DEPARTMENT OF SCIENCE AND TECHNOLOGY SURVEY OF INDIA



REQUEST FOR PROPOSAL (RFP) FOR

Providing Consultancy Services for Preparation of Master Plan for Survey of India Campus, Hathibarkala Estate, Dehradun

Purchaser:

OFFICE OF SURVEYOR GENERAL OF INDIA, SURVEY OF INDIA, HATHIBARKALA ESTATE DEHRADUN (UTTARAKHAND) – 248001

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NIT No: S-1457/752030/9/2024-Store-SGO Dated 19/09/2024

Disclaimer

This is a Request for Proposal (RFP) for Providing Consultancy Services for Prepare a Master Plan for the Survey of India Campus, Hathibarkala Estate, Dehradun. The purpose of the RFP is to provide the bidders with information to assist them in the formulation of their response.

While all efforts have been made to ensure the accuracy of the information contained in this RFP document, this document may not cover all the information required by the bidder. The bidders are encouraged to conduct their own independent assessment, investigations, and analysis; check the reliability, accuracy, and completeness of the information at their end, and obtain independent advice from relevant sources as required before submission of their response. Survey of India and any of its employees or advisors shall incur no liability under any law, statute, rules, or regulations as to the accuracy or completeness of the RFP document.

The Survey of India reserves the right to change any or all conditions/ information set in this RFP document by way of revision, deletion, updating, or annulment through the issuance of an appropriate addendum as the Survey of India may deem fit without assigning any reason thereof.

The Survey of India reserves the right to accept or reject any or all applications without giving any reasons thereof. Survey of India will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the applications to be submitted in terms of this RFP document.

Proposals will consist of and be evaluated as a Technical Bid and Financial Bid. Please note that this bid document is not actual award of the contract/work order. The bidders may download the RFP document from website of https://eprocure.gov.in/eprocure/app

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SECTION A DATA SHEET

Section A: Bid Data Sheet (NIT)

	Section A: Bid Data Sneet (N11)				
	Office of Surveyor General Office,				
NUT *	Survey Of India, Hathibarkala Estate, Dehradun (Uttarakhand) – 248001				
	NIT No:S- 1457/752030/9/2024-Store-SGO				
Kequ	Request for Proposal (RFP) for Providing Consultancy Services for Preparation of Master Plan fo the Survey of India Campus, Hathibarkala Estate, Dehradun				
1	Mode of Bid Submission	https://eprocure.gov.in/eprocure/app			
2	Type of Tender	National Competitive Bidding (NCB) system			
3	Selection Process	QCBS (80:20)			
4	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh Only) Earnest Money Deposit (EMD) shall be submitted in the form of Bank Guarantee/ FDR from any Nationalized Bank in favor of the Establishment and Account Officer, Surveyor General Office, Dehradun. Exemption allowed as per latest Govt. norms			
5	Bid Processing Fees	NIL			
6	Time of Publication of Tender Document	25/09/2024 (14:00 hrs)			
7	Date of Pre-bid Meeting	01/10/2024 (15:00 hrs)			
8	Venue of Pre-bid Meeting	Conference Hall, Office of Surveyor General Of India, Survey Of India, Hathibarkala Estate, Dehradun (Uttarakhand) – 248001			
9	Pre-bid queries submission Email ID	On CPP Portal or sgo[dot]store[dot]soi[at]gov[dot]in			
10	Last date of submission of Pre-Bid Queries	30/09/2024 (18:00 hrs Server time)			
11	Last Date of Online Submission	15/10/2024 (16:00 hrs Server time)			
12	Date of Technical Bid Opening	16/10/2024 (16:00 hrs Server time)			
13	Bid Submission	Only online submission of bids is accepted on CPP Portal 'https://eprocure.gov.in/eprocure/app'			
14	Bid Validity	90 days after bid opening			
15	Contact Details for the queries (If any)	Office of Surveyor General Of India, Survey Of India, Hathibarkala Estate Dehradun (Uttarakhand) – 248001			
16	Client/Purchaser Details	The Surveyor General of India, Office of Surveyor General Of India, Survey Of India, Hathibarkala Estate Dehradun (Uttarakhand) – 248001			
17	Security Deposit	The Total Security Deposit shall be 3% of the To Contract Price from the consultant. Secur Deposit shall be submitted in the form of Ba Guarantee/ FDR from any Nationalized Bank favor of the Establishment and Account Office Surveyor General Office, Dehradun			

Note: Only e-tenders shall be accepted. Further details are available on the Government e-Procurement website https://eprocure.gov.in/eprocure/app

SECTION B INSTRUCTION TO BIDDERS

Section B: Preparation of Proposal

- **1.1** Consultants are requested to submit their Proposals in English and strictly in the formats provided in this RFP. The Client will evaluate only those Proposals received in the specified forms and complete in all respects.
- 1.2 In preparing their Proposal, Consultants are expected to thoroughly examine the RFP Document. Material deficiencies in providing the information requested may result in the rejection of a Proposal
- **1.3** Technical Proposal: While preparing the Technical Proposal, Consultants must give particular attention to the following:
 - a. The Principal Architect/team leader proposed must have a full-time association with the firm. The other key professionals are either permanent full-time employees of the firm or have a dedicated full-time contract with the firm.
 - b. The composition of the proposed Team and Task Assignment to individual personnel shall be clearly stated.
 - c. No such key professional shall be proposed for any position if the CV of the personnel does not meet the requirements of the TOR.
 - d. The key professional shall remain available for the period as indicated in the RFP.
 - e. No alternative proposal for any key professional shall be made and only two CV for each position shall be furnished.
 - f. Each CV needs to have been recently signed by the key professional and/or countersigned by the authorized official of the Firm. At the time of submission of the bid proposal, the scanned copies of the signature of the key professional will be allowed but at the time of signing of the contract, the original signature will be required. However, in both cases, the original countersignature of the Authorised signatory shall be required in original.
 - g. A CV shall be summarily rejected if the educational qualification of the key professional proposed does not match the requirement of the RFP document.
 - h. Client certifications for the projects listed under the experience section must conform to the project attributes (size, fee, duration etc.) and the scope of work on the projects.
 - i. The client reserves the right to ask for proof of age and qualification at any stage of the project.
 - j. The personnel proposed should possess good working knowledge of English Language. No key professional involved should have attained the age of 65 (Sixty five) years at the time of submitting the proposal.
 - k. The Mandatory Compliance and Technical Proposal must not include any financial information.

- **1.4** Failure to comply with the requirements spelt out above shall lead to the deduction of marks during the technical evaluation. Further, in such a case, the Client will be entitled to reject the Proposal.
- 1.5 Proposals shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant who shall initial each page, in blue ink. In the case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the "Authorised Representative") as detailed below:
 - I. By the proprietor in the case of a proprietary firm.
 - II. By a partner, in the case of a partnership firm and/or a limited liability partnership; or
 - III. By a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation; or By the Authorised Representative of the Lead Firm
- 1.6 JV/ consortium with other consultants shall not be allowed. Bidder shall be the Principal Consultant and is allowed to have a Prime & Sub-consultant arrangement to avail services of other specialized consultants.
- 1.7 Bid Security: Bid security of the amount specified in the bidding document, drawn in favor of Establishment and Account Officer, Surveyor General Office, Dehradun must be submitted. The Bid security will have to be in any one of the forms as specified in the bidding document and shall have to be valid for 45 days beyond the validity of the bid. Bid Security submitted by the bidder shall be forfeited, if the bidder:
 - i. Withdraws or modify or impairs or derogates from the bid in any respect within the period of validity of its bid; or
 - ii. If it comes to notice that the information / documents furnished in its bid is false, misleading or forged; or
 - iii. Fails to furnish requisite performance security / PBG within stipulated time required as per bid conditions.

1.8 Submission, receipt, and opening of proposals

- a. The Proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or personnel who sign the Proposal.
- b. The Authorised Representative of the Applicant should initial all pages of the prequalification, technical, and financial proposal. The Authorised Representative's authorization should be confirmed by an accompanying written Power of Attorney by the competent authority.
- c. The consultant shall only upload the Technical & Financial Proposal and other documents on the tender portal https://eprocure.gov.in/eprocure/app
- d. All the documents will be submitted online only. The Hard copy submission is not required.
- **1.9** No proposal shall be accepted after the closing time for submission of Proposals.

- 1.10 The bidders are required to submit (a) an original bid security in the approved form; and (b) an original affidavit regarding 'correctness of information furnished with bid document' to the Office of Surveyor General of India, Survey of India, Hathibarkala Estate, Dehradun (Uttarakhand)-248001 before the date and time opening of the technical part of the Bid, either by registered post/speed post/courier or by hand, failing which the bids will be declared non-responsive and will not be opened.
- **1.11** After the Proposal submission until the contract is awarded, if any Consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing and should send the written communication to the stated Proposal Submission address or email. Any effort by the firm to influence the Client during the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 1.12 The bidder should not be under liquidation, blacklisted, banned by any Government entity in India, and should not be under court receivership or similar proceedings, should not be bankrupt. Bidder shall have to provide a declaration that no First information Report regarding any fraud or forgery has been lodged anywhere in India and shall not have been barred by any court of law to participate in any tender process. Bidder to upload latest (prior to not more than 10 days of publication of Bid) declaration to this effect with bid.
- 1.13 Bid Validity: The bid shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of bid opening prescribed in the Tender Document. Any bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the bidder may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by mail/fax/email. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the Bid Security accordingly. A bidder, who may not agree to extend its bid validity after the expiry of the original validity period, their bid will not be considered further and the Bid Security furnished by them shall be returned.

SECTION C EVALUATION CRITERIA

Section C: Evaluation Criteria

The following procedure shall be adopted in evaluating the proposals:

1.1 Technical Proposal:

The Evaluation Committee, appointed by the client, shall evaluate Technical Proposals. Firstly, the mandatory pre-qualification requirements (as per section 1.7) shall be checked for compliance. Proposals of the bidders, who do not meet the mandatory requirements, shall be considered non-responsive and their proposals shall not be evaluated further. Responsive proposals shall be evaluated based on points/marks system criteria as specified in Sections 1.3 & 1.8.

1.2 Financial Proposal:

- a. After the evaluation of the Technical Proposal is completed, the Client may notify those bidders whose Technical Proposals were considered non-responsive and also those, not qualifying minimum marks' criteria as per RFP Terms, indicating that their Financial Proposals will be returned unopened or will not be opened on CPP portal after completing the selection process.
- b. The Client shall simultaneously notify the bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification will be published on the client's website and communicated through the registered e-mail address.
- c. The Financial Proposals shall be opened in the presence of the bidders / authorized representatives who choose to attend. The name of the bidder, the technical scores, and the proposed bidding price shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the financial bid opening.
- d. The evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.
- e. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the evaluation committee shall correct the quantification indicated in the Financial Proposal to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.
- f. The price bid to be considered for evaluation shall include GST and all the other taxes, if any.

1.3 Evaluation Methodology:

The Evaluation Committee shall go through following steps to carry out Technical & Financial Evaluation:

STEP 1: Evaluation of Mandatory Compliance

The Bidders, who qualify on Mandatory Compliance as per **Section C - Clause 1.7**, shall be considered for technical evaluation.

STEP 2: Evaluation of Technical Marks - Out of 100 marks

The Bidder will be evaluated based on the procedure laid down in **Section C – Clause 1.8**.

The Bid Evaluation Committee shall evaluate the Technical Marks as per Section C – Clause 1.8

The Bidder who scores **80 marks** or more out of 100 marks shall qualify for the next stage, i.e. opening and evaluation of the Financial Proposal.

The Technical Score (TS) will be determined using the formula:

TS = 100 * T1 of bid under evaluation Highest T1 score

STEP 3: Evaluation of Financial Proposal and Financial Score (FS)

After the evaluation of the Technical Proposals, the Client shall evaluate the Financial Proposals of the bidders qualified as per the Technical Score. The Financial Proposals shall be opened in the presence of the representatives of the qualified Bidders who choose to attend.

The Client shall declare the names of the qualified Bidders along with their respective Technical Score before opening the Financial Proposals.

The proposed financial fees quoted by the respective Bidder shall be read aloud and recorded when the Financial Proposals are opened

The financial evolution shall be carried as per the following:

Bid will be arranged in decreasing order and quoted bid value rounded up to the nearest rupee will be F1 score for respective bidders.

The Financial Score (TS) will be determined using the formula:

FS = 100 * <u>Lowest F1 score</u> F1 of bid under evaluation

Final Composite Score

Proposals will be ranked according to their **Final Composite Score (FCS)** marked out of 100 marks, which shall be calculated by assigning a weightage of 0.80 (T) to the Technical Score (TS) and a weightage of 0.20 (F) to the Financial Score (FS).

$$FCS = [TS \times T] + [FS \times F]$$

The weights given to the Technical and Financial Proposals are:

T = 0.8 (80%)

F = 0.2 (20%)

On completion of Evaluation of Technical and Financial Proposals, final ranking of the proposals will be determined based on their weighted score. The firm achieving the highest combined technical and financial (H1) score will be invited for the contract negotiations.

1.4 AWARD OF CONTRACT

After completion of the evaluation of bids, the Client shall award the Contract to the selected bidder by Issuing a Letter of Award and signing the Contract Agreement.

The successful firm is expected to commence the assignment within 7 days from the date of issue of the Letter of Award.

1.5 CONFIDENTIALITY

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process until the winning firm has been notified that it has been awarded the contract.

1.6 RIGHT OF REJECTION

Client reserves the right to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the RFP before, and including, the pre-proposal meeting date, to proceed to do the work otherwise, withdraw this RFP, not to award the work, or not to award a portion of work at any time. The receipt of proposals shall not in any way obligate the client to enter into a consultancy agreement, or any other contract of any kind with the Bidder. All submitted copies of the proposals shall become the property of the client.

1.7 Mandatory Compliance

The Bidders shall be a Single Entity (Joint Venture not allowed) with the following eligibility criteria:

a. COUNCIL OF ARCHITECTURE REGISTRATION

The Bidder's Principal Architect/ Team Leader & other 5 five Architects from the firm shall have a valid COA registration number.

The Principal Architect/ Team Leader's COA registration should have been done before the year 2008.

Document Requirement to fulfill the Clause 1.7 (a)

COA Certificate/ Screenshot from COA website

b. COMPANY REGISTRATION

The Bidder shall be a registered Company under Sole Proprietor or Partnership firm registered under the Partnership Act, OR Certificate of Incorporation/ Registration under the Companies Act, 1956.

The Bidder shall have been in operation for at least **15 years in India**, before the last date of submission of the bid and should have a registered office in India.

Document Requirement to fulfill the Clause 1.7 (b)

- Certificate of Incorporation
- Memorandum of Articles of Association

c. FINANCIAL STRENGTH

The Bidder shall have an average annual turnover of **INR 2 Crore** from consultancy services (in India operations only) and a positive Net Worth, from last five financial years (Financial years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24).

Document Requirement to fulfill the Clause 1.7 (c)

- Financial Turnover Certificate from statutory auditor
- Audited Financial Statement with Yearly Profit
- Last Five-year Income tax return
- Pan Card & GST Certificate

d. STAFF STRENGTH

The Bidder shall have a minimum 20 number of in-house Architects & other Engineering professionals working with the firm on a full-time basis.

Document Requirement to fulfill the Clause 1.7 (d)

- · Summary of Staff list signed by signing authority
- Valid Degree Certificate of each key professional
- Curriculum Vitae of at least two professionals from each stream

e. INFRASTRUCTURE

The Bidder shall have the requisite IT infrastructure and software (with valid license certificates) as follows:

- 1. 10 Nos of Computers & Laptops
- 2. 8 Nos of AutoCAD
- 3. 2 Nos 3D Software
- 4. 2 Nos of Photoshop
- 5. 1 Nos of Plotter (which will print A0 & A1 size print)
- 6. 1 Nos of A3 size Inkjet Color Printer

Document Requirement to fulfill the Clause 1.7 (e)

- Summary of Infrastructure list signed by signing authority
- Purchase orders and Valid License copies of software

f. SPECIALIST SERVICE SUB-CONSULTANT

The Bidder shall have tie/ association as sub-consultant for the following Service:

- 1. Structural Design
- 2. MEP (Mechanical, Electrical & Plumbing) Services
- 3. Landscape Design Services

All the above specialist service consultants have experience of more than 15 years in consultancy services.

Document Requirement to fulfill the Clause 1.7 (e)

- Association Letter from the sub-consultant
- Registration document of the sub-consultant

g. PROJECT EXPERIENCE

- 1. The Bidder should have successfully completed at least two similar Projects of Master Planning for the Government Campus with any National/ State Government or Local Government body with aggregate value not less than 02 Crore in last 5 years.
- 2. The Bidder shall have experience in India for the successful completion of atleast two single Master Plan for Urban / Historical area Redevelopment Project (as per the definition of a Similar Project) of size not less than 150 acres

Document Requirement to fulfill the Clause 1.7 (g)

 Project Completion Certificate from designated Client official (rank should not be below that of Executive Engineer)

1.8 Technical Evaluation

Sl.	Subhead	Max marks	Remarks
No	Subileau	IVIUX IIIUI NS	Tellial Ky
1.	The Bidder should have completed at least two	10	
	similar Projects of Master Planning for the	-	
	Government Campus with any National/ State		
	Government or Local Government body in last 5		
	years having the value.		
	i. less than 2 crores – 0 marks		
	ii. from 2 to 5 crores – 5 marks		
	iii. more than 5 to 8 crores – 7 marks		
	iv. more than 8 to 15 crores – 10 marks		
2.	Experience in doing a master plan of campus	10	
	having area:		
	i. less than 50 acres- 0 marks		
	ii. from 50 to 100 acres – 5 marks		
	iii. more than 100 to 150 acre - 7 marks		
	iv. more than 150 acre and above - 10 marks		
3.	Average annual turnover from consultancy	10	
	services exceeding Rs. 2 crores in last five years.		
	i. less than 2 crores – 0 marks		
	ii. from 2 to 10 crores – 5 marks		
	iii. more than 10 crores to 20 crores – 7 marks		
	iv. more than 20 crores and above – 10 marks		
4.	Average annual profit from similar consultancy	10	
	services exceeding Rs. 1 crores in last five years.		
	i. less than 1 crores – 0 marks		
	ii. from 1 to 2 crores – 5 marks		
	iii. more than 2 crores to 5 crores – 7 marks		
	iv. more than 5 crores and above – 10 marks		
5.	The Firm should have 15 years of experience in the	10	
	field of Architectural and Engineering consultancy.		
	i. Less than 10 years – 0 marks		
	ii. 10 to 15 years - 5 marks		
	iii. 15 and above – 10 marks		
6.	Strength of Technical Team	25	As per the table below
	D	1.5	
7.	Presentation	15	
	The distinction of the appropriate in the law countries		
	The objective of the presentation is to know the		
	capability of the consultant in development of a Master Plan, concept of innovative design of		
	individual building befitting to contemporary era of globalization endowed with modern concepts,		
	Site layout, and land utilization, Landscaping &		
	aesthetics.		
	acstrictics.		

8.	Approach & Methodology	10	
	The A&M submission/writeup shall have a		
	detailed proposal as per the Scope of Work and		
	understanding shall include a submission		
	Statement of design philosophy, work		
	methodology, work processes. Statement of the		
	design approach, work methodology, and		
	processes employed by the bidder in similar		
	projects, and how these worked to tackle project-		
	specific complexities and challenges and their		
	impact and outcome Understanding and		
	appreciation of the challenges involved in the		
	proposed project and the transformative potential		
	of the project and how it has been realized		
	in the bidders proposal		
	Total Technical bid score (Ts)	100	

Strength of Technical Team Total Marks (25)

S. No	Key professional	Qualification	Remarks
1.	Team Leader and Architect	Minimum B. Arch with 15 years of Experience and must have handled similar large projects. Should be registered with the Council of Architects. Less than 15 years – 0 marks 15-20 Years of experience – 3 marks More than 20 years of experience – 5 marks	(Max ceiling 5 marks)
2.	Architect	Minimum B. Arch with 10 years of Experience and must have handled similar large projects. Should be registered with the Council of Architects. Less than 10 years – 0 marks 10-15 Years of experience – 1 marks for each Architect More than 15 years of experience - 2 marks for	(Max ceiling 6 marks)
3.	Landscape Architect	each Architect Architect with Post Graduation in Landscape with a minimum 10 years of experience Less than 10 years – 0 marks 10-15 Years of experience – 1 marks for each Architect More than 15 years of experience – 2 marks for each Architect	(Max ceiling 6 marks)
4.	MEP Expert	Minimum Degree (Mechanical / Electrical) having a minimum of 15 years of experience in the same field. Less than 10 years – 0 marks 10-15 Years of experience – 1 marks for each expert	(Max ceiling 4 marks)

		More than 15 years of experience – 2 marks for	
		each expert	
5.	Civil Engineer	Minimum Degree (Civil) having a minimum of 15	(Max ceiling 4
		years of experience in the same field.	marks)
		Less than 10 years – 0 marks	
		10-15 Years of experience – 1 mark for each expert	
		More than 15 years of experience – 2 marks for each expert	
		Total	25

SECTION D PROJECT CONTEXT & SCOPE OF WORK

Section D: Project Context & Scope of Work

1. Introduction

Survey of India is the National Mapping Agency of the Government of India under the Department of Science & Technology. It was established in 1767 and is the oldest scientific department of the Government of India. The Survey of India (SoI) has its Headquarters at Dehradun. It has a large estate called Hathibarkala Estate spread over **316.59 acres**. It is proposed to prepare a Master Plan for the Estate.





a. Hathibarkala Estate

The total area of the Hathibarkala Estate is 316.59 acres. The Hathibarkala estate is situated in a prime location in Dehradun and is connected to the city via Rajpur Road on the East side and New Cantonment Road on the South-West side.

The land use of this area is shown in the table below:

SI.	Use Type	Area (Hectares)	Area (Acre)	% of Total Area
1	Official Buildings and Residential Quarters	45.575	112.62	36 %
2	Used by other Departments (CPWD, NIC etc.)	0.804	1.99	1 %
3	Stadium, Park, School and other utilities	25.49	62.99	20 %
4	In Ruins	1.934	4.78	2 %
5	Residential Area (demolished)	3.925	9.70	3 %
6	Dense Jungle etc.	50.39	124.52	39 %
	Total	128.118	316.59	

b. Institutional facilities

The Surveyor General's Office (SGO) i.e. the Headquarters of Survey of India is located in Hathibarkala Estate. In addition, the National Geospatial Directorate (NGD), UK GD and space to NIC are also in the Estate. The two other offices which were also located in the estate have been merged into SGO/NGD. Further, Hathibarkala Estate has 02 schools (Kendriya Vidyalaya No.1 and No.2) and SOI Health Centre.

Some portion of the Estate (about 8 acre) is proposed to be given to Indian Institute of Remote Sensing (IIRS) for establishing their institutional facilities. This portion is on the edge of the Estate and has independent outside access. So giving this portion will not affect the traffic of Hathibarkala Estate.

c. Residential facilities

Hathibarkala Estate has total 508 residential quarters. Out of these, 340 are occupied at present and 168 are vacant. 61 quarters are in bad condition and are recommended for demolition. The residential complexes are spread over a wide area which can be broadly divided into 3 Blocks. The sanctioned strength of Officers and employees in different offices of Survey of India, Dehradun station is 695 nos. Out of these, many of the officers/staff have their own houses in Dehradun, so, the total 447 residential quarters (after taking into account the proposed demolition of 61 quarters) are sufficient for the Officers and employees posted in Dehradun station. Many of these quarters are also allotted to the officers / staff of other government departments.

d. Common facilities

Hathibarkala Estate has the following facilities:-

1. Community Centre. 4. Guest House

2. Stadium. 5. Parks

3. Auditorium.

e. Buildings Proposed for Demolition

There are several quarters which are very old and in dilapidated condition. Mostly these are on the edge of the residential colony. These are proposed to be demolished. However, new residential quarters are NOT required in place of these quarters.

f. Water supply

The water supply to the Sol offices and residential colony depends on 4 tubewells. In addition to these, there is also a water supply line from Uttarakhand Jal Sansthan, as a fallback option. The water supply from the 4 tubewells is sufficient to cater for the entire residential colony and all the offices located in Hathibarkala estate.

g. Power supply

The power supply is from Uttarakhand Power Corporation limited (UPCL). Within the Estate, the UPCL has a substation of 33/11 KVA located near the Rajpur road gate of the campus. The power supply is sufficient for the present needs of Survey of India colony and offices.

h. Roads

The Official buildings, Residential Quarters and other buildings in the Hathibarkala estate are well interconnected by the bitumen roads with proper street lights along the roads. The roads are undivided. The roads are relatively narrow and at most of the places the road width is just sufficient to allow two light vehicles from opposite directions to pass.

i. Drainage

The existing drainage system is not adequate for the estate premises. During rainy season, many drains being narrow, are clogged and the water starts to flow on roads. However, due to undulating terrain, there is no accumulation of water on roads. The drainage system has scope of improvement.

j. Sewerage System

The sewer facility in the Hathibarkala Estate is based on decentralized septic tank method. There are isolated systems of sever lines for different blocks, connected to different Septic Tanks. No sewage treatment plant exists in the premises.

k. Garbage Disposal

The garbage vehicle comes daily and collects the garbage from individual residential quarters. For this the residents pay monthly charges to the firm.

As the estate has a fairly good number of trees, the dry leaves falls on roads / pathways. Therefore, a huge amount of dry leaves gets accumulated after sweeping. At present there is no proper disposal system for these. Most of the time, the leave are filled in pits and converted into compost. However, a proper garbage disposal system/ composting system is recommended.

I. Shopping complex

For need of residents of Hathibarkala estate, there must be a proper shopping complex.

A topographic map of the Hathibarkala survey estate is also enclosed with this document for the preparation of the Master Plan

2. Scope of Work

The Scope of Work shall consist of the following main items of work.

Preparation of Master Plan

Refer to the attached topographic map of the Hathibarkala survey estate which indicates a tentative boundary line within which the area is required to be developed. The tentative Master Planning area is approx. 316.59 acres. The task under this section is to prepare a Master Plan report.

Most of the buildings in the Hathibarkala Estate are more than 40-50 years old. The objective of this bid document is to re-plan the entire Hathibarkala Estate. The Master Plan shall entail a concept, plan, and detailed strategies for development/redevelopment works, refurbishment works, and demolition of existing buildings as well as related infrastructure and site development works.

The task under this section covers mainly understanding Client requirements/vision, project brief, site constraints, applicable statutory regulations, total site suitability analysis, preparation of Concept Master Plan document, broad land use plan, study and preparation of proposals of urban design and broad cost & phasing of development and Implementation strategy. The Detailed Scope of Work is as follows:

2.1 Preparation of Inception Report:

The consultant shall submit an inception report incorporating an Understanding of the Project, Approach & Methodology, sub-consultants, Detail Time and activity schedule, Man-Power deployment, support required from the client if any, etc. after detailed discussion and site visits with the client.

• <u>Deliverables: Submission of Inception Report</u>

2.2 Preparation of Draft Master Plan Report:

The activities under this section shall include the following:

- Preparation of the design brief in consultation with the Client
- Preliminary assessment of the site and immediate context
- Study of existing infrastructure facilities such as street network, storm water, drainage, water supply, electrical, mobility, sanitation and fire safety, etc.
- Conceptual proposed Land use plan
- Conceptual urban design plan and guidelines
- Conceptual proposal for key components with guidelines for their development
- Conceptual proposals for infrastructure sewerage, storm water and water supply within the project area
- Conceptual landscape plan and guidelines
- Conceptual Implementation strategy preliminary cost estimates, models & strategy for implementation for the proposed interventions, and tentative institutional model for implementing the project
- Preparation of preliminary strategies for re-development, up gradation/retrofitting, refurbishment, new construction, site and infrastructure development
- Preparation of demolition plan and suggestion on demolition method.
- Zoning, Ground Coverage, and FAR Calculations for all Buildings, Facilities, and Services,

- Landscape architecture, site planning, suitability & appraisal, landform including preparation of the detailed design of landscaping elements, open space design, plant structure, illumination design, street furniture and graphic design and signage.
- Preparation of Draft Conceptual Master Plan Report including affected area/buildings, circulation, land use, proposed building blocks, type of works, phasing, etc.
- Deliverables: Draft Master Plan Report with Drawings

2.3 Preparation of Final Master Plan Report:

The activities under this section shall include the following:

- Present the Draft Concept Master Plan to the Client, various stakeholders, and Govt. departments.
- Update the Draft Concept Master Plan as per comments & suggestions received from various stakeholders and Govt. departments
- Preparation of Conceptual Master Plan along with block cost, project identification, and phasing for implementation
- Identify the areas that can be provided to other departments without disturbing SoI offices and residences, facilities, and their approaches.
- Preparation of a three-dimensional drawing and model of master plan/concept design showing surrounding areas with open spaces.
- All Statutory permissions required for the project shall be the responsibility of the consultant
- Deliverables: Final Master Plan Report with drawings

3. Project Duration:

Overall timeline for the preparation of Master Plan shall be 3 months from the date of signing of Agreement. In case the project is extended beyond the stipulated timelines or in case of modification of Scope of Work the agreement will be extended and / or amended on mutually agreeable basis.

SECTION E PROFESSIONAL FEES & SCHEDULE OF PAYMENT

Section E: Professional Fees & Schedule of Payment

1.1 Professional Fees:

Price Schedule(s) as per BoQ format filled up with all the details to be uploaded – as described below: **BoQ.xls**

The price bid format is provided as BoQ.xls along with this Tender Enquiry Document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **The bidder shall not tamper/modify the downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, the tender will be completely rejected and the tenderer is liable to be banned from doing business with Survey of India.

1.2 Schedule of Payment:

Part A: Master Planning

Sr. No.	Stage of Works	Payment%	Cumulative%
1	Submission of Inception Report	10%	10%
2	Submission of Draft Master Plan Report	40%	50%
3	Submission of Final Master Plan Report	50%	100%

Note: Lump sum Professional Fees for Master Planning for the tentative area of **316.59 acres**. In case, the area increases or decreases by (+/-) 10% there will be no change in the consultancy fees

1.3 Taxes and Duties:

The professional fees are inclusive of GST and all applicable taxes and duties. In case of the introduction of any applicable new taxes by the statutory authorities of India, during the course and pendency of this contract or related to this contract, such taxes shall be borne by the consultant.

1.4 Security Deposit (SD):

Within Fifteen (15) days from the date of the issue of notification of award by the client, the successful consultant shall furnish a Security Deposit to the client for an amount equal to three percent (3%) of the total consultation Fee from the consultant, valid up to sixty (60) days after the date of completion of all contractual obligations by the successful consultant. Security fee shall be submitted in the form of Bank Guarantee/ FDR from any Nationalized Bank in favor of the **Establishment & Account Officer**, **Surveyor General's Office**, **Dehradun**. The Security Deposit shall be denominated in Indian Rupees. In the event of any amendment issued to the contract, the successful consultant shall, within fifteen (15) days of issue of the amendment, furnish the corresponding amendment to the Security Deposit (as necessary), rendering the same valid in all respects in terms of the contract, as amended. This Security Deposit shall be released after the approval of the final bill.

In the event of work being abandoned/delayed/stopped due to any of the reasons thereof then client may release the deposit only after the written request from the Consultant. The decision of the client

in this matter shall be final, conclusive, and binding. If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.

1.5 Deliverable

Consultant will provide 3 hard copies of the concept & schematic design submission along with soft copy in .shp/dgn format Consultant will also provide soft copy (PDF format) for preparing the multiple copies submitted drawings & documents. The consultant will also submit a softcopy of three-dimensional drawing and model of master plan/concept design showing surrounding areas with open spaces

1.6 Statutory Fees / Govt. Department Charges

Consultant shall pay any charges or official payments / fees to statutory authorities for receiving various approvals / clearances and to DILR, City Survey Office or/and any other Authority for collection of records / data.

1.7 Liquidated damage: If the Seller fails to deliver any or all of the Services within the original/refixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.1% per day of total value of contract (without GST & other taxes) subject to upper limit of 10 % contract value beyond.

SECTION F GENERAL TERMS & CONDITIONS

Section F: General Terms & Conditions

1.1. Definitions

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

- 1.1 "Consultant" means Bidder to whom the consultancy work is awarded
- "Client" means the organization / institution / Government or other Department which awards a Contract to Consultant for providing consultancy services in the field of Architectural, Planning, Engineering Designs and Project Management services as may be defined in the consultancy contract.
- 1.3 "Applicable Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in this Contract, as they may be issued and in force from time to time.
- "Client's Personnel" refers to the key professional staff, support staff, and other employees (if any) of the Client engaged in fulfilling the Client's obligations under the Contract; and any other personnel identified as Client's Personnel, by a notice from the Client to CONSULTANT
- 1.5 "Contract" means the legally binding written agreement signed between the Client and CONSULTANT and which includes all the attached documents listed in the Consultancy Contract.
- **"Contractor"** if applicable, means the person named as contractor in the contract to be supervised by consultant (if applicable).
- 1.7 "Contractor's Personnel" means personnel whom the Contractor utilizes in the execution of its contract, including the staff, labour and other employees of the Contractor and each subcontractor; and any other personnel assisting the Contractor in the execution of the contract to be supervised by consultant (if applicable).
- 1.8 "Day" means a working day unless indicated otherwise.
- 1.9 "Effective Date" means the date on which this Contract comes into force and effect i.e. date of signing of Agreement.
- 1.10 **"Experts"** means, collectively, Key Experts, Non-Key Experts, or any other personnel of Consultant, Sub-Consultant or JV member(s) assigned by consultant to perform the Services or any part thereof under the Contract.
- 1.11 "Foreign Currency" means any currency other than the currency of the Client's country.
- **"Government"** means the Central or State Government of the Client's country.
- 1.13 "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- 1.14 **"Key Expert(s)"** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract.

- 1.15 "Local Currency" means Indian Rupees (INR).
- 1.16 "Non-Key Expert(s)" means an individual professional provided by Consultant or its Sub-Consultant to perform the Services or any part thereof under the Contract.
- 1.17 "Party" means the Client or Consultant, as the case may be, and "Parties" means both of them.
- 1.18 "Services" means the work to be performed by Consultant pursuant to this Contract.
- 1.19 "Site" (if applicable) means the land and other places where works are to be executed and/or facilities to be installed, and such other land or places as may be specified in the Contractor's contract as forming part of the Site.
- 1.20 "Sub-Consultants" means an entity to whom/which Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- 1.21 "Third Party" means any person or entity other than the Government, the Client, Consultant or a Sub-Consultant.

1.2. Relationship between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and Consultant. Consultant, subject to this Contract, has complete charge of the Experts and Sub-Consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3. Law Governing Contract

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

1.4. Language

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

1.5. Communications

Any communication required or permitted to be given, or made pursuant to this Contract shall be in writing in the English language. Any such notice, request or consent shall be deemed to have been given or made when delivered in person, through post, through a recognized courier, or through email to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in this Contract.

A Party may change its address for notice here under by giving the other Party any communication of such change to the address specified in this Contract.

1.6. Locations

The Services shall be performed at such locations as are specified within this Contract and, where the location of a particular task is not so specified, at such locations as may be agreed mutually by and between the parties.

1.7. Authority of a Lead Member in case of a Joint Venture

In case the Consultant is in a Joint Venture, the members hereby authorize the member specified in this Contract to act as a Lead Member on their behalf in exercising all Consultant's rights and obligations towards the Client under this Contract, including, and without limitation to receiving of instructions and payments from the Client.

1.8. Authorized Representatives

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

1.9. Effectiveness of Contract

This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to Consultant instructing Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in this Contract have been met.

1.10. Fees and Payments to Consultant

The Client shall be liable and responsible under this Contract to pay the agreed Consultancy Fees as proposed by the Consultant and accepted by the Client as a part of the financial bid/proposal made by Consultant as per the Payment Schedule, made a part of this Contract. Such consultancy fees shall be paid by the Client within Thirty (30) days from the date of receipt of the invoice raised by the consultant. In case of delay in payment to the Consultant by the Client, the Client shall pay interest on delayed payments as per the State Bank of India lending rate.

1.11. Termination of Contract for Failure to Become Effective

If this Contract has not become effective within such period after the date of Contract signing as specified in this Contract, either Party may, by not less than Thirty (30) days written notice to the other Party, declare this Contract to be null and void. In the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

1.12. Commencement of Services

Consultant shall confirm the availability of Key Experts and begin carrying out the Services not later than 15 days after the Effective Date specified in this Contract.

1.13. Closure of Contract

Unless terminated earlier pursuant to the provisions under this Contract, this Contract shall be treated as fully performed and closed at the end of such period after the Effective Date, as specified in this Contract.

1.14. Entire Agreement

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

1.15. Modifications / Variations / Change Order

If the Client requests a change in the scope of the Project or the Consultant believes that the scope of work needs to be amended due to additional requirements, change in requirements, rework/abortive work, or delay due to reasons not attributable to the Consultant, Consultant shall make a written narrative of the scope of the change order and the resultant fees for the additional work, to the Client. Only upon the Client's written approval, the Consultant shall proceed with the change order. Consultant shall invoice the Client for additional work in the same manner as for basic services outlined in the Commercial Terms & Conditions section.

1.16. Sub-Contracted Services

Consultant shall be entitled to utilize the services of any persons, firm, or corporate body for execution of any part of the work falling under the scope of Consultant under this agreement on its own and shall inform the Client about the appointed teams. But in any case consultant will not sublet the work to any other agency.

1.17. Force Majeure

Definition

- a) For the purposes of this Contract, "Force Majeure" means an event that is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, epidemic / pandemic, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Experts, Sub-Consultants or agents or employees, nor (ii) any event which

- a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

No Breach of Contract

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all intending to carry out the terms and conditions of this Contract.

Measures to be taken

- a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case, not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c) Any period within which a Party must, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- d) During the period of Consultant's inability to perform the Services as a result of an event of Force Majeure, Consultant, upon instructions by the Client, shall either:
 - a. demobilize, in which case Consultant shall be reimbursed for additional costs they
 reasonably and necessarily incurred, and, if required by the Client, in reactivating the
 Services; or
 - b. continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to the provisions of this Contract.

1.18. Termination

This Contract may be terminated by either Party as per provisions set up below

a) By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified here under. In such an occurrence the Client shall have to give at least Thirty (30) calendar days' written notice of termination, specifying therein detailed reasons as to why the Client

desires to terminate the Contract and give an opportunity to the consultant to respond to the said notice and present before the Client its case as to why the Contract should not be terminated.

- i. If there is an established default in providing services by the consultant and the consultant fails to remedy the default or failure in the performance of its obligations as specified in the notice of termination according to the provisions contained in this Contract.
- ii. If the consultant becomes (or, in case of a Joint Venture, if any of its members become) insolvent or bankrupt or enter into any agreements with its creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary.
- iii. If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the provisions of the Contract.
- iv. If, as the result of Force Majeure, Consultant is unable to perform a material portion of the Services for a period exceeding sixty (60) calendar days.
- V. If the Consultant fails to provide the agreed Key Experts as required agreed between the parties at the time of award of the Consultancy Contract.
- Vi. If the Consultant is engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Client may, after giving Fifteen (15) calendar days' written notice to Consultant, terminate Consultant 's employment under the Contract.

b) By Consultant

Consultant has an equitable authority to terminate this Contract, by not less than Sixty (60) calendar days' written notice to the Client, in case of the occurrence of any of the events specified hereunder:

- If the Client fails to perform its obligations under the Consultancy Contract and is under a material default, not remedied within a period of Thirty (30) days from the date of default, leading to breach of Contract on its part.
- ii. If the Client fails to pay the professional fees to consultant as agreed under the Contract and within the time prescribed under the Contract. Also, if the Client fails to pay any money due to consultant pursuant to this Contract and not subject to dispute between the parties within Thirty (30) calendar days after receiving a written notice from consultant that such payment is overdue.
- iii. If, as the result of Force Majeure, Consultant is unable to perform a material portion of the Services for a period exceeding sixty (60) calendar days.

c) Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clauses 1.18 (a) & (b) herein above, or upon expiration of this Contract, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in this Contract, (iii) Consultant's obligation to permit inspection, copying and auditing of its accounts and records set forth in this Contract and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.

d) Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to 1.18 (a) & (b) herein above, Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to equipment and materials furnished by the Client for the use of the consultant which are the property of the Client, the Consultant shall proceed to deliver the same to the Client. With regards to documents prepared by the consultant, the same shall be delivered to the Client subject to payment of due fees and costs to the consultant in accordance to the Contract Agreement.

e) Payment upon Termination

Upon termination of this Contract, the Client shall make the following payments to consultant:

- i. Payment of services satisfactorily performed prior to the effective date of termination.
- ii. in the case of termination pursuant to Clause 1.18 (a) hereinabove, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

1.19. Limitation of Liability

The entire and collective liability of the consultant for all claims connected with this agreement (including but not limited to negligence), whether in contract, tort, statute, or otherwise, is limited to the professional fees paid for the services and deliverables provided under this Agreement. Consultant shall not be liable for any indirect or consequential losses of any nature whatsoever.

1.20. Copyright and Intellectual Property Rights

1.1 Architectural design is the intellectual property of the Architect. The drawings, specifications, documents, 3D visuals and models as instruments of service are the property of the Architect whether the Project is executed or not. The Client shall retain copies of the consultant's models,

drawings, specifications, 3D visuals and other documents for its information and use in connection with the Project. These shall not be used for any other Project except for the repetition as stipulated in the Council of Architecture (COA) Guidelines. Consultant shall own intellectual rights including copyright of the drawings, documents, 3D visuals and models produced in executing its Scope of Work. Consultant's drawings, specifications, models, 3d visuals or other documents shall not be used by the Client for additions to this Project or for the completion of this Project by others unless Consultant is adjudged to be in default under this Agreement.

- 1.2 Submission or distribution of documents to meet official regulatory requirements in connection with the Project is not to be considered as publication in derogation of the consultant's reserved rights.
- 1.3 The consultant will have rights of publication of Project, in its interest in terms of design, drawings, construction, cost, and photographs. Consultant shall obtain the Client's prior approval for the same.

1.21. Confidential Information

- 1.4 Both parties may acquire, from time to time, privileged and confidential information about the Project or the Client. Each party shall use all efforts to prevent disclosure of any of this information to third parties, unless the information:
 - a) Is already in the recipient party's possession at the time of the disclosure.
 - b) Is received from a third party.
 - c) Is required by law or regulations to be disclosed.
- 1.5 A Non-Disclosure Agreement (NDA) shall be signed between both parties at the start of the Project, if there is a specific requirement from the Client.

1.22. Consultant's Role & Responsibilities

- 1.6 Consultant 's services shall be performed as expeditiously as possible with professional skill and care. Consultant will ensure and maintain the orderly progress of work. Consultant shall submit a schedule for the performance of its services to the Client. This may be revised as the Project proceeds. The time schedule will include allowances for periods of time required for the Client's review and for approval by the Government (Advisory and Statutory authorities), which have jurisdiction over the Project. Consultant or the Client, except for reasonable causes as indicated in the time schedule, shall not exceed time limits. Notwithstanding anything contained in this agreement, for any delay in the Project due to reasons not attributable to consultant, allowances will be made in the total Project duration and Consultant will not be held responsible or penalised for the same.
- 1.7 Consultant shall be responsible for all sub-consultants and other associates, who are appointed by them to carry out parts of the scope of services contained in this Agreement.

- 1.8 Consultant accepts the trust and confidence reposed in them by the Client to provide professional skill and judgement. Consultant will co-operate with all other members of the design and construction team towards completion of the Project.
- 1.9 Consultant 's services shall be performed in accordance with recognised professional standards. The Contract documents prepared by consultant, and any services provided by them under this agreement, shall comply with requirement of the applicable local rules, codes and regulations in force.

1.23. Client's Role and Responsibilities

- 1.10 The Client shall provide full information regarding the requirements for the Project. The Client shall provide a program with the Project objectives, schedule, constraints and criteria including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.
- 1.11 The Client shall provide details of all existing infrastructure and buildings on the site.
- 1.12 The Client shall designate representatives authorised to act on the Client's behalf with respect to the Project. The Client or the authorised representative shall render decisions in a timely manner, regarding documents submitted by consultant so that unreasonable delay is avoided in the sequential and orderly progress of work.
- 1.13 The Client shall furnish to consultant complete information regarding the Project site as may be necessary for consultant to perform its services. This shall include information about building rules and regulations which are in force and applicable to the Project.
- 1.14 Surveys reports shall be provided at the consultant expense, unless mentioned otherwise in the Scope of Works section. Consultant will be responsible for the accuracy and the completeness of such information.
- 1.15 The Client shall give prompt written notice to consultant, if the Client becomes aware of any fault or defect in the Project or non-conformance with the Contract documents.

1.24. Settlement of Disputes

- 1.16 Since all decisions will be taken by consensus, both parties shall make all reasonable efforts to resolve any potential conflict amicably between them through a process of mutual consultations amongst themselves.
- 1.17 If any dispute, difference or disagreement, is not settled amicably between the two parties, such dispute, difference or disagreement shall be referred to Arbitration by either party as per the provisions of the Arbitration and Conciliation Act, 1996.
- 1.18 One Arbitrator will be appointed by consultant and the other by the Client. Both these arbitrators shall decide and appoint the presiding arbitrator.
- 1.19 The seat of Arbitration shall be Dehradun.

- 1.20 The award of the Arbitrator(s) or umpire shall be final and binding upon the Client and Consultant.

 The courts at Dehradun, shall have exclusive jurisdiction to decide the matter arising out of the arbitration.
- 1.21 Except for the matter which is specifically under arbitration, the parties shall continue to perform their respective obligations under this Contract.

Fees of the Arbitrators shall be as per the Schedule IV of the amended Indian Arbitration and Conciliation Act 2015.

SECTION G TECHNICAL FORMS

Section G: Technical Forms

FORM TECH 1 TECHNICAL PROPOSAL SUBMISSION FORM

Location: Date:
To,
Office of Surveyor General of India Hathibarkala Estate Dehra Dun (Uttarakhand)
Dear Sir,
Subject: Request for Proposal (RFP) for Providing Consultancy Services for Preparation of Master Plan for the Survey of India Campus, Hathibarkala Estate, Dehradun
With reference to your RFP Document dated [date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as Design Consultant for [name of assignment]. The Proposal is unconditional and unqualified.
We are submitting our Proposal as sole firm with our specialized service sub-consultants.
We have studied the RFP and all other documents carefully. We understand that except to the extent as expressly outlined in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by Survey of India or in respect of any matter arising out of or concerning or relating to the selection process including the award of consultancy.
The Technical Proposal is being submitted in a separate cover and the Financial Proposal is being submitted online on the Tender Portal. This Technical and Financial Proposal shall constitute the application which shall be binding on us.
We agree and undertake to abide by all the terms and conditions of the RFP Document.
We understand you are not bound to accept any Proposal you receive.
We remain,
Yours Sincerely,
Authorized Signature (in Full and Initials)
Name and Title of Signatory: Name of Firm: Address:

FORM TECH 2 COMPANY PROFILE

SI.	Description	Content
1	Name of the Bidder	
2	Contact Details	
2.1	Address of registered office:	
2.2	Phone:	
2.3	Fax Number:	
2.4	Email ID:	
3	Legal Status of Bidder	
4	Registration Details with Govt. Body	
4.1	Council of Architect No	
4.2	Incorporation No	
4.3	Corporate Identity Number	
4.4	PAN No:	
4.5	GST No	
4.6	Service Tax No	
5	Name of Directors	
6	Bank Account Details	
6.1	ACCOUNT HOLDER'S NAME	
6.2	BANK NAME	
6.3	BRANCH NAME	
6.4	ACCOUNT NUMBER	
6.5	IFSC/RTGS CODE	
7	Contact Person Details	
7.1	Name	
7.2	Designation	
7.3	Phone	
7.4	Email ID	

Bidder's need to submit all Legal registration documents & other details of the firm's.

FORM TECH 3

POWER OF ATTORNEY OF BIDDER APPOINTING DESGINATED REPRESENTATIVE

(Power of Attorney submitted on non-judicial stamp paper duly notarized of appropriate value)

Date:	
To,	Office of Surveyor General of India Hathibarkala Estate Dehra Dun (Uttarakhand)
Dear Si	r,
Subject	: Request for Proposal (RFP) for Providing Consultancy Services for Preparation of Master Plan for the Survey of India Campus, Hathibarkala Estate, Dehradun
attested constitution agreem by Surv	son of xx and presently is associate with us and holding position of xx, whose signature is d below, is hereby authorized by Name of Firm. Registered office at Office Address do hereby ite, to negotiate and settle terms and conditions, finalize, approve, sign and execute ents, documents, endorsements, writings etc. on behalf of Name of Firm as may be required ey of India to Request for Proposal for in accordance with the above-referred d is hereby further authorized to sign and file relevant documents in respect of the above.
to ratify said Att	e hereby for ourselves, our heirs, executors and administrators, ratify and confirm and agree and confirm all acts, deeds and things whatsoever lawfully done or caused to be done by our orney and that all acts, deeds and things done by our said Attorney in exercise of the powers conferred shall and shall always be deemed to have been done by us.
	NESS WHEROF WE, Name of Firm . THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER ORNEY ON THIS XX DAY OF XX Month 2022.
For, Na	me of Firm
Name 8	& Position of Authorised Signatory
Accepte	ed
Witnes	ses:
1. Witn	esses 1 & 2

FORM TECH 4 Details of Sub Consultant

SI.	Description	Content
1	Name of the Sub Consultant	
2	Field of Expertise	
3	Contact Details	
3.1	Address of registered office:	
3.2	Phone:	
3.3	Email ID:	
4	Legal Status of Bidder	
5	Registration Details with Govt. Body	
4.1	Incorporation No or other legal registration number	
4.2	PAN No:	
4.3	GST No	
5	Name of Key Personnel	
6	Contact Person Details	
6.1	Name	
6.2	Designation	
6.3	Phone	
6.4	Email ID	

Note: Each sub consultant needs to submit the Letter of Associate on their letter head as per Form Tech 5.

FORM TECH 5 Letter of Association

To,

Office of Surveyor General of India Hathibarkala Estate Dehra Dun (Uttarakhand)

We, Name of Key Personnel, Designation on behalf of Name of firm do hereby solemnly affirm and

declare as follows:

We are proposed to engaged as sub consultant with Name of lead firm for Providing Comprehensive

consultancy services for XX

We are not associated for the same sub head with other bidder(s) intended to participate in the bid

for the same work.

Our firm understand that in case above is discovered at any stage, our firm shall be liable for

restrainment from bidding in Survey of India or participation in Survey of India's tender in any manner,

apart from any other appropriate contractual action including debarment/blacklisting.

Name & Position of Authorised Signatory

Name of Firm

Place : XX

Date : XX

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FORM TECH 6 TEAM COMPOSITION

FORM TECH 5: TEAM COMPOSITION AND TASK'S ASSIGNMENT

1. Key Personnel and Managerial Staff:

S. No.	Name	Position	Qualification
1			
2			
3			
4			
-			
-			
-			

2. Technical Support Staff

S. No.	Name	Position	Qualification
1			
2			
3			
4			
-			
-			
-			

FORM TECH 7 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:	
Name of Firm:	
Name of Staff:	
Profession:	
Date of Birth:	
Years with Firm/ Entity:	Nationality:
Membership of Professional Association	ns:
Detailed Tasks Assigned:	

Key Qualifications:

[Give on outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education

[Summarize college/ university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor, in speaking reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications, and my experience.

Date: [Signature of staff member or authorized representative of the Firm] Day/Month/Year

Note: The maximum number of pages of a CV should not exceed over 5 (five) pages.

FORM TECH 7 STAFFING SCHEDULE FOR KEY PROFESSIONALS AND TECHNICAL SUPPORT PERSONNEL

S. No.	Name	Position		Months (in the Form of a Bar Chart)											
			1	2	3	-	-	-	-	-	-	-	-	-	Number of Months
															Sub Total (1)
															Sub Total (2)
															Sub Total (3)
															Sub Total (14)
															Sub Total (15)

Signature (Authorized Representative) Full Name: Title:

Address:

FORM TECH 8 WORKS SCHEDULE

SI. No.	Item Work/Task/ Sub- Task	Month-wise Program (in form of Bar Chart) (1 st , 2 nd & 3 rd are months from the start of assignment)							
1		1 st	2 nd	3 rd	4 th				
2									
3									
4									
5									

^{*}As indicated in ToR and may be additionally added by Consultants based on Approach and Method as required for the Assignment. (Consultants will indicate as per the requirement)

FORM TECH 9 BANK GAURANTEE FORMAT FOR SECURITY DEPOSIT

To,

Office of Surveyor General of India Hathibarkala Estate Dehra Dun (Uttarakhand)

RFP / Tender Notice No: XX

- i) This Deed of Guarantee made on this day of ___/07/2024 between Name of Bank_(hereinafter called the "Bank") of the one part, and Name of Client (hereinafter called "the Authority") of the other part.
- i) Whereas the Authority has awarded the Contract for **Name of Project** (hereinafter called the Contract) **Name of Consultant**. (hereinafter called the Consultant).
- ii) AND WHEREAS the Consultant is bound by the said Contract to submit to the Authority a Performance Security for a total amount of Rs.XX/-. 3% of the total contract value.
- iii) NOW, WE THE UNDERSIGNED **Name of Bank** do hereby unconditionally and irrevocably undertake to pay to the Authority an amount not exceeding **Rs.XX** (**Rupees XX only**) (3% of contract value) without any demur, merely on a demand in writing from the Authority stating that the amount Claimed is due and Payable by the Consultant. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We, the Bank, further undertake to pay to the Authority any money so demanded notwithstanding any dispute raised by the Consultant in any manner whatsoever and our liability under these presents is absolute, unconditional, unequivocal and irrevocable.
- iv) We, the Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement.
- v) This Guarantee is valid for a period of **XX** from the date of signing or up to the completion of the project whichever is less and extendable as per mutual consent. We undertake not to revoke this guarantee during its currency without the written consent of the Authority.
- vi) At any time during the period in which this Guarantee is still valid, if the Authority agree to grant a time extension to the Consultant or if the Consultant fails to complete the works within the time of completion as stated in the Contract, or fails to discharge itself of the liability or damages or debts as stated above, it is understood that the Bank will extent this Guarantee under the same condition for the required time on demand by the Authority and at the cost of the Consultant.
- vii) The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Consultant.
- viii) The neglect or forbearance of the Authority in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Authority for the payment hereof shall in no way relieve the Bank of their liability under this deed.
- ix) We, the Bank, undertake not to revoke this Guarantee except with the previous consent of the Authority in writing. This Guarantee shall be valid up to **XX Months** from the date of signing and we undertake to renew/extend this Guarantee from time to time till the completion of

- performance by the Consultant of its obligation under the Contract and/or as demanded by the Authority.
- x) The expressions "the Authority", "the Bank" and "the Consultant" hereinbefore used shall include their respective successors and assignees.

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN:-

- I. OUR LIABILITY UNDER THIS BANK GUARANTEE SHALL NOT EXCEED TO Rs.XX/-
- II. THIS BANK GUARANTEE SHALL BE VALID UPTO (XX.XX.XXXX)
- III. IT IS CONDITION OF OUR LIABILITY FOR PAYMENT OF THE GUARANTEED AMOUNT OR ANY PART THEREOF ARISING UNDER THIS BANK GUARANTEE THAT WE RECEIVE A VALID WRITTEN CLAIM OR DEMAND FOR PAYMENT UNDER THIS BANK GUARANTEE ON OR BEFORE (XX.XX.XXXX)
- IV. FAILING WHICH OUR LIABILITY UNDER THE GUARANTEE WILL AUTOMATICALLY CEASE.
- V. WE ARE LIABLE TO PAY THE GUARANTEE AMOUNT OR ANY PART THEREOF UNDER THIS BANK GUARANTEE AS DEMANDED BY Name of Client. UPON US A WRITTEN CLAIM OR DEMAND ON OR BEFORE (XX.XX.XXXX)
- VI. THE SAID BANK GUARANTEE IS NON ASSIGNABLE IN NATURE, HENCE IT CANNOT BE ASSIGNED / TRANSFERRED TO ANY THIRD PARTY.
- VII. THE SAID BANK GUARANTEE CANNOT BE AUTO-RENEWED.

In witness whereof we of the Bank have signed and sealed this Guarantee on the ____/07/2024 being herewith duly authorized.

For and on behalf of the Name of Bank

Name of Bank

Address of Bank

SECTION H FINANCIAL FORMS

FORM FIN 1

FINANCIAL PROPOSAL
Location: Date:
То,
Office of Surveyor General of India Hathibarkala Estate Dehra Dun (Uttarakhand)
Dear Sir,
Subject: Request for Proposal (RFP) for Providing Consultancy Services for Preparation of Master Plan for the Survey of India Campus, Hathibarkala Estate, Dehradun
We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Part. In submitting our Financial Part, we make the following additional declarations:
(a) Our bid shall be valid for the period 90 days from the date of the bid submission deadline as per Data sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
(b) The total price of our Bid, including any discounts offered in item (c) below, is:
[insert the total price of the bid in words and figures];
(c) We understand that this RFP, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
Yours Sincerely,
Authorized Signature (in Full and Initials)
Name and Title of Signatory: Name of Firm: Address:

SECTION I DRAFT CONTRACT

Section I: Draft Contract

(Contract executed on non judicial stamp paper duly notarized by public notary of appropriate value)

This CONTRACT (hereinafter Called the "Contract") is made on the between on the one hand Name of client (hereinafter called the "Client") having office at client address and, on the other hand, Name of Consultant (herein after called the "Consultant") having office at client address.

The terms Client and Consultant shall wherever the context admits and means include its legal representatives, successors and assigns-in-interest.

WHEREAS the Client Name appoint Name of Consultant for Name of Project (Tender ID:) and to retain the services of Name of Consultant.

WHEREAS

- (a) the Employer has requested the Consultants to provide certain consulting services as defined in the RFP Document No. XX (hereinafter called the Services");
- (b) the Consultants, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- The following documents attached hereto shall be deemed to form and integral part of this Contract:
 - (a) RFP Documents.
 - Minutes of Pre-bid Meeting. (b)
 - Clarification Documents/ Corrigendum. (c)
 - (d) Consultant Online financial Proposal
 - Minutes of Negotiation Meeting (e)
 - (f) Work Order

EOD AND ON DEHALE OF [NAME OF CHENT]

- (g) Performance Security Deposit Submitted by Consultant
- 2. The mutual rights and obligations of the Employer and the Consultants shall be as set forth in the Contract, in particular:
 - (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and Contract; and
 - (b) The Employer shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND C	ON BEHALF OF [NAME OF CLIENT]	2 nos. of Client witness
Ву	(Authorized Representative)	
FOR AND C	ON BEHALF OF [NAME OF CONSULTANTS]	2 nos. of consultant witness
By (A	uthorized Representative)	