

## Draft RFP



### MEERUT DEVELOPMENT AUTHORITY

मेरठ विकास प्राधिकरण, मेरठ।

Request for Proposal

for

**Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for MEERUT**

#### Issued by:

MEERUT Development Authority  
Civil Lines, Vikas Bhawan  
Meerut (U.P.) 250003

## **Disclaimer**

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## 1 Data Sheet

1.	<b>Name of the Bid</b>	Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for MEERUT
2.	<b>Time-period of contract</b>	Twenty five Weeks
3.	<b>Method of selection</b>	Quality-cum-Cost Based Selection (QCBS)
4.	<b>Bid Processing Fee</b>	<p>Non-refundable/Nonadjustable fee of INR 10,000 + GST (INR Ten Thousand Only + GST)</p> <p>The payments to be made in the form of RTGS/NEFT from any nationalised bank to the account details as mentioned below;</p> <p>NAME OF BANK - INDIAN BANK Beneficiary Name: Vice Chairman, Meerut Development Authority, Meerut A/c No – 50296325916 IFS code – IDIB000M679</p>
5.	<b>Earnest Money Deposit(EMD)</b>	<p>Earnest Money Deposit (EMD) Refundable amount of INR 10,00,000. The payments to be made in the form of RTGS/NEFT from any nationalised bank to the account details as mentioned below;</p> <p>NAME OF BANK - INDIAN BANK Beneficiary Name: Vice Chairman, Meerut Development Authority, Meerut A/c No – 50296325916 IFS code – IDIB000M679</p> <p>Alternatively, Bank Guarantee (BG) from a scheduled commercial bank in India and drawn in favour of Vice Chairman, Meerut Development Authority, Meerut is also allowed. Refer to Form 14 regarding format for providing BG</p>
6.	<b>Financial Bid to be submitted together with Technical Bid</b>	Yes
7.	<b>Name of the Authority's official for addressing queries and clarifications</b>	<p>"The Vice Chairman" Meerut Development Authority Civil Lines, Vikas Bhawan Meerut (U.P.) 250003</p> <p>Name of the Contact Person – Mr. Ishtiyak Ahmed, Designation : Chief Town Planner Mobile No. : 9711630738 Email : ahmedishtiyak28@gmail.com</p>
8.	<b>Proposal Validity Period</b>	90 Days from Proposal Due Date
9.	<b>Schedule of Bidding Process</b>	
	Date of Issue of RFP	09-06-2021
	Last Date for receiving queries	18-06-2021
	Pre- Bid Meeting	<p>To be held at; Venue : Hotel Bravura, Meerut Bypass Road, Meerut. Date : 23-06-2021 Time : 04.00 PM</p> <p>The Bidders are advised to make a site visit to the City of MEERUT to make them familiar with the project area. (In case of virtual meeting, link will be shared on</p>

		email id of the applicants)
	Publication of responses to pre bid queries	26-06-2021
	Proposal Due Date	12-07-2021
	Date of opening of Technical Proposal	15-07-2021
	Date of Presentation by Bidders	To be held at; Venue : Conference Hall, Meerut Development Authority Civil Lines, Vikas Bhawan Meerut (U.P.) 250003 Date 19-07-2021 at 12.30 pm.  (In case of virtual meeting, link will be shared on email id of the applicants)
	Evaluation of Technical Proposal	26-07-2021
	Date of opening of Financial proposal	27-07-2021
10.	Consortium to be allowed	Yes
11.	Performance Security	5% of the contract value

## 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 by Authority.
3. A Bidder applying individually shall not be entitled to submit another Proposal.
4. If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture/Consortium, it may do so with eligible Consultants. The members of the Consortium shall enter into a MoU for Joint Bidding and Power of Attorney on the name of lead partner for the purpose of making the Application and submitting a Bid.
5. A Bidder shall not be entitled to submit another application either individually or as a member of any Consortium, as the case may be.

#### 2.1.2 Proposal preparation cost

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

##### 2.1.2.1 Acknowledgement by the Bidder

It shall be deemed that by submitting the e-Bid, the Bidder has:

- 1) made a complete and careful examination of the e-Bid;
- 2) received all relevant information requested from Client
- 3) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the e-Bid or furnished by or on behalf of Client
- 4) satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all its obligations there under;
- 5) acknowledged that it does not have a Conflict of Interest; and
- 6) agreed to be bound by the undertaking provided by it under and in terms hereof

##### 2.1.2.2 Availability of Bid Document

This Bid document is available on the web site <http://etender.up.nic.in> and on MEERUT Development Authority website <http://mdameerut.in> at E-link to enable the Bidders to view, download the e-Bid document and submit e-Bids online up to the last date and time mentioned in e- Bidder notice/ e-Bid document. *The Bidder's shall have to pay bid processing fee and EMD as mentioned in Data sheet* through RTGS on addresses given in data sheet. The scanned copy of RTGS with transaction ID certified by the same bank must be enclosed along with the e-Bid. This e-Bid document fee will be non- refundable. Bid without these in the prescribe form will not be accepted

#### 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. During evaluation of e-Bid, the Client may, at its discretion, ask the Bidder for a clarification of his/her e-Bid. The request for clarification shall be in writing.
2. 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. In case the Bidder seeks for any queries, he shall send letter or e-mail to the correspondence address given in Data Sheet
3. However, the Client shall not entertain any correspondence from the Bidders during the period of e-Bid opening to selection of the successful Bidder. Any wrong practice shall be dealt in accordance with the Corrupt and Fraudulent Practices.

#### **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 <http://mdameerut.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.

#### **2.1.6 Data identification and collection**

1. 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.
2. 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.
3. Authority shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

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

#### **2.2.1 Language and currency**

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

#### **2.2.2 Proposal validity period and extension**

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

#### **2.2.3 Format and signing of Proposals**

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

3. In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.
4. Along with the submission of technical and financial e-bids/Proposals on e-procurement website mentioned in this RFP, the Bidders also needs to submit two (2) hard copies of the Technical Bids at the address mentioned in the Data Sheet. It may be noted that Bidders **shall not submit** the financial bid in hard copy and if in case it is done the Bidders proposal shall be rejected and shall not be evaluated further. The hard copy of the technical bid can be submitted in the office Vice Chairman, Meerut Development Authority, Meerut within 48 hours of online submission of technical bid.

#### **2.2.3.1 In case of JV/ Consortium of firms**

The MoU for Joint Bidding and Power of Attorney is to be submitted along with the Application confirming the following therein:

- i. Date and place of signing
- ii. Purpose of MoU
- iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment. Name of Lead Firm and other partners should be clearly defined in the Joint Bidding Agreement
- iv. Delineation of duties/ responsibilities and scope of work to be undertaken by each firm
- v. An undertaking that the JV firms are jointly and severally liable for the performance of the services
- vi. The Association firm shall give a Letter of Association, MoU, letter of Authorization, copies of GPA/SPA for the person signing the documents.
- vii. Any change (either inclusion of a new member or exclusion of a member) proposed in Consortium/ JV during the project period i.e. after signing of agreement with Client, shall require prior written approval from the Client. However, the client at its own discretion may impose a penalty for any such change.

A firm can bid for a project either as a sole firm or forming Joint Venture with other consultants. In case of Joint Venture, the maximum number of Joint Venture partners **is limited to 4**. However, alternative proposals i.e. one as sole or in JV with other consultant and another in JV/Consortium with any other consultant for the same project will be summarily rejected. In such cases, all the involved proposals shall be rejected.

#### **2.2.4 Submission of e-bid/Proposal**

1. The bid submission module of e-procurement website <http://etender.up.nic.in> enables the Bidders to submit the Proposal online in response to this RFP published by the Authority. Submission can be done till the Proposal Due Date specified in the RFP. Bidders should start the process well in advance so that they can submit their Proposal in time. The Bidder should submit their Proposal considering the server time displayed in the e-procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.
2. The Bidders have to follow the following instructions for submission:
  - i. For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the e-procurement website <http://etender.up.nic.in>. The Bidders must obtain a user login ID and password by registering themselves with U.P. Electronics Corporation Ltd. (UPLC), Lucknow if they have not done so previously.
  - ii. In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-tendering system using the user login option on the home page with the login ID and password with which he/she has registered.
  - iii. For successful registration of DSC on e-procurement website <http://etender.up.nic.in> the Bidder must ensure that he/she should possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise above even before e-

- bid/Proposal submission date starts. The Authority shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
- iv. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder should download the RFP document including financial format and study them carefully. The Bidder should keep all the documents ready as per the requirements of RFP document in the PDF format.
  - v. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder should read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
  - vi. Before uploading, the Bidder has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Bidder should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.
  - vii. The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's 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**

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**

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

### **2.2.7 Withdrawal and resubmission of Proposal**

1. At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder should first log in using his/her login ID and password and subsequently by his/her DSC on the e-procurement website <http://etender.up.nic.in>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Bidder has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the

"Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.

2. No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security.
3. The Bidder can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://etender.up.nic.in> . The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.
4. The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
5. No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

#### **2.2.8 Verification and Disqualification**

1. The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
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 the Bidder is a Consortium, then the entire Consortium and each Member may be disqualified / rejected. If such disqualification / rejection occurs after the Bids have been opened and the Highest Bidder gets disqualified / rejected, then the Authority reserves the right to:
  - a) invite the remaining Bidders to submit their Bids in accordance with Section 3 and 4; or
  - b) take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

#### **2.2.9 Selection of the Bidder**

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.

#### **2.2.10 Proposal opening**

1. After the technical evaluation as defined in criteria for technical evaluation mentioned under clause 4.2, 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.

### **2.2.11 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.

### **2.2.12 Tests of responsiveness**

1. Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:
  - i. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
  - ii. It contains all information as desired in this RFP.
  - iii. Information is provided as per the formats specified in the RFP.
  - iv. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Data Sheet of this RFP.
  - v. Power of Attorney for Lead Member of Consortium, if applicable
  - vi. In case a Joint Venture/consortium of firms, the proposal shall be accompanied by a certified copy of MoU, signed by all firms as detailed in this RFP.
2. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such Proposal.

### **2.2.13 Clarifications sought by Authority**

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.

### **2.2.14 Proposal evaluation**

1. Submissions from Bidders would first be checked for responsiveness as set out in Clause 2.2.12. All Proposals found to be substantially responsive shall be evaluated as per the Eligibility Criteria set out in Clause 4.1 and 4.2 of this RFP.
2. The Proposal containing the Technical Details in Clause 4.1 and 4.2 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

### **2.2.15 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 Performance Security and 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.

### **2.2.16 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.

### **2.2.17 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.

**2.2.18 Performance Security**

1. Prior to award of contract, to fulfill the requirement of performance security during the implementation period, the successful Bidder will deposit Performance Security amount equivalent to as mentioned in the Data Sheet of the financial Bid value in the form of Bank Guarantee / FDR drawn on any Scheduled or Nationalized Bank in favor of MEERUT Development Authority valid for six months after completion of the Project.
2. Before the contract is awarded to the Consultant, an agreement (to be given later) will have to be signed by the Consultant at his cost on proper stamp paper.

### 3 Terms of reference

#### 3.1 Scope of services

##### BACKGROUND

The district came into existence in year 1818. Mythological, Meerut seems to get its name Mayarashtra, the city of demon Maya who got land from king Yudhishtira to build the city. archaeological excavations in Hastinapur and Rajpur Parasan indicate that the illustrious valley culture thronged in this area too. Over times many dynasties ruled over Meerut such Chandragupta Maurya,Chauhans, Mughals, Marathas followed by British rule. It was the place of first freedom fighter against the British During the kingdom of Chandragupta Maurya, area became one of the metropolitan areas. Meerut district inherited the best of traditions culture of all ruled dynasties.

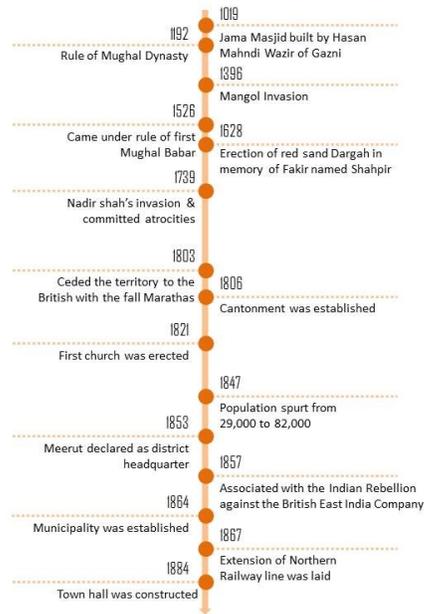
The Muslim Sultanate ruled upon district after defeat of King Prithviraj Chauhan in 1192. the battle of Panipat, in 1526 Meerut came Babar after which Humayun ruled this area, followed by the Akbar. During this era reformation, reconstruction, and also of the evolution of the composite Hindu- Muslim culture took place.

During the decline of the Mughal Empire the city saw Sikh and Maratha invasions in the 18th century. In 1803 Marathas ceded the territory to the British. The district was established under British rule in 1818. Meerut was famously associated with the first Indian Rebellion in 1857 against the British East India Company.

The cantonment of Meerut came into existence in 1806 with particular key interests including its closeness to Delhi and its area inside the rich Ganges – Yamuna doab. With time Meerut advanced into one of the biggest and most vital military stations of India.

Meerut is a district headquarters of Uttar Pradesh. Meerut district is spread over an 2559 Sq.Km. and geographically between to 29°02' North latitude and 77°40' to 77°45' longitude in the Indo-Gangetic plains of India. It situated at the heart of upper Ganges Yamuna and has a mean sea level between 734.46 - feet. It is surrounded by districts named Muzaffarnagar towards North, Bulandshahr in south while Ghaziabad and Baghpat districts the southern and western limits. The district is by river Ganges on eastern side and river Hindon on western side.

Meerut falls under National Capital Region NCR and is the largest city in NCR. Aerial distance between Meerut and capital city New is 60 km whereas by road it is approximately 68 km. Another class 1 city Bulandshahr is located



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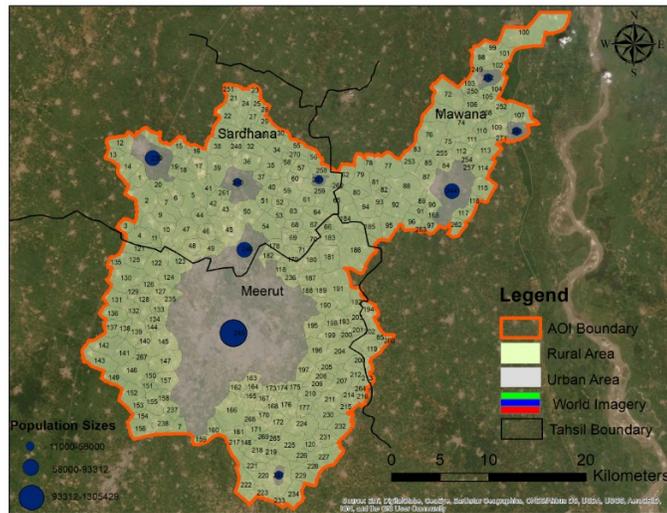
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down the south of Meerut city. It is well connected to Delhi, Saharanpur, Muzaffarnagar, Hapur, and Bulandshahar through Delhi -Saharanpur railway line. The Distance of Meerut from Ghaziabad is 50 km and that from Lucknow (Capital of Uttar Pradesh) is 580 kms.

By road Meerut is well connected to major cities like Delhi, Noida, and Ghaziabad etc. Three national highways NH-58, NH-119 & NH-235 passes through Meerut. Upper Ganga Canal Expressway which passes through outskirts of the city is under development. 90-km long controlled access Delhi- Meerut Expressway connecting with Meerut via Dasna in Ghaziabad is also under construction. Meerut Junction lies on the Delhi–Saharanpur electrified railway line. On 2014, the Uttar Pradesh Cabinet had also approved the proposed Metro Rail projects in Meerut, to boost urban mass transport infrastructure in Meerut.

The district presents an appearance of levelled alluvial plain without eminences of any magnitude but there is very gradual drainage slope for north to south. The district is a well-cultivated plain with few uneven in the area of ravines near the river valleys and the scattered blur ridges in the upland tract. Land is very fertile for growing crops, especially wheat, sugarcane and vegetables. The Ganga and Hindon are the principal rivers of the district. The district has extreme variation in the climate. The temperature goes up to 46° C in summers majorly in May and June and 2° C in winter. The winter months are almost dry and average rainfall is 586 mm occurs majorly in June. October and November are the ideal months for sowing of Rabi crop. Hardly any minerals and mining are found in the district. The soil of district is highly fertile and rich for agriculture.

The District administration comprises three tehsils, namely: Meerut, Mawana Sardhana. There are 12 Development Blocks in the district namely Sarurpur Khurd, Sardhana, Daurala, Mawana Kalan, Hastinapur, Parikshitgarh, Machra, Rohta, Meerut, Rajpura, Kharkhoda and Janikhurd. There are Gram Sabhas and 663 Revenue villages with 604 inhabited villages and uninhabited villages in the district. In Census 2011 the district covered 14 statutory towns and 4 census towns. Statutory Towns comprises 1 Nagar Nigam (Municipal Corporation), 2 Palika Parishad, 10 Nagar Panchayats Cantonment Board (CB).



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**Major Regional Level Infrastructure Projects in Meerut Area:**

1. Regional Rapid Transit System (RTTS)
2. Delhi-Meerut Expressway
3. Dedicated Freight Corridor
4. Ganga Expressway

Government of Uttar Pradesh, intends to promote MEERUT Development Authority area (MDAA) as Global Industrial, Medical and Educational Hub to meeting the key objectives of;

- Leveraging Industrial, Medical and Educational Hub as engines of growth to create regional economic development and epicentre of employment generation by facilitating the long-term growth and development of the tourism industry in a sustainable tourism planning principle
- Creating an ecosystem for Urban development by creating Infrastructure
- Creating opportunities for private sector to develop Industrial, Medical and Educational Hub and allied infrastructure by identifying priority projects and areas for potential development for specific economic drivers and supporting infrastructure
- Developing a sustainable Industrial and Historic city catering to growing resident & floating population

- Specify the major programmes, roles and responsibilities of key players, institutional arrangements and resources requirements through proper project structuring.

In consonance to the above objectives, the State Government through its various agencies and Central Government has already initiated undertaking various development initiatives.

In order to undertake the comprehensive city development and create a blueprint to meet the objectives and city development targets for holistic, sustainable and planned development, Government of Uttar Pradesh envisages to prepare the Vision, Implementation strategy and integrated infrastructure plan for MEERUT and take it further for Project Development, Management & Project implementation support.

### 3.2 Terms of reference

Considering the overall intent for facilitating holistic and sustainable development, the scope of consultancy study has been designed. The scope of work for this project as described below is divided into Activities.

**Activity 1:** Data collection, identification of and consultation with various stakeholders, critical demand and gap assessment, dovetailing the existing and proposed development interventions, environment sensitivities and prioritizing issues and potentials.

**Activity 2:** Establishing the Vision and objectives for development, formulating Implementation Strategy for short, mid and long-term development, identifying projects for Industrial infrastructure, logistic infrastructure, ware housing, religious tourism, heritage tourism, jewellery hub, hotels & banqueting, core city development projects, Educational & Medical tourism development, etc and the spatial planning incorporating the same and detailed planning for Green Field Projects ensuring no duplicity of projects.

As part of the project identification, the consultant shall also identify the projects of strategic importance in MDAA that needs to be developed for comprehensive sustainable development.

**Activity 3:** Preparation of Spatial-Economic development strategy (Brownfield and Greenfield development) creating new Industrial, Logistic, Educational, Medical Hub and Specialized area for Social Activities on a sustainable basis, ware housing, religious tourism, heritage tourism wholesale market for gold, banqueting, core city development, Educational & Medical tourism development strategy. Business & Financial Mobilization Plan for Meerut Development area. Development of Core city Area with heritage preservation. Development of Integrated infrastructure plan of the Core City.

### **3.2.1 Activity 1**

**Data collection, identification of and consultation with various stakeholders, critical demand and gap assessment, dovetailing the existing and proposed development interventions, environment sensitivities and prioritizing issues and potentials.**

#### **3.2.1.1 General Overview and Data Collection**

The consultant shall have to procure all necessary data including secondary information required at this stage. This will include but not limited to:

- i. Collation of requisite maps and information including existing and proposed Master plans/development plans/ region, village/block/district level plans, satellite imageries/ etc.
- ii. Socio-economic characteristics of city and surrounding region, land use pattern along with land use/ownership details, infrastructure network plans from relevant Local authorities/state/central government agencies
- iii. Status of existing, on-going/proposed city tourism and infrastructure development initiatives in current master planned area and MDAA, Tourism Master Plan, Infrastructure Master plan, Comprehensive Mobility Plan and other such initiatives taken with support of State/Central Government for MEERUT development.
- iv. Details of available vacant land parcels (Private and Government) with their rates for preparing spatial plan for an area of approx 1120 Sq Km.
- v. Details of prevailing legal and statutory framework, existing/ proposed policy initiatives at state/ central level ( for example housing policy, transformation policy, integrated township policy, high tech township policy, TOD policy, value capture financing policy, etc) for developing tourism and infrastructure projects, logistic infrastructure, ware housing, religious tourism, heritage tourism wholesale market for gold, banqueting, core city development projects, Educational & Medical tourism development projects.
- vi. Any other relevant information required for the study

The selected consultant shall be provided with the data available with State Government of Uttar Pradesh that is currently being utilised for preparation of Master Plan for MEERUT (for an area of 1120sq km). This essentially includes but not limited to (i) information related to Socio economic profiling (ii) Various developmental initiatives of MEERUT (iii) Quick bird Satellite imageries with 0.6m resolutions and (existing GIS Based maps representing various land use details) . The State Government of Uttar Pradesh is also in the process of acquiring the satellite imageries for MEERUT Development Authority Area of 1120 Sq Km and this data shall also be shared by the State Government of Uttar Pradesh with selected consultant for project purpose. The basic database document is readily available. Those who download the RFP, if you need this document, may please send the request to Mr. Anil Mishra, Town Planner, CTCPC Office Lucknow, Email ID: [ctcpup@gmail.com](mailto:ctcpup@gmail.com)

#### **3.2.1.2 Benchmarking and Case studies**

Conduct research on examples of heritage tourism cities, industrial cities, logistic, Medical hub & tourism (2 case studies for each National and International category) and highlight the learning's relevant to this Project. The benchmarking study for selected cities needs to be undertaken with due consultations with Client and relevant stakeholders.

#### **3.2.1.3 Reconnaissance Survey**

Site visits would need to be conducted to understand the nature and activities happening in MDAA. All the requisite permits, approvals etc. will be facilitated by the client in order to organise these site visits. However, cost for the site visit, collection of data, carrying out scientific analysis etc. would be borne by the Consultant. The key issues to be covered during site visits and initial assessment will include but not limited to: Socio-cultural profiling, availability & existing condition of the civic, tourism & transport infrastructure. The environmental sensitivities & disaster vulnerabilities of the critical areas within the MEERUT. The existing tourism assets, cultural heritage assets, possibility of development of logistics and ware housing in MDAA; particularly in core city area and current master planned area. The consultant shall also identify, visit and document all existing/ potential sites in consultation with the stakeholders that will help in enhancing the tourism potential/industrial development and making the city a Global Industrial, Medical and Educational Hub.

### **3.2.1.4 Stakeholder Consultations**

In order to strategize & Plan for Renovation & Rejuvenation of the Core city area and the area of 1120 Sq Km currently under master plan preparation, extensive public consultations are to be undertaken.

- i. Discussions with selected potential stakeholders (Government – Central & State, and Private Sector from Hospitality, Education, Manufacturing, Tourism Industry, health, logistics, ware housing and others) to assess the future growth potential of the MEERUT and identifying their concerns and expectations.
- ii. Stakeholder consultations will also be conducted to understand the Disaster Management and Safety & Security concerns in the city of MEERUT and the expectations of the relevant Government authorities for possible interventions & integration within city planning & development

### **3.2.1.5 Critical Gap and Demand Assessment**

The critical gap assessment should be carried out keeping in mind four thematic priorities viz.

- i. **Developing MEERUT as Global Industrial, logistics, ware housing, medical and educational hub, tourism, hotels & banqueting, jewellery hub :**
  - To develop MEERUT as international/national Industrial hub while creating integrated new areas for it and strengthening the existing infrastructure for it.
  - Promote Educational and Medical Tourism and encouraging facilities/infrastructure related to traditional health systems including Ayurveda, Naturopathy and other related aspects
- ii. **Development of Special area for Social Activities:**
  - To identify new area for development of integrated area for Barat Ghars/Banqueting
- iii. **Development of Core city Area with heritage preservation:**
  - To ensure preservation of tangible & intangible heritage and architecture
  - To uphold the historic & architectural significance through maintenance & upkeep of the destination
- iv. **Development of Integrated infrastructure plan of the Core City:**
  - To lay roadmap for infrastructure development at the destination
  - To streamline creation of utility networks & core civic infrastructure
  - To ensure improved accessibility, physical and social infrastructure
  - To develop key infrastructure projects crucial for sustainable development of the MEERUT

### **3.2.1.6 Existing Situation Analysis and Carrying Capacity Assessment**

- i. Existing situation analysis with regards to (i) Urban land and Shelter resources (Land, Housing, Hospitality and Social Amenities), (ii) Transport (Regional, Inter and intra-urban accessibility) (iii) Urban utilities (Water Supply, Sanitation, Energy etc), (iv) Socio-Economic Resources (v) Safety & Security infrastructure. In order to conduct this assessment, the consultant shall assess the existing conditions of primarily Civic and Tourism Infrastructure industrial infrastructure, etc in the city.
- ii. Infrastructure Gap Assessment in Industrial, medical and educational hub, heritage tourism areas within MEERUT (including sites with heritage/spiritual importance). The consultant needs to prepare a comprehensive checklist of the Industrial, Medical and Educational areas, heritage and parameters that will be assessed while conducting infra gap assessment and take the consent from Government for conducting the same.
- iii. Current Carrying capacity assessment of the MDAA to absorb the current population (resident & tourist both) and physical development without considerable degradation to overall sustenance. The consultant needs to do the carrying capacity assessment separately for Core city of MEERUT and Meerut Development area.

### **3.2.1.7 Demand Analysis**

- i. Assess regional and location strengths and constraints of MEERUT and analysing the attractiveness with respect to existing resources and Industrial development and Educational & Medical Tourism potential that would influence the successful development of the city.
- ii. Identify parameters that would influence attractiveness of MEERUT and critical evaluation of the same to determine key drivers/projects for developing MEERUT as global Industrial, Medical and Educational Hub.
- iii. Assess the future growth potential of MEERUT and conduct the projections for next 30 years based upon logical and scientific methods covering;
  - Demographic Projections

- Educational and Medical Tourist Projection (considering the existing growth rate and induced growth rate by virtue of various future & planned interventions within MEERUT and Region)
  - Economic Projections covering Residential, Health Care, Social, Commercial, Recreational, Hotels etc)
  - Projections for Developing/Augmenting Civic Infrastructure (Water, Sewerage, SWM, Transport, Power Supply and distribution, Energy etc)
- iv. Conduct a market analysis of current and future development conditions and projections to identify economic development strategies

### 3.2.2 Activity 2

**Establishing the Vision and objectives for development, formulating Implementation Strategy for short, mid and long-term development, identifying projects for Industrial infrastructure, logistic infrastructure, ware housing, religious tourism, heritage tourism wholesale market for gold, banqueting, core city development projects, Educational & Medical tourism development, etc and the spatial planning incorporating the same. and detailed planning for Green Field Projects ensuring no duplicity of projects.**

As part of the project identification, the consultant shall also identify the projects of strategic importance in MDAA that needs to be developed for comprehensive sustainable development.

#### 3.2.2.1 Development Vision

**Basis the existing situation Analysis, Demand Assessment and Stakeholder consultations to understand the development potential, the consultant needs to prepare development vision for MDA. Special focus should also be given to the core city by identifying Strengths, Weaknesses, Opportunities and Challenges (SWOC). Some of the aspects to be considered by consultant while developing vision includes;**

- i. Planning Principles, urban forms and landscape should follow Urban and Regional Plan Formulation and Implementation as formulated by Town and Country Planning Department, Government of India (Refer Annexure B).
- ii. Smart, Sustainable & Equitable development, sensitive to environmental settings
- iii. Developing MEERUT as Global Industrial, Medical and Educational and logistics Hub where people visit to work and reside.
- iv. Retrofitting and redevelopment of the core city area and State of the Art infrastructure facilities around places of Historic importance.
- v. The infrastructure facilities created should be inclusive to the residents & tourism. As far as possible infrastructure in the core city to be planned underground.
- vi. City should have adequate spaces and infrastructure for conducting cultural performance, religious congregations and various exhibitions, fairs throughout the year
- vii. Integrated development of facilities and connectivity for neighbourhood Educational and Medical destinations.
- viii. Sustainable and passenger friendly Urban Transport infrastructure and facilities

#### 3.2.2.2 **Identify bouquet of projects for Industrial infrastructure, logistic infrastructure, ware housing, religious tourism, heritage tourism, jewellery hub, banqueting, core city development projects, Educational & Medical tourism development .**

- a. The consultant shall identify the bouquet of projects to be developed for comprehensive planning & sustainable development. The identified projects shall not be less than 20.
- b. The consultant has to map the potential locations/areas with details of the existing land use/ownership status and superimpose Sajra Maps for establishment of these projects along with land area requirement.
- c. The consultant has to prepare **Pre-Feasibility report** for the identified projects that would include condition assessment, broad layout plan for development, proposed interventions, level of interventions required (related to engineering, Urban Design & planning, technologies & construction, broad project costing / financing & structure, requisite approvals, broad project cost, project timelines, Review land availability, rehabilitation - resettlement & environmental issues etc). The stack holders shall have wide ranging consultation based on these **Pre-Feasibility reports**

While identifying the bouquet of projects special emphasis should be given on identifying the projects that may be developed by leveraging the private sector finance for development. The consultant also needs to provide the methodology to be adopted to develop the identified projects on joint ventures basis, tentative timelines for implementation and enabling project structuring options.

which will form the basis for taking the decision at appropriate level to decide on the projects for which further action is to be taken.

The bouquet of projects may be broadly classified into following thematic areas

i. Civic Infrastructure development projects

Consultant will suggest the civic infrastructure projects that need to be developed for catering to the current population and the future growth projections. The projects shall include but not limited to water supply; sewerage & sanitation; reuse of treated wastewater; storm water drainage, Water recycling & Reuse, solid waste management; power with focus on generation/augmentation of power supply through Solar energy; disaster risk reduction projects (including flood management). The projects may be suggested as a combination of infrastructure augmentation & green field/ new infrastructure development for bringing in efficiency in planning and financial resource optimisation.

ii. Transport Infrastructure development projects

A. Regional Transport Infrastructure Augmentation

The consultant to suggest the projects that need to be developed for augmenting transportation (Road, Rail and Air) linkages for improvement in accessibility perspective. While identifying the projects, due consideration should be given for developing MEERUT as Industrial, logistics, Educational and Medical hub and becoming the focal place for accessing other such destinations within UP and the adjoining State.

B. City Level Transport Infrastructure Augmentation

Basis the existing city level transport condition and future tourism footfalls, the consultant needs to identify potential projects that would help in augmenting the city level transport infrastructure (Metro, Parking, NMT, E-Vehicles, ropeway, Smart Roads etc). While identifying the projects, due consideration would be given by the consultant on the City Mobility aspects and identify the projects that needs to be developed both by private developers and through Government support to address the urban transport bottlenecks of MEERUT.

iii. Projects with the perspective of Educational, Medical Tourism, heritage tourism, jewellery hub, Attraction and Development

A. One of the key tenets to develop MEERUT hinges on its potential to become a global Educational & Medical tourist attraction. Hence consultant will identify projects for augmenting the socio-economic base of the city and generate employment for the local population through it and other development activities.

B. The consultant also needs to identify the large-scale Educational & Medical Hub projects with the perspective of enhancing volume & retention of the tourist in MEERUT for boosting local economy.

iv. Projects with the perspective of Development of New Industrial areas and Logistic Area

The consultant needs to identify the potential New areas for Industrial Development and developing Logistic Facilities.

v. Projects with the perspective of Development of New Integrated Barat Ghar/Banqueting Area

The consultant needs to identify the potential New Integrated Barat Ghar/Banqueting Area

**3.2.2.3 Preparation of the spatial plan of the master plan area of 1120 Sq Km currently under preparation incorporating the vision and the identified bouquet of projects**

- i. Prepare Spatial plan that is aligned with Vision & Objectives taking into consideration the identified bouquet of projects.
- ii. While preparing the spatial plan encompassing the defined vision, the consultant needs to take into cognizance the master plan currently being prepared under AMRUT scheme for an area of 1120 Sq Km. In order to achieve the defined vision, the consultant needs to suggest changes/modifications (if any) that is required in the master plan (currently under preparation) to develop a comprehensive vision for city development. For this purpose, the consultant needs to regularly interact with the respective authorities.

#### **3.2.2.4 Integrated infrastructure development strategy and action plan for MDAA**

- i. Basis the assessment, enlist the projects that would be developed through private developers mode and through Government support.
- ii. Devise the implementation strategy, prioritise the identified projects and prepare the short term, medium term and long-term implementation plan along with the block cost estimates. The prioritization of the projects should be supported by adequate rational and should also define set of activities that need to be undertaken for developing such identified projects along with timelines.
- iii. The consultant also needs to highlight the role of various stakeholders in the identified projects and suggest various actionable measures that need to be adopted for smooth and faster implementation of the identified projects.

#### **3.2.3 Activity 3**

**Preparation of Spatial-Economic development strategy (Brownfield and Greenfield development) creating new Industrial, Logistic, Educational, Medical Hub and Specialized area for Social Activities on a sustainable basis. Business & Financial Mobilization Plan for MDAA. Development of Core city Area with heritage preservation. Development of Integrated infrastructure plan of the Core City.**

##### **3.2.3.1 Preparation of Spatio-Economic Development Strategy**

- i. The strategy for MEERUT will be based upon developing the core city area and the other area that falls under MEERUT Master Plan (currently under preparation) and the surrounding region. The consultant will define the spatio-economic development policies, strategies and programmes towards the intended development of the area under consideration that resonates with development vision and objectives and accordingly develop the phasing plan to be considered.
- ii. The consultant to also develop heritage sensitive design regulations for the identified areas in inner core city area of MEERUT.
- iii. Recommend changes in existing policies (encompassing economic, urban development and others) guidelines, regulations, etc that facilitate investments, developing industry and other infrastructure projects.

##### **3.2.3.2 Integrated Infrastructure Planning for MEERUT Core city development**

- i. By following a comprehensive approach to elevate core city's image as tourist attraction based upon sound urban design & Urban planning principles and undertaking the infrastructure augmentation for improving the quality of life of the core city residents, the consultant needs to prepare an Integrated Infrastructure Development Plan (IIDP) for the core city area by identifying the Retrofitting, Redevelopment and Area development interventions.
- ii. The consultant needs to delineate the boundaries of the core city in consultation with the Client for the preparation of Integrated Infrastructure Development Plan. As part of the IIDP, special emphasis should be given to key areas of improvement (combining urban design, engineering, social and economic aspects) such as
  - a) Tourism development projects preserving and further enriching the religious and heritage value on a sustainable basis
  - b) Road improvements/Development including smart roads
  - c) Water Supply, Sewerage & Sanitation, Solid Waste management
  - d) Storm Water Drainage/Water logging including Rainwater harvesting by rejuvenating the existing ponds
  - e) Transport network encompassing all applicable modes within core city area
  - f) Power with focus on Solar and other renewable energy resources
  - g) Disaster risk reduction projects (including floods)
  - h) Any other aspects that is essential for core city area development
- iii. The suggested infrastructure plan should clearly highlight the need (based upon the existing situation analysis and stakeholder's expectations) and measures to be adopted for improvement based upon sound planning & engineering principles.
- iv. While preparing the core city infrastructure plan, special emphasis needs to be given to the initiatives already being undertaken in the core city area and the consultant needs to devise the strategies and suggest interventions so that a seamless integrated development is undertaken for the core city.
- v. The Integrated Infrastructure Development Plan (IIDP) shall include layout plan for development for various projects within core city area, proposed interventions, level of interventions required (related to engineering, urban design, planning, technologies & construction, broad project financing &

structure, requisite approvals, broad cost, project timelines etc). The IIDP shall essentially include but not limited to;

- a) Condition Assessment of various infrastructure components.
- b) Feasibility study of modules (group of projects) to ascertain both technical and financial viability. The pre-feasibility study should describe the various technical options with recommendation for most appropriate option for fitting into the integrated development plan.
- c) Preliminary design and broad cost estimation for various infrastructure components
- d) Preparation of project development and implementation road map, project prioritization, carryout project phasing matrix and risk mitigation plan
- e) Review land availability, rehabilitation - resettlement & environmental issues for identified projects as part of the preparation of integrated infrastructure development plan.
- f) Coordinate with stakeholders and other departments of central and state governments wherever convergence is required, to facilitate integration with AMRUT, and any other urban development initiative etc. and develop module wise action plan for completion of work.
- g) Identify the possibility of private / public participation in the service delivery, as feasible and applicable and suggest the implementation strategy for various infrastructure components along with the project structuring options.

### **3.2.3.3 Business Plan & City's Financial Mobilisation Plan (for MDAA)**

- i. Defining the policies regarding development of infrastructure and resource mobilisation.
- ii. Preparation of the city's business plan and financial mobilisation plan and the institutional mechanism and implementation structure considering the administrative setup and extant policies of State Government of UP for promoting private sector investment. While undertaking such analysis, the consultant needs to identify international/National best practices being followed by other Government Agencies for industrial and tourism led city development.
- iii. Carryout economic cost benefit assessment with estimation of likely costs associated and benefits that will accrue with various proposed project components envisaged as part of the development on city economy and State economy (viz., potential employment generation by sectors, Value for money analysis etc.).

### **3.2.3.4 Institutional Structure for Holistic Development**

- i. Review laws, regulations and governance frameworks and their effect on implementation
- ii. Review the institutional framework that governs master planning, development planning with full analysis of the different organizations, their roles and structures;
- iii. Identify gaps in rules and protocols hindering smooth implementation of projects.
- iv. Provide specific recommendations on how to strengthen the existing regulatory system for enhanced implementation.
- v. Suggest the efficient & optimal institutional structure for unified implementation of projects in MDAA including Core city of MEERUT.

The plan should further include an overall organisational structure for the implementation of the proposals and framework being proposed. References of implementation structure of planning of industrial and tourism cites can be taken from the case study of best practices.

In addition to the above, the Consultant will also be responsible for:

- a) Submission of Quality Assurance Plan for the consultancy assignment.
- b) Presentations and Discussions with Client, respective line departments of State Government to ensure requisite approvals.
- c) Preparation of compiled database for the assignment with the details collected from various primary and secondary sources (viz. maps / plans / charts / drawings / topo-sheets / satellite imageries, various study reports/publishes, planning documents etc), summary of various analyses, results / findings etc and handing over to the client on submission of final reports and on completion of assignment.
- d) Consultants must ensure that various plans/ schemes must be in compliance with notified plans, acts, manuals, guidelines, legal/statutory and policy framework of State Government of Uttar Pradesh and Central Ministries of Government of India.

- e) Consultants must take into consideration the seismological, hydrological and meteorological aspects, apart from environmental, guidelines and other aspects.

**Note:**

- 1 Meerut Development Authority shall be responsible for the overall coordination of the project.
- 2 State Housing and Urban Planning Department of Uttar Pradesh will provide the strategic support in project coordination and implementation facilitation of the projects.
- 3 Consultants' responsibilities would include:
  - a) Geo-referencing of satellite imageries;
  - b) Thematic Mapping and Quality Control;
  - c) All the intermediate and process output in both soft and hard copies to be returned to Client in compatible GIS formats;
  - d) Sign a legal document with Client as well as abide by the same for safe custody of satellite data, usage of the same for the said assignment only and submission of all data on completion of project assignment.

### 3.3 Team Composition

The indicative list of functionalities of the Core Team is given below. However, based on the assessment of the type and quantum of work, the consultants should propose and justify the structure and composition of team. Consultant should list out the main disciplines of the assignments/job, the key expert responsible, and proposed technical and support staff. More specifically, consultant to provide an overview on senior leadership coverage and commitment, highlight expertise in such projects needs to Propose type and number of resources for providing these services. For the evaluation purpose, consultant needs to submit CVs best suitable to undertake the assignment. The Core team proposed by the consultant shall be deployed in MEERUT till completion of the assignment. MDA can provide a desk in its office if the demand made by the consultant.

#### 3.3.1 Indicative list of functionalities of Core Team

S. No	Functionality	Qualification	Experience
1	Team Leader - Urban & Regional Planning	Master's in relevant discipline	<ul style="list-style-type: none"> <li>• Overall 15 Years' relevant experience in Master planning of large cities with allied infrastructure.</li> <li>• Knowledge of urban development policies and issues and also exposure of working on development control regulations.</li> </ul>
2	Market Analyst / Economist	MBA/Post Graduate diploma in management or master's in economics or equivalent	<ul style="list-style-type: none"> <li>• 5 years of experience in sectors of Urban/ Transport/ Tourism- involving demand assessment, strategic assessment, economic projections, economic impact analysis, Value for Money analysis etc</li> </ul>
3	Infrastructure Planning	Masters in relevant discipline with B.Tech (Civil Engineering)	<ul style="list-style-type: none"> <li>• 5 years of relevant experience in Urban /Tourism Sector/ Smart City Development</li> <li>• Experience in planning &amp; designing integrated infrastructure projects (roads incl Smart Roads, drainage, Solar Power etc).</li> </ul>
4	Water Supply, Sewerage, Drainage Utilities	Relevant Degree in Civil Engineering with experience of design and monitoring of water supply/ sewerage / drainage Projects.	<ul style="list-style-type: none"> <li>• 5 Years' experience in water supply projects with experience in citywide urban development and infrastructure planning/ design/ distribution network (water supply, sewerage/drainage/septage etc.).</li> </ul>

S. No	Functionality	Qualification	Experience
5	Urban Transportation	Master's degree in Transportation Planning/ Transportation Engineering	<ul style="list-style-type: none"> <li>5 years of experience in the area of Urban Transport Planning with focus on urban Mobility. Experience in designing and implementing NMT, parking projects and framing the associated planning &amp; design guidelines, framing vehicular circulation plans etc.</li> </ul>
6	Urban Design	Graduate Architect with master's in urban design	<ul style="list-style-type: none"> <li>5 Years of experience in City Scape and Street Scape Design. Experience in Tourism planning and associated placemaking.</li> </ul>
7	Heritage & Tourism	Masters in Tourism/heritage Building conservation or equivalent	<ul style="list-style-type: none"> <li>5 years of experience in promotion of Heritage/tourism. Experience in heritage &amp; conservation shall be an added advantage</li> </ul>

The bidders must submit an undertaking clearly stating that the Team Leader must be available in MEERUT full-time and each proposed Core team member must spend time in MEERUT as committed in work plan/ staffing schedule as per FORM-4C of technical proposal.

### 3.4 Deliverable and Payment Milestones

The total duration of the project is **22 (Twenty-Two) Weeks** and the appointed consultant will have to meet the timelines of deliverables as given below.

#### 3.4.1.1 The delivery and payment schedule against the said deliverables is as follows:

S.N.	Activity wise deliverables	Timeframe in Weeks*	Percentage of Payment of the Lumpsum Fee
	<b>Activity 1</b>		
1	<b>Inception Report:</b> including but not limited to details of Approach & Methodology, strategy for data collection and analysis, team deployment plan and work plan to achieve deliverables within envisaged timelines <b>•Survey Analysis and Benchmarking and case study report</b>	D+2	10%
2	<b>Existing Situation Analysis:</b> <b>•Sector wise (Core city, Industrial, Religious &amp; Tourism, etc) Infrastructure assessment report</b> <b>•Carrying capacity assessment report</b> <b>•Mapping of religious and tourism spots</b> <b>•Infrastructure gap assessment</b> <b>Demand Assessment report</b>	D+5	10%
	<b>Activity 2</b>		
3	<b>Vision Planning</b>	D+8	10%
4	<b>Draft Pre-Feasibility Report</b> for bouquet of projects under: (i) Civic infrastructure, (ii) Transport infrastructure, (iii) Tourism Sector and (iv) Disaster management & security (v) Logistics and ware housing (vi) Banqueting and Wholesale market for gold (vii) Educational and Medical tourism. <b>Draft Integrated Infrastructure Development Strategy and Action Plan</b>	D+12	15%

5	<b>Final report for (i) identified Bouquet of projects (ii) Integrated Infrastructure Development Strategy and Action Plan and Draft Spatial Plan</b>	D+14	15%
6	<b>Final Spatial Plan</b>	<b>D+15</b>	10%
<b>Activity 3</b>			
7	<b>Draft Integrated Infrastructure Development Plan (IIDP)</b>		
7A	•Condition assessment and Feasibility Report •Report on Preliminary design, broad cost estimation of various infrastructure components	<b>D+17</b>	15%
7B	•Report on Project development & implementation road map, project prioritization, project phasing and risk mitigation plan	<b>D+18</b>	
7C	• <b>Report on project implementation strategy</b> short term, medium term and long-term along with project structuring options	<b>D+19</b>	
8	<b>Draft Report on Business Plan &amp; City's Financial Mobilisation Plan with Institutional Mechanism</b>	<b>D+20</b>	15%
9	<b><u>Draft Report on Spatio Economic Development Strategy</u></b>	<b>D+21</b>	
10	<b>Final Report on <u>Spatio Economic Development Strategy</u></b> <b>Final Report on Business Plan &amp; City's Financial Mobilisation Plan with Institutional Mechanism</b>	<b>D+22</b>	

\*Note: D is the effective date of contract

## 4 Eligibility and Evaluation criteria

### 4.1 Pre-qualification criteria

The Bidders must carefully examine the below mentioned pre-qualification criteria. The Bidder has to meet all the criteria set out in this Clause to be eligible for evaluation. The Bidder shall fulfill the conditions as mentioned below.

#### 4.1.1 Registration details

S.No	Eligibility Conditions	Documentary Proof to be submitted
i.	The Consultant shall be a company incorporated in India under the (Indian) Companies Act 2013 or a company incorporated under equivalent law abroad or the Consultant should be a firm/LLP.	The Consultant shall be required to submit a true copy of its Incorporation Certificate along with the Proposal
ii.	Consultant must have a valid Goods and Service Tax (GST) registration in India.	The Consultant shall be required to submit a true copy of its Good and Service Tax (GST) registration certificate
iii.	The Bidder (in case of single business entity)/lead member (in case JV/Consortium) must have an operational office for the last Five years in India. The LEAD member should be an Indian company.	Proof of registration of the Consultant shall be submitted. In case of JV/Consortium, proof of registration of all the members shall be submitted

#### 4.1.2 Financial Eligibility

S.No	Eligibility Conditions	Documentary Proof to be submitted
i.	<p>Minimum annual average turnover of the Bidder from professional consultancy fee should not be less than INR 15 (fifteen) Crore in any three (3) out of last four (4) financial years from the date of bid.</p> <p>In case of consortium, the minimum annual average turnover of the lead member from professional consultancy fee should not be less than INR 15 (Fifteen) Crores in any three (3) out of last four (4) financial years from the date of bid.</p> <p>The LEAD member shall have minimum 40% of share.</p>	<p>The Bidder shall enclose with its Application, certificate(s) from its Statutory Auditors stating its total revenues from (from consultancy business).</p> <p>The Statutory auditor also needs to certify that the Bidder has positive Net worth in three (3) consecutive financial years in last four (4) financial years from the date of bid.</p> <p>In the event that the Bidder does not have a statutory auditor, it shall provide the requisite certificate(s) from the Chartered Accountants of the Bidder that ordinarily audits the annual accounts of the Bidder.</p>
ii.	The Bidder should have positive Net worth in three (3) consecutive financial years in last four (4) financial years from the date of bid	Refer Form 2: Financial Capacity of the Bidder

#### 4.1.3 Technical Eligibility

The Bidder shall have experience as under:

S.No	Criteria	Documentary Proof to be submitted
i.	The Bidder/Lead member (in case of Consortium) should have minimum 10 years of experience in planning & infrastructure development in the Urban sector.	
ii.	For the purposes of satisfying the conditions of eligibility and for evaluating the Bidder's proposals under this RFP, following projects shall be deemed as eligible projects (the "Eligible Projects") The Bidder/Lead member (in case of Consortium)	<p>Work order/Copy of contract agreement/letter of award and any one of the following:</p> <p>1. Client certificate specifying similar</p>

	<p>should have completed assignments with Government Agencies (Central Government Agencies/State Government Agencies) in past 10 years;</p> <ul style="list-style-type: none"> <li>• The Bidder/Any member (in case of Consortium) should have completed assignments with Government Agencies in past 10 years; <ul style="list-style-type: none"> <li>○ 2 similar projects of preparing master plans or equivalent and each project should be having an area of not less than 40 square kilo meters.</li> <li>Or</li> <li>○ 1 similar project of preparing master plans or equivalent and each project should be having an area of not less than 80 square kilo meters.</li> </ul> </li> </ul> <p>*Master Plan or equivalent Experience means experience in preparation of Master Plans/ Master Plan Review/ Development plan/ Regional/Sub-Regional Plans/ City Development Plan.</p>	<p>experience Or</p> <p>2. Completion Certificate Or</p> <p>3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed as per the contract</p> <p>Refer Form 3A and 3B</p>
iii.	The Bidder (in case of single business entity)/Lead member (in case JV/Consortium) <b>must have an operational office for the last 3 (Three) years in India.</b>	Proof of registration shall be submitted.

#### 4.1.4 Other Criteria

S.No	Criteria	Documentary Proof to be submitted
a.	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
b.	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 as per Form 6

Only Eligible Bidders will be taken up for Technical Evaluation.

## 4.2 Evaluation

The Bidder shall be selected under the Quality-cum-Cost Based Section (QCBS) with procedures described in this RFP.

**Step 1:** Technical score will be prepared based on the criteria mentioned in Clause 4.2.1 under the head “ Technical Evaluation Criteria” for all the eligible bidders.

**Step 2:** Financial bid will only be opened for those bidders who score more than 70% in technical Evaluation (Based on Proposal and presentation).

### 4.2.1 Technical Evaluation Criteria

The Technical Evaluation of the proposals shall be based on following parameters:

S.No	Criteria	Max. Points

S.No	Criteria	Max. Points
1	Specific experience of the Consultant (as a Firm) relevant to the assignment	30
2	Adequacy and quality of the proposed methodology, and work plan in responding to the terms of Reference (TORs)	50
3	Key professional staff qualifications and competence for the assignment	20
	<b>Total</b>	<b>100</b>

#### Detailed Criteria for Technical Evaluation

Description	Max. Points	Remarks	Documents to be submitted
<b>1. Specific experience of the Consultant (as a Firm) relevant to the assignment</b>	<b>30</b>		
<b>Sub Criteria</b>			
<p>a) Experience in preparing master plans or equivalent* for various Eligible Projects.</p> <p>*Master Plan or equivalent Experience means experience in preparation of Master Plans/ Master Plan Review/ Development plan/ Regional/Sub-Regional Plans/City Development Plan.</p>	<b>10</b>	<ul style="list-style-type: none"> <li>• 2 Marks for an aggregate area up to 120 Sq Km</li> <li>• 4 marks for an aggregate area up to 169 Sq.Km.</li> <li>• 6 marks for an aggregate area up to 218 Sq.Km.</li> <li>• 8 marks for an aggregate area up to 266 Sq.Km or more.</li> <li>• Additional 2 marks for international experience of Eligible projects.</li> </ul> <p>*Consultant to submit minimum two Eligible projects and maximum four Eligible projects</p>	<p>- Form 3C and Form 3D</p> <p>Work order/Copy of contract agreement/letter of award and any one of the following:</p> <p>1. Client certificate specifying similar experience</p> <p>Or</p> <p>2. Completion Certificate</p> <p>Or</p> <p>3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed as per the contract</p>

<p>b) Experience in DPR preparation incl. detailed spatial and infrastructure planning for Greenfield Residential Township/ the Non-Processing area of the SEZ or integrated industrial estate, having land-use and product mix related to Residential, commercial and social for each project of minimum area 360 acres.</p> <ul style="list-style-type: none"> <li>• Residential includes; Villas, plotted housing, apartments etc,</li> <li>• Commercial includes: Retail, commercial, hotels, service apartments, multiplex etc.</li> <li>• Social facilities includes schools, college, social cultural institutes, hospitals, medical centre etc.</li> </ul> <p>It is further clarified that in case of industrial township the Non-Processing area of the township must be more than 360 acres.</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• 1 marks for an area of 360 acres</li> <li>• 2 marks for an aggregate area up to 768 Acres.</li> <li>• 3 marks for an aggregate area up to 1176 Acres.</li> <li>• 4 marks for an aggregate area up to 1584 Acres</li> <li>• 5 marks for an aggregate area up to 1992Acres</li> <li>• 6 marks for an aggregate area up to 2400 Acres or more.</li> </ul>	<p>- Form 3C and Form 3D</p> <p>Work order/Copy of contract agreement/letter of award and any one of the following:</p> <p>1. Client certificate specifying similar experience</p> <p>Or</p> <p>2. Completion Certificate</p> <p>Or</p> <p>3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed as per the contract</p>
<p>(c) Experience of preparation of city level Detailed Project reports (DPRs) in any of the following sectors:</p> <p>I. Water Supply system/ Storm Water drainage/ Sewerage System/City sanitation infrastructure plan</p> <p>Or</p> <p>II. Transport Planning such as Comprehensive mobility plan/ DPRs for city wide/ urban and regional transportation infrastructure projects.</p>	<p>8</p>	<p>2 marks for each project with maximum 8 marks</p>	<p>- Form 3C and Form 3D</p> <p>Work order/Copy of contract agreement/letter of award and any one of the following:</p> <p>1. Client certificate specifying similar experience</p> <p>Or</p> <p>2. Completion Certificate</p> <p>Or</p> <p>3. Self- declaration along with a copy</p>

			work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed as per the contract
(d) Experience in preparing the city level economic assessment based on growth drivers / financial plans / business plans / city investment plans for city's financial sustainability and planning.	6	2 mark for each project with maximum 6 marks	- Form 3C and Form 3D  Work order/Copy of contract agreement/letter of award and any one of the following:  1. Client certificate specifying similar experience  Or  2. Completion Certificate  Or  3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed as per the contract
<b>2. Adequacy and quality of the proposed methodology, and work plan in responding to the terms of Reference (TORs)</b>	<b>50</b>		
<b>Sub Criteria</b>			
<ul style="list-style-type: none"> <li>• <b>Understanding of the TOR</b></li> <li>• <b>Technical Approach, Methodology including Presentation</b></li> <li>- The consultant to explain its</li> </ul>	<p>10</p> <p>25</p>	<p><i>Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TOR, work plan to analyze the approach to be followed</i></p>	<p>Consultants are required to provide details for Adequacy and quality of the proposed methodology, and</p>

<p><i>understanding of the objectives of the project, approach to the project, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.</i></p> <ul style="list-style-type: none"> <li>- <i>The consultants should clearly articulate the approach it would follow to develop the vision, implementation strategy and integrated infrastructure development.</i></li> <li>- <i>It is strongly recommended that consultant to do both desk top research &amp; if possible visit the city of MEERUT and develop understanding of the existing situation and key areas of improvement and development, the area under consideration for the proposed development and propose the methodology to address the city challenges and transform it to a global destination).</i></li> <li>- <i>The consultant needs to explain the technical approach, tools and methodologies that they propose to adopt for envisioning, planning and implementation of various components as specified in the Scope of Work.</i></li> </ul>		<p><i>for delivering the assignment; overall team composition is balanced and has an appropriate skills mix}</i></p> <p><b>All the core team members have to participate in the presentation</b></p>	<p>work plan in responding to the terms of Reference (TORs) as per FORM 4C enclosed</p> <p>To be submitted by the Bidder as part of the proposal along with the presentation.</p>
<ul style="list-style-type: none"> <li>• <b>Work Plan, Organization and Staffing</b> <ul style="list-style-type: none"> <li>- <i>The consultant should also propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Authority), revenue generation mechanism through private investment and other innovative tools and key performance indicators. The Proposed work plan should be included here. More specifically</i></li> <li>- <i>Highlight how you would proceed to meet the project requirements for activities defined in the Scope of Work</i></li> <li>- <i>The consultant needs to make its own analysis based upon developing the understanding of the nature of work, deliverables (including indicative deliverables as mentioned in RFP)</i></li> <li>- <i>Highlight tools and methodologies</i></li> </ul> </li> </ul>	15		

<p><i>to be used for this effort and How would you manage the complexity of the project</i></p> <p><i>- Proposed handholding during the execution of the project/task..</i></p>			
<b>3. Key professional staff qualifications and competence for the assignment:</b>	<b>20</b>		
<ul style="list-style-type: none"> <li>• <b>Team Leader (Qualification + Experience)</b></li> <li>• <b>Team Members (Qualification + Experience)</b></li> </ul> <p><i>(Based on the assessment of the type and quantum of work, the consultants should propose and justify the structure and composition of his/her team. He/she should list out the main disciplines of the assignments/job, the key expert responsible, and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment, highlight expertise in such projects needs to Propose type and number of resources for providing these service)</i></p>	<p><b>7.5</b></p> <p><b>12.5</b></p>		<p>The indicative list of functionalities of the Core Team is given in the RFP. For the evaluation purpose, consultant needs to submit CVs best suitable to undertake the assignment as per its own assessment.</p>

*\*For Technical approach and methodology presentation, Consultants, whosoever shall qualify in the qualification documents shall be informed electronically in writing regarding the date of presentation.*

Minimum score of **70** marks is required in the evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. All the firms which meet the minimum qualifying marks prescribed will stand technically qualified for consideration of their financial bids.

**4.2.2 Criteria for Quality cum Cost based Selection (QCBS)**

Under QCBS, the Technical Proposals will be allotted weightage of 80% while the Financial Proposals will be allotted weightages of 20%

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

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

As an example, the following procedure can be followed.

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as 60 and the weightage of the technical bids and financial bids was kept as 80:20.

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

Proposal Evaluated cost:

A. Rs. 120.

B. Rs. 100.

C. Rs. 110.

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

A:  $100 \times 100 / 120 = 83$  points

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

C:  $100 \times 100 / 110 = 91$  points

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

Proposal A:  $75 \times 0.80 + 83 \times 0.20 = 76.7$  points

Proposal B:  $80 \times 0.80 + 100 \times 0.20 = 84$  points

Proposal C:  $90 \times 0.80 + 91 \times 0.20 = 90.2$  points

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

Proposal A: 76.7 points H3

Proposal B: 84 points H2

Proposal C: 90.2 points H1

Proposal C at the evaluated cost of Rs. 110 was, therefore, declared as H1 (highest ranked) and recommended for negotiations/approval, to the Bid evaluation committee.

## **Annexure A: Standard Forms**

### **FORM 1: Technical Proposal Submission Form**

(To be printed on Letter Head on Letter head of the Applicant /Lead Member in case of Consortium)

[Location, Date]

To: Vice Chairman, MDA, Meerut

Dear Sir:

We, the undersigned, offer to provide the consulting services for vision, implementation, strategy and integrated infrastructure plan for Meerut 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 on the basis of 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 Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for Meerut 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	Annual turnover from Consultancy fee (in INR)
1.		
2.		
3.		
4.		

The audited Financial Statements for the corresponding years has to be attached.

Certificate from the Statutory Auditor

This is to certify that..... (name of the Bidder) has received the payment shown above against the respective years on account of Consultancy fees/ services rendered.

It is also certified that certify that .....(name of the Bidder) has positive Net worth for therespective Financial years specified in the above table.

Name of the auditor issuing the Certificate:

Name of the auditor's

Firm Seal of the

auditor's Firm

Date:

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

<Seal and stamp of the bidder and CA>

**\*Note:**

1. In case of a Consortium, the information should be provided for all the members of the consortium  
**CA Certified Financial statements supported with Audited Financial Reports/ Balance Sheets and Profit & Loss Statements for that period will be considered**

**FORM 3A: Eligible assignments of the Bidder**

#	Name of Project*	Name of the Bidder (In case of JV/consortium please mention the name of the Lead Member of which the project details are provided)	Name of Client	Professional fee received by the Bidder (in Rs. Crore)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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

**FORM 3B: Eligible Project Details**

[The following table shall be filled in for the Bidder and for Lead member of the JV/Consortium] Applicant/ Legal Name: [insert full name]

Consortium Members Legal Name: [insert full name]    Lead Member or Other Member: [Please write as applicable]

Use separate sheet for each project and for different Criteria.

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of man-months of the assignment:
Address:	Amount of consulting fee received by your firm (INR)
Start date (month/year):	Completion date (month/year):
Name of associated 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:	

Note: Pls enclose

Work order/Copy of contract agreement/letter of award and any one of the following:

1. Client certificate specifying similar experience Or
2. Completion Certificate Or
3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying the work is completed

*The project area details need to be substantiated by relevant documents Client Certificate/Completion Certificate/Contract Agreement details}*

**FORM 3C: Project Details**

[The following table shall be filled in for the Bidder and for each member of the JV/Consortium] Applicant/ Legal Name: [insert full name]

Consortium Members Legal Name: [insert full name]    Lead Member or Other Member: [Please write as applicable]

Use separate sheet for each project and for different Criteria.

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of man-months of the assignment:
Address:	Amount of consulting fee received by your firm (INR)
Start date (month/year):	Completion date (month/year):
Name of associated 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:	

Note: Pls enclose

Work order/Copy of contract agreement/letter of award and any one of the following:

1. Client certificate specifying similar experience Or
2. Completion Certificate Or
3. Self- declaration along with a copy work order and agreement showing the details of the scope of work along with proof of submission and certificate from Chartered Accountant certifying that work is completed

*The project area details need to be substantiated by relevant documents Client Certificate/Completion Certificate/Contract Agreement details}*

**FORM 4A: Format for Details of Bidder**

**RFP for "Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for [ Meerut ]**

Please enter the information requested in the spaces provided. Application from separate Bidders, or individuals or from consortia are acceptable.

Applied for .....	
1	<b>BASIC INFORMATION</b>
Name of the Bidder making this application	Parent Company (if applicable)

Note: Add / delete additional lines for consortium partners as appropriate.

**2. CONTACT PERSON (for this application)**

Name	
Organization	
Address	
Telephone	
Fax	
Email	

**3. REGISTERED ADDRESS**

**4. YEARS IN BUSINESS AND NATIONALITY**

Year of Establishment	Country of Registration

Attach copy of incorporation certificate

**5. Registration Number of the Bidder (attach true copy of registration certificate)**

**6. Goods and Service Tax (GST) Registration Number (attach true copy)**

**7. Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished**

details)In case of a Consortium:

a. The information above should be provided for all the members of the consortium.

b. Information regarding role of each member should be provided as per table below:

S. No	Name of Member	Role (Specify Lead Member/ Other Member)
1		
2		

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Short listing, it is proved that the information furnished by us is wrong, Client reserves the right to take necessary action against our Bidder as per applicable Laws/Rules of the land.

Signature of Authorized Representative with  
stamp  
Name  
Designation  
Place  
Tel No  
Email:

Date

**FORM 4B: Bidder's organization and experience**

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture/Consortium – of each member for this assignment.

**2. Include organizational chart, a list of Board of Directors**



4											
5											
6											
.											
n											

- I. List the deliverables with the breakdown for activities required to produce them. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- II. Duration of activities shall be indicated in a form of a bar chart.
- III. Include a legend, if necessary, to help read the chart.

ii. **Schedule of Staff:** {Please describe the structure and composition of your team, including the list of the proposed Key Experts and relevant technical and administrative support staff.} The proposed man-months of engagement of staff must be clearly indicated by the consultant. Kindly provide the man-month inputs for all the proposed staff and their working /mobilization schedule at city under consideration and their respective home offices as per format.

**Format for Staffing Schedule**

S.N.	Name	Experts Input per each Deliverable					Total time input (in weeks)		
		Position	D1	D2	D....	D....	Home	Field	Total
1									
2									
3									
.									
.									
n									
						<b>Subtotal</b>			
						<b>Total</b>			

“Home” means to work done from any place other than (office space provided by the Authority) of city under consideration. “Field” means to work done at the city under consideration (office space provided by the Authority).

**FORM 5: Declaration**

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

**Declaration Letter for “Appointment of consultant to prepare the Vision, Implementation strategy and Integrated Infrastructure plan for Meerut”**

(To be printed on Letter Head of the Bidder. In case of JV/Consortium all the members need to submit the on their respective Letter heads)

Sir/Madam,

This is to notify you that we .....(name of the Bidder) intends to submit a proposal in response to Appointment of consultant to prepare the Vision, Implementation strategy and Integrated Infrastructure plan for Meerut, we also declare that .....(name of the Bidder) 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 “Appointment of consultant to prepare the Vision, Implementation strategy and Integrated Infrastructure plan for Meerut”**

(To be printed on Letter head of the Applicant. In case of JV/Consortium, each member of the JV/Consortium needs to submit the declaration)

Sir/Madam,

This is to notify you that ..... (name of the Bidder) intends to submit a proposal in response to Appointment of consultant to prepare the Vision, Implementation strategy and Integrated Infrastructure plan for Meerut, we also declare that .....(name of the Bidder) 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: Team composition and task assignment**

**Core Team**

Sr.No.	Name of Staff	Name of the firm	Qualification	Years of experience	Area of Expertise	Task Assigned for this Project	Period of Engagement	
							From	To

**Support Staff**

Sr.No.	Name of Staff	Name of the firm	Qualification	Years of experience	Area of Expertise	Task Assigned for this Project	Period of Engagement	
							From	To

Signature .....

In the Capacity of .....

Duly authorized to sign proposal for and on behalf of .....

Date .....

Place .....



**FORM 9: Format for Power of Attorney for signing of application**

(On Non – Judicial stamp paper of Rs 100/- or such equivalent amount and document duly attested by notary public)

Power of Attorney

Know all men by these presents, we ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....

..... (name and residential address) who is presently employed with us and holding the position of

..... As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for **Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for Meerut (the “Project”)**, including signing and submission of all documents and providing information / responses to Authority, representing us in all matters before the Authority, and generally dealing with in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

*Note:*

- *To be executed by the Lead Member in case of a Consortium.*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *In case the Application is signed by an Authorized Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

**FORM 10: Financial Proposal**

(On Bidder's letter head)

[Location, Date]

To: Vice Chairman, MDA,  
Meerut

Dear Sir:

**Sub: Financial Bid for appointment of consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for Meerut**

**Dear Sir/Madam,**

We, the undersigned, offer to provide the services for the above in accordance with your e-Bid dated

\_\_\_\_\_, and our Bid (Response to Technical Bid and Financial Bid). Our attached Financial Bid is as uploaded on e-bid portal in the .XLS format [inclusive of statutory taxes, duties, and levies during the contractual period except GST which will be paid extra by the Authority at the rate applicable on the date of invoicing, Amount in words and figures].

We understand that the Authority reserves the right to negotiate the Financial Bid for the services as a whole or for individual tasks of the services.

We undertake that our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid, i.e. 90 days from the date of submission of the e-Bid.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we

will strictly observe the laws against fraud and corruption in force in India. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature:

Name and title of

Signatory: Name & address

of the Bidder *[Date]*

**NAME OF THE BIDDER AND SEAL**

**FORM 11: EMD Return Form**

\*NOTE: This form will be utilized for return of EMD only as per the Clause 2.2.15

[Date]

To: *Vice Chairman, MDA, Meerut*

**Subject: Return of EMD for Reference Number** *<tender reference number>* Appointment of consultant to prepare the Vision, Implementation strategy and Integrated Infrastructure plan for Meerut

**Reference:** *(Insert name of the consultancy)*

Dear Sir,

This is in reference to return the Earnest Money Deposited for appointment of consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for Meerut with Reference number *<reference number>* Tender ID *<tender ID>*. The details of deposit are illustrated below:

UTR Number:

Bank Name:

Amount:

Date of Transfer:

We wanted to request you to please return the above-mentioned transferred amount as EMD to the bank details as illustrated below:

Name of the beneficiary:

Name of Bank:

Name of Branch:

Account Number:

IFSC Code:

Swift Code:

Kindly grant us with your permission for the

above. Thanking You.

Yours Faithfully,

*<name and signature of the authorized signatory*

*along with seal and stamp of the Bidder>*

**Form 12: Format for Power of Attorney for Lead Member of Consortium**

(Refer Clause 2.2.3.1)

(To be executed on Stamp paper of appropriate value)

Format for Power of Attorney for Lead Member of Consortium

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Power of Attorney

Whereas the MDA, Meerut has invited Bids from interested parties for RFP for “Appointment of Consultant to prepare the Vision, Implementation strategy and integrated infrastructure plan for Meerut.

Whereas, the members of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the Request for Proposal (RFP) Document, and other connected documents in respect of the Project, and

Whereas, it is necessary under the RFP Document for the members of the Consortium to designate the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the Consortium, as may be necessary in connection the Consortium’s bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSTHAT;

We, M/s. .... (Lead Member), and M/s ..... and M/s ..... (the respective names and addresses of the registered office) do hereby designate M/s. ....

being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium’s bid for the Project, including submission of Application for Qualification/ Application, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with MDA, Meerut , any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the Contract Agreement is entered into with MDA, Meerut.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this the .....Day of 2021

(Executants)

(To be executed by all the members of the Consortium)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

**Form 13: Format for Memorandum of Understanding (MOU)**

(On Non – judicial stamp paper of Rs 1000/- or such equivalent document duly attested by notary public)

This Memorandum of Understanding (MoU) entered into this \_\_\_\_day of\_\_2020 at \_\_\_\_\_among\_\_\_\_\_and having its registered office at\_\_\_\_\_, (hereinafter referred as“\_\_\_\_\_”, which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the First Part

and

\_\_\_\_\_ and having its registered office at\_\_\_\_\_, (hereinafter referred as “\_\_\_\_\_”, which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the Second Part

and

The parties are individually referred to as Party and collectively as Parties.

WHEREAS MDA, Meerut has invited Request for Proposal (RFP) from entities interested for RFP for **Appointment of Consultant to prepare the Vision, Implementation strategy and Integrated infrastructure plan for Meerut** , as per the terms contained in the RFP Document.

AND WHEREAS the Parties have had discussions for formation of a Consortium for bidding for the saidProject and have reached an understanding on the following points with respect to the Parties" rights and obligations towards each other and their working relationship.

IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED ASFOLLOWS:

1. That the roles and the responsibilities of each Party at each stage of the Project shall be as follows:
2. That the Parties shall be jointly and severally liable for the execution of the Projects arising from the States, Union Territories, as the case may be and in accordance with in accordance with the terms of the Contract Agreement to be executed on award of the such Projects.
3. That this MoU shall be governed in accordance with the laws of India and courts in Lucknow shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties that the information provided is accurate and true and have caused thisMoU to be duly executed on the date and year above mentioned.

1. First Party
2. Second Party
3. Third Party
4. Fourth Party

Witness:

**Form 14 - Form of bank guarantee for earnest money**

WHEREAS \_\_\_\_\_ [*Name of Bidder*] (hereinafter called "the Bidder ") has submitted his bid dated \_\_\_\_\_ [*Date*] for 'Appointment of Consultant to prepare the Vision, Implementation strategy and integrated infrastructure plan for Meerut'. KNOW ALL MEN by these presents that

We \_\_\_\_\_ [*Name of Bank*] of \_\_\_\_\_ [ *Name of Country*] having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto.

The MDA, Meerut in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for which payment well and truly to be made to the Client and the Bank binds himself, his successors and assigns by these presents.

THE CONDITIONS of this obligation are:

1. If the bidder withdraws his Bid during the period of bid validity specified in the Bid Document.  
or
2. If the Bidder having been notified of the acceptance of his Bid by the Client during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement in accordance with the provisions of Bid Document, and/or
  - b) fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of Bid Document

We undertake to pay to the Client up to the above amount upon receipt of his first written demand, without the.... (the Client) having to substantiate his demand, provided that in his demand

..... (the Client) will note that the amount claimed by him is due to him owing to the occurrence of one of the two conditions above, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 180 days after the deadline for submission of bids as such deadline is stated in the Bid Document or as it may be extended by

..... (the Client) notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date

**DATE**

**SIGNATURE OF THE BANK**

**SEAL OF THE BANK**

**SIGNATURE OF THE WITNESS**

**NAME & ADDRESS OF WITNESS**

## **Annexure B: Descriptive scope for the development of Greenfield Areas**

The objective of this exercise is to prepare a detailed spatial plan for developing a Greenfield Integrated Industrial and Logistic area of 500 Acres, as part of proposed development of new MEERUT, to develop as a Model Future Industrial City taking into account the best international practices for development, implementation, maintenance and management.

The proposed concept must integrate with existing features/region and offer sufficient flexibility to expand during the project horizon.

Preparation of Detailed spatial Plan for Industrial Township shall, inter alia, involve:

- Identify the potential site for development of Greenfield areas in consultation with respective authority.
- Map the potential area with details of the existing land use/ownership status and superimpose Sajra Maps along with land details.
- Carrying out reconnaissance of the site, undertake ground surveys and necessary calibrations for plans/images to ensure consistency of information/data. Preparation of site plans demarcating project boundaries etc.
- Conduct site analysis from a real estate perspective, covering the following parameters - Location profile, access and connectivity, land Use, SWOC
- Conduct a detailed review of economic, Industrial and demographic profile of surrounding area to assess the present demand and future growth potential for the project considering the Industrial Development potential of the city.
- Understand key regulations – proposed and ongoing that can affect development potential of site, and study the Development Control Regulations specific to the subject site region
- Detailed market demand assessment and determine the product mix for the proposed green field Industrial township.
- Consultant shall identify the Real Estate potential in the nearby locations and analyse various developments and their impact on the proposed development on the subject site. (Sectors to be covered include Industrial (both small and medium Industries), retail, commercial, hospitality, healthcare, education, etc.) The real estate market research shall include but not limited to:
  - To identify the existing growth verticals and ascertain the pace of growth in context of MEERUT
  - Demand assessment studies (supply, absorption, vacancy levels etc.) to determine the various possible real estate product mix that can be developed at site from the potential of high revenue yield. This shall be based on primary and secondary market survey and real estate trends of micro market.
  - To ascertain the circle rate of the land for various uses in the area.
  - Prevalent market rates for both rental and capital values for all asset classes with actual examples of on-ground transactions in the study area
- Undertake competitive benchmarking of projects in vicinity with regards to pricing/ rentals achieved, vacancy rate, tenant mix, project positioning, etc. Such benchmarking should include 3-5 projects depending in the availability of suitable benchmarks. All possible asset classes under evaluation to be explored
- The Consultant is expected to undertake a stakeholder consultation and interact with different real estate market players and potential anchors (Industrial, retail, commercial, healthcare, hospitality, etc.)
- Deriving the land use and activity mix for the Industrial township and preparation of layout plans for:
  - Industrial infrastructure promoting logistics and ware housing activities, sports goods and scissor industry.
  - Adequate physical infrastructure with green spaces, loading and unloading areas, parking areas, recreational infrastructure and other urban amenities;
  - Commercial areas such as hotels, restaurants, office complex, banks, shopping areas/multiplex etc);
  - Transport infrastructure with hierarchy of road network and its integration with external links;

- Environment Mitigation Plan for developing the Greenfield Industrial Township for ensuring sustainable development and to benchmark with GREEN CITY-India standards or other best practices across the world.
- Identification of commercial and non-commercial components, financial viability assessment, suggest project structuring and implementation.
- Broad Environmental and Social Assessment based on secondary information, identify broad impacts with respect to land acquisition etc and evolve possible mitigation measures for the selected projects;
- Estimating project costs (Capital, Operation and Maintenance);
- Undertaking financial feasibility assessment for developing selected projects in the Greenfield township through various formats of public private partnership / private sector funding including considering the option of Viability Gap Funding for enhancing the financial viability of the selected projects. The Consultant should bring out various assumptions for revenue, cost and others, including basis thereof, which are used by it in the financial model. Financial model shall be prepared in the MS Excel program and a simplified summary sheet of the entire financial analysis should be prepared showing key data such as: project cost, equity, debt, capital expenditure, total revenues, project cash flows, project IRR, and equity IRR, etc. The Consultant shall also undertake sensitivity scenarios by identifying the most critical factors and determine their impact on the IRR, including varying project costs and benefits, implementation period and combination of these factors
- Preparation of detailed Feasibility Report.