.</p> <p>Form TECH 2B</p>
2.	<p>Bidder should have Experience of planning and implementation of thematic streetscape development works/ Façade improvement/ (Ongoing / Completed) of 01 Km length for Central/State/Local Government/ Development Authorities/ Municipal Bodies for projects in last 7 years prior to the bid due date.</p>	<p>Form-3</p> <p>Proof documents specifically mentioning the scope of work, work order, agreement, or contract along with photographs of the work.</p>
3.	<p>The Bidder should not have been barred / blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.</p>	<p>Undertaking as per Form TECH 5</p>
4.	<p>The Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.</p>	<p>Undertaking as per Form TECH 6</p>

4.2 Evaluation – Technical Presentation

The Technical presentation will be arranged for the eligible bidders and the proposals will be evaluated as per the criteria defined below and the ranking will be done from highest to lowest for only eligible consultants as per the eligibility criteria. The proposals will be technically evaluated during the technical / concept presentation on the following basis:

#	Criteria	Maximum Marks
A	Technical Capability	
A1	Experience of planning and implementation of thematic streetscape development works/ Facade improvement/ street-edge development projects (Ongoing / Completed) of 01 Km length for Central/State/Local Government/ Development Authorities/ Municipal Bodies for projects in last 7 years prior to the bid due date One Project – 15 Marks Two Projects – 30 Marks	30
B	Team CVs/Credential - Lead Designer 8 Marks - Urban Designer – 7 Marks - Landscape Architect- 5 Marks	20
C	Technical presentation Eligible bidders shall be called for technical presentation. Brief requirement, date and time of the presentation shall be intimated to the Eligible bidders, thematic Design, Innovation, Public Interaction with the design and Efficient utilisation of the space.	50
	Total	100

Minimum score of 60 marks is required in the evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. All the firms which meet the minimum qualifying marks prescribed will stand technically qualified for consideration of their financial bids.

Note:

- Applicants will be required to provide completion certificates/Experience letter as proof of experience. In case of landscape works combined with other works (such as civil / electrical / building etc) the project cost, components, area should be clearly defined in the documentary evidence submitted.
- Extension work orders on an existing project will not be counted as separate projects but may be counted towards the monetary value of the total project.
- Evaluations will be based on documentary evidence submitted by the Applicants and presentation before the Client with respect to evaluation/selection criteria.

Minimum score of 60 marks is required in the evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. All the firms which meet the minimum qualifying marks prescribed will stand technically qualified for consideration of their financial bids.

Method of Selection - Quality cum Cost based Selection (QCBS)

- The Technical Proposals will be allotted weightage of 70% while the Financial Proposals will be allotted weightages of 30%.
- Proposal with the lowest cost shall be given a financial score of 100 and other proposals shall be given a financial score that are inversely proportional to their quoted prices.
- The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposed weightages for quality and cost shall be specified in the RFP.

Highest points basis: On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed.

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 60 and the weightage of the technical bids and financial bids was kept as 70:30.

In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 60. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal Evaluated cost:

A. 1.2%

B. 1%

C. 1.1%

Using the formula $LEC \times 100 / EC$, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A: $100 \times 1 / 1.2 = 83$ points

B: $100 \times 1 / 1 = 100$ points

C: $100 \times 1 / 1.1 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4 points H3

Proposal B: 86 points H2

Proposal C: 90.3 points H1

Proposal C at the evaluated cost of 1.1% (Cost of Project) was, therefore, declared as H1 (highest ranked) and recommended for negotiations/approval, to the competent authority.

5 Annexure A: Standard Forms

Form TECH 1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for -

in accordance with your Request for Proposal dated –

and our Proposal. We are hereby submitting our Proposal, which includes this a Technical Proposal (Concept Presentation), and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the Consultancy related to the assignment at a date mutually agreed between us.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form TECH -2A: Applicant's Organization and Experience

Applicant's Organization

[Provide here a brief (one/two pages) description of the background and organization of your firm/entity]

Applicant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment].

- Assignment name:
- Country:
- Location within country:
- Duration of assignment (months):
- Name of Client:
- Total No of person-months of the assignment:
- Address:
- Amount of consulting fee received by your firm (INR)
- Start date (month/year):
- Completion date (month/year):
- Name of associated Consultants, if any:
- No of professional person-months provided by associated Consultants:
- Narrative description of Project:
- Description of actual services provided by your staff within the assignment:
- Firm's Name:

Form TECH-2B: Financial Qualification of The Applicant

Sr. No.	Financial Year	Annual Turnover	Net profit
1	2020-21		
2	2021-22		
3	2022-23		
	2023-24		

Note: No audited Financial Statements for the corresponding year has to be attached.

Name of the auditor issuing the certificate Name of the auditor's Firm:

Seal of auditor's Firm:

Date: (Signature, name and designation of the authorized signatory for the Auditor's Firm)

Form TECH-3: Project Details

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	Approximate daily Footfall for this project:
Address:	Amount of fee received by your firm (INR)
Start date (month/year):	Completion date (month/year):
Name of associated Bidders, if any:	No. of professional man-months provided by associated Bidders:
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	
Firm's Name:	

Form TECH-4: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed position** [only one candidate shall be nominated for each position]:

2. **Name of staff** [Insert full name]:

3. **Date of Birth:**

Nationality:

4. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

5. **Other training:**

6. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

7. **Employment record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

8. Work undertaken that best illustrates capability to handle the tasks assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 9.]

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

Form TECH-5: Declaration

Declaration for not being barred or blacklisted by the Central Government, any State Government, a statutory authority or a public sector

Declaration Letter for “<insert name of the RFP>”

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> intends to submit a proposal in response to <insert name of the RFP>, we also declare that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation:

Form TECH-6: Declaration

Declaration that, during the last three years, the Bidder has neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.

Declaration Letter for “<insert name of the RFP>”

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> intends to submit a proposal in response to <insert name of the RFP>, we also declare that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> has during the last three years, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation:

Form FIN-1: Financial Proposal

[Date]

To: [Name and address of Client]

Subject: Financial proposal

Reference: (Insert name of the consultancy)

Dear Sirs,

We have read and examined the RFP document complete with the Terms of reference, Instructions to Bidders and General Conditions of Contract.

We hereby quote to the Client/Authority for the consultancy specified in the RFP as _____

(in Number & Words) **percent of the cost of works** assigned, as per clause no. 3.3.

The financial proposal submitted is unconditional and fulfils all the requirements of the RFP document. Provisions for Taxes & Duties shall be as per the terms stated in Standard Conditions C Clause 1.4 in Annexure B of the RFP document.

Our Financial Proposal for the Project is binding upon us up to expiration of the validity period of the proposal. We understand the Authority is not bound to accept any proposal that is received.

Signature and Name of the Authorised Person

NAME OF THE BIDDER AND SEAL