

BID DOCUMENT

Revised

08.09.2015

FOR

ENGAGEMENT OF CONSULTANT

FOR PROVIDING

COMPREHENSIVE PROJECT MANAGEMENT SERVICE

(Transition Advisor, Project Management Consultancy and Technical Assistance)

for

Implementation of

Urban Infrastructure Projects

In

J&K State

through

**Housing & Urban Development Department
Government of Jammu & Kashmir**

GOVERNMENT OF JAMMU & KASHMIR
HOUSING & URBAN DEVELOPMENT DEPARTMENT
CIVIL SECRETARIAT, JAMMU/SRINAGAR, J&K STATE

Bid Document - Revised

J&K H&UDD, Housing and Urban Developing Department, Government of J&K, being a nodal department is involved in extending support and providing technical assistant to sponsoring departments for developing and preparing projects in various sectors like Urban development, Road ,Buildings, Water-Supply, Sewerages, Solid Waste Management, Drainage, Drainage, under various central and state funded projects

1. Requirement of consultancy services

J&K H&UDD, Govt. of J&K intends to appoint consulting firm for providing Consultancy Services as desired in the BID DOCUMENT for various Urban Infrastructure Projects funded under various schemes of the Govt. of India or the Govt. of J&K categorised as under -

Sectors –

- A. Sewerage Projects
- B. Storm Water Drainage/ Drainage Projects.
- C. Solid waste Management Projects

However if in case any sector (related to urban development / infrastructure) is left out the department reserves the right to include the same in the above mentioned sectors at any point of time (before / after selecting the consultant)

2) Conflict of Interest

J&K H&UDD requires that the consultants should provide precisely the professional, result oriented and impartial advice at all times hold the departments interest paramount, strictly avoid conflict with other assignment / jobs or their own corporate interest and act without any consideration for future works.

3) Right to accept proposal

J&K H&UDD reserves the right to accept or reject any proposal to annual the selection process and rejects all proposal at any time prior to award of contract, without thereby incurring any liability to the affected consultant(s) or any obligation to inform the affected consultant(s) of the grounds of such decision.

4) Fraud and corruption

J&K H&UDD department requires the consultant selected through this Bid Document must observe the highest standard of ethics during the performance and execution of such assignments as may be allotted by various departments/ this department from time to time.

5) Amendments of Bid Document

At any time prior to the last date of receipt of bids, the J&K H&UDD may for any reason wherever on its own initiative or in response to a clarification requested by the prospective bidders, modify the Bid Document documents by an amendment. In order to provide prospective bidder responsible time in which to take the amendment into account in preparing their bids, the department, may on its own discretion, extended the last date of receipt of bid and /or make other changes in the requirements set out in the invitation to Bid Document. Any such amendment / extension of submission time shall be uploaded in the website only.

6) Process of selection.

This Bid Document is the request for selection a consultant. The response received pursuant to this Bid Document will be evaluated as per the criteria specific in this document and the qualified consultant will be selected as explained in this document.

7) Eligibility: Must fulfil all of these

- a. The bidder should have a minimum of Fifteen (15) years of experience in the field of consultancy for infrastructure projects funded under various schemes of Govt. of India or the state government.
- b. The bidder must have prepared at least 30 DPR's in total for projects related to sewerage, solid waste management , water supply & storm water drainage for any government department/agency in last 10 years.
- c. The bidder must have completed/ongoing PMC work (consultancy during execution) for atleast 5 projects in the field of sewerage or solid waste management or water supply or storm water drainage in the last 10 years.
- d. The bidder must have prepared at-least one DPR with a minimum 300 TPD capacity (design year) for solid waste management project.
- e. The bidder must have prepared DPR/s related to Sewerage Scheme having STP capacity of 100 MLD (single or cumulative) or more based on MBBR/SBR process AND must have undertaken PMC of at-least one 15 MLD or higher capacity STP.
- f. The bidder must have provided/ongoing Technical Assistance (TA) to Central or any State Govt. for implementing of Urban Reform or Urban Infrastructure Project (Sewerage/Water Supply/ Drainage/Solid Waste) for at least One (1) project where the approved cost of project is at least 100 Crore.

- g. Minimum Average Annual Turnover of the bidder should be Rs. 100 crore in the last Five (5) financial years ending on March 2014.(CA certified certificate)
- h. The bidder must be empanelled as consultant with MoUD, GoI for sewerage or solid waste management or storm water drainage Sector OR Empanelled as consultant with MoUD, GoI under Smart City Sector.
- i. The bidder must have provided consultancy to projects funded by World Bank/Asian development Bank /JnNURM/Other International Donor/ multi lateral agencies.
- j. The bidder should be a Pvt Ltd/Ltd./Proprietorship or any other entity approved by GoI..
- k. Consortium is allowed through valid MoU/Agreement and Power of Attorney to the lead firm.

OTHER REQUIRED DETAILS:-

- i. Complete Name and mailing/postal address of the applicant along with Telephone numbers, Mobile numbers, and E-mail address.
- ii. Information regarding the type/nature of the applicant e.g. Company, Proprietorship, Partnership, Consortium etc. along with proof of the same. (in case of Consortium valid legal Agreement is needed)
- iii. Bidder should have sufficient manpower and resources to carry out such works. Man Power List with qualification & experience of key personnel on roll should be provided.
- iv. Copy of PAN Card.
- v. Details of Litigations, if any.
- vi. Other relevant details, if any.
- vii. Details of projects in hand supported by copies of agreement/contract/LOI etc in the field Urban Infrastructure (Sewerage/SWM/Storm Water Drainage/Water Supply etc).
- viii. Detailed Profile of company related to sectors (mentioned at Clause 1) & Bio Data of Key Personals.
- ix. All certificate of the preparation of DPRs/ PMC work should be enclosed and should be duly signed by the concerned officer. Preferably not less than the rank of Executive Engineer of Govt. of India / State Govt / ULB Level of the completed projects.

x. The applicant should furnish a self-certified undertaking to the effect that the firm has not been black listed in India or abroad by any Government department/bidder in last 5 years.

8) BID DOCUMENT

The BID DOCUMENT documents can be collected from Office of The Joint Director (P&S), J&K H&UDD, Civil Secretariat, Srinagar, and Kashmir

9. No payment of Expenditure:

The purpose of selection is to create a capacity that can provide technical support to State to implement various projects/studies/evaluations/trainings in above mentioned sectors.. However, by virtue of getting selected with (J&K H&UDD does not entitle selected consultancy firms to claim their expenses incurred, if any, in the process of selection nor to claim for any assignment, whatsoever, it may be.

10. Validity of Selection:

The initial validity will be for 5 years.

11. Scope of the work

The consultancy firm will provide manpower “advisors / experts” (as mentioned in the BID DOCUMENT) and the advisors will provide technical assistance to H&UDD and its subordinate agencies in the state of J&K. The technical advisors / experts will support H&UDD in:-

Infrastructure

- a. Analysis and evaluation of existing situation of above-mentioned sectors in cities/towns; and identification of relevant key weaknesses and gaps.
- b. Selection of the projects based on cluster and based on priority of the region after discussion with the concerned PIA / H&UDD.
- c. The bidder (if required) will provide technical assistance in selection of consultant(s) for preparation of DPRs on these sectors for cities and urban areas as per CPHEEO /MoUD guidelines and relevant manuals. (if required)
- d. The bidder will review and appraise the DPRs prepared by DPR consultant(s) and will also facilitate the completion and quality check the DPRs already commissioned. The bidder will also be responsible for checking financial feasibility of Projects / DPRs.
- e. The bidder will support H&UDD in getting Technical & Administrative approval of DPRs from competent authority including GOI.
- f. Supporting H&UDD in arranging funds from various sources i.e. State Govt. / Gol/ PPP/ / Viability Gap Funding (VGF) / External Aid etc. This will also include taking stock of the status of completed DPRs for submission to various funding agencies.

- g. Assisting H&UDD in selection of contractors for execution of Projects. This will include preparation of Tender/ bid documents, facilitation in tendering (pre-bid/ preparing minutes of pre-bid etc), technical & financial evaluations and award of work / Concessionaire agreement.
- h. Checking / vetting/approval of design/ drawings submitted by the contractor/ executing bidder.
- i. Assist H&UDD in Project Management Consultancy (PMC)/ Third Party Inspection & Monitoring , to check if the work is being executed as per the approved design & drawings and Supervising work of the project by ensure periodic site visits (monthly basis) during execution of all works (Civil Construction, manufacturing/ fabrication process, erection, testing, commissioning of all electro-mechanical and other equipments of projects) at all stages of works.
- j. Ensuring Quality Assurance in conformity with sound engineering practices, standards/ specifications and terms and conditions of the EPC Contracts.
- k. Contract Management including Claims of Contractors or any other agencies appointed by H&UDD. Claims related to time extension or related to payments.
- l. Review of physical & financial progress of the project through MIS.
- m. Submit Progress Report/status of projects on fortnightly basis to H&UDD.

Governance (including IT)

- a. Support H&UDD as required in formulation / revision of Acts/ Rules / Policies as and when required.
- b. Handholding support to H&UDD for implementation of urban and regional planning reforms initiated by the department. This will include support in setting-up institutional structures that can facilitate preparation of master plan/metropolitan plans/urban-centric regional plans, among others.
- c. Develop mechanism to institutionalise ULBs including capacity building and handholding support.
- d. Assisting H&UDD in preparing & implementation of e-Governance reforms in the State. This will include preparation of road map, selection of consultants/ bidder for preparation of e-Governance DPR, facilitating H&UDD in getting approval of DPRs, funding from JnNURM/ Gol and execution of project through implementing bidder.
- e. Developing and implementing a knowledge base portal and digital data repository for the H&UDD.
- f. Ensuring implementation of GIS reforms i.e. assisting H&UDD in selection of consultants/ agencies for preparation of GIS Base Maps, Property Surveys, database generation & attachment of all property data with Base Map and development of customized GIS applications.
- g. Support in designing institutional mechanism for affordable housing to achieve 'Housing for All'.

h. Identification of Training & Capacity Building needs of H&UDD & other line Departments.

Municipal Finance

Support H&UDD in selection of agencies/ consultants for implementing Municipal finance reform. This will include:

- a. A Listing & valuation of assets and ensuring implementation of a centralized Double Entry Accounting Systems in all Urban Local Bodies;
- b. Enhancing revenue base of ULBs through reassessment of properties, imposition of licence fee etc.;
- c. Ensuring internal & external audits of H&UDD and Urban Local Bodies;
- d. Covering Tax & Non-tax reforms;
- e. Review of on-going accounting reforms and recommendations on way forward including introduction of procurement, audit & budgeting reforms;
- f. Improving tax collection systems;

Support in enactment of relevant regulatory & policy reforms.

- a. The bidder, if required by H&UDD, will design / develop PPP models for the development & implementation of the project with private sector participation.
- b. Analysing extent scope of private sector participation in existing systems and scope for future association.
- c. Providing technical support to H&UDD in developing a regulatory and institutional environment that promotes off-take of PPP in basic services sector in the State.
- d. To review and suggest feasible and easy to operate & maintain low cost solutions.
- e. Explore possibilities of subsidized funding support through on-lending from the National Housing Bank and other financial institutions for affordable housing in the State.

Other Support

30. Assessing centrally and state sponsored schemes: The bidder will support H&UDD on facilitating access and utilization of funds under centrally and state funded schemes under governance, infrastructure, transport, housing, environment etc.

31. Project Management & quality assurance support: The bidder will provide project (including financial) management support to H&UDD towards better

management of agencies contracted by H&UDD, and ensure quality assurance of all outputs developed. The major components under this support will include:

a. **Policy, Programme and Networking Support:** Revisit/ review/ revision of existing policies, rules and regulations through engagement of key stakeholders.

b. **Programme Implementation Support:** Facilitate & participate in periodic reviews / meetings of H&UDD.

c. **Procurement Support:** Supporting H&UDD in procurement of agencies of various goods & services in line with existing Procurement Policy / Finance Policy of the State.

d. **Programme Reporting:** Preparation and submission of progress report through developing report templates as desired by H&UDD time to time.

12. CORE TEAM

The consultancy firm will keep below mentioned Core Team available for the use and advice of H&UDD. The experts will be stationed with H&UDD i.e will have to be on move with the Darbar i.e. 6 months in Srinagar & 6 months in Jammu and will have to perform all responsibilities as mentioned in the scope of work. Core Team (Man power / Team Structure /Advisors / Experts) requirement is as under.

SI No	Position	Type	Duration	Qualification
1.	Team Leader	Full Time	5 years	PG in Urban Planning or graduate in Engg (Civil / mechanical) with 15 years of experience in Urban Infrastructure Projects.
2.	Water Supply & Sanitation Expert	Full Time	5 years	Graduate in Engg (civil) with 8 yrs of experience in Water Supply & Sanitation Sector.
3.	Municipal Engineering expert (sewerage & drainage)	Full Time	5 years	Graduate in Engg (civil) with 8 yrs of experience in sewerage & drainage sector.
4.	Solid Waste Management.	Full Time	5 years	Graduate in Engg (civil / Mech) with 8 yrs of experience in MSWM sector.
5.	Municipal Accounting Reforms Expert	Part time	2 years	Graduate in Finance / Economics with 8 yrs of experience in Municipal Accounting.
6.	PPP Expert	Full time	5 years	Graduate in Finance / Economics with 8 yrs of experience in PPP sector
7.	Municipal e-governance;MIS & IT expert	Full Time	5 years	Graduate in Engg. in Comp. Sc. plus MBA with 6-8 yrs of total experience including at least 2 years of direct e-governance related work.

Over and above the Core Team, Short term experts & support staff that will at least be required by the bidders for completing the said Scope of Work -

- a. Liquid waste management & sewerage expert
- b. Solid waste management expert
- c. Storm water drainage/ drainage expert
- d. Urban infrastructure improvement expert
- e. Data operators cum office assistants with relevant qualification & knowledge of office management & computer application.
- f. Office support staff.
- g. Relevant Designers of the sectors mentioned.

The above is the core team with Short term expert & support staff, however in order to achieve the Scope of Work as per this Bid Document, the agency will engage manpower & facilities (over and above the core team, Short term expert & support staff) as required to achieve the Scope of Work in the BID DOCUMENT.

13. In general the selected bidder(s) will have to:

- a. Monitoring of progress of work.
- b. Periodical site visits (on monthly basis) during execution of all works (Civil Construction, manufacturing/ fabrication process, erection, testing, commissioning of all electro-mechanical and other equipments of projects) at all stages of works as required by H&UDD.
- c. Quality Assurance in conformity with sound engineering practices, standards/ specifications and terms and conditions of the EPC Contracts.
- d. To device a system that is customized to the local environment, is in line with the appropriate global technologies / socially viable best practices & addresses the probable issues.
- e. To recommend appropriate cost recovery mechanism & target & to suggest appropriate tariff / pricing structure.
- f. Report (monthly report) on the various physical & technical aspects of the project based on inspection, site visits & tests.
- g. Duly certify the monthly fee Statement & any other payment to be made to the contractor /concessionaire.
- h. Review the Implementation plan given by contractor for setting up the Project including O&M plan.

- i. Kick – Off Meeting:-
 - i. Within two weeks of the award of the work , the consultant will conduct a kick off meeting with H&UDD. Object of this meeting will be to discuss & finalize the detailed plan of activities proposed by the Consultant.
 - ii. Review the proposed methodology & requirements to complete the assignment.
 - iii. Review of the team organization & detailed functions of the team members.
 - iv. Any specific issue requiring immediate attention of H&UDD.
- j. The successful bidder will have to open fully operational offices in Srinagar & Jammu for the period of the contract.
- k. The consultant shall discuss all the points/shortcomings/new requirements, if any with the Allotted Contractors and shall take their concurrence on all the observations.
- l. The consultant shall give report as and when required by client.
- m. the consultant will visit project sites (on monthly basis) during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including getting additional drawings/designs prepared by the contractor and then vetting them for proper execution of work at site without any additional charges.
- n. To support the executing department with technical advice in executing the project .

14. EARNEST MONEY DEPOSIT:- The bid should be accompanied with EMD of Rs. 50,000/- in shape of Demand Draft / Bank guarantee / CDR/ FDR in favor of Director (Finance), H&UDD payable at Srinagar. EMD of the successful bidder will be retained till the completion of Contract period and EMD of unsuccessful bidders will be returned. EMD of unsuccessful bidders will be returned in 15 working days after finalization of contract.

15. PERFORMANCE BANK GUARANTEE (PBG) :- In addition to above, EMD the successful bidder shall be bound to deposit a Performance Bank Guarantee (PBG) in shape of Bank Guarantee / Demand Draft / FDR/ CDR amounting to 10 lac the same shall have to be submitted within 1 month from the award of LOI. PBG shall be valid for till the completion of 5 years.

16. Validity of offer: 120 days from the date of opening of Technical bid.

17. Work done/Experience for private agencies / companies will not be considered.

18. The yearly expenditure on Urban Infrastructure Projects of H&UDD,J&K Govt is proposed to be around Rs. 200 core annually.

19. The bid shall be submitted in TWO COVERS:

COVER – I (Technical Bid)

This envelope shall have the words “Technical Bid” and name of work clearly written on top of the Envelope. This envelope shall contain the following documents:

- i) Valid documents in support of eligibility criteria & other required details mentioned above.
- ii) EMD for an amount of **Rs. 50,000/-** and **Rs.5,000/-** (Bid Document fee) if the Bid Document is downloaded. These shall be enclosed in a separate envelop (marked as EMD& Bid document fee) as part of Envelope – I. The Bids without EMD & Bid document fee shall be rejected. Both in favor of Director (Finance) H&UDD payable at Srinagar Kashmir.
- iii) Undertaking (specified in the tender documents), on the letter head of the company/or individual as the case may be duly signed and stamped by the authorized representative.
- iv) Duly signed tender document on each page as supplied by H&UDD or as downloaded.

COVER – II (Financial Bid)

This envelope shall have the words “Financial Bid” and name of work clearly written on top of the Envelope. This envelope shall contain the Price bid duly filled by the bidder as per the format enclosed with this BID DOCUMENT.

Both the COVERS I & II will be then kept in one single envelope / cover. This will have words “Technical & Financial Bid “and name of work clearly written on top of the Envelope.

20. Completion of work is time bound. Hence, the work allocated is to be submitted strictly as per schedule i.e. within the time frame from the date of issue of LOI.

21. Payment Schedule.

Sl. No.	Description of Work	Fee
1	As per the scope mentioned in the BID DOCUMENT - on Submission of Monthly Progress Reports	Monthly payments

22) Preparation of Proposal

The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorized person signing the Proposal. Proposal received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid. Consultants are not permitted to modify, substitute, or withdraw proposals after its submission.

23). Submission of BID DOCUMENT:

The BID DOCUMENT should be submitted in a sealed envelope and marked "Bid Document for selection of Consultants for Urban Infrastructure projects under H&UDD" at the address mentioned below latest by time specified in the NIT.

Address for Submission of Bid Document:

Administrative Secretary/Secretary to Government,
Housing and Urban Dev. Deptt.
Mission Director (SBM & AMRUT)
Civil Secretariat, Srinagar, Kashmir, J&K State.

24). Evaluation Criteria and Evaluation of Proposals

During evaluation of Proposals, J&K H&UDD, may, at its discretion, ask the Respondents for clarification of their Proposals. The process of evaluation of Proposals is as given below:

- a) **Preliminary Scrutiny:** Preliminary scrutiny of the proposals for eligibility will be done to determine whether the proposals are complete, whether the documents have been properly signed and whether the Proposals are generally in order. Proposals not conforming to such requirements will be prima facie rejected. Proposals conforming to preliminary scrutiny requirements will be checked for conformance to the minimum eligibility criteria. The selection committee will select the consultancy firms on the basis score of their experience.
- b) Only those proposals would be taken for technical evaluation, which fulfils the minimum eligibility criteria during the responsive to preliminary scrutiny. If a proposal is determined as not substantially responsive will be rejected. Technical proposals conforming to eligibility criteria will be taken up for technical evaluation.
- c) All the respondents who qualify under technical proposal will be eligible for marking and the firm who scores the maximum score will be selected.
- d) Preference will be given to the consultants having worked / working in the state of J&K for any of the above-mentioned sectors.

25) In case of a consortium there should be an agreement/MoU executed between all the companies constituting the consortium.

26) Financial Bid:

The Financial Bid of those consultants will be opened who score a minimum of 60 marks out of 100 in technical evaluation.

**27) Evaluation Criteria Scoring:
(Maximum marks Envelope I)**

The proposal shall be assessed in accordance with Quality & Cost Based Selection (QCBS) system and will involve both technical & commercial evaluation with the following weight age:

- a. Technical Evaluation – 70% (Envelope I)
- b. Commercial Evaluation – 30% (Envelope II)

The lowest price amongst the qualified bidders will be given 100 marks and Marks for others shall be computed as follows –

Financial Marks (Envelope II) = $100 \times \text{L1 price} / \text{price of L2 or L3 or L4 etc}$

Final Score = (Score of Envelope I * 70%) + (Score of Envelope II * 30%)

The bidder who scores the maximum marks in Final Score is the successful bidder and will be chosen/ selected.

Experience of Similar Work - Scoring Procedure

- a. **Experience:** The consultant must have prepared at least Thirty (30) DPR's in total for projects related to sewerage, solid waste management, water supply & storm water drainage for any government department/bidder in the last Ten (10) years.

Min. Marks – 15 & Max. Marks– 25

Above 50 DPRs – 25 marks

31-50 DPRs - 20 marks

Minimum 30 DPRs of – 15 marks

- b. **Experience:** The Consultant must have completed/ongoingPMC work (consultancy during execution) for atleast Five (5) projects in any of the above mentioned sectors in the last Ten (10) years.

Min. Marks – 10 & Max. Marks– 15

Above 5PMC works – 15 marks

Minimum 5 PMC works – 10 marks

- c. **Experience:** Must have prepared at-least one DPRs with a minimum 300 TPD capacity (design year) for solid waste management project.

Min. Marks – 5 & Max. Marks– 10

Two or more DPR of 300 TPD each– 10 marks

One DPR of 300 TPD each– 5 marks

- d. **Experience:** Should have satisfactorily prepared DPR/s (including design, cost estimation, BOQ) related to Sewerage Scheme having STP capacity of 100 MLD) or more based on MBBR/SBR process AND undertaking Designed and Supervised Construction, of at-least one 15 MLD or higher capacity STP based on MBBR/SBR process.

Min. Marks – 10 & Max. Marks– 15

Above 100 MLD (DPR) & 15 MLD –15 marks

Minimum 100 MLD (DPR) & 15 MLD – 10 marks

- e. **Experience :** The bidder must have provided/ongoing Technical Assistance (TA) to Central and State Govt. for design and implementing Urban Reform/Urban Infrastructure Projects (Sewerage/Water Supply/ Drainage/Solid Waste) for at least One (1) project in any of the above mentioned sectors where the approved cost of project is at least 100 Crore.

Min. Marks – 10 & Max. Marks– 15

Two or more TA of project cost 100 crore each – 15 marks

One TA of project cost 100 crore – 10 marks

- f. **Experience :** Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Five (5) financial years ending on March 2014. (CA certified certificate)

Min. Marks – 10 & Max. Marks– 10.

Rs. 100 crore or above – 10 marks

- g. Preference for work done in past in the state of J&K state - **10 marks.**

Relevant papers to be submitted by bidder pertaining to the work done in J&K for any of the sectors mentioned .

28. OTHER TERMS AND CONDITIONS

- a. For site visits- NO DA / TA/ fooding or lodging will be provided by H&UDD. Consultant to manage all this them selves.
- b. NO transportation of any kind or for any reason will be provided by H&UDD. Consultant to manage it themselves.

- c. In case of consortium- The Lead Bidder on its own has to qualify/have the Eligibility criteria mentioned at 7a, 7g, 7h, 7i & 7j of the BID DOCUMENT. The combiner credentials of the consortium should match/ fulfil all the required eligibility criteria of the BID DOCUMENT. Max members of consortium can be 3 (three). However, 100% responsibility of work will be of the Lead Bidder and the Lead Bidder will submit an affidavit for the same counter signed by the other members of consortium.
- d. Work done for private agencies/companies will not be considered. Only Work done for Government / government agencies will be considered.
- e. Accommodation & other allied facilities will NOT be provided by H&UDD and have to be taken care by the bidder.
- f. The consultant shall discuss all the points, shortcomings, new requirements, if any with the contractors and shall take their concurrence on all the observations, simultaneously keeping ADMINISTRATIVE SECRETARY, H&UDD updated.
- g. Carrying out all modifications, deletions, additions, alternations in design, drawing, documents submitted by the contractor as necessarily required for proper execution of works at site till completion and handing over of the project to the client.
- h. The consultant shall attend all the meetings (e.g. pre bid) concerning the projects with H&UDD Officials and help in evaluating the bids and nothing extra shall be payable on this account.
- i. The consultant shall have to make periodical visit's to site's during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including getting preparation and submission of additional drawings and details form the contractor for proper execution of work at site.
- j. 10% of the fee payable to the consultant shall be retained from the running bills as "Retention Money", and the same shall be released to the consultant after every 6 months during the contract period.
- k. Any dispute will be resolved by Administrative Secretary HUDD J&K. His decision shall be binding on the successful bidder.
- l. NO escalation will be paid for the entire contract period.
- m. The core team will be stationed with darbar move. The bidder will have to keep own office in both the cities of Jammu & Kashmir (preferably near Civil Secretariat) and shall have to maove along with the Darbar. All furniture Items, Computers & printers etc will have to be managed by the bidder/ consultants themselves.
- n. Other staff of the consultant as required by the consultant to complete the scope of work mentioned in this BID DOCUMENT will be stationed in the office of the Consultant within the State of J&K. So, it is mandatory for the Consultant to open an office in the state of J&K (Srinagar & Jammu).

- o. Bidders who has the experience for providing consultancy in the above mentioned sectors in the State of J&K will be given preference.
- p. For Eligibility criteria at 7 a, the lead bidder has to submit a work order/Agreement/MOU/completion certificate which is atleast 15 years old.

29. RESPONSIBILITIES FOR ACCURACY OF PROJECT PROPOSALS

The Consultant shall be responsible for the accuracy of the data collected and the designs, drawings, quantities and estimates prepared by him as part of the project. He shall indemnify client against any inaccuracy in the work, which might surface out at the time of ground implementation of the project, In such an eventuality, the consultant will be responsible to correct the drawings including re-investigations etc. as enquired .

30. TAX AND OTHER DUES

Deduction of taxes will be as per the rules of J&K State Government.

The consultant and their personnel's shall pay the taxes, duties, fees, levies other Imposition levied under the existing/amended laws during life of this contract except service tax which will be reimbursed on production of proof of depositing the same with tax authority.

31. WITHHOLDING AND LIEN OF PAYMENTS

Whether any claim or claims for payment of money arises out of or under the contract against the consultant, the Administrative Secretary, H&UDD shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit, performance guarantee and or to withhold and have lien to retain in part or full the payments due to the consultant, or any claims of the consultant, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent authority.

The consultant shall be required to sign an Agreement with authorized person by Administrative Secretary, H&UDD within 15-days of the receipt of LOI based on these terms & conditions as well as standard agreement for consultancy work.

32. The agreement will be executed in J&K State. The agreement shall be governed by the J&K Law in force in J&K State alone will have jurisdiction to deal with it.

33 Termination of Contract

If the performance of consultant is not found up to the mark for the Administrative Secretary H&UDD has the right to terminate the contract by giving a notice of 1 month.

34. Exist Clause

With mutual consent of both the parties the contract can be closed before the completion of contract period.

Signature of the Tenderer

UNDERTAKING

I/We _____ of _____ M/s _____ who have applied for the consultancy Work (Project Management Consultancy Services) of _____ Project. under H&UDD do hereby undertake that I/We agree to unconditionally accept all the terms and conditions mentioned in the tender documents.

Further we have noted that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions in the price bid enclosed in Envelope-II and the same has been followed in the present case. In case this provision of the tender is found violated at any time after opening of packet-II I/we agree that the tender shall summarily be rejected and H&UDD shall, without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

Signature of the Consultant
Or Authorized person

Name of Firm

Seal of Firm

Appendix-I

(The consultancy firms are required to submit the covering letter in the Form (sample). This form should be in the letter head of the firms, who are submitting the proposal.)

COVERING LETTER ON FIRMS LETTER HEAD

Date ----- Proposal reference No.....

To

J&K H&UDD

Housing & Urban Development Department,

Subject: ENGAGEMENT OF CONSULTANT FOR PROVIDING COMPREHENSIVE PROJECT MANAGEMENT SERVIC (Transition Advisor, Project Management Consultancy and Technical Assistance) for Implementation of Urban Infrastructure Projects In J&K State. As per the Scope mentioned in the BID DOCUMENT.

Dear Sir,

Having examined the BID DOCUMENT, the undersigned, offer to be selected for consultancy in full conformity with the said BID DOCUMENT. I have read the provisions of BID DOCUMENT and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of selection and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the selection process may be terminated without assigning any reason and without any liability to firms, whatsoever, it may be.

Signature-----

In Capacity of -----

Duly authorized to sign proposal for

And on behalf of -----

Date-----

Place-----

Postal Address:----- Telephone Number-----

Mobile-----

Appendix-II

Declaration

(on bidder letter head)

- Details of whether the bidder has been blacklisted or penalized by a Government /Semi-government bidder for unsatisfactory performance or conduct in the last five years.

- Signature [In full]:

Name and Title of Signatory: Name of Bidder / Organization: (Company /Organization Seal)

Financial/Price Bid

WORK- ENGAGEMENT OF CONSULTANT FOR PROVIDING COMPREHENSIVE PROJECT MANAGEMENT SERVIC (Transition Advisor, Project Management Consultancy and Technical Assistance) for Implementation of Urban Infrastructure Projects In J&K State. As per the Scope mentioned in the BID DOCUMENT.

SI NO	Consultancy fee (Amount) to be quoted in lump sump (Monthly Charges) in figure in Rs	Amount (in words) in Rs.
1		

Note:

1. The above BOQ description is only indicative and bidders should consider scope of work
2. as mentioned in the BID DOCUMENT before quoting their rates.
3. Monthly lumpsum amount the bidder wants to charge for providing the manpower/expert and executing the scope of work as mentioned in the BID DOCUMENT
4. Payment shall be made on monthly basis”.
5. Amount quoted by consultant will be inclusive of all taxes as applicable in J&K state.
6. The yearly expenditure on Urban Infrastructure Projects of H&UDD,J&K Govt is proposed to be around Rs. 200 core.

Signature of the consultant

Or Authorized person

(with full Name) with Stamp on Company Letter Head.

Ref: - BID DOCUMENT No: HUD/Plan/198/2015 ; Dated: 13.08.2015

Subject: - Reply to Queries / Clarification of Bidders

Queries/ Clarification	Reply from H&UDD
IPE Global	
<p>The criteria should read 'g. Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Three (3) financial years ending on March 2014. (CA certified certificate)' in consistent to the clause 26 (g) on page 14. Kindly clarify.</p>	<p>Please read it as - The Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Five (5) financial years ending on March 2014. (CA certified certificate)</p>
<p>The evaluation criteria and scoring does not entitle marks to the quality and skill of the core team. We request that the Team should be evaluated based on the suggested qualification requirements as per the ToR and give appropriate weightage to the qualification & experience of the experts proposed.</p>	<p>The Quality & Skill (Qualification & experience) of the Core Team to be provided is already fixed in the BID DOCUMENT and so all the bidders have to provide the core team with same Quality & Skill (Qualification & experience).So marking will be done on that.</p>
<p>Kindly elaborate on the skill-set & qualifications and Number of the required 'short-term experts and support staff (over and above the core team)'. </p>	<p>Short term experts as follows-</p> <ul style="list-style-type: none">a. Liquid waste management & sewerageb. Solid waste management expertc. Storm water drainage/ drainage expertd. Urban infrastructure improvement experte. Plus following staff is suggested-f. A. data entry operator cum office assistants with relevant qualification & knowledge of office management & computer application.g. Office support staff. <p>Also, please refer revised BID DOCUMENT</p>

<p>We request to consider the evaluation criteria and scoring of the core team in be included in the overall scoring of the Technical Proposal. This would ensure 'right person for the right job' and get a qualitative team working on the project</p>	<p>The Quality & Skill (Qualification & experience) of the Core Team to be provided is already fixed in the BID DOCUMENT and so all the bidders have to provide the core team with same Quality & Skill (Qualification & experience).</p>
<p>ALPS-PMR</p>	
<p>While going through Scope of Work mentioned at Para 11and Terms of Conditions mentioned at Para 27, it has been observed that both are not in line with each and also the Name of the Work. It is not clear if DPR preparation, PMC, Periodic Site Visit etc are in the scope of work or not. Clarifications in this regard is sought. Please specify the complete scope of work.</p>	<p>Please refer the revised BID DOCUMENT.</p>
<p>The Turn over required is mentioned as 1 crore in Eligibility criteria and 100 crore in marking pattern – Please clarify.</p>	<p>Please read it as - The Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Five (5) financial years ending on March 2014. (CA certified certificate)</p>
<p>Financial Bid of only those consultants will be opened whose Technical Score is 60 Or 70 marks. As calculation criteria differs from the criteria mentioned. – Please clarify.</p>	<p>Financial Bid of only those consultants will be opened who score minimum 60 marks out of 100 marks in Technical Bid/ Cover I.</p>
<p>Tender Document fee is Rs. 5000 or Rs. 3000/- - Please clarify</p>	<p>It is Rs. 5000/-</p>
<p>Experience (Para 26.e) – The minimum and maximum marks and details mentioned therein do not match with each other.- Please clarify.</p>	<p>Please refer the revised BID DOCUMENT.</p>
<p>It may be clarified if office accommodation for consultant's team will be provided by H&UDD or the consultants have to hire an office themselves in both the cities of Jammu & Srinagar as the BID DOCUMENT desires the movement of consultant with the Darbar. Further, it may be clarified if residential accommodation for consultant's team will be provided by H&UDD or not.</p>	<p>Please refer the revised BID DOCUMENT.</p>

<p>As we have downloaded the BID DOCUMENT and not physically purchased, the tender fee will be submitted with the Bid. Hope it is ok with the H&UDD. - Please clarify</p>	<p>It is acceptable.</p>
<p>In order to make the Financial Bid more VFM (value for money) - The consultancy firm should be allowed to propose an alternate core team if they feel they can deliver the objective of this consultancy (scope of work of the BID DOCUMENT) in a more effective manner.</p>	<p>NOT acceptable.</p>
<p>Team Leader (Para 12, S.No. 1)- The Post-Graduation degree in Planning may be relaxed to Graduation in Engineering (Civil/Mech) only. As Post Graduate in Planning is almost impossible to get and as far as we know PG in Planning is no Degree. However, the total experience in Urban Infrastructure projects may be increased from 15 years to 20 years as such experts with more experience shall be more beneficial for such jobs.</p>	<p>NOT acceptable.</p>
<p>Clause at 23.a (Evaluation Criteria and Evaluation of Proposal) does not match with Clause 24. – If consortium is allowed, then why the credentials of Lead bidder will only be considered when Clause 24 states that MOU should clearly mention Technical & Financial responsibility. The credential of all the members of consortium should be considered however the main responsibility of the work will be of the Lead Bidder.- Please consider.</p>	<p>Refer revised BID DOCUMENT</p>
<p>Municipal e- governance & IT expert – An Engg in Comp Sc with MBA with 6-8 yrs of total experience including at least 2 years of direct e-governance related work may please be relaxed to Engg in Comp sc or M.Sc (IT) /MCA with 6-8 yrs of total experience including at least 2 years of direct e-governance related work</p>	<p>NOT acceptable. Refer revised BID DOCUMENT</p>
<p>In view of the above, it if further requested to extend the tender submission by atleast 10 days, as no work on costing cannot be</p>	<p>The bid submission date is extended from 12.09.2015 to 30.09.2015 upto 1 PM and the bids will be opened on the same date at</p>

done at present due to the above said queries and unclear scope of work.	3 PM. Venue remains the same.
ALIA Consulting Solution	
Reduce the experience required to 5 years.	NOT agreed
Reduce the number of DPR's prepared to 10	NOT agreed
Consider empanelment for Smart City	Refer revised BID DOCUMENT.
Kindly mention how many members of consortium are allowed?	Max 3 members
WAPCOS	
Kindly clarify whether the minimum average annual turnover for eligibility is Rs 1 Crore or Rs 100 Crore as at Para 7.g, it has been mentioned as Rs 1 Crore while at para 26.f, it is mentioned as Rs 100 Crore.	Please read it as - The Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Five (5) financial years ending on March 2014. (CA certified certificate)
Kindly clarify whether the cost of bid document is Rs 3000/- or Rs 5,000/-.	It is Rs. 5000/-
It may be clarified if office accommodation for consultant's team will be provided by HUDD. It may be clarified if residential accommodation for consultant's team will be provided by HUDD.	Refer revised BID DOCUMENT
Team Leader (Para 12, S.No. 1)- In order to involve local experts, the Post-Graduation degree may be relaxed to Graduation and the total experience in Urban Infrastructure projects may be increased to 20 years as such experts with more experience shall be more beneficial for such jobs	NOT acceptable.
While going through Scope of Work mentioned at Para 11 and Terms of Conditions mentioned at Para 27, it has been observed that both are not in line with each other. Clarifications in this regard is sought	Refer Revised BID DOCUMENT
Experience (Para 26.e) – The minimum and maximum marks and details mentioned therein do not match with each other.	Refer Revised BID DOCUMENT
As per the Clause at 23 a , In case of consortium , the credential of the Lead bidder will only be considered- On this we	Please refer Revised BID DOCUMENT

<p>want to kindly state that, the reason for consortium is to jointly meet/ fulfill the required eligibility criteria of any BID DOCUMENT/tender. Therefore we request that the credential of all the members of the consortium be considered, keeping the main responsibility of work on the lead bidder. However the Eligibility criteria like – Min years of experience in providing consultancy, Turn over & Empanelment with MoUD can be kept mandatory for the Lead Bidder. With this the quality of Lead Bidder is assured and the reason of consortium is also fulfilled.</p>	
<p>The bid cannot be prepared until these clarifications are received. Hence, it is requested that date for submission of bid may kindly be extended by 3 weeks.</p>	<p>The bid submission date is extended from 12.09.2015 to 30.09.2015 upto 1 PM and the bids will be opened on the same date at 3 PM. Venue remains the same.</p>
<p>Ernst & Young LLP</p>	
<p>The scope of work involves transaction advisory, but no credentials are asked for the same. Please elaborate as to how Credentials for transactions will be included in the eligibility criteria and technical evaluation.</p>	<p>The Qualification Criteria is fixed and has asked the credentials as required and deemed fit by H&UDD. Please refer revised BID DOCUMENT</p>
<p>The scope of work does not include preparation of DPRs, however the number of DPRs is one of the main eligibility criteria, why is this so.</p>	<p>The agency is required to scrutinize DPR , hence the experience is sought.</p>
<p>The Scope of services indicates project management consultancy but the eligibility criteria for the same is missing. We suggest that the eligible Consultant must have completed/ongoing PMC work (consultancy during execution) for the last five years</p>	<p>.The eligibility criteria is fixed and has asked the credential of PMC . Please go through the revised BID DOCUMENT eligibility criteria.</p>
<p>The Document says that Contract Management including Claims of Contractors / PMC / TPIMA/ or any other agencies appointed by H&UDD- Please elaborate.</p>	<p>Please refer revised BID DOCUMENT</p>
<p>MANGLAM Associates</p>	
<p>Clause No 7 (a) Page 4 of 21 Please change it to 10 Years</p>	<p>NOT accepted</p>
<p>Clause No 7 (b) Page 4 of 21 Please change it to 20 DPRs</p>	<p>NOT accepted</p>

Clause No 7 (d) Page 4 of 21 Try to make it 100 TPD	NOT accepted
Clause No 7 (e) Page 4 of 21 Please replace MBBR/SBR with Activated Sludge or any other treated technology	NOT accepted
Clause No 7 (g) Page 4 of 21 Please make it atleast 30 crore	NOT accepted
Clause No 12 (1) Page 9 of 21 Please change QC of Team Leader.	NOT accepted
Clause No 12 (7) Page 10 of 21 Please change QC of Municipal e-governance & IT expert	NOT accepted. Please refer Revised BID DOCUMENT
Clause No 26 Page 13 of 21 Please change the evaluation criteria of Technical & Commercial Evaluation	NOT accepted
Clause No 26 (a) Page 13 of 21- Please Change	NOT accepted
Clause No 26 (c) Page 14 of 21- Please Change	NOT accepted
Please extend the proposal submission date for 10 days and make it 22.09.2015	The bid submission date is extended from 12.09.2015 to 30.09.2015 upto 1 PM and the bids will be opened on the same date at 3 PM. Venue remains the same.
Clause No 26 (d) Page 14 of 21- Please Change	NOT accepted
Clause No 26 (f) Page 14 of 21	Please read it as - The Minimum Average Annual Turnover of the Lead Firm/Company should be Rs. 100 crore in the last Five (5) financial years ending on March 2014. (CA certified certificate)

Sd/-
Commissioner/Secretary to Govt.
Housing & urban Development Deptt.
(Mission Director, SBM & AMRUT)