

REQUEST FOR PROPOSAL (RFP)

FOR

THE CONSULTANCY SERVICES FOR

PREPARATION OF HOUSING FOR ALL PLAN OF ACTION

(HFAPoA) AND DETAILED PROJECT REPORT FOR 41

TOWNS OF HIMACHAL PRADESH

UNDER

PRADHAN MANTRI AWAS YOJANA - HOUSING FOR ALL

(URBAN)



Directorate of Urban Development

Palika Bhavan, Talland, Shimla, Himachal Pradesh-171002.

-Tender Notice-

REQUEST FOR PROPOSAL (RFP) FOR THE CONSULTANCY SERVICES FOR PREPARATION OF HOUSING FOR ALL PLAN OF ACTION (HFAPoA) AND DPR FOR 41 TOWNS NAMELY (M.C. Rampur, M.C. Rohru, M.C. Theog, M.C. Paonta, M.C. Ghumarwin, M.C. Shri. Naina Devi Ji, M.C. Nerchowk, M.C. Sundernagar, M.C. Manali, M.C. Santokhgarh, M.C. Sujampur, M.C. Dehra, M.C. Jawalamukhi, M.C. Kangra, M.C. Nurpur, M.C. Nagrota, M.C. Palampur, M.C. Dalhousie, N.P. Chopal, N.P. Jubbal, N.P. Kotkhai, N.P. Narkanda, N.P. Suni, N.P. Arki, N.P. Rajgarh, N.P. Bhota, N.P. Nadaun, N.P. Talai, N.P. Jogindernagar, N.P. Karsog, N.P. Sarkaghat, N.P. Rewalsar, N.P. Bhunter, N.P. Banjar, N.P. Dalautpur, N.P. Gagret, N.P. Mehatpur, N.P. Tahliwal, N.P. Baijnath-Paprola, N.P. Jawali, N.P. Chowari) OF HIMACHAL PRADESH UNDER PRADHAN MANTRI AWAS YOJAJN – HOUSING FOR ALL (URBAN)

Directorate of Urban Development

Shimla, Himachal Pradesh

Phone: 0177-2626518 Website: www.ud-hp.in

RFP No..... Date:

1. Director, Urban Development invites technical and financial proposals from eligible Consultancy Firms for preparing Housing for All Plan of Action (HFAPoA) and DPR for 41 towns of Himachal Pradesh with respect to guidelines of Pradhan Mantri Awas Yojaja – Housing for All (Urban)
2. Participating Agencies must fulfill the following pre-requisites:
 - i. The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
 - ii. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1.00 Crore.

iii. The Consultancy/Agency should have experience of working with minimum 4 similar assignments completed SFCPoA (2 Assignments) and DPRs of HFA/RAY/BSUP/IHSDP (2 Assignments) in the past years.

iv. The Consultancy/Agency must be recognized by Income Tax/Service Tax Act and have PAN/TAN Number.

v. Registered firms/Consultancies/Agencies under Indian Partnership act/ Societies Registration Act or Registered companies under companies registration act are only eligible to participate in this RFP.

Government (Central & State) agencies may also apply if they fulfill above eligibility details.

Note: Proposals without these documents will be treated as ineligible

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://www.ud-hp.in> from 23.03.2017. The eligible bidders may submit their bids online at e-tendering portal i.e. <http://www.hptenders.gov.in>. Only online bids shall be accepted.

4. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.

5. A pre-bid meeting is proposed on **05.04.2017 at 03:00 pm.** (Date & Time s.t. be changed)

6. Interested Agencies may submit their proposals along with 2 (Two) crossed Demand Drafts (DD) drawn in favor of Director- Urban Development – Shimla, HP of amount of **Rs.5,000/-(Rupees Five Thousand only)** as RFP Documents Fee and **Rs. 6,00,000/-(Rupees Six lakh only)** as EMD/Security Deposits respectively. The first one is of **Non Refundable** status for the purpose of Cost of RFP / Documentation Fee while the later one is for the **Earnest Money Deposit (EMD) / Bid Security** and it is refundable only to the bidders whose bidding proposals will not be considered / opened. No proposals will be accepted without the Bid Security.

7. Proposals received without Cost of RFP document & EMD / Security Deposit will stand as ineligible.

8. The last date for submitting the online bids up to **17.04.2017 till 03:00 PM. (IST)**.

Notable dates:

Sr. No.	Description	Important Information
1.	Date of online publication	23.03.2017 at 11:00 AM (IST)
2.	Downloading of e –tender documents	23.03.2017 11:00 AM to 17.04.2017, 03:00 PM (IST)
3.	Physical submission of EMD and Cost of tender documents	Up to 17.04.2017 till 03:00 PM (IST)
4.	Date of submission of e- tender	23.03.2017, 11:00 AM to 17.04.2017, 03:00 PM (IST)
5.	Date of opening of Technical Bid	20.04.2017 at 3.30 PM (IST)
6.	RFP Document Fee	Rs. 5,000/- (Rs. Five Thousand Only) crossed DD in favor of Director, Urban Development, HP, Shimla,
7.	Amount of EMD	Rs. 6,00,000/- (Rupees Six Lakh Only) crossed DD in favor of Director, Urban Development, HP, Shimla.

The bidders are required to upload & submit their **e-tender** for the above listed works online <http://www.hptenders.gov.in> only. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorized agency.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The bidders should regularly visit the website to keep themselves updated.

Director,
Urban Development,
PalikaBhavan, Talland, Shimla-02.

Content

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Letter of Invitation

1. Directorate of Urban Development (hereinafter '**the Client**') invites proposals to provide Consultancy Services for Preparation of **Housing for All Plan of Action (HFAPoA)** and **Detailed Project Reports (DPRs)** for **41** towns of Himachal Pradesh. Detailed scope of work(s) is (are) provided in the **Terms of Reference (TOR)**.
2. The firm / company / agency will be selected through **Quality and Cost Based Selection (QCBS)** method and procedures described in this RFP.
3. The RFP includes the following documents:
 - Letter of Invitation
 - Instructions to Bidders
 - Data Sheet and Instructions to Consultants – refer to **Annexure A**
 - Technical Proposal, for Standard Forms refer to **Annexure B**
 - Financial Proposal, for Standard Form refer to **Annexure C**
 - Description of Approach and Methodology, refer to **Annexure D**
 - Terms of Reference (ToR), refer to **Annexure E**
3. Please note that while all the information and data regarding this RFP is to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. **Bidders are requested to submit scanned copies of following documents along with their online proposals:-**
 - i. Crossed DD of Rs. **5,000/- (Rs Five Thousand only)** – drawn in favor of Director Urban Development, Shimla, HP, payable at Shimla, HP. This is as Document Fee / Cost of RFP (Non-Refundable)
 - ii. Crossed DD of **Rs. 6,00,000/- (Rupees Six lakh only)** drawn in favor of Director Urban Development, Shimla, HP, payable at Shimla, HP. This is for Earnest Money Deposit (EMD) / Bid Security (Refundable only to the bidders whose bids will not be considered / opened)

- iii. Copy of certificate of Incorporation (for Limited companies) / Registration Certificate (For partnership / proprietorship firm)
- iv. Statement of Account (SoA) of last 3 years along with copies of ITR in support to justify the annual turnover. The SoA & ITRs to be certified and attested by a Chartered Accountant / Chartered Accountant Firm duly registered with Institute of Chartered Accountants of India (ICAI).
- v. Certificate/Work order/MOU from employer regarding experience should be furnished properly and also to be certified from the employer / client.
- vi. Original draft of EMD in the name of Director, Urban Development, Shimla and Document fee shall also be submitted physically before the scheduled date.

Yours faithfully,

Director,
Urban Development.

Annexure A: Data Sheet

1.	Name of the Client: Director, Urban Development
2.	Method of selection: Quality and Cost Based Selection (QCBS) method. The selection process will be based on Quality and Cost based selection (QCBS) – (Lump sum) wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal.
3.	Financial Proposal to be submitted together with Technical Proposal: Yes Title of Consulting Service is: Preparation of Housing for All Plan of Action (HFAPoA) and DPR for 41 towns of Himachal Pradesh.
4.	A pre-proposal conference will be held: Yes Date: 03.04. 2017 Time: 03:00 PM Venue: Directorate of Urban Development.
5.	Client Representative: Director or Nominated Official by Director, Urban Development
6.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
7.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
8.	Bidders Eligibility Criteria: Applicable I. The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1.00 Crore. III. The Consultancy/Agency should have experience of working with minimum 2 similar assignments each SFCPoA and DPRs of HFA/RAY/BSUP/IHSDP etc. in the past years. IV. The Consultancy/Agency must be recognized by Income Tax/Service Tax Act and have PAN/TAN Number. V. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 are only eligible to participate in this RFP. Government (Central & State) agencies may also apply if they fulfill above

	eligibility details.
9.	Financial Proposal to be submitted only online. The Technical Proposal is to be submitted online and also physically to be submitted along with EMD and Cost of tender documents by 17.04.2017 upto 5:00 PM.
10.	Technical Proposals should be clearly marked '(TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.
11.	A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs. 10,000/ (Ten thousand) only Demand Draft favoring the Director, Urban Development, Shimla and drawn on a nationalized bank/ scheduled Bank, Payable at Shimla.
12.	A Bid Security must be submitted: Yes An Ernest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the Ernest Money Deposit (EMD)/ Bid Security is Rs. 6,00,000/- (Rupees Six lakh only) Demand Draft favoring the Director, Urban Development Shimla and drawn on a nationalized bank/ scheduled Bank, Payable at Shimla.
13.	The amount of the EMD/Bid Security is Rs. 6, 00,000/- (Rupees Six lakh only) for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Director, Urban Development, For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder.
14.	A Performance Bond in the form of Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Director, Urban Development Shimla and drawn on a nationalized or scheduled commercial bank.
15.	Currency for Proposals is: Indian Rupee
16.	Address for communication/ submission of Proposals:

	Director, Urban Development, Palika Bhavan, Talland, Shimla-171002. Ph: 0177-2626518, Email: ud-hp@nic.in
17.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
18.	Expected date for commencement of consulting services: (Within 7 days of signing the agreement with Director, Urban Development)
19.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
20.	The Time line to complete the full assignment is 5 months.
21.	Tender Validity is 4 months

The name of the selected towns as per census 2011 with their total population for preparation of HFAPoA and DPR under PMAY-HFA Mission:-

S.No	Name of the Towns	Population as per 2011 Census
1	M.C. Rampur	5653
2	M.C. Rohru	6607
3	M.C. Theog	3754
4	M.C. Paonta	19090
5	M.C. Ghumarwin	5721
6	M.C. Shri. Naina Devi Ji	1161
7	M.C. Nerchowk	16495
8	M.C. Sundernagar	23986
9	M.C. Manali	6265
10	M.C. Santokhgarh	8308
11	M.C. Sujampur	7077
12	M.C. Dehra	4336
13	M.C. Jawalamukhi	4931
14	M.C. Kangra	9156
15	M.C. Nurpur	9066
16	M.C. Nagrota	5657

17	M.C. Palampur	4006
18	M.C. Dalhousie	1964
19	N.P. Chopal	1507
20	N.P. Jubbal	1346
21	N.P. Kotkhai	1149
22	N.P. Narkanda	713
23	N.P. Suni	1529
24	N.P. Arki	2877
25	N.P. Rajgarh	2527
26	N.P. Bhota	1472
27	N.P. Nadaun	4405
28	N.P. Talai	2011
29	N.P. Jogindernagar	5048
30	N.P. Karsog	5267
31	N.P. Sarkaghat	3706
32	N.P. Rewalsar	1369
33	N.P. Bhunter	4260
34	N.P. Banjar	1262
35	N.P. Dalautpur	3354
36	N.P. Gagret	3181
37	N.P. Mehatpur	8681
38	N.P. Tahliwal	3565
39	N.P. Baijnath-Paprola	15969
40	N.P. Jawali	8394
41	N.P. Chowari	3016
Total		2,29,841

Instructions to Bidders

1. Introduction

1.1 The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.

1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.4 Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

1.4.1 A firm declared ineligible by the Government of India or Government of Himachal Pradesh shall be ineligible to provide consulting services under the project.

1.5 Number of Proposals

1.5.1 Consultants can only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

2 Clarifications of RFP Documents

2.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

3. Preparations of Proposals

3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

3.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal along with the DD of the cost of tender and EMD.

4.4 Technical Proposal (Online and also Physical) (see Annexure B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2);
- c. Financial Standing (Annual Turnover) of agency; (use Format 3);
- d. Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the past years (in prescribed format), (use Format 4);
- e. CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
- f. List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 6);
- g. Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Consultant;

4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

4.6 Financial Proposal (to be submitted online only) (See Annexure C)

The Financial Proposal shall be submitted strictly as per Format 7 given in Annexure C.

4.7 Submission Instructions

4.7.1 Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

4.7.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

4.8 Proposal Validity

4.8.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

4.8.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

4.8.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.9 Format and signing of Proposals

Scanned copies of following may be uploaded on the portal.

4.9.1 Technical Proposal (One Original only) shall be placed in an envelope clearly marked “TECHNICAL PROPOSAL - ORIGINAL”.

4.9.2 Financial Proposal should be submitted online only.

4.9.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed

below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

4.9.5 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Evaluation of Technical Proposals

5.1 Criteria for Evaluation of Technical Proposals

5.1.1 Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria.

5.1.2 Technical proposals of all the Applicants will be evaluated based on QCBS system. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:

S. No.	Evaluation Criteria	Score (QCBS)
1.	Specific Experience of consultant related to the present assignment	
	Preparation of Slum Free City Plan of Action / Housing For All Plan of Action (5 marks per project)	15
	Preparation of Detailed Project Report for Housing and Basic Services for Urban Poor under RAY/BSUP/IHSDP (5 marks per project)	15
	Experience of Similar Projects in Hilly region (5 marks per project)	10
2.	Approach and Methodology	
	Innovativeness of comments on TOR	10
	Personnel schedule/team structure	5
	Proposal presentation	5
	Methodology and Work Plan	5
3.	Personnel (CVs)*	
	Team leader	7
4.	Other experts	
	Project Engineer/Infrastructure Specialist	3
	Housing Finance and PPP Expert	3
	Social Development and Rehabilitation and Resettlement Expert	3

	GIS Expert	3
	MIS Expert	3
	Capacity Building /Training/Site Coordinator	3
5.	Technical Presentation (ppt.)	10
	Total	100

The Technical Proposal must include an undertaking by the bidder (lead firm in case of consortium/association and both bidders in case of Joint Venture) stating that none of the Consultant proposed in the present proposal have been demobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

Any bidder which proposes to use a consultant who is already committed on any other project/contract and whose deployment on the new contract would be in conflict with the working of any existing contract shall be scored zero against that position.

The Consultant shall submit the details of full team while submitting the bids and no changes in key professionals during implementation of the assignment is allowed. However, in case of exigencies like health reasons, the changes in key professionals will be admissible provided they are equivalent or better than the original CVs, in which case, one time penalty of Rs.5, 000 for the first change, Rs. 10,000 for the second change and Rs. 15,000 thereafter.

5.2 Evaluation of Technical Proposals

5.2.1 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals. The selection process will be based on Quality and Cost based selection (QCBS) – wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal.

5.2.2 The Urban Development Department will constitute an Evaluation Committee for evaluation of Proposals received.

5.2.3 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

5.2.4 A Technical Proposal may not be considered for evaluation in any of the following cases:

- (i) the Consultant that submitted the Proposal failed to make a proper statement effect in the cover letter ; or
- (ii) the Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
- (iii) the Technical Proposal was submitted in the wrong format
- (iv) The Technical Proposal reached the Urban Development after the submission closing time and date specified in the Data Sheet.

5.2.5 After the technical evaluation is completed, the Urban Development department shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened/downloads. The Urban Development Department shall simultaneously notify, in writing to the consultants who's Technical Proposals qualified minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).

5.3 Public Opening and Evaluation of Financial Proposals

5.3.1 Public Opening of Financial Proposals –

5.3.1.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend, will sign an Attendance Sheet.

5.3.1.2 The client's representative will download the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Client's representative.

5.4 Evaluation of Financial Proposals

5.4.1 Financial proposals shall be downloaded publicly and read out;

5.4.2 Consultants' attendance at the opening of Financial Proposals is optional.

5.4.3 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of Urban Development Department designated by the Director, Urban Development involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. complete, to see if all items of the corresponding Financial Proposal are priced,
- ii. Computational errors if there are will be corrected;

6. Method of Selection

The technical quality of the proposal will be given weight of 70%, the method of evaluation of technical qualification will follow the procedure given in Para 5 above. The price bids of only those consultants who qualify technically (**Minimum Qualifying Marks: 70%**) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. **The financial proposal shall be allocated weight of 30%**. For working out the combined score, the employer will use the following formula:

Total points = T (w) x T (s) + F (w) x LEC / EC, where
T (w) stands for weight of the technical score.

T (s) stands for technical score

F (w) stands for weight of the financial proposal

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

7. Award of Procurement Services

7.1 Urban Development department will issue Letter of Intent (LoI) in favour of bidder who will come first by QCBS method. A Letter of Award (the "LOA") shall be issued, in duplicate, by Urban Development to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

8. Execution of Agreement

8.1 After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA.

9. Property Data

8.1 All documents and other information provided by Directorate of Urban Development, HP or submitted by an Applicant to Directorate of Urban Development, HP/Concerned ULB shall remain or become the property of Directorate of Urban Development, HP/Concerned ULB. All information collected, analyzed, processed or in whatever manner provided by the agency to Urban Development, in relation to the Consultancy shall be the property of Directorate of Urban Development, HP/Concerned ULB.

9. Settlement of Disputes

9.1 Amicable Settlement

9.1.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

9.2 Dispute Settlement

9.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Shimla, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

9.2.2 The place of Arbitration shall be at Shimla only.

Annexure B:
Technical Proposal Submission Forms
(To be submitted online as well as physically)
Format 1: Covering Letter

[Location, Date]

To: Director,
Urban Development Department,
Palika Bhavan, Talland, Shimla-02.

Dear Sir,

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal in sealed envelope.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake these services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking

Format 2: Legal Constitution & Number of Years of Existence

Organization Name:	
1. Status / Constitution of the Organization :	
2. Name of Registering Authority :	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Format 3 : Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 100 lakh for the last 3 financial year ending of month 31st march 2016. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total / Gross Turnover (In Rs. Lakhs)
2014-15:	
2015-16:	
2016-17:	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the organization/agency for overthe last three Financial Years.

Format 4 : Project Detail Sheet

(Please fill separate assignment wise)

Assignment name:	Approx. value of the contract (in current Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Format 5: Curriculum Vitae (CV) for Proposed Experts

Proposed Position..... [only one candidate shall be nominated for each position] (Please fill separate format 5 for proposed all proposed experts)

NAME :

DATE OF BIRTH :

NATIONALITY :

EDUCATION : [year] [name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS :

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Description]

EMPLOYMENT RECORD

[Year starting with present position][employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]

.....

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

_____ [Name of Expert/Authorized signatory].

Format 6: Expert Team and Summary of CV Information

Family Name, First Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time)	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Annexure C: Financial Proposal (to be submitted online only)**Format 7: Financial Proposal**

To

Director,
Urban Development Department,
PalikaBhavan, Talland, Shimla, HP.-171002.

Dear Sir,

Subject: Consultancy Services for Preparation of Housing for All Plan of Action (HFAPoA) and DPRs for 41 towns in Himachal Pradesh. I/We _____ Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

Our fee for Providing Consultancy Services is Rs. _____
(Rupees _____ in words).

The fee mentioned above is inclusive of service tax and all taxes.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 120 days from the last date notified for submission of the proposal.

Sr. No.	Item	Total (INR, including of all taxes)
1.	Consultancy Services for Preparation of Housing for All Plan of Action (HFAPoA) and DPRs for 41 towns of Himachal Pradesh as per scope of work given in the RFP.	

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax No:

Annexure D:

Description of Approach and Methodology

A description of the approach and methodology for performing the assignment, including a detailed description of the proposed methodology.

1. Innovativeness of comments on TOR
2. Personnel schedule/team structure
3. Proposal presentation
4. Methodology and Work Plan

Innovativeness of comments on TOR, Team Structure and Proposal Presentation:

{Please explain your understanding of the Objectives of the assignment as outlined in the Terms of Reference (TORs), the team structure, and the Proposal Presentation you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

Methodology and Work Plan. {Please outline the plan for the implementation of all the activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

Annexure E: Terms of Reference (ToR)

1 Project Background

The Ministry of Housing Urban Poverty Alleviation, Government of India has launched Pradhan Mantri Awas Yojana (PMAY) - “Housing for All by 2022” a comprehensive urban housing scheme to achieve the objective that “By the time the Nation completes 75 years of its Independence, every family will have a pucca house”

The scheme seeks to address the housing requirement of urban poor including slum dwellers and will be implemented through four verticals, giving option to beneficiaries & ULBs. A beneficiary family in this mission will comprise husband, wife, unmarried sons and/or unmarried daughters. The beneficiary family should not own a pucca house either in his/her name or in the name of any member of his/her family in any part of India.

The four verticals of the PMAY-HFA (Urban) as per guidelines are:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through credit linked subsidy
- Affordable Housing in Partnership with Public & Private sectors
- Subsidy for beneficiary-led individual house construction

The Pradhan Mantri Awas Yojana (PMAY) will be implemented as a Centrally Sponsored Scheme except for the component of Credit Linked Subsidy which will be implemented as a Central Sector Scheme. The scheme also prescribes certain mandatory reforms for easing up the urban land market for housing, to make adequate urban land available for affordable housing. The scheme will cover the entire urban region and will be implemented in phased manner. In the 2nd phase M.C. Rampur, M.C. Rohru, M.C. Theog, M.C. Paonta, M.C. Ghumarwin, M.C. Shri. Naina Devi Ji, M.C. Nerchowk, M.C. Sundernagar, M.C. Manali, M.C. Santokhgarh, M.C. Sujampur, M.C. Dehra, M.C. Jawalamukhi, M.C. Kangra, M.C. Nurpur, M.C. Nagrota, M.C. Palampur, M.C. Dalhousie, N.P. Chopal, N.P. Jubbal, N.P. Kotkhai, N.P. Narkanda, N.P. Suni, N.P. Arki, N.P. Rajgarh, N.P. Bhoti, N.P. Nadaun, N.P. Talai, N.P. Jogindernagar, N.P. Karsog, N.P. Sarkaghat, N.P. Rewalsar, N.P. Bhunter, N.P. Banjar, N.P. Dalautpur, N.P. Gagret, N.P. Mehatpur, N.P. Tahliwal, N.P. Baijnath-Paprola, N.P. Jawali, N.P. Chowari Towns are included under the mission.

The Pradhan Mantri Awas Yojana (PMAY) envisages ‘Housing for All by 2022’ by encouraging ULBs to tackle the problem of urban poor housing in a

definitive manner. The Housing for All Plan of Action (HFAPoA) is an important instrument and the foundation for cities to attain the objective of PMAY. It is a citywide plan of action, which will provides the demand of housing by eligible beneficiaries in the ULB along with the interventions selected out of four verticals of the PMAY.

2 Scope of Work

This Terms of Reference is to support Directorate of Urban Development, Palika Bhawan, Talland, Shimla-02 in the implementation of Pradhan Mantri Awas Yojana (PMAY) as per the guidelines issued by Ministry of Housing Urban Poverty Alleviation, Government of India and to achieve the ultimate objective of providing Housing For All by 2022. The overall scope of work of the Consultant shall cover the following:

- i. Conducting demand survey of 41 towns as per format provided in the Guidelines of PMAY-HFA,
- ii. Based on the demand survey and other relevant data collected, the consultant shall Prepare Housing for All Plan of Action (HFAPoA) covering all the four verticals of PMAY-HFA Guidelines for 41 towns.
- iii. Based on the demand survey and other relevant data collected, the consultant shall Prepare of DPR based on HFAPoA covering four verticals giving options to beneficiaries of 41 towns.
- iv. Preparation of Annual implementation plan (AIP) by 2022.

The detailed activities to be carried out under this scope of work are as follows:

Task 1: Demand Survey

The consultant will conduct door to door beneficiary household demand survey as per GOI guidelines through suitable means for assessing the actual demand of housing. While validating demand survey, consultant should consider possible temporary migration from rural areas to the city just to take advantage of housing scheme and exclude such migrants from list of beneficiaries. On the basis of demand survey and other available data like Census 2011, Socio-economic and Caste Based Census, SFCPoA, etc consultant will prepare Housing for All Plan of Action (HFAPoA). The demand survey involves following steps:

Initiate Demand Survey: The environment for the survey needs to be created by organizing meetings with all concerned stakeholders like elected representatives, Officials, NGOs, CBOs, Slums etc to explain the objective of the demand survey and Housing for All (Urban) Scheme Guidelines.

Survey: Before starting the demand survey, the Consultants will follow the PMAY-HFA (Urban) Guidelines and after that prepare a prioritized list of zones/wards in close consultation with officials of ULBs. On the basis of prioritized list, consultant will conduct demand survey in all zones/wards (*which*

must include Slum and Non-Slum Beneficiaries) in consultation with the Commissioner/Executive Officer of the ULBs.

Survey training: The consultant will provide training to all survey teams on Pradhan Mantri Awas Yojana (PMAY) Housing for All (Urban) Guidelines and survey format before starting the field survey of each town. The training will also include selected participants from the ULBs.

Consultants will collect the list of notified slums from the ULB and will also identify new slum(s) if any as per the guidelines of PMAY and conduct demand survey in slums/non-slums areas. The consultant also device suitable means in consultation with Executive Officers/Secretaries of the ULB to conduct door to door demand survey for identification of non-slum urban poor in need of housing.

Immediately prior to the demand survey in each slum/non-slum location, the Consultant will publicly announce the purpose, content and timing of the survey. As per timing announced, the survey teams will begin the demand survey; this will consist of interviews with all households in the slum/non-slums areas as per the format given in the PMAY-HFA guidelines.

The Consultant will provide field supervision, quality control of the conduct of the survey and daily field checks of data completion and consistency will be provided to a standard to be agreed with DUD/ULBs.

Focus Group Discussion: In each slum, the survey shall also include a separate exercise of inspection and focus group discussion to ascertain availability, levels and quality of basic service provision. The focus group discussions need to be conducted for every 20-25 households. Such focus group discussions should cover entire slum/non-slum consolidating the information received at the end of each such discussion. The FGD report should cover all the following points along with details of the suggested by the DUD/ULB officials:

- Discussion on four verticals of PMAY-HFA guidelines
- Size of dwelling units
- Beneficiaries to be covered under project
- Documents to be submitted by beneficiaries to concerned ULBs
- Percentage of households not covered with toilets, and
- Any suggestions/feedback from potential beneficiaries

Quality Assurance/Quality Control: The assessment of the quality indicators on an ongoing basis during the course of the entire survey is essential. It is important to document critical issues in a systematic manner in terms of both qualitative reports and quantitative indicators (namely, response rates, missing data proportions, test reliability through random checks etc) which would give essential information about the quality of a survey.

Data Entry, Data Compilation, Verification and Validation: Survey data has to be collected in the formats prescribed by PMAY-HFA (Urban) Guidelines and the data entry has to be done in the standardized GOI-MIS system, data compilation, collation and analysis processes will take place simultaneously as per all the information generated in the demand surveys. In this way, standard routine checks can be easily conducted. Any errors found can then be dealt with while the survey is in progress in the field. Data entry should be carried out as per MIS format suggested by DUD. After data entry of the survey and compilation of the information it should be presented before the community, for ratification to ensure that no households are left out in the survey process and the data collected is accurate.

Task 2: Preparation of Housing for All Plan of Action (HFAPoA)

The Consulting Firm will prepare and approve the HFAPoA from the competent authorities, which will include:

After getting the List of Identified Slums from ULBs, Consultants shall carry out review of Slum Free City Plan of Action and shall assist ULBs in validating list of slums and information there in required for preparation of Housing for All Plan of Action.

The consultant shall study Documents, Maps and Reports related to the Housing and Urban Poverty including Slum Free City Plan of Action under RAY, City Development Plans, Statutory Development Plan, City Sanitation Plan and Detailed Project Report for the Housing and Urban Poverty which have been prepared, proposed, under implementation projects and implemented projects for achieving synergy with the other ongoing projects.

Consultant will collect information on land ownership details and plot boundaries from land revenue/municipal records for land under each slum pocket and vacant lands. These vacant lands offer possibilities for accommodating slum population in a zone /within the same area, and, Thus, an inventory of all possible lands that could be used for slum relocation.

Consultant shall carry out following analysis on tenable slums based on the data and other data.

- Location, number of eligible slum dwellers, area of slum land
- Market Potential of Land (Land Value)
- FAR available
- Density against norms

Based on the above mentioned analysis/data, consultant shall determine financial and technical viability of “in-situ” Slum redevelopment on PPP basis using land

as a resource for all the Slums.

The Financially viable slums (after considering additional FSI/FAR, TDR etc. & other incentives at States/ULB level) should be identified/ suggested for development under programme vertical of In-situ Slum Redevelopment using land as a resource and will be phased for implementation during Mission Period (2015-2022)

Consultant shall analyze Non-Viable slums and Un-tenable slums if they can be implemented under any other Slum Rehabilitation Strategy and Programme Verticals.

Consultants shall assign each slum (Tenable and Un-tenable) with implementation strategy among various programme verticals identified in the Pradhan Mantri Awas Yojana Scheme Guidelines.

Consultant shall also identify Affordable Housing Project Requirements to be implemented under Pradhan Mantri Awas Yojana Scheme Guidelines.

Consultant shall broadly estimate fund requirement for Rehabilitation of each Slum and Affordable Housing Projects under various programme Verticals.

While estimating fund requirements Consultant shall ascertain that each Slum Household shall get up to 30 Sqm Carpet Area with basic civic infrastructure (water, sanitation, sewerage, road, electricity, transit accommodation during implementation etc)

Consultant after ascertaining PPP Potential of the slum/housing project, Central Govt grants for programme vertical, Grants from state govt, beneficiaries contribution expected, MCs internal Financial Capability and other Financial Resources shall carry out phasing and implementation plan for the Mission Period (2017-2022).

Consultant shall estimate fund requirement for Credit Linked Subsidy Scheme (CLSS) and Subsidy for beneficiary-led individual house construction component as per PMAY Guidelines in all ULBs.

Consultant shall assist ULBs in preparing First Year Annual Implementation Plan (AIP) based on the Priority of Implementation and availability of Financial Resources. The First Year Annual Implementation Plan (AIP) will be part of HFAPoA Report.

Consultant shall compile all the analysis, recommendations, strategies, proposals, costing, prioritization and phasing and submit Draft Housing for All Plan of Action (HFAPoA) Report.

Consultant shall assist ULBs in carrying out Consultations with different stakeholders in accordance with the Pradhan Mantri Awas Yojana Scheme Guidelines.

The Consultants shall in co-ordination with ULBs incorporate comments and suggestions from the stakeholders and revise the Draft HFAPoA and submit the same.

The Revised Final HFAPoA will be sent to State Government for approval under Pradhan Mantri Awas Yojana.

During the appraisal and approval process of the HFAPoA consultant shall assist ULBs in various presentations and meeting at both State and Central Government Departments.

Preparation of Housing for All Plan of Action (HFAPoA) based on demand survey data or data available in SFCPoA under RAY and other relevant data etc.

Carrying out Analysis of each verticals of PMAY-HFA (Urban) guidelines and suggest implementation model for each Identified Slum and Housing Projects with financial proposals.

Task 3: Preparation of Detailed Project Report

Before preparation of DPRs, Consultant shall carry out the Feasibility Study to review the proposed Site Condition, availability of Infrastructure and assessment of Social Amenities. HFAPoA will be considered for preparation of Detailed Project Reports (DPRs) under the four verticals of PMAY- HFA (Urban) scheme for each city. The feasibility study must also include, but not limited to:

Identification of Land:- The consultant shall identify the vacant land (Creation of Land Bank) for implementation of In Situ – Slum Redevelopment and affordable housing in Partnership component of PMAY-HFA (Urban).

- During survey consultant will ask the beneficiaries to submit their revenue papers of the land to concerned Municipal Corporations/ Municipal Councils/Nagar panchayats for implementation of Subsidy for beneficiary – led individual house construction component and affordable housing through credit linked subsidy component of PMAY.

Beneficiary Consent: The proposed project must be consulted with identified beneficiaries, especially in context of below mentioned points:

- Location of Proposed Site.
- Size of DU
- Any other unique feature with respect to Proposed Project
- Analyze/review that at least 70% of the beneficiaries are agreeable to shift in Proposed Project.
- Consultant will also prepare Model Housing Drawings with Layout Plans/Construction Drawings including Cross-Sections and Longitudinal

Sections with 3 to 4 Drawing Options for EWS (30 sq.mt.) respectively as per the PMAY-HFA (Urban) guidelines.

- Review the **Infrastructure** available at the proposed site such as Water Supply (sustained quantity & quality), Sewerage and Sanitation, Solid Waste Management etc.
- Preparation of Detailed Cost Estimate as per prevailing SOR and rates analyzed for Non-SOR items.
- Preparation of Detailed Cost Estimate for incremental housing under Beneficiary-led individual house construction for Kitchen, Toilet and additional room.

Besides above if any other issue is raised by the GoI/State while technical appraisal of the DPR, then consultant must support the DUD/ULBs in preparation of the compliances w.r.t. to the objection/comment raised by the GoI/State and post quality monitoring report too.

Inception Stage

After Preparation of Housing for All Plan of Action and Feasibility Study, the Consultants shall proceed to prepare Detailed Project Report for Identified Slums/Housing Projects as per the PMAY Scheme Guidelines circulated by MoHUPA.

Draft DPR Stage

Based on the Housing for All plan of Action (HFAPoA), Consultant shall prepare DPRs for all ULBs under four verticals of PMAY Guidelines, giving options to beneficiaries in each town. The Consultant shall compile various studies, analysis, assessments, drawings and estimates for preparation of DPRs. The consultant shall prepare DPR of each vertical/component for each city based on HFAPoA.

Revised Draft DPR Stage

Consultants shall present the Draft DPR to DUD/ULBs and revise the Draft DPR as per the Comments and suggestions from DUD/MC/NP and submit the same to DUD/MC/NP.

During the appraisal and approval process of the proposal consultant shall assist ULBs in various presentations and meeting at both State and Central Government.

6. Outputs and Deliverables

- a) The following all deliverables as given below need to be submitted in English in at least 2 hard and soft copies to Directorate of Urban

Development and concerned ULBs. All the reports required by this ToR shall provide a decent and legible presentation and include a detailed "Table of contents", an executive summary of 4 to 10 pages, the main "text" organized into sections and emphasizing the proposals and recommendations and their justification. Supporting data and analysis shall be contained in "Annexes" which shall be referred, as appropriate in the body of the text. The reports shall be illustrated as appropriate with diagrams, sketches, charts, tables, graphs, drawings and maps to aid comprehension and assimilation of their contents. All paragraphs in the executive summary, the text and the annexes shall be numbered.

- b) In summary, the reports and specified outputs of the ToR shall be submitted to Directorate of Urban Development and concerned ULBs with timelines as follows outputs are expected to be delivered in stages

Sr. No.	Report	Time Period	Deliverable
1.	Inception Report	20 Days	<ul style="list-style-type: none"> ✓ Brief of existing situation based on secondary information. ✓ Collection of maps available with MC and DUD and other concerned departments. ✓ Identification of different stakeholders for preparing HFAPoA. ✓ Organize and document 1st ULB Level stakeholder workshop. ✓ Institutional mechanism formed for stakeholder's participation in implementation of PMAY. ✓ Preparation of City Profile as required for HFAPoA. ✓ Any changes proposed in the questionnaire and survey method. ✓ Status report on effectiveness of policies, programmes & projects related to slum development and housing prepared. ✓ Any issues arising.
2.	100 % Demand Survey and Draft HFAPoA as per PMAY Guidelines.	70 Days	<ul style="list-style-type: none"> ✓ At this stage 100% demand survey of all slum dwellers as well as non-slum (<i>other urban poor both EWS and LIG</i>) beneficiaries will be complete. ✓ Validate and data entry of demand survey for preparation of HFAPoA. ✓ Study of available relevant records including maps/secondary information for preparation of HFAPoA. ✓ Housing supply trends for all the urban poor along with quantitative and qualitative

			<p>assessment of existing/future Housing shortage.</p> <ul style="list-style-type: none"> ✓ Policy Reforms on the demand/supply side especially for improving credit linkages for the urban poor. ✓ Analysis of demand survey along with the interventions selected out of four verticals of the mission for preparation of HFAPoA. ✓ Identification of Land and preparation of Vacant Land Bank of the Town for projects proposed in HFAPoA. ✓ Financing strategy must be proposed by the consultant with reference to the Total Investment required for implementation of HFAPoA and available resources & gaps must also be identified. ✓ Stakeholders' Consultation and Presentation of Draft HFAPoA at ULB Level. ✓ Document feedback and appropriate inclusion in HFAPoA.
3.	Final HFAPoA (Incorporating Suggestions of all stakeholders and ULBs as per PMAY Guidelines)	30 Days	<ul style="list-style-type: none"> ✓ Presentation of Final HFAPoA before State Level Appraisal Committee (SLAC) and State level Sanctioning & Monitoring Committee (SLSMC) as scheduled by the State. <i>(And also incorporate feedback and comments of SLAC and SLSMC in the HFAPoA).</i> ✓ Support ULB in identification of Land for implementation of the Project. ✓ Preparation of Model Housing Drawings with Layout Plans/Construction Drawings including Cross-Sections and Longitudinal Sections with 3 to 4 Drawing Options for EWS (30 sq.mt.) ✓ Preparation of Detailed Cost Estimate as per prevailing SOR and rates analyzed for Non-SOR items. ✓ Preparation of Detailed Cost Estimate for incremental housing under Beneficiary-led individual house construction for Kitchen, Toilet and additional room. ✓ Feasibility study for projects proposed under PPP mode.
4.	Approval of HFAPoA by the CSMC.	As scheduled MoHUPA, GoI	<ul style="list-style-type: none"> ✓ Support ULB in appraisal of HFAPoA by central appraisal agency (BMTPC/HUDCO). ✓ Revision in HFAPoA as per observations of central appraisal agency and submission of compliance report to the MoHUPA or appraisal agency. ✓ Presentation of HFAPoA before CSMC. ✓ Final approval of HFAPoA by the CSMC and submission of any other compliances if requested by CSMC.

5.	Final DPR	30 Days	<ul style="list-style-type: none"> ✓ Support ULBs in appraisal of DPRs by the SLAC. ✓ Presentation of Final DPRs before State Level Appraisal Committee (SLAC) as scheduled by the State <i>(And also incorporate feedback and comments of SLAC in the DPRs)</i>. ✓ Revision DPRs as per observations of SLAC and submission of compliance report to the State Level Nodal Agency.
6.	Approval of DPR by SLSMC	As scheduled by State	<ul style="list-style-type: none"> ✓ Presentation of DPR before SLSMC. ✓ Final approval of DPRs by the SLSMC and submission of any other compliances if requested by SLSMC.

- a) All deliverables should be prepared as per guidelines of PMAY-HFA (Urban) and consultant must incorporate any modifications if issued by GoI/State government.
- b) In ULBs, Commissioner/Executive Officer responsible for planning and coordination.
- c) The respective ULBs may provide the Slum Data if already surveyed, otherwise consultant will be responsible to conduct the complete demand survey as per ToR/guidelines of PMAY-HFA (Urban). However, the consultant will be responsible to verify the surveyed data if provided by the ULB.
- d) The ULBs shall provide the consultant access to the records, maps, drawings, reports and other technical data in their possession to assist the consultant in the execution of the work.
- e) The consultant shall be responsible for Documentation and proceedings of Community Mobilization and Community Participation during various stages of HFAPoA in appropriate format (Soft and Hard) as per the PMAY-HFA (Urban) Guidelines.
- f) The below mentioned shall be provided by ULBs (if available):
 - i. Support the consultant to constitute a Stakeholders Group and conducting workshops and meeting with them,
 - ii. Provide the Consultant with necessary authorization to procure information from line departments and
 - iii. Forward the Reports and Proposals to State/Central Government for approval under Pradhan Mantri Awas Yojana.

7. Experts and Their Duration in the Project

Sr. No.	Expert Title	Qualification and Skills	Experience	Time Duration/ Man Days
1.	Team Leader/ Urban Development Specialist	<ul style="list-style-type: none"> • Masters or equivalent in planning/ engineering/economics/ other relevant disciplines • Sound knowledge of urban development issues 	Sector experience of more than 10 yrs and experience of project management of similar projects of at least 8 Years	Minimum 4 Days per Town
2.	Project Engineer/ Infrastructure Specialist	<ul style="list-style-type: none"> • Degree in Civil Engineering • Sound knowledge of municipal services network, design norms, contracting 	At least 5 years experience in Project Engineering.	Minimum 4 Days per Town
3.	Housing Finance and PPP expert	<ul style="list-style-type: none"> • Masters or equivalent in Finance/ Economics/Law/Business Management/ Engineering/Planning. • Sound knowledge of urban development issues in housing finance and understanding of PPP and urban governance issues (legal, institutional and organizational). 	At least 5 years Experience	Minimum 3 Days per Town
4.	Social Development Specialist	<ul style="list-style-type: none"> • Masters Degree in Social Works or equivalent in social development discipline • Sound understanding on issues of urban poor 	At least 5 years Experience	Minimum 5 Days per Town
5.	GIS expert	<ul style="list-style-type: none"> • Masters or equivalent degree in Geography/Geo informatics • Knowledge and experience in GIS mapping 	At least 5 years Experience	Minimum 2 Days per Town
6.	MIS expert	<ul style="list-style-type: none"> • Degree in Computer Science/MCA • Expertise in statistical analysis and software development/ MIS applications 	At least 5 years Experience	Minimum 4 Days per Town
7.	Capacity Building /Training/Site Coordinator	<ul style="list-style-type: none"> • Bachelors/Masters in Urban Planning /Social science • Good understanding of surveys and experience in data collation and analysis and networking skills 	5 years experience of working on urban projects.	Minimum 3 Days per Town

8.	Field Supervisor	<ul style="list-style-type: none"> Graduate Good communication and team leading skill. 	At least 3 years Experience	One Field Supervisor per Town
9.	Field Surveyors	<ul style="list-style-type: none"> 10+2/Graduate with at least one year of experience Good communication and Survey skill. 	At least 2 years Experience	One teams of 2 Field Surveyors for each Town

Note: The Bidder has to submit the CVs of Serial No. 1 to 7 of Para 7 only and the successful bidder has to submit CVs of Field Supervisor and Field Surveyors immediately after signing of the Agreement.

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Director, Urban Development may consider request of the bidder.

8. Payment Schedule

Sr. No.	Deliverables	Percentage of payment
1.	Inception report	10% of the total fees
2.	100 % demand survey and Draft HFAPoA	20% of the total fees
3.	Final HFAPoA (incorporating suggestions of all the stakeholders' and ULBs)	20% of the total fees
4.	Draft Detailed Project Report (DPR)	10% of the total fees
5.	Feasibility Study for Preparation of DPR	10% of the total fees
6.	Final DPR (incorporating suggestions of all the stakeholders' and ULBs)	20 % of the total fees
7.	Approval of HFAPoA by the CSMC	10% of the total fees

Note:

- ✓ The consultant invoice will be supported by the Deliverable Schedule according to the time lines at each stage of payment, duly approved by the Commissioner/Executive Officer.
- ✓ The Payments under assignment shall be made on Lump sum fees quoted by the Winning Consultant and shall be based on the Fees quoted by winning Consultant on % of Project Cost.
- ✓ Contract Value is inclusive of service tax.
- ✓ If any excess payment is made, the excess amount shall be recovered from the performance guarantee given by the Consultant / from its other contracts.
- ✓ The payment shall be released within 30 days from receipt of invoice from the Consultant subject to terms and conditions mentioned earlier in this contract.