



AGRA DEVELOPMENT AUTHORITY

Request for Proposal

for

Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan kalan Township in Agra

April 2025



Issued by:

Agra Development Authority

Ratan Muni Road, Jaipur House, Jaipur House Colony,
Agra, Uttar Pradesh, 28201



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REQUEST FOR PROPOSAL (R.F.P.) अल्पकालीन निविदा

क्र. सं.	कार्य का नाम	बिड प्रारम्भ की तिथि	प्री-बिड की तिथि	प्री-बिड क्वैरी अपलोड करने की अन्तिम तिथि	बिड की अन्तिम तिथि
01	Selection of Consultant for preparation of Detailed Layout plan, Detailed Project Report of All Project Components of Raipur-Rahan Kalan Township in Agra	04/04/2025	08/04/2025 (12:30-01:30 PM)	08/04/2025	17/04/2025

कार्य के सम्बन्ध में किसी भी जानकारी के लिए सम्पर्क करें। मुख्य अभियन्ता, आगरा विकास प्राधिकरण, सम्पर्क नं०- 9918001523 ई-मेल ceadaagra12@gmail.com पर सम्पर्क करें।
उपाध्यक्ष, आगरा विकास प्राधिकरण को बिना कोई कारण बताये उक्त प्रक्रिया को निरस्त करने का पूर्ण अधिकार होगा। विस्तृत विवरण एवं अन्य नियम एवं शर्तों वेबसाइट <http://etender.up.nic.in> से डाउनलोड की जा सकती है।

त्रिभुज जागरण डि० नं०-५-२०२५ मुख्य अभियन्ता

Disclaimer

This Request for Proposal (RFP) document for ***Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan Kalan Township in 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	Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan Kalan Township in Agra
2	Time-period of contract	Twelve (12) months (inclusive of master planning and detailed design– extendable on mutually agreed terms)
3	Method of selection	Quality-cum-cost based selection (QCBS) 70:30
4	Ernest Money Deposit	Refundable amount of INR 5,00,000/- incl. tax/GST etc. including taxes 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 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. Paid through RTGS/NEFT.
5	Tender Processing Fee	Non-refundable fee of INR 5,000 + GST 1.10 18%, i.e., INR 5,900.00
6	Payment Details	https://induscollect.indusind.com/pay/
7	Security Deposit/ Performance Guarantee	INR 15,00,000.00 (Rupees Fifteen Lakhs only)
8	Name of the Authority's official for addressing queries and clarifications	Chief Engineer, ADA Contact: + 91 9918001523, 7989777560 E-mail: ceadaagra12@gmail.com Website: http://adaagra.org.in/
9	Proposal Validity Period	180 days from Proposal Due Date
10	Consortium/JV	Allowed up to 03 members. The JV/Consortium shall designate a Lead Member, who shall be responsible for all communications with the Authority and shall represent the JV/Consortium throughout the bidding process and contract execution. The Lead Member must meet at least 51% of the technical qualification criteria individually. All members of the JV/Consortium shall be jointly and severally liable for the execution of the contract. The roles and responsibilities of each member must be clearly defined in a Joint Bidding Agreement (JBA), which shall be submitted along with the bid. This agreement must include the shareholding percentage of each member, the nomination of the Lead Member with binding authority, and an undertaking of joint and several liability for the performance of the contract
11	Schedule of Bidding Process	
	Task	Key Dates
	Bid Start Date	04 th April 2025
	Proposal Due Date (PDD)	17 th April 2025 till 3:00 PM
	Last date for receiving queries	08 th April 2025 till 5:00 PM
	Pre-Bid Meeting	Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan Kalan Township in Agra Tuesday, April 8 · 12:30 – 1:30pm Time zone: Asia/Kolkata Google Meet joining info Video call link: https://meet.google.com/akx-nyue-zcq
Opening of Technical Bid	To be communicated	

2 Instructions to Bidders

2.1 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 to be 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.

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:

Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan Kalan Township in 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://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/Hindi 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/Hindi language. Supporting materials, which are not translated into English/Hindi, may not be considered for evaluation. To interpretation and evaluation of the Proposal, the English/Hindi 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 must 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 must 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 must 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 must 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 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.
4. Kindly note that technical bids with any financial bid information shall be summarily rejected.

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 Date Sheet of this RFP.
 - v. Power of Attorney, if applicable
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 4.1 of this RFP.
2. The Proposal containing the Technical Details in Clause 4.2 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 15,00,000.00 (Rupees Fifteen Lakhs only)** of the project cost in the form of FDR drawn or bank Guarantee drawn from any Scheduled or Nationalized Bank in favour of Agra Development Authority valid for Twelve months after completion of the Project.

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 75,000 population and urbanized area of 1056.55 ha.

The Greenfield township (GFT) at Raipur-Rahan kalan is aimed to contribute to the economic growth of the Agra city. It aims to cater to a portion of futuristic demand generated from various sectors like Residential Real Estate, Tourism, Hospitality, Commercial etc. The GFT is planned to largely accommodate a proportion of floating population envisaged to visit Agra. Various type & nature of tourist will be visiting Agra city. In concomitant to the same, the facilities proposed will cater to their needs and serve their requirements. The tourists may visit for activities related to religious purposes, spirituality, health & wellness tourism, etc. and the tourist category will vary according to purpose of the visit, economic status, age group etc.

The township provides space for star hotels and guest houses, residential development for service population along with necessary support commercial, open & green spaces, water retention ponds, cottage industries, warehouses, and other social infrastructure. The township is an integrated township with focus on development for residential, star hotels, institutions, Centres of excellence, commercial and other support infrastructure.

The township has been envisaged as a stress-free city of productive culture, where nature and the built spaces are intertwined seamlessly. The township has been seeded with institutions of excellence to foster a culture of innovation and could act as an anchor for the eastern U.P. development. The township is further visualized as a sustainable city, that is free from pollution, noise, and stress and which is designed as a holistic structure in harmony with natural law, where individual life is flowing with the evolutionary stream of energy and intelligence is sustainable. Sustainable, both for the environment, and with reference to individual life. The focus of the township has ensured safety and security that involves in evolution of a healthy township which supports a wholesome living without pollution with following key concepts:



The planning principles followed are:

- **Self-sufficient Township:** Neighbourhoods based planning in such a way that each sectors having equal access to all the amenities. The principles of inclusive development have been incorporated in the land use planning and urban design with equitable allocation of space on streets for walking, bicycles, open green spaces, utilities, and social infrastructure. The entire development has been divided in six self-sustainable sectors and is supported by nodal & central facilities accessible to all. The utilities are placed in such a way that each sector has an accessible set of social infrastructure

- **Work, Play & Live Concept:** 5 Minutes City concept for accessing the facilities within a sector in a span of 5 minutes. The site is designed to help access - focused urban transformations which should be inclusive, measurable, and effectively implemented. Cluster of Institutions and decentralize facilities mark nodes abutting the excellence centres in each sector which will provide all community facilities required for resident Communities in each Sector. These institutions include schools from nursery to secondary, Healthcare Centres, Postal Services, Police Stations/Control Centre, E-Suvidha Kendra, Sport Centre Clubs etc. These Clusters become vibrant public spaces well connected with the green and public transportation networks and are all within a 5 min walking distance of their resident communities.
- **Inclusive Township:** Equity to All through inclusiveness measures on infrastructure and facilities
- **Mixed Land Use:** Encourage a mix of residential, commercial, industrial, and recreational land uses within a neighbourhood or district. This can reduce the need for long commutes and promote walkability.
- **Eco-Districts:** Eco-districts are neighbourhoods or districts that integrate sustainable urban development practices, including green building design, renewable energy, and resource-efficient infrastructure.
- **Creative Placemaking:** Creative placemaking involves integrating arts and culture into the development of urban spaces to make them more engaging, inspiring, and community oriented.
- **Interconnected Greens:**

Important components of the township:

The tentative components of the proposed township are listed below. However, the consultant is required to recommend and design all required components, in consultation with the Authority. It is required that the components are proposed in line with the prevailing Master Plan and applicable regulations of the Authority.

- **Roads:** The tentative lane configuration proposed in the Green Field Township shall be 4 lane-divided configurations for the 36m wide street, Feeder Street (18m) as well as the Local Residential Streets (12m) which shall also include 2 dedicated lanes for EV vehicles. The road hierarchy and consequent detailed street design shall be finalised and detailed by the consultant in line with the approved vision for the township, identity, and scale of the township, encouraging green mobility, etc. and/or as directed by Agra Development authority time to time.
The tentative road hierarchy for the township shall be categorized into:
 - A 36m main connecting road shall run in a loop around the central region of the township, accommodating services like, commercial spaces, institutional buildings, recreational spaces etc.
 - 18 m feeder streets shall connect various major nodes of the city to the 36 m road and would act as collector roads for providing connectivity to the components of the greenfield township
Commercial and Plotted Development
 - Finally, the third level of hierarchy shall be local residential streets of 12m RoW providing connectivity at plot level
- **EV lanes main roads:** 2 exclusive EV lanes shall be proposed on each side of the main road. The width, strategic location, number etc. of EV lanes and EV charging stations shall be suggested by the consultant. To provide a sustainable IPT system to the township through increased usage of EV based IPT systems such as E-rickshaws, is required to be proposed to provide EV fast charging stations at strategic locations such as institutional buildings, commercial areas, public transport interchanges, major parking zones within the township.
- **Non-motorized Transport (NMT) Bicycle lanes and parking:** To promote NMT mobility within the township, dedicated NMT lanes shall be proposed on cross all road hierarchy such as 36m,

18m and 12m on both sides of the RoW. Also, adequate measures such as rumble strips, road markings, signages, bollards, etc., shall be adopted to improve pedestrian and NMT safety. The social infrastructure in the neighbourhoods of the township is required to be proposed, provided within a 5min walking or cycling distance. The proposed public transport system shall provide services along all the major roads of the township supported by a robust IPT system on the other roads.

- **Blue and green infrastructure:** As part of the building a green image for the township, adequate garden/green spaces around the town shall be proposed. The green spaces shall be designed based on the landscape and heritage themes, which are indigenous to the region. The entire green shall be interspersed with a series of interlinked retention ponds, constructed wetlands and tanks to meander through the watersheds. This feature not only serves as a flood prevention measure but provides a forest of beauty and utility connecting the existing villages and settlements. Because of the meandering each portion of the new town will have access to the forest as well as the water bodies within them. However, the consultant shall recommend the proposed infrastructure as per the assessment study
- **A main street shall** wind its way through the entire city, connecting its many neighbourhoods and Centres. Large sidewalks, hawker zones, cycling routes, and an E-Bus shuttle service shall be present and accounted for. It shall prohibit through traffic. The Street will be flanked by official and informal businesses, as well as cottage industries where visitors can visit shops that create idols, paintings, and herbal medicines, among other things. With commercial space on the ground floor and residential, offices, and other uses on the upper floors, it shall be envisioned to be a mixed-use building.
- **Commercial:** Hotels, guest houses and other commercial activities (as permissible in the Master Plan) shall be planned as per the market demands and requirement assessment for the proposed township. Optimum plot sizes and number of plots, for the commercial activities will be determined by the consultant. Locations of the proposed commercial activities shall also be strategically planned in the township. Common commercial complex or neighbourhood market is required to be designed in detail by the consultant.
- **Multi-Level Car Parking (MLCP) (if required):** Multilevel parking facilities shall be required to be proposed at all vehicular access points connecting to the city and to the larger regional network. The number, location, capacity, and other details of the proposed MLCP Structures shall be assessed by the consultant. These structures would act as modal interchanges for access to the city E-Bus system and other utilities. These towers will act as gates/markers and mark the entrance to the city. These multi-level facilities are envisaged to provide multi-modal integration at ground and first floor along with separate drop off and pick-up zones for IPT It will also be equipped with passenger information systems, waiting halls in the ground and first floor, cafeteria, toilets, first aid centre, emergency services, solar rooftops etc. A similar model has been implemented in Bangalore through the development of Transit cum Traffic Management Centres (TTMC) at various strategic locations
- **Centres of excellence with indicative themes:** Various theme-based centre of excellences shall be proposed in the township. The tentative themes can be: Local Craft Centre, Dance and Drama Academy, Centre for Arts and Sculpture, Centre for Music, Centre for Yoga, Centre for Painting, Centre for Poetry, University of Research in Herbal, Medicine, Ayurveda and Wellness, Museum for Heritage Interpretation, etc. The number, location, capacity, and other details of the proposed centre of excellences shall be assessed by the consultant and finalised in consultation with the Authority

- **Sustainability concepts:** proposed Greenfield Township layout shall provide a self-sustaining environment and pave the way to a carbon-zero footprint through energy efficient & green building initiatives, climate resilient & disaster proof buildings, green and blue infrastructure, water, and solid waste management with circular economy initiative
 - **Green Urban and Public Transport:** The township shall propose greener form of urban and public transport to make it a clean and users' friendly place. The proposed urban and public transport shall comprise of following strategies: Decentralized public transit hub with multilevel car parking, Electric bus based public transit, which shall facilitate movement within the township and connectivity to rest of Agra city. Encourage use of walking and cycles through provision of quality NMT infrastructure on all roads of the greenfield township.
 - **Solar Energy Use:** The township shall promote greener form of energy generation. Development controls regulations shall be recommended to use rooftop solar PV for meeting partial energy needs of the greenfield township. It shall be proposed that approximately 30% of the energy demand of the township can be met through solar energy and 50% of the rooftop of the buildings in township should have SPV systems preferably grid connected systems.
 - **Zero Waste Township:** The greenfield township wastewater treatment system shall be designed based on 100% recycling of the wastewater through tertiary treatment for gardening and flushing system of the toilets. Hence, township shall have dual piping system. Also, the waste generated within the township shall use into the circular economy along with mandatory recycling and composting for all businesses and residences
 - **Green Buildings:** The township through its Development Control Regulations shall mandate that all buildings in the township have green building certification from GRIHA (Green Rating for Integrated Habitat Assessment), with minimum rating of 4.

In view of the above, the Authority is planning to undertake Green Field Land Development Project through integrated development i.e., Road network, Service /Multi utility duct network, Sewerage Network, Water supply network, Electricity Supply System (33/11 Kv Sub Station), Connection arrangements of these service networks to individual property, Boundary demarcation of assets, Public spaces (Parks, Green belts and toilet) related works, and Signage work i.e., of the land is to be done to create a sustainable habitat i.e. township ready for sustainable habitation.

The ADA intends to hire an agency to prepare the detailed master plan, to define the urban design guidelines, detailed layout plan, assist in hiring a developer for the development of the entire township of 442.44 Ha. To execute hereinabove project, the ADA is issuing this RFP to appoint a consultant for preparation of Detailed master planning and architectural Design for **442.44 Ha** of Greenfield Township in Agra for ADA.

3.2 Site Details

3.2.1 Site Location

Rahan Kalan Raipur lies outside the Agra City, on the periphery of Agra Metropolitan boundary. The site is located adjacent to 100 meters Inner Ring Road with a total area of 442.44 Hectares. It is located approximately 15 kms away from Agra City Centre towards East direction. The nearest railway station is Kuberpur within 1km from the northern part of the site. The NH-19 which intersects the Inner Ring Road, goes towards Firozabad. The site is 500m away from the Yamuna River.

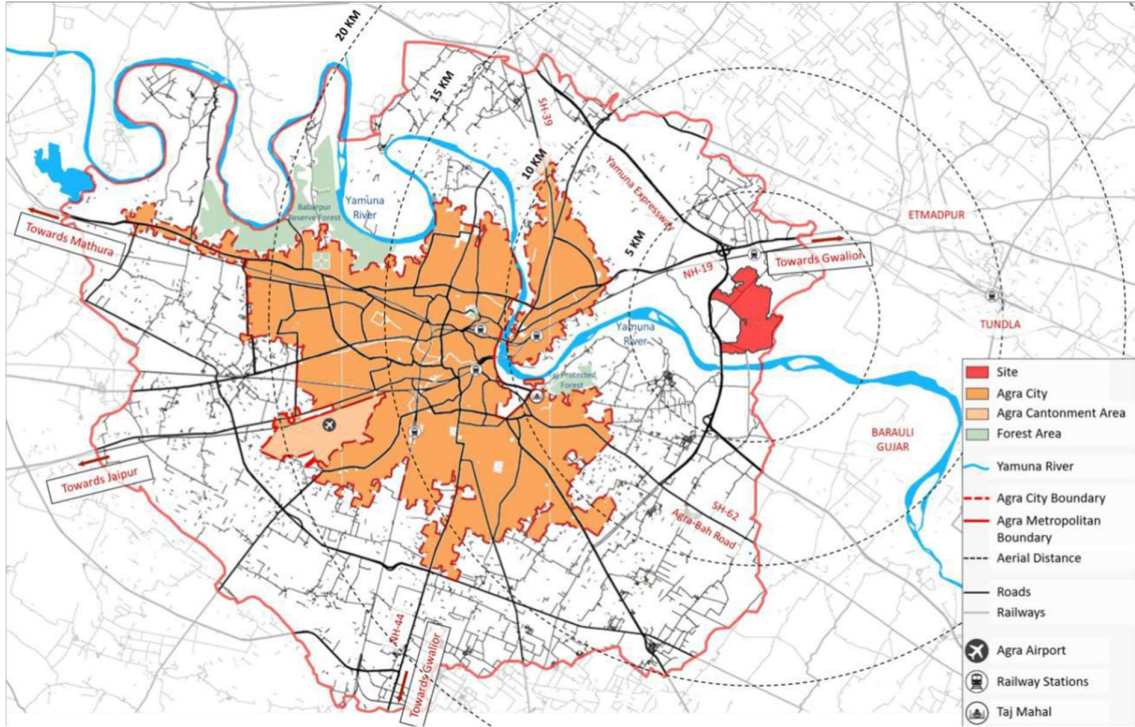


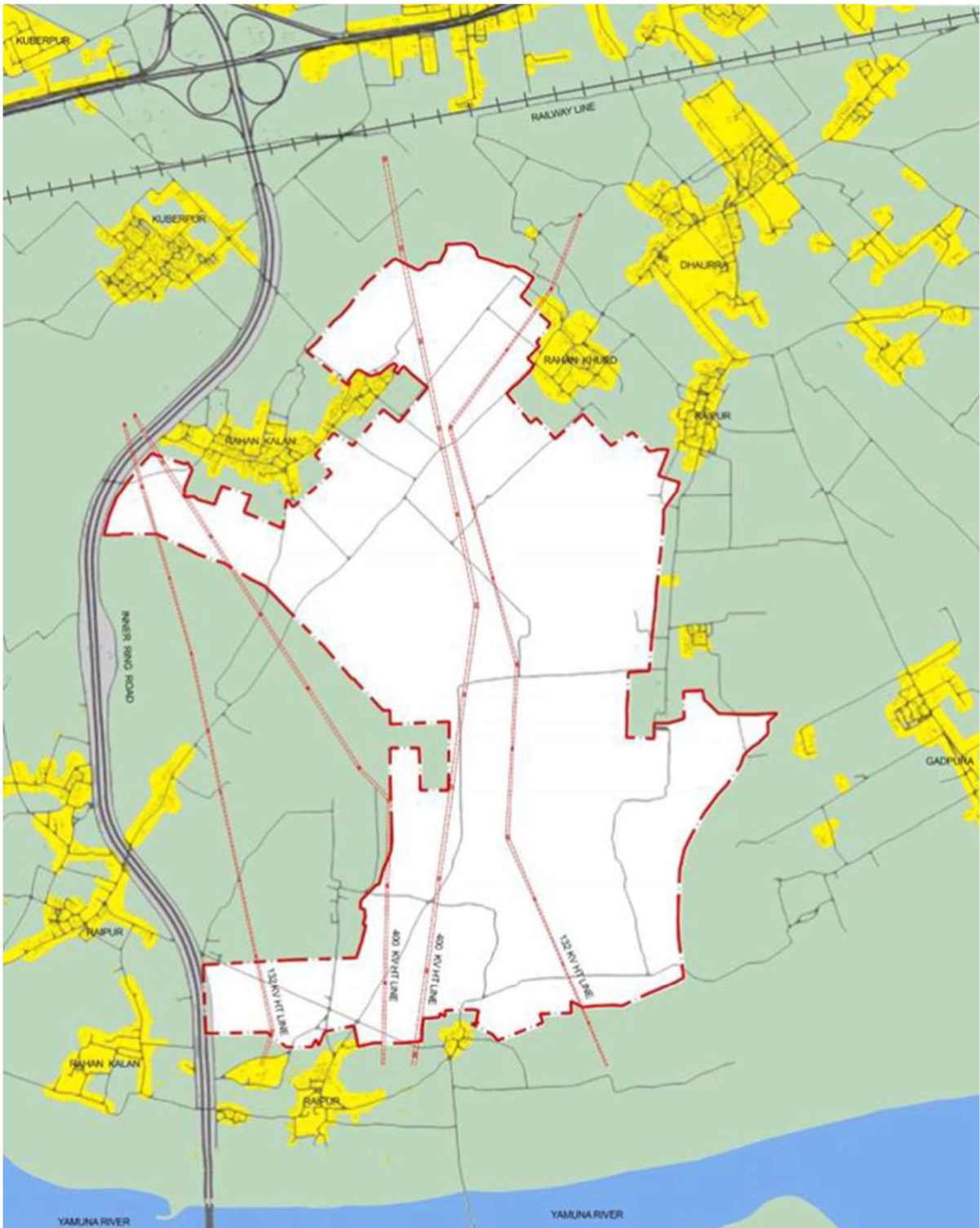
Figure 1: Raipur-Rahan kalan Site Location

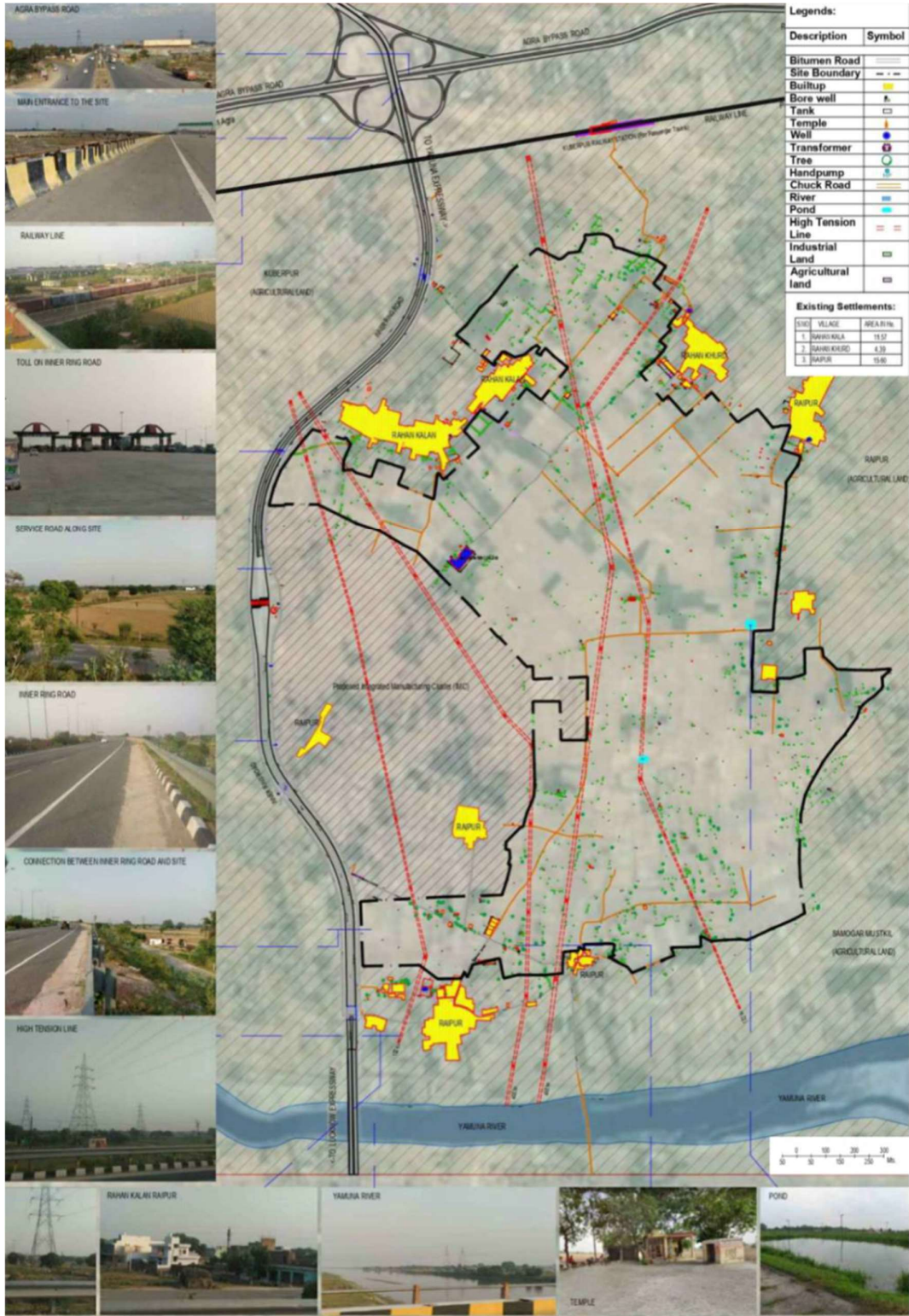
3.2.2 Site Surroundings

The site is surrounded by agricultural land on all sides though an Industrial Manufacturing Cluster (IMC) is proposed on west direction adjacent to the site. Yamuna River is located 500 meters away from the site towards south direction. Village Rahan Kalan, Rahan Khurd Dhaurra, Kuberpur and Raipur lies near to the site. An Eastern dedicated freight corridor (Transport Railway Line) is running along Agra Bypass Road and Kuberpur Railway Station is located near to the site.



The above images are that of the Eastern Dedicated Freight Corridor along the Agra Bypass Road with Kuberpur as the nearest railway station and the view of the Yamuna River from the 100 m wide Inner Ring Road.





Site context

3.3 Detailed Scope of services

The scope of work shall be as follows (but not limited to):

The scope of work for the Consultant (but not limited to) is to undertake detailed assessment of the project site and accordingly prepare a Master Plan & Design for the proposed township in green field township in Agra. The initial project area is tentatively 442.44 Ha and ADA may extend the project area based on the requirement. The detailed scope of services covered under this assignment is as below:

1) **Detailed Site Analysis:** Field visit to understand the site location and local conditions. The Consultant shall undertake detailed site analysis covering connectivity aspects, existing land use, surrounding developments, review of development controls (Byelaws) and zoning regulations, environmental aspects, and SWOT analysis. The existing infrastructure facilities including water supply, power supply and waste management shall also be studied.

2) **Topographical Surveys:** This shall cover detailed boundary survey (including fixing of boundaries) for the measurement of actual site extent, contour survey for mapping the existing ground levels and prepare contour map with an interval of at least one (1) meter and mapping of all existing site features (natural and manmade). After conducting the Boundary Survey, the consultant shall also assist ADA while fixing up the boundary stones.

3) **Tree Survey and Flood Line Demarcation**

The selected consultant shall conduct a **comprehensive Tree Survey and Demarcation of the Flood Line** at the project site as per applicable statutory guidelines and best practices. The scope of work shall include:

Tree Survey:

- Identification, enumeration, and mapping of all existing trees on the site, including species, girth, height, and health condition.
- Preparation of a Tree Inventory Report
- Compliance with applicable laws such as the TTZ, Tree Preservation Act or other Guidelines.

Demarcation of Flood Line:

- Identification and marking of the **Highest Flood Level (HFL) and Regulatory Flood Line** based on historical data, hydrological studies, and relevant flood zoning regulations.

4) **Market Study and Demand Assessment**

The market potential for the Raipur Rahan Kalan site shall be assessed by studying the available data and economic status of the project area along with all the required stakeholder consultations, the future developments proposed in the vicinity of the project area, Existing Real Estate trends, Land values, and process shall be identified and studied along with the natural resource potential of the region.

a) **Finalizing the Product Mix**

The total space requirement for each land uses and its supporting infrastructure and amenities in the Site area shall be allocated in line with its market potential and the expected share that it can capture given its competitive advantage at the location.

Assessment of common and utility infrastructure based on the proposed product category/product mix.

5) **Detailed Master/ Layout Planning**

- a) To define land use details of scheme area, as per master plan provision.
- b) To determine land use details for part of scheme area where master plan provisions are not defined.
- c) To provide the sector wise land use map based on the transportation layout plan along with sector wise land use analysis of various use along with population density.
- d) To provide Green Areas Map showing all the proposed green belts, organized open space and green buffers in the entire township as per site conditions along with numbering and area detail.

- e) To provide Sector wise distribution of various income-based housing based on proposed density.
- f) To provide distribution of facility in each sector along with the location as per the latest building bye laws and related Government Orders for the scheme area.
 - Demarcation plan and numbering of each plot/sector or block wise.
 - Numbered plot plan with sizing for each developable parcel within the proposed development.
 - Construction / architectural control parameters (setbacks, FAR, ground coverage and other control parameter) for sale offer of each plot in layout-showing proposed building footprint. Strategies for Land & Plot Disposal Policies.
 - Size of each plot

(Note: plot distribution for each land use/ component proposed in the township will be assessed by the consultant based on market trends, future needs of the township and marketability of the township)

- g) To finalise location and distribution of all the facilities (infrastructure and network) and services such as electrical sub- station, transformers, sump well, tube well, STP etc. in the township as per the latest building bye laws and related Government Orders for the scheme area and as per prevailing regulations of the Authority
- h) To determine phasing plan for financially viable implementation of the proposed township.

6) Park and Open spaces and utilities design

- a) To provide detail landscape plan of open space / garden /roadside plantation/ green belt along with planting plan and maintenance plan.
- b) Integrated Green Network with residential and commercial sites.
- c) To provide design and drawing detail for finalization of contours within green network at appropriate scale for implementation.
- d) To provide design and drawing detail of theme-based landscape details of open spaces, garden, sector wise roadside plantation, intersection, green belt and public plaza / space in scheme area.
- e) To provide landscape design drawing including urban design elements like – lighting, street furniture, sculptures, murals, railings, etc.
- f) Open space and landscape strategy with typical details for three typologies of landscape:
 - maintained parks and gardens with hardscape, softscape and road/park furniture.
 - basic ground covered landscape areas with shrubs and planting.
 - natural areas with native vegetation and managed landscapes.
- g) To suggest innovative materials for the pavements, cladding, slopes, and landscaping, etc.

7) Public space design at township level

- a) To provide conceptual design public space including gateways, key nodes, intersection, plaza, part of the road, open space, places of people interest. The public space design should be inclusive in design.
- b) To provide detailed design and drawing for implementation of the spaces of public interest including gateways, key nodes, intersection, plaza, part of the road, parks, open space in the township.
- c) To plan and design common facilities in the township: bus shelters, toilets, kiosks etc.
- d) To detail design common commercial complex for the township
- e) Other common facilities and public spaces/places shall be suggested by the consultant based on study of best practices.
- f) Detailed design, assistance in hiring contractor and monitoring works of contractor for all common facilities (as required/approved by the Authority), are required to be done by the consultant.

8) Implementation plan

For the effective scheme implementation design criteria, feedback from the concerned stakeholders must be incorporated for the approval of transportation plan, land use plan, green and blue network implementation plan, from the appropriate authority.

Assistance/ Support shall be provided by consultant in preparation of documents and drawings necessary for obtaining NOC/approval.

The consultant shall prepare the implementation plan covering the following:

- a) Demarcation plan, numbering, and naming of each plot/sector/block.
- b) Numbered plot plan with sizing for each developable parcel within the proposed development.
- c) Construction / architectural control parameters (setbacks, FAR, ground coverage, ingress and outgress of each plot, and other control parameter) for sale offer of each plot in layout-showing proposed building footprint. Strategies for Land & Plot Disposal Policies.
- d) To finalize the housing typology based on density, market feedback and property registration requirement / EOs from interested parties.
- e) Strategies for Land & Plot Disposal for various use proposed in the scheme

9) Detail Urban Design guideline for scheme

The proposed township is planned based on Vedic planning principles with special emphasis on the need of existing and floating population. The unique character of the township will be enhanced through a uniform urban design principle justifying the vision of the township through various controls as following:

- a) Details of Urban Design drawings & guidelines for implementation - Policies, Regulations & Guidelines to lend Coherent Characters of the Township. Urban Design Guidelines in Terms of Place Making Strategies, Edge Conditions, Transitions and Activity Allocations; plot / block / sector wise.
- b) Use of Vedic and regional architectural vocabulary for the treatment of the building elevations.
- c) Use of Vedic architectural elements to articulate the skyline of the buildings.
- d) Detail Urban Design for the Whole Township and for various land uses in sector layout.
- e) Details Design & Control Designs Parameters for 10 Centres of Excellence as defined in land use Plan based on permitted activities as per prevailing Master Plan, as approved by the Authority
- f) Implementation of Façade Control Designs including Architectural Features Design & Drawing, Materials & Techniques require for each plot / streetscape / land use.
- g) Detail of Signage Design for scheme & each sector separately for identification and location based upon relevant code / guideline.
- h) To create unified urban and architectural image for the scheme, and colour controls may be proposed for the Greenfield Township
- i) Design and finalization of the scheme logo for incorporation for branding of scheme
- j) The urban design guidelines for the façade controls should include building envelop guidelines along the different hierarchy of the road. Which should be aimed at creating well defined spatial enclosures in the township and facades contributing to the quality of the road/avenues and related open spaces. The façade control guidelines should also focus on “Built to edge development” i.e., “Eyes on Street Concept” within the township.

10) Working drawings and tender documents

- a) The Consultant shall be responsible for preparation of drawings/details/documents necessary for procuring any other required/applicable statutory approvals/clearances from the concerned Organisations (e.g. Environment Clearance, Fire NOC, Certificate from Pollution Control Board etc.) for each building, if required. The Authority shall assist the consultant for the same.
- b) The Consultant shall be responsible for EIA clearance and all necessary support.
- c) To 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.
- d) 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.

- e) Detailed drawings for all structures, interiors, services, landscape, and any other relevant details. Preparation of drawings of all services including sewerage, electricity, water supply & Storage, waste disposal, circulation, parking with e-charging stations, signage, rainwater harvesting etc. The consultant will carry out detailed planning for all services i.e., Water, Electricity & Sewage Disposal, mechanical works, Fire alarm and protection Services, renewable energy sources, internal & external electrification with necessary electrical rooms, cablings, power supply network including substation, external lighting, alternate electric energy systems, telephone, computer cable, LAN and other systems etc., for the respective plot of the building. As per relevant codes and practices, the consultant will bear the responsibility of planning and detailing of the system and assistance in obtaining sanction for additional requirement from the civic authorities, keeping in mind the present load, additional requirement and future expansion, including those for the existing facilities.
- f) The specifications and guidelines followed for design shall conform to the codes and Schedule of Rates acceptable by the Authority. (e.g, UPPWD SOR, CPWD DSR & DAR etc.)
- g) This stage shall comprise of the following:
 - Layout for each facility/Building/component, as required by the Authority, if any
 - Preparation and approval of detailed project strategy
 - Establish architectural design and engineering programming process
 - Provide value engineering of materials, construction methods and systems with costing
 - Detailed drawings for civil, services, interiors, exterior including HVAC, lighting, plumbing etc.
 - Detailed drawings for fixed finishes (wall, floor, ceiling, surfaces etc.) excluding movable furniture for all areas
 - Detailed specifications, bill of quantities & detailed costing as per the codes and Schedule of Rates acceptable by the Authority. (e.g, UPPWD SOR, CPWD DSR & DAR etc.)
 - Any other relevant documents/details
- h) Preparation of specifications and bill of quantities, drawings etc. for calling of tenders for hiring contractor for construction of building/facility as approved by the Authority.
- i) Assistance in preparation of tender documents including specifications and bill of quantities, drawings etc. for calling of tenders & implementation of Project.
- j) The Agency shall assist the Authority in addressing clarifications to queries raised in the pre-tender meeting for the execution of works.
- k) Detailed Design and Detailed Project Report (DPR) have to be prepared.
- l) Branding and Feasibility of the same.

11) Other conditions:

- i. The controls should be in coherence with the city level Façade / urban design guidelines and the latest building bye laws of ADA and related Government Orders.
- ii. Maximum of three reviews are required for the approval before the formal submission of the deliverables (Report, map and digital files in editable format). And the consultant has to record and prepare the minutes of the meeting on the review meetings for references.
- iii. Consultant will have to record the minutes of meetings for each review.
- iv. Bidders are encouraged to ascertain for themselves the availability of documents and other data with the ADA, Applicable Laws and regulations or any other matter considered relevant by them.

3.4 Deliverables

The consultant must submit component wise following:

- i. Reports
- ii. Presentations
- iii. Maps and drawings (in the original software format in which it is prepared as well as in hard copy)

List of reports and maps under each component

#	Component	2 set of colored report printout and a softcopy in base file format	Maps and drawings in 4 set A2 printouts, PDF copy and AutoCAD format copy / base file format
1	Preparation of detailed transportation plan	<ul style="list-style-type: none"> Report on area of sector/ sub sector and area under the transportation plan Report on detailed Road sections for Network and circulation. including site ingress/egress from the National Highway (for seamless movement), vehicular circulation patterns, pedestrian circulation, and vehicular parking etc. Details of public transport infrastructure. Concept and architectural design for MLCPs development along with the control guideline. 	<ul style="list-style-type: none"> Demarcation of TLP with finalization of pillar location for each node Detailed Road Network Map showing the primary, secondary and tertiary roads. Circulation plan for defining sectors in the scheme area, including site ingress/egress from the National Highway (for seamless movement), vehicular circulation patterns, pedestrian circulation, and vehicular parking in detailed layout Location and typical architectural design for public transport facilities such as bus stops, bus lanes, bus terminal, EV Bus charging infrastructure, other EV supporting infrastructure in detailed layout. Location and design for implementation of Non-Motorized Transport infrastructure along with parking areas, pedestrian walkways, and vendor zone in detailed layout. Concept and architectural design for MLCPs development along with the control guideline.
2	Integrated plan for existing settlements in scheme	<ul style="list-style-type: none"> Identification and detail rehabilitation plan for each cluster or part thereof. Detail control guidelines for development of existing settlement / cluster within the township. Identification, enumeration, and mapping of all existing trees on the site, including species, girth, height, and health condition. Preparation of a Tree Inventory Report. 	<ul style="list-style-type: none"> To provide demarcation of upto 50-meter buffer area for peripheral service road for identification of parishad land in form of plot abutting existing structure for the existing settlements / cluster in scheme. To provide detailed layout of the buffer area for the existing settlements / cluster along with provision of public and semi-public facilities, area required for infrastructure and services. Preparation of a Tree Inventory Report.
3	Detailed Land Use Plan	<ul style="list-style-type: none"> Overall and Sector wise distribution of various income-based housing based on proposed density. Land use classification, population, density, and facility calculation of overall scheme. Distribution of facility in each sector along with the location as per building bye laws for the scheme area Construction / architectural control parameters (setbacks, FAR, ground coverage and other control parameter) for sale offer of each plot in 	<ul style="list-style-type: none"> Sector wise land use map based on the revised transportation layout plan provided by ADA. Along with sector wise land use analysis of various use along with population density. Green Areas Map showing all the proposed green belts, organized open space and green buffers in the entire township as per site conditions along with numbering and area detail. Demarcation plan and numbering of each plot/sector or block wise. Numbered plot plan with sizing for each developable parcel within the proposed development. Location distribution of all infrastructure and services in the township as per building bye laws for the scheme area.

#	Component	2 set of colored report printout and a softcopy in base file format	Maps and drawings in 4 set A2 printouts, PDF copy and AutoCAD format copy / base file format
		layout-showing proposed building footprint. Strategies for Land & Plot Disposal Policies.	
4	Development of Blue network	<ul style="list-style-type: none"> • Report on design of blue network • Map with flood line demarcation. 	<ul style="list-style-type: none"> • Blue network architectural design drawing (on the basis of detail information provided by concerned department of ADA) – shape, design, finishes and cross sections of channel (of different width, type), Storage (of different type), Conveyance (to decide level, pressure, flow etc.) of water, architectural design drawing for drainage structure, bridges and culverts required for Linkage and connectivity for infrastructure and services. • Detailed service plans for water supply, waste management • Superimpose the blue network design on the Khasra Map for implementation. • Identification and marking of the Highest Flood Level (HFL) and Regulatory Flood Line based on historical data, hydrological studies, and relevant flood zoning regulations.
5	Park and Open space design	<ul style="list-style-type: none"> • Report to suggest innovative materials for the pavements, cladding, slopes, and landscaping, etc. • Report on theme-based plantation along with nomenclature of plants and O&M plan 	<ul style="list-style-type: none"> • Detail landscape plan of open space / garden /roadside plantation/ green belt along with planting plan along with maintenance plan. • Design and Drawing detail for finalization of contours within green network at appropriate scale for implementation. • Design and Drawing detail of theme-based landscape details of open spaces, garden, sector wise roadside plantation, intersection, green belt and public plaza / space in scheme area. • Landscape design drawing including urban design elements like – lighting, street furniture, sculptures, murals, railings, etc.
6	Public space design at township level	<ul style="list-style-type: none"> • Report for identification and implementation of public space design 	<ul style="list-style-type: none"> • Conceptual design for public space including gateway complex, key nodes, commercial streets, intersection, plaza, part of the road, open space, places of people interest etc. The public space design should be inclusive in design. • Detailed design and drawing for implementation of the spaces of public interest including gateways complex, key nodes, intersection, plaza, part of the road, open space in the township • Detail design of proposed common facilities in the township: bus shelters, toilets, kiosks etc • Detail design for common commercial complex for the township

#	Component	2 set of colored report printout and a softcopy in base file format	Maps and drawings in 4 set A2 printouts, PDF copy and AutoCAD format copy / base file format
7	Township implementation plan	<ul style="list-style-type: none"> Report on Construction / architectural control parameters (setbacks, FAR, ground coverage and other control parameter) for sale offer of each plot in layout-showing proposed building footprint. Report to finalize the housing typology on the basis of density, market feedback and property registration requirement / EOIs from interested parties Report on property disposal plan for bulk Land & Plot for various uses proposed in the layout plan. 	<ul style="list-style-type: none"> Demarcation plan, numbering and control parameters, naming of each plot/sector/block Numbered plot plan with size, area for each developable parcel within the proposed development.
8	Detail Urban Design guideline for scheme	Detail Urban Design guideline for scheme including façade control	Detailed drawings for implementation of Façade Control Designs including Architectural Features Design & Drawing, Materials & Techniques require for each plot / streetscape / landuse.
9	Working drawings and tender documents	Assistance in onboarding contractor for development of the township	Working drawings for the all the components of the proposed township BoQ/ estimates for all components Tender documents for hiring contractor for each component* *The components shall be approved by the Authority

Support from ADA to the bidder:

The selected consultant shall be provided with the data available with ADA that is currently being utilised.

- i. Base map and Land use map
- ii. Land Khasra map
- iii. Draft Master Plan of the Township
- iv. ADA Building byelaws and applicable Zoning Regulations
- v. Other relevant guidelines applicable if any

3.5 Payment Milestones

The allocation of the lump-sum fees, as per the scope of work, is structured to support the various project stages, which include:

- A) Masterplan (30%)
- B) Detailed design of Infrastructure components (45%)
- C) Detailed design of urban design project components (25%) the payment milestones shall be based on deliverables across the following components:

A) Masterplan

The masterplan will have a payment weightage of 30%. The project timeline for Masterplan shall be as follows:

S. no.	Deliverable	Timeline (T – date of contract)	Payment
1	Inception Report <ul style="list-style-type: none"> Conduct a thorough site analysis and assess the existing infrastructure and utilities. Identify any legal or regulatory constraints Develop a preliminary concept for the greenfield area, including land use, transportation, and open space planning and preliminary cost estimate. 	T + 30 days	10% of the fee allocated to Masterplan
2	Land use planning <ul style="list-style-type: none"> Define zoning regulations Determine the allocation of land for residential, commercial, industrial and recreational spaces Preliminary Identification of all Infrastructure and Urban design projects 	T + 60 days	20% of the fee allocated to Masterplan
3	Infrastructure and Utilities Planning <ul style="list-style-type: none"> Design and plan infrastructure, including roads, water supply, sewage systems, and energy distribution. Ensure utilities that can support the proposed development. Finalization of all Infrastructure and urban design projects which need to be undertaken as per the masterplan with block costs 	T + 90 days	30% of the fee allocated to Masterplan
4	Implementation Strategy <ul style="list-style-type: none"> Develop a strategy for phased implementation of the master plan within a time period of 24 months. Establish priorities and timelines for each infrastructure and urban design project. 	T + 120 days	40% of the fee allocated to Masterplan
5	Notice to proceed for Detail Design (NTP)		

B) Detailed design of Infrastructure project components

This stage will have a payment weightage of 45%. The project timeline for detailed design for Infrastructure projects shall be as follows:

S. no.	Deliverable	Timeline (T – date of contract)	Payment
1	Draft detailed design <ul style="list-style-type: none"> Prepare detailed designs with cost estimates for major connectivity projects, such as roads, underpasses, cloverleaf structures, which were initially identified as Infrastructure projects in the Masterplan stage 	NTP + 60 days	30% of the fee allocated to Infrastructure design projects
2	Detailed design <ul style="list-style-type: none"> Completion of detailed design drawings and BOQs of all identified projects and incorporation of all inputs received in the draft detailed design stage 	NTP + 75 days	40% of the fee allocated to Infrastructure design projects
3	Floating of tender followed by Approval of design, BOQ and tender	NTP + 90 days	15% of the fee allocated to Infrastructure design projects
4	Onboarding of Implementing agency <ul style="list-style-type: none"> End to end bid process management Preparation of LoIs and Work orders Formulate and finalize contract agreements with the implementing agency. 	NTP + 120 days	15% of the fee allocated to Infrastructure design projects

C) Detailed design of Urban design project components

This stage will have a payment weightage of 25%. The project timeline for detailed design for Urban design projects shall be as follows:

S. no.	Deliverable	Timeline (T – date of contract)	Payment
1	Draft detailed design <ul style="list-style-type: none">Detailed design of all Urban design project components	NTP + 90 days	30% of the fee allocated to Urban design projects
2	Detailed design <ul style="list-style-type: none">Completion of detailed design drawings and BOQs of all identified projects and incorporation of all inputs received in the draft detailed design stage	NTP + 120 days	40% of the fee allocated to Urban design projects
3	Floating of tender followed by Approval of design, BOQ and tender	NTP + 150 days	15% of the fee allocated to Infrastructure design projects
4	Onboarding of Implementing agency <ul style="list-style-type: none">End to end bid process managementPreparation of Lols and Work ordersFormulate and finalize contract agreements with the implementing agency.	NTP + 180 days	15% of the fee allocated to Infrastructure design projects

In the event of a delay in the submission of deliverables exceeding one (1) month, and if the delay is solely attributable to the consultant, the Authority reserves the right to impose a penalty. This penalty will amount to 1% of the total cost payable for that deliverable for each week of delay or as decided by Engineer-in-Charge, up to a maximum limit of 10%. It's important to note that the Authority's decision in this matter will be considered final and binding on the consultant.

Note:

1. T is the date of start of the project as per the agreement

2. Payment for each stage shall be due upon approval / acceptance of the deliverable by the competent authority of ADA

In response to the RFP, the Applicant shall provide financial quote in the form of INR / Ha. GST/taxes as per applicable rates shall be paid by the client as extra. The financial quote, shall be inclusive of the following:

- All Out-of-Pocket Expenses (OPE)
- Travel, boarding and lodging at Agra
- Equipment to be used by the Consultant like laptop, internet dongle etc.
- Digital tools/ collaboration platforms deployed by the Consultant
- Stationery
- Admin expenses
- Guesthouse-cum-office set-up cost (including space renting, furnishing, equipment, regular maintenance etc.), if required
- Any other miscellaneous expenditures.

3.6 Proposed Team

The Consultant's team (the "Consultancy Team") shall consist of the following key personnel (the "Key Personnel") as specified below:

#	Personnel	Numbers	Educational Qualification	Relevant experience
1.	Team Leader	1	B. Arch with Master's in planning / master's in urban design / Architecture	<ul style="list-style-type: none"> • Shall have minimum 15 years of relevant experience in detailed architectural design, infrastructure design, landscaping etc. • Shall have relevant experience in spatial planning assignments for townships of similar magnitude, size and nature in India or abroad. • Experience in façade control design guidelines, urban designing of large townships / towns / cities is essential. • Shall have membership of The Council of Architecture India
2.	Urban Designer	1	B. Arch with Master's in urban design/ Architecture	<ul style="list-style-type: none"> • Shall have minimum 08 years' experience in preparation of urban design plans. • Experience in façade control design guidelines, Vedic city design concepts, urban designing of large townships / towns / cities is essential • Experience in City Scape and Street Scape Design. • Experience in Tourism Planning and associated placemaking. • Shall have membership of The Council of Architecture India
3.	Urban Planner	1	B. Arch with Master's in Planning	<ul style="list-style-type: none"> • Shall have Minimum 07 years of experience • Shall have experience as Similar Capacity for similar projects. • Shall have membership of The Council of Architecture India
4.	Landscape Architect	1	B. Arch with post-graduation degree in landscape architecture	<ul style="list-style-type: none"> • Shall have Minimum 6 years of experience • The candidate shall have experience in landscape designing for township / residential areas / similar areas. • Experience in City Scape and Street Scape Design. • Shall have membership of The Council of Architecture India
On-site Resources – During Planning and Detailed Design (To be deployed in Agra)				
5.	Architect Planner	2	B. Arch with post-graduation degree in planning	<ul style="list-style-type: none"> • Shall have minimum 7 years of relevant experience in integrated master planning of the townships and design of infrastructure. • The candidate shall have experience in planning for township. • Shall have membership of The Council of Architecture India • Having membership of The Institute of Town Planners, India shall be preferred.
6.	Infrastructure design expert	1	BE Civil + Master in Structural design/ Infrastructure	<ul style="list-style-type: none"> • Shall have minimum 5 years of relevant experience in integrated master planning of the townships and design of infrastructure.

			design or equivalent	
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*The proposed roles of the above specialists and their detailed qualification requirements need to be provided in the CVs format as given in respective forms in **Annexure B**.

Consultant will have to deploy additional expert/s from relevant fields during the contract period other than mentioned in the RFP as per the requirement of the project as per the directions from ADA from time to time.

Note:

- *ADA expects all the Key Personnel specified in the Bid to remain available during the duration of the Project.*
- *The team leader must be available for all the key presentations / stakeholder meetings / review meetings / coordination meetings at Agra.*
- *The ADA will not consider any substitution of Key Personnel, except under compelling circumstances beyond the control of the Consultant and the concerned Key Personnel. Such substitution shall be limited to not more than one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the ADA. Without prejudice to the foregoing, substitution of one Key Personnel shall be permitted subject to reduction of remuneration equal to 5% (five percent) of the remuneration specified for the Key Personnel who is proposed to be substituted.*

4 Eligibility and Technical Evaluation criteria

4.1 Eligibility criteria

Applicants must carefully read the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation. To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:

#	Eligibility Criteria	Documentary Evidence
1.	The Bidder shall be any entity which is a registered sole proprietorship firm / a partnership firm / Limited Liability Partnership / a company having registered office in India.	<p>Submit the certificate of incorporation, Memorandum of Association (MoA) and Articles of Association (AoA) in case if the Bidder is a Company under Companies Act, 2013.</p> <p>A certified copy of the partnership deed and current address of all the partners of the firm should accompany the bid, in case if the Bidder is a firm in partnership.</p> <p>certificate of incorporation / registration for Limited Liability Partnership</p> <p>Annual Report of the Company or Income Tax Return with Profit and Loss Account for Proprietorship/ Partnership firm for last 3 financial years i.e. 2021-2022, 2022-2023 and 2023-2024</p>
2.	Average Annual Turnover shall not be less than Rs. 8.00 Cr (Eight Crore) in any three of last five financial years.	<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 2</p>
3.	Net Worth of the bidder should be positive as on the last date of the previous Financial Year.	Certificate from the Chartered Accountant.
4.	<p>The Bidder should have experience in at least 1 similar work of area measuring 350 Ha. undertaken in the past 7 years shall be considered for evaluation.</p> <p>Or,</p> <p>The Bidder should have experience in at least 2 similar works of 220 Ha. undertaken in the past 7 years shall be considered for evaluation.</p> <p>Or,</p> <p>The Bidder should have experience in at least 3 similar works of 175 Ha. undertaken in the past 7 years shall be considered for evaluation.</p>	Respective forms in Annexure C with Work orders / contract / LOA F/ LOI With completion certificate from Client / experience certificate from Client.

#	Eligibility Criteria	Documentary Evidence
<p>Note:</p> <ul style="list-style-type: none"> • Similar works shall mean Master Plans including detailed layout for – City/town Level Master plans, Real Estate Township projects, Integrated housing for corporate office Campuses/University and higher educational campuses, Industrial Cluster Master Plans, City Development/Redevelopment projects and Real estate projects for commercial business districts shall be considered as per project area stipulated in Eligibility and Evaluation criteria. • Experience of parent firm / subsidiary firm of participating bidder will not be considered under evaluation. Only experience of participating firm/bidder/JV will be considered in evaluation. • Experience in City Development Plans (CDP) prepared for JnNURM funding / any other State funding and Concept Regional Plan / Development projects will not be considered • Intending bidder is eligible to submit the bid provided the Bidder has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of employer, of having satisfactorily completed similar Consultancy works of magnitude specified above. In case of Consultancy works of private nature other than Central/State Government/Central Autonomous Body/Central Public-Sector undertaking/City Development Authority/Municipal Corporation of city, they shall be required to submit T.D.S. certificates for Consultancy works issued by respective clients. • Any bidder who is currently engaged in any project under the Agra Development Authority must submit a Satisfactory Work Performance Certificate, duly issued by the Executive Engineer or an officer of higher rank. 		
5.	Bidder should have GSTN	Copy of GSTN registration Certificate.
6.	Bidder should have PAN Card	Copy of PAN Card.
7.	The Bidder must have an operational office for the last 5 (Five) years in India.	Proof of registration shall be submitted.
8.	The Bidder should not have been barred 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.	Undertaking as per FORM 5
9.	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.	Undertaking

Please note:

- Bidder fulfilling all the eligibility criteria on their own shall be eligible for technical evaluation, and hereinafter referred to as Eligible Bidders.
- The (project) experiences that would be claimed by the Applicant against any criteria both for eligibility as well as for technical evaluation must have been executed as the primary/ lead consultant by the Applicant's legal entity submitting the bid for this RFP
- Only Eligible Bidders will be taken up for Technical Evaluation.

4.2 Technical Evaluation Criteria

Bidders who score a minimum of 70% marks in technical evaluation shall be technically qualified and only their Financial Bids shall be opened for further evaluation.

#	Evaluation Criteria	Maximum marks	Documentary Evidence
1.	Technical Capability	45 marks	
A.	The Bidder should have experience in similar projects of preparing master plan and detail layout plan of area measuring at least 175 Hectares undertaken in the past 10 years shall be considered for evaluation. • 10 marks for each 175 Hectares of land project up to a maximum of 30 marks.	30 marks	Form 3A and 3B with Work orders / contract / LOA / LOI With completion certificate from Client / experience certificate from Client / Certificate from CA indicating that the project is substantially completed i.e., 80% of the fees received.
B.	The Bidder should have experience in similar projects of preparing detailed designs of urban infrastructure projects including streetscape, parks, public spaces, gardens with cost totaling to Rs. 200 Cr. in past 10 years shall be considered for evaluation. • 5 marks for each package of 200 Cr. detailed design projects up to a maximum of 15 marks.	15 marks	Form 3A and 3B with Work orders / contract / LOA / LOI With completion certificate from Client / experience certificate from Client / Certificate from CA indicating that the project is substantially completed i.e., 80% of the fees received.
Note:			
<ul style="list-style-type: none"> • Similar works shall mean Master Plans including detailed layout for – City/town Level Master plans, Real Estate Township projects, Integrated housing for corporate office Campuses/University and higher educational campuses, Industrial Cluster Master Plans, City Development/Redevelopment projects and Real estate projects for commercial business districts shall be considered as per project area stipulated in Eligibility and Evaluation criteria. • Experience of parent firm / subsidiary firm of participating bidder will not be considered under evaluation. Only experience of participating firm/bidder/JV will be considered in evaluation. • Experience in City Development Plans (CDP) prepared for JnNURM funding / any other State funding and Concept Regional Plan / Development projects will not be considered • Intending bidder is eligible to submit the bid provided the Bidder has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of employer, of having satisfactorily completed similar Consultancy works of magnitude specified above. In case of Consultancy works of private nature other than Central/State Government/Central Autonomous Body/Central Public-Sector undertaking/City Development Authority/Municipal Corporation of city, they shall be required to submit T.D.S. certificates for Consultancy works issued by respective clients. • Any bidder who is currently engaged in any project under the Agra Development Authority must submit a Satisfactory Work Performance Certificate, duly issued by the Executive Engineer or an officer of higher rank. 			
2.	Team Profile	15 marks	
The number of marks to be assigned to shall be determined considering the following three sub-criteria and relevant percentage weights			
A.	Team Leader	5 marks	List and CVs of all Key Personnel listed in section 3.6 need to be submitted by the bidder in compliance with the requirements CVs for listed key personnel positions will only be scored. Any CV found non-compliant, even if not scored may result in disqualification.
B.	Urban Designer	3 marks	
C.	Urban Planner	3 marks	
D.	Architect/ GIS Planner	2 marks	
E.	Infrastructure Design Expert	2 marks	
3.	Technical Presentation* - Approach and methodology	40 marks	
A.	Understanding of the potential development of the township in Agra, Approach and	10 marks	To be presented to the tender evaluation Committee.

#	Evaluation Criteria	Maximum marks	Documentary Evidence
	Methodology: Incorporation of bidder's previous best practices in this project:		Not to be provided with the technical proposal.
B.	Vision, Concept, product mix and zoning strategy for the township:	10 marks	Bidder will be notified for the presentation schedule. Team leader will have to present the PPT along with the support team.
C.	Component wise synopsis of the proposal: Urban Design concept for the proposed township:	10 marks	
D.	Proposed innovation in the township including development of blue and green area	10 marks	
*All the above components for the evaluation of technical presentation shall be accompanied / elaborated with suitable graphics / sketches / 3D representations			
GRAND TOTAL		100 marks	

Please Note:

- a. Applicants will be required to provide work orders/extension orders/ contracts/ completion certificates as proof of experience.
- b. Extension work orders on an existing project will not be counted as separate projects but may be counted towards monetary value of total project.
- c. Evaluations will be based on documentary evidence submitted by the Applicants and presentation before the Client with respect to evaluation/selection criteria.
- d. Only one similar international Assignment/Project completed within last 7 years preceding bid due date will be considered in each category of Technical Evaluation Criteria under clause 1.A i.e. Master Planning/Detailed Layout Planning experience and 1.B i.e. detailed design of urban infrastructure / urban design projects.
- e. Assessment of CV Credentials and technical presentation of ADA committee shall be final, and its collective wisdom shall not be questioned.

4.3 Financial Evaluation

Minimum score of 70 marks in the technical evaluation process is required to be considered as a Technically Shortlisted Bidder. Only Technically Shortlisted bids (having the minimum required score) would be eligible for opening of financial bids. The financial proposals of only Technically Shortlisted Bidders will be opened in the presence of the Bidders representatives who choose to attend.

4.4 Technical Bid Evaluation

Highest Technical scoring proposal (Tm) shall be given a technical score (St) of 100 points. The technical score of the other proposals (To) shall be computed as follows.

$$St = \frac{100 \times To \text{ (Other Technical proposal)}}{Tm \text{ (Highest Technical proposal)}}$$

Evaluations will be based on documentary evidence submitted by the Applicants and presentation before the Selection Committee of Authority with respect to evaluation/selection criteria.

4.5 Financial Bid Evaluation

Minimum score of 60 marks is required in the technical evaluation process. Only those bids having minimum score would be eligible for opening of Financial Bids. The financial proposals of only technically shortlisted applicants will be opened in the presence of the Bidders representatives who choose to attend.

Lowest financial proposal (Fm) shall be given a financial score (Sf) of 100 points. The financial score of the other financial proposals (Fo) shall be computed as follows.

$$Sf = \frac{100 \times Fm \text{ (Lowest Financial proposal)}}{Fo \text{ (Other Financial proposal)}}$$

Bids determined to be substantially responsive (see instructions to Applicants) will be checked by the client for any arithmetical errors in computation and summation. Where there is discrepancy between rates indicated in figures and in words, rates in words will govern.

The bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidder themselves. Any such correction shall be initiated by the authorized person.

4.6 Final Bid Evaluation

In case of a tie, bidder with higher technical score will be considered for award of work. The Successful Bidder would be notified in writing by the client by issuing the Letter of Award (LOA) in favour of the Bidder.

The client reserves the right to accept any proposal or reject any or all the proposals without assigning any reasons and any liability whatsoever including financial liability. The client also reserves the right to close or cancel the entire process of appointment at any point without assigning any reasons whatsoever and without any liability whatsoever.

Annexure A: General Conditions of Contract (GCC)

1. General Provision

1.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- i. "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time;
- ii. "Authorized Representatives" shall have the meaning set forth in Clause 1.5 of Annexure B
- iii. "Bidder" means any private or public entity that may provide the Services to the Authority ("the Client") under the Contract.
- iv. "Client" means the Authority with which the Bidder signs the Contract for the Services
- v. "Contract" or "Agreement" means the Contract signed by the Parties and all the attached documents, if any
- vi. "Confidentiality" shall have the meaning set forth in Clause 3.3 of Annexure B
- vii. "Consultant" means the successful bidder with whom the contract shall be or has been signed
- viii. "Eligibility" shall have the meaning set forth in Clause 4.1 of the RFP
- ix. "EMD" Earnest Money Deposit
- x. "Government" means the Government of the Client's country/state
- xi. "Key Dates" shall mean the dates mentioned in the Data Sheet
- xii. "LOA" Letter of Award
- xiii. "Official Website" is [Welcome to Agra Development Authority \(adaagra.org.in\)](http://adaagra.org.in)
- xiv. "Party" means the "Client or the Bidder" as the case may be, and "Parties" means both of them
- xv. "Personnel" means professionals and support staff provided by the Bidder assigned to perform the Services or any part thereof
- xvi. "Proposal Due Date" or "PDD" shall mean the date as specified in the Data Sheet
- xvii. "Proposal Validity Period" shall mean the number of days for which the proposal shall be called valid post bidding till the signing of contract (the number of days are as mentioned in the Data Sheet)
- xviii. "RFP" means Request for Proposal i.e. It is a document that solicits a proposal, made through bidding process, by an agency or Authority interested in procurement of a commodity, service, or valuable asset.
- xix. "Scheduled Bank" means Banks specified in the RBI Act, 1932
- xx. "Services" means the work to be performed by the Bidder pursuant to the Contract.
- xxi. "days" means calendar days
- xxii. "weeks" means calendar weeks

xxiii. "months" means calendar months

1.2. Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

1.3. Language

This Contract has been executed in English/Hindi language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4. Notices

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed.

A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

1.5. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Bidder may be taken or executed by the officials specified in the Contract.

1.6. Fraud and Corruption

For the purpose of this Contract, the terms set forth below as defined as follows:

- i. "corrupt practice" means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- ii. "fraudulent practice" means misrepresentation or omission of facts in order to influence the selection process or the execution of a contract;
- iii. "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
- iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of the contract.

Measures to be taken:

The Client will cancel the Contract if representatives of the Bidder are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract;

The Client will sanction the Bidder, including declaring the bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said contract.

1.7. Limitation of Liability

The Contract will require that the aggregate liability of the bidder under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Bidder hereunder. The preceding limitation shall not apply to liability arising as a result of the Bidder's fraud in performance of the services hereunder.

1.8. Insurance

The Bidders are expected to maintain insurance cover for the following events to insure Bidder's risks against:

- i. loss of or damage to equipment, property in connection with the Contract; and
- ii. Personal injury or death of the employees

For any other events that may be applicable, the Client does not take any responsibility for insurance coverage in case of any mis-happening.

1.9. Liquidated Damages

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to **1% (One per cent)** of the Agreement/Contract Value per month, subject to a maximum of 10% (ten per cent) of the Agreement/contract Value shall be imposed and shall be recovered by appropriation from Payment of the Consultant or the Performance Security

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the bidder in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause.

1.10. Security Deposit

For the purposes of the Agreement, Security Deposit shall be deemed to be an amount Rs. 15,00,000 (Fifteen Lakhs) (the "Security Deposit"); which must be provided in the form of a NEFT / RTGS payment, before signing of the contract.

In case any services are not found as per the prescribed Specification as given in Section 3, the Client may impose penalties on the Bidder. The consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the bidder by way of deemed liquidated damages, subject to a maximum of 10% (ten per cent) of the total fee quoted for the contract period and may be recovered by appropriation from the Security Deposit as well. Depending on the severity of the situation, the entire Security Deposit may get forfeited.

1.11. Forfeiture of Security Deposit by Authority

For successful bidders, the Security Deposit submitted may be forfeited under following conditions:

- i. If the Consultant violates any such important conditions of the RFP / Contract; or
- ii. If the Consultant indulges in such activity which will or may jeopardize the interest of ADA in timely finalization of this project; or
- iii. If the liquidated damages are found to be higher than Security Deposited by the successful Bidder.

2. Commencement, Completion, Modification and Termination of Contract

2.1. Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties.

2.2. Commencement of Services

The Consultant shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

2.3. Expiration of Contract

Unless terminated earlier pursuant to GC Clause 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the RFP or the Contract.

2.4. Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

2.5. Force Majeure

2.5.1. Definition

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, any act of God, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies Force Majeure shall not include.

Force Majeure shall not include

- i. Any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor
- ii. Any event which a diligent Party could reasonably have been expected to both
- iii. Take into account at the time of the conclusion of this Agreement, and
- iv. Avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.5.2. No Breach of Contract

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3. Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to

be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6. Termination

Either Party may terminate the Contract with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

2.6.1. By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this GC Clause 2.6.1. In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- a) If the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing.
- b) If the Consultant becomes insolvent or bankrupt.
- c) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GC Clause 8 hereof.

2.6.2. By the Successful Bidder

The Successful Bidder may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this GC Clause 2.6.2:

- a) If the Client fails to pay any money due to the Successful Bidder pursuant to this Contract and not subject to dispute pursuant to GC Clause 6 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to GC Clause 8 hereof.

2.6.3. Payment upon Termination

Upon termination of this Contract pursuant to GC Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- a) payment pursuant to GC Clause 2.6 for Services satisfactorily performed prior to the effective date of termination.

- b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of GC Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. Obligations of the Bidder

3.1. Standard of Performance

The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with third Parties.

3.2. Responsibility of the Bidder

The Bidder shall be fully responsible for site review and event of the services conforming to relevant Indian or International standards.

The Bidder may commence execution of services on the start date and shall carry out the services in accordance with the program submitted by the Bidder, as updated with the approval of the Client, and complete them by the intended completion date.

The workmanship shall be of high order and quality so as to prevent accidents and damaging of the environment and surroundings.

Notwithstanding anything mentioned in this RFP, the Bidder shall ensure compliance with all Applicable Laws and any guidelines which have been issued by the government or Client from time to time.

3.3. Confidentiality

Except with the prior written consent of the Client, the Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder and the Personnel make public the recommendations formulated during, or as a result of, the Services. Except as otherwise permitted by the Contract, neither of the parties may disclose to third parties the contents of the Contract or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Contract, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Contract, or (e) must be disclosed under Applicable Law, legal process or professional regulations. These obligations shall be valid for a period of six (6) months post the date of termination of the Contract.

3.4. Documents prepared by the Bidder to be the property of the Client

- a. All deliverables in the form of data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") submitted by the Bidder under this Contract shall, not later than upon termination or expiration of this Contract, be delivered to the Client, together with a detailed inventory thereof.
- b. Except as otherwise permitted by the Contract, neither of the parties may disclose to third parties the contents of the Contract or any information/report/advice provided by or on behalf of the

other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Contract, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Contract, or (e) must be disclosed under Applicable Law, legal process or professional regulations.

3.5. Accounting

The Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

4. Obligations of the Client

- a. Assistance and Exemptions - The Client shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the Contract.
- b. Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Consultant under this Contract shall be increased or decreased accordingly under this Contract.

5. Payments to the Bidder

5.1. Terms and Conditions of Payment

Payments will be made to the account of the Bidder and according to the payment schedule stated in Section 3.

6. Good Faith and Indemnity

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

To the fullest extent permitted by Applicable Law and professional regulations, both the parties indemnify each other and their associates and employees against all claims by third parties (including each other's affiliates) and resulting liabilities, losses, damages, costs and expenses (including reasonable external and internal legal costs) arising out of the third party's use of or reliance on any report, deliverable, etc. disclosed to it by or through the parties as part of the regular interactions or for project/s purposes.

7. Penalty

In addition to the liquidated damages not amounting to penalty, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Authority, other penal action including debarring for a specified period may also be initiated as per policy of the Authority.

8. Settlement of Disputes

This Contract shall be governed by, and construed in accordance with, the laws of India.

Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Contract, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

Arbitration

In case of such failure, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an umpire. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 and shall be held in Gautam Budh Nagar, India. The language of arbitration shall be English/Hindi.

The Contract and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

Any dispute arising in relation to this Contract shall be subjected to Jurisdiction of District court of Agra, Uttar Pradesh.

9. Third party Insurance

- i. The Consultant shall bear the cost, throughout the duration of contract, for a comprehensive general liability insurance covering injury to or death of any person(s), including death or injury caused by the negligence of the selected Consultant or his failure to perform its obligations under the agreement.
- ii. The Consultant shall submit, suitable evidence that the foregoing policy or policies are in effect. In the event of the default i.e. avoiding the insurance cover, selected Consultant agrees and undertakes to indemnify and hold ADA harmless against all liabilities, losses, damages, claims, expenses suffered by ADA as a result of such default by the selected Successful Bidder.

10. Indemnification

a. To the fullest extent permitted by applicable law and professional regulations, both the parties indemnify each other and their associates and employees against all claims by third parties (including each other's affiliates) and resulting liabilities, losses, damages, costs and expenses (including reasonable external and internal legal costs) arising out of the third party's use of or reliance on any report, deliverable, etc. disclosed to it by or through the parties as part of the regular interactions or for project/s purposes.

b. The Contract requires that the aggregate liability of the selected Consultant under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Consultant hereunder

11. Fraud and Corrupt Practices

- i. The Consultant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this BID, ADA shall reject a Bid without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the ADA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Processing Fee, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the ADA for, *inter-alia*, time, cost and effort of the ADA, in regard to the BID, including consideration and evaluation of such Successful Bidder’s Proposal.
- ii. For the purposes of this Clause 11, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of ADA who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LoA or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of ADA, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under the Clause 3.17 of this Bid, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA, who at any time has been or is a legal, financial or technical adviser of the ADA in relation to any matter concerning the Project;
 - b) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - c) “**coercive practice**” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
 - d) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by ADA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
 - e) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

12. Negotiations

Negotiations may be held at the date, time and address intimated to the qualified and selected Bidder. Representatives conducting negotiations on behalf of the selected Bidder must have written ADA to negotiate and conclude a contract.

Annexure B: Standard Forms

FORM 1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [title of assignment] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this a Technical Proposal, 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.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate based on the proposed staff. 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 **Selection of consultant for preparation of Detailed Layout Plan, Detailed Design and Project Management of all project components of Raipur-Rahan kalan Township Development in Agra 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 2: Financial capacity of the Bidder

#	Financial Year	Turnover (in INR)
1.		
2.		
3.		
4.		

Note: Attach audited financial statements as proof of the above figures. The Consultant shall, as per their published balance sheet, provide 3 consecutive balance sheets for the last 5 years preceding bid due date.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation:

<Seal and stamp of the bidder and CA>

FORM 3A: Eligible assignments of the Bidder

#	Name of Project*	Name of Client	Year of Implementation and Activities	Approximate Area and Footfall (Clear photographic evidence must also be attached)
1				
2				
3				
4				
5				
6				
7				
8				

* The Bidder should provide details of only those assignments that have been undertaken by it under its own name.

FORM 3B: Eligible 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 4: Bidder's organization and experience

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

FORM 5: Declaration

Declaration for not being barred/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 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 7: 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/s:**
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 8: Financial Proposal

(The bidder must submit this form on their letter head duly signed and stamped without actual financial quote and the financial quote must be submitted in the excel format uploaded on the E-Tender portal.)

[Date]

To: [Name and address of Client]

Subject: Financial proposal

Reference: *Selection of consultant for preparation of Detailed Layout Plan, Detailed Project Report of all project components of Raipur-Rahan Kalan Township in Agra*

We hereby quote for the client of the consultancy specified in the RFP (services/consultancy provided for Land Assembly via Direct Purchase) at a lumpsum cost (exclusive of GST/taxes) of INR_____ / per Hectare- (Amount in Numbers and Words).

The Financial Proposal by the bidder must contain of single rate i.e., rate per hectare. This rate should be for the services/consultancy provided for preparation of Master plan, Detailed Design and Management. We understand that authority may allot additional area for the similar scope of work based on the financial quote submitted by us.

The financial proposal submitted is unconditional and fulfils all the requirements of the RFP document. Provisions for GST and reimbursable expenses shall be as per the terms stated in the RFP. Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal. We understand the Client is not bound to accept any proposal that is received. During the project execution, necessary resource augmentation may be undertaken by the Authority on the actual requirement at the above rates discovered through this tendering process with an intimation of the requirement to the selected Applicant, one month prior to the deployment date.

Dear Sirs,

Yours sincerely,

Signature and Name of the Authorised Person

NAME OF THE BIDDER AND SEAL