

UJJAIN SMART CITY LIMITED, UJJAIN



REQUEST FOR PROPOSAL

for

**Empanelment of Consultants & Architects / firm at Ujjain
Smart City Limited, Ujjain, Madhya Pradesh**

NIT No. uscl/342

TENDER ID: 2024_UAD_354253_1

RFP Publication Date: 28 JUNE 2028

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6. The issue of this RFP does not imply that USCL is bound to select/appoint an Interested Party and USCL reserves the right to reject all or any of the RFPs without assigning any reason whatsoever. Interested Parties shall bear all their costs associated with or relating to the preparation and submission of their RFPs including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by USCL, or any other costs incurred in connection with or relating to their RFPs. All such costs and expenses will remain with the Interested Party and USCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by any Interested Party in preparation or submission of the RFP.

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INVITATION FOR REQUEST FOR PROPOSAL (RFP)

NIT No: USCL/342

Date: 28-June-2024

Ujjain Smart City Limited (USCL) invites REQUEST FOR PROPOSAL from reputed organization / agency for “Empanelment of Consultants & Architects / firm” for providing Technical Consultancy Services, Architectural Planning, Designing & Estimation, Preparation of Detailed Project Report (DPR), Bid Process Management etc for various Infrastructures, building construction and projects in Ujjain, Madhya Pradesh. Interested firms may submit their proposals on e-procurement portal i.e. www.mptenders.gov.in as per below mentioned details:

1	Name of the Work	Empanelment of Consultants & Architects / firm Group A – for Projects costing up to Rs. 10.00 Cr. Group B – for Projects costing above Rs. 10.00 Cr.
2	Cost of RFP document	Rs. 5,000 (Rupees Five Thousand only) non-refundable (through Online e-Tendering Payment Gateway only)
3	Earnest Money Deposit / Bid Security	Rs. 50,000 (Rupees Fifty Thousand only) (through online only)
4	Last date to send in requests for clarifications on the Tender	Queries shall be sent to ujjainsmartcity@gmail.com before 24 hours from scheduled Pre-Bid Conference date.
5	Time, Date and Venue for Pre- Bid Conference	NA
6	Bid (Technical and Commercial) Submission End Date (Online)	17/07/2024 Upto 17:00 hrs
7	Technical bids opening time and date	19/07/2024 on after 11:00 hrs

- i) In case of any mismatch in key dates and time, key dates and time showing on e-portal shall be final. For more details, please refer to e-procurement website: www.mptenders.gov.in. Corrigendum or amendments, if any, shall be uploaded on this website only.
- ii) Proposal submissions must be received not later than the due date specified in the data sheet in the manner specified in the RFP document.
- iii) The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the “PDD”). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, firms will not be permitted to modify their proposals.
- iv) The empanelment will be valid for a period of **5 (Five) years** or till fresh empanelment is done, whichever is earlier
- v) The Executive Director, Ujjain Smart City Limited reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected application/s of the grounds.

Executive Director
Ujjain Smart City Limited

1 Objectives

- 1.1 USCL (Client) requires the services of suitably qualified and experienced Consultants and Architects / Firms to provide Technical Consultancy Services, Architectural Planning, Designing & Estimation, Preparation of Detailed Project Report (DPR), Bid Process Management etc for building & infrastructure works in order to ensure that construction works are planned, designed and scheduled in accordance with the standard fixed by the National standards and codes to the satisfaction of the USCL. The consultant will be required to have team of suitably qualified & experienced planners, architects, engineers and other professionals with expertise of modern designing, drawing and planning software and facilities, being competent to carry out all of related works and activities.

2 Amendments to Document

- 2.1 At any time prior to the deadline for submission of RFP, USCL may, for any reason, whether at its own initiative or in response to clarifications requested by any Interested Party, or in its absolute discretion, without being under any obligation to do so, update, amend or supplement any information, objective, assessment or assumption contained in this RFP or modify the RFP document by the issuance of addendum/corrigendum.
- 2.2 Any addendum/corrigendum thus issued shall be part of this RFP and shall be posted on the www.mptenders.gov.in
- 2.3 Interested participants are required to check the website regularly for the updates related to the RFP before submitting the proposals.

3 Information to Applicants

- 3.1 Empanelment documents can be downloaded from the website www.mptenders.gov.in
- 3.2 Application form for empanelment shall be submitted online on or before the date of submission mentioned in the schedule of RFP.
- 3.3 The application shall be submitted only as per the enclosed format(s) along with all the Annexure. Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.
- 3.4 The intending applicants shall also submit the list of such projects where due to any disputes, litigation/arbitration was invoked and / or the consultancy services were abandoned/suspended by the Client. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/Consultant(s)/Architect(s) concerned, if such information comes to the notice of USCL after empanelment.
- 3.5 Incomplete applications will be summarily rejected without any notice. No correspondence will be made in this subject and applicant will be entirely responsible for the same.
- 3.6 The Authority has adopted a **one-stage-one-envelope** selection process (collectively the “**Selection Process**”) for evaluating the Proposals comprising of technical bids and financial bids to be submitted by the Applicant. For avoidance of doubt, both the Technical Proposal and the Financial Proposal shall be submitted only online through e-procurement portal.
- 3.7 USCL reserves the right to reject any or all applications without assigning any reason thereof.

- 3.8 The empanelment will be valid for a period of **5 (Five) years** or till fresh empanelment is done, whichever is earlier, on the same approved fee. The period of empanelment can be extended for a further period depending upon the requirement & performance of the consultants / architects.
- 3.9 Empanelment does not necessarily mean that a job will be assigned to the Consultant / Architects.
- 3.10 Clarifications, if necessary, will be sought from the applicants before empanelment. All information submitted by the applicants during the process of empanelment will be the property of USCL and will not be returned.
- 3.11 Based on the assessment of the documents submitted by the applicant firm and recommendations of the evaluation committee, the list of empaneled consultants will be prepared and the applicants will be informed by USCL.
- 3.12 USCL will allot the work on the basis of specialization & performance of the empaneled consultant on the approved rates (as per Group and Category).
- 3.13 Successful empaneled consultants shall have to pay “**Security Deposit**” in the form of DD / FDR / Bank Guarantee for different works allotted to them as per the norms.

4 Instructions to Applicants

4.1 General

- a) In case an applicant firm possesses the requisite experience and capabilities required for providing the services, it may participate in the Selection Process individually (the “**Sole Firm**”) in response to this invitation. **No Consortium / Joint Venture / Association is allowed to participate under this RFP.** The term applicant (the “**Applicant**”) means the Sole Firm / Company.
- b) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- c) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- d) The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. In case of printed and published documents also each pages 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.
- e) Copies of the references, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by USCL, when required.

- f) The applicants are advised to attach any additional information which they think fit and necessary with regard to proving their capabilities. No further information will be entertained after submission of the application unless it is called for by the USCL.
- g) The application must be proper and in sequence as per RFP.
- h) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant. USCL in no case will be responsible or liable for these costs regardless of the outcome of the process.
- i) Each Applicant shall submit only one (1) Proposal, in response to this RFP. Any Applicant, who submits more than one Proposal, will be disqualified.

4.2 Definitions

4.2.1 In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) **“Employer / Client”** means respective office of Ujjain Smart City Limited (USCL) within its jurisdiction, and includes the employer's representatives, successors, administrators and assigns.
- b) **“Bidder / Applicant”** means Proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant’s personal representatives, successors, executors and assigns.

4.3 Method of Applying

4.3.1 The Proposals must be properly signed by the authorised representative (the **“Authorised Representative”**) above his/her full type written name and full name of firm/company with the current address as detailed below:

- a) by the proprietor, in case of a proprietary firm; or
- b) by all partners, in case of a partnership firm and/or a limited liability partnership or alternatively by a partner holding Power of Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application; or
- c) by a duly authorised person holding the Power of Attorney for signing the application, in case of a Limited Company or a Corporation.

4.4 Right to reject any or all Proposals

4.4.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

4.4.2 Without prejudice to the generality of Clause 4.4.1, the Authority reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation / improper response by the Applicant may lead to the disqualification of the Applicant.

4.5 Pre-bid Conference

4.5.1 A Pre-Bid conference will be held in the Conference Hall of Ujjain Smart City Limited, Simhastha Mela Office, Kothi Road, Ujjain (M.P.) as mentioned in Invitation for REQUEST FOR PROPOSAL (RFP). Applicants may send their queries in writing by sending them through post / courier / in person to the address below at least 24 hours prior to the Pre-bid meeting date.

4.5.2 All communications including the submission of Proposal should be addressed to:

**Chief Executive Officer,
Ujjain Smart City Limited
Mela Office, Kothi Road, Ujjain - 456010, Madhya Pradesh, India**
Phone: 0734-2520319, Email: ujjainsmartcity@gmail.com

5 Group and Category of Empanelment

5.1 Consultants/Architects shall be empaneled under the following groups:

Group A – for Projects costing up to Rs. 10.00 Cr.

Group B – for Projects costing above Rs. 10.00 Cr.

***Note 1:** A Consultant / Architect empaneled in higher Group will be eligible to work for lower Group projects i.e., Consultant / Architect empanelment in Group “B” will be eligible to work for projects under Group “A”.*

***Note 2:** A Consultant / Architect will be eligible to apply for any one group, subject to fulfilling Eligibility Criteria.*

5.2 Empaneled Consultants/Architects shall be allotted with following Category / Type of projects:

- a) Development and rejuvenation of water bodies (Lakes, Ponds, Step-well, Dug-well etc), River front development including surrounding developments etc.
- b) Development of roads, footpaths and junction development with underground and overhead electrification, culverts, foot over bridge etc.
- c) Development of Landscaping, horticulture and placemaking work including external electrification, water supply and other necessary works.
- d) Development of Buildings [Residential, Commercial, Industrial, Govt. Offices, Health & Education Facilities, Auditoriums, Sports Complex, Clubs and Recreational Complex, Transport Facilities (bus stations, terminals, logistic hubs etc) including site development etc.
- e) Development of Urban Water Supply, Storm water drains, Sewerage, Solid Waste management, Solar Power projects, Rain Water Harvesting, Nala development and other infrastructure works
- f) Heritage Conservation and Restoration works

***Note 1:** A Consultant / Architect is free to apply for any / all Categories for projects / works, subject to fulfilling Eligibility Criteria.*

6 Minimum Eligibility Criteria

- 6.1 Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.
- 6.2 The Bidder has to fulfill technical and financial eligibility criteria stated below for each Group and Category of project for which they intend to bid for.

Group A – for Projects costing up to Rs. 10.00 Cr.

(A) Basic Eligibility criteria:

1. The applicant participating in the selection process may either be:
 - i) Registered under The Company’s Act 1956 / 2013, or;
 - ii) Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or partnership firm registered as per Indian Partnership Act 1932, or;
 - iii) Sole Proprietorship.
(proof of incorporation / registration must be enclosed with technical proposal)
2. The Applicant must have a valid GST and Income-tax registration in India (proof of registration must be enclosed with technical proposal).
3. The Applicant must have at least an office in India to run the business which is operational for a period of last 5 (five) years or more, from the date of publishing of this RFP.

(B) Technical Capacity:

The Applicant should have during the last 5 (five) years, from the date of publishing of this RFP, undertaken assignments for a Govt./Semi Govt. Organization, wherein the Applicant had provided Technical Consultancy Services, Architectural Planning, Designing & Estimation etc for similar category / type of Projects as stated in Clause 5.2) for:

- at least 3 completed Projects costing more than Rs. 2.00 Cr.; or
- at least 2 completed Projects costing more than Rs. 2.50 Cr.; or
- at least 1 completed Projects costing more than Rs. 4.00 Cr.

Copy of Work order / Agreement along with Experience/Completion Certificate (issued by not below the rank of Executive Engineer for Government Bodies) is to be submitted along with the proposal.

(C) Financial Capacity:

The Applicant should have minimum average annual consultancy turnover of Rs. 0.25 Crores per annum of any 3 (three) financial years from last 5 (five) financial years ending on 31st March 2023 as per the audited annual reports duly certified by the Statutory Auditor with valid UDIN.

Group B – for Projects costing above Rs. 10.00 Cr.

(A) Basic Eligibility criteria:

1. The applicant participating in the selection process may either be:
 - i) Registered under The Company’s Act 1956 / 2013, or;
 - ii) Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or partnership firm registered as per Indian Partnership Act 1932, or;
 - iii) Sole Proprietorship.
(proof of incorporation / registration must be enclosed with technical proposal)
2. The Applicant must have a valid GST and Income-tax registration in India (proof of registration must be enclosed with technical proposal).
3. The Applicant must have at least an office in India to run the business which is operational for a period of last 5 (five) years or more, from the date of publishing of this RFP.

(B) Technical Capacity:

The Applicant should have during the last 8 (eight) years, from the date of publishing of this RFP, undertaken assignments for a Govt./Semi Govt. Organization, wherein the Applicant had provided Technical Consultancy Services, Architectural Planning, Designing & Estimation etc for the similar category / type of Projects as stated in Clause 5.2) for:

- at least 3 completed Projects costing more than Rs. 6.00 Cr.; or
- at least 2 completed Projects costing more than Rs. 7.50 Cr.; or
- at least 1 completed Projects costing more than Rs. 12.00 Cr.

Copy of Work order / Agreement along with Experience/Completion Certificate (issued by not below the rank of Executive Engineer for Government Bodies) is to be submitted along with the proposal.

(C) Financial Capacity:

The Applicant should have minimum average annual consultancy turnover of Rs. 0.50 Crores per annum of any 3 (three) financial years from last 5 (five) financial years ending on 31st March 2023 as per the audited annual reports duly certified by the Statutory Auditor with valid UDIN.

- 6.3 The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its annual consultancy turnover of any 3 (three) financial years from last 5 (five) financial years ending on 31st March 2023 which the bidder desire to claim for fulfilling the Financial Capacity. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

7 Staff to be Deployed

- 7.1 The selected consultant needs to depute the following professional during the entire project ***(CVs to be enclosed with the proposal along with required credentials)***.

Category	Position	Minimum Educational Qualification and Experience
Category A	Architect (1 No.)	B.Arch with minimum 7 years of experience in Planning, Designing and Implementation of Residential / Commercial / Institutional / Transport / Others projects etc.
	Civil Engineer (1 No.)	B.E. (Civil) with minimum 7 years of experience in preparation of BOQ, tender document and site supervision for Implementation of Residential / Commercial / Institutional / Transport / Others projects etc.
Category B	Lead Architect (1 No.)	B.Arch with minimum 15 years of experience in Planning, Designing and Implementation of Residential / Commercial / Institutional / Transport / Others projects etc.
	Architect (1 No.)	B.Arch with minimum 10 years of experience in Planning, Designing and Implementation of Residential / Commercial / Institutional / Transport / Others projects etc.
	Civil Engineer (1 No.)	B.E. (Civil) with minimum 7 years of experience in preparation of BOQ, tender document and site supervision for Implementation of Residential / Commercial / Institutional / Transport / Others projects etc.

Note:

- (i) Architect should be registered with Council of Architecture, New Delhi.
- (ii) The bidder's must submit genuine CVs of the persons who are actually working with the consultant. The Consultants should refrain using hired CVs or the CVs without consent. In case any such incidence, if comes to the notice of the USCL, the same shall be viewed seriously and may involve termination of contract

7.2 It may be noted that the apart from above stated technical staff, the consultant shall depute other professionals such as Civil engineer, Structural engineer, Electrical engineer, Landscape architect, Horticulturist, Conservation Architect, Fire Fighting consultant, HVAC consultant etc as per the Category / Type of projects applied, requirement of the project and on instruction of engineer in-charge for successful execution of the project work.

8 Period of Empanelment

- 8.1 The empanelment of the Consultants/Architects will be for a period of **5 (Five) Years** from the date of empanelment or till fresh empanelment is done, whichever is earlier, on the same approved fee. However, the client reserves the rights to cancel the empanelment of any or all the consultant(s) and request a fresh proposal for empanelment at any time.
- 8.2 The client reserves the right to curtail or extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be final and binding.
- 8.3 The empanelment of the Consultants/Architects will remain in force for the purpose of completion of all works allotted during the period of empanelment until they have been completed in all respect.

9 Preparation and Submission of Bid

- 9.1 The application documents should be signed and stamped on each page of the application. Additional sheets, if any, added by the consultant, should also be page numbered and submitted as a package with signed Covering Letter (Annexure 1).
- 9.2 For the purpose of pre-qualification, parameters like minimum work experience, financial strength, registration with Income Tax (PAN) & GST etc. are to be fulfilled by the applicant.
- 9.3 The intending Consultant should submit the prescribed documents like:
- i) Covering Letter (Annexure 1)
 - ii) Applicant Form for Empanelment (Annexure 2)
 - iii) Organizational Details (Annexure 3)
 - iv) Curriculum Vitae (CV) of proposed Professional Personnel (Annexure 4)
 - v) Details of Proprietor / Partners / Directors (Annexure 5)
 - vi) List of Consultancy / Architectural Consultancy Assignments Completed (Annexure 6)
 - vii) List of Consultancy / Architectural Consultancy Assignments in Progress (Annexure 7)
 - viii) Financial Status (Annexure 8)
 - ix) List of Equipment’s available with the Firm / Company (Annexure 9)
 - x) Litigation / Arbitration details (Annexure 10)
 - xi) Affidavit (Annexure 11)
 - xii) Checklist of Group and Tye of Projects / Works applied by the Bidder (Annexure 12)
- 9.4 The gross annual turnover, balance sheet and profit & loss account of last 3 years or for the period as specified in the document should be certified by the Chartered Accountant. In case, no turnover is shown in any particular year, the average turnover would be worked out considering nil turnover in that particular year.
- 9.5 All the applications received, shall be evaluated on the basis of information and documents submitted by the applicant. Applicant must submit soft copies of all the relevant paper to meet the qualifying criteria to get empaneled. All documents should be sealed & signed by the applicants. In case the applicant is not found suitable for the applied Group, their application may be considered for the prequalification in lower monetary group.
- 9.6 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a ‘NIL’ or ‘NO SUCH CASE’ entry should be made in that column. If any particular / query is not applicable in case of an applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing/furnishing false information may result in the applicant being rejected.
- 9.7 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.

- 9.8 Any information furnished by the applicant found to be incorrect either immediately or at a later date would render him liable to be debarred from pre-qualification / tendering / taking up works in USCL.

10 Allotment of Work

- a) Depending upon the requirement, the Client will invite all the Consultants / Architects empaneled under particular group and category of project to submit their technical proposals.
- b) USCL can float the competition between empaneled firms according to group of empanelment for any category / type of project. The time for submitting any proposal will be according to the size and scope of given work.
- c) USCL can invite the empaneled firms/ organization for presentation of any floated work/project.
- d) USCL will review the submitted proposals / presentation and allot the work to the best proposal.
- e) USCL also reserves the right to allot the work to any of the empanelment Consultants/Architects after giving due consideration to the suitability and competence of Consultants/Architects to handle jobs, with due regard to their proven track record, which shall be reviewed by USCL, as found necessary, from time to time.

11 Scope of Work

- 11.1 The Consultants / Architects shall provide services in respect of the following works:

1. Architectural work and site / surrounding development
2. Structural Designing work
3. Water supply, sewerage, drainage, sanitary, plumbing and road work
4. Electrical works
5. Heating, ventilation and air conditioning work (HVAC)
6. Acoustical works
7. Landscape and horticulture work
8. Interior designing and graphic designing
9. Any other services as per the requirement of the project or as desired by the client

- 11.2 The broad scope of the consultancy include preparation of DPR including planning, designing & detailing of architectural, structural and allied services, interior designing, bid process management etc of the proposed projects required to complete the work successfully. The consultant shall faithfully, expeditiously, economically and honestly perform the following service:

1. Taking USCL instructions, discussions with USCL about the specific requirements, site appraisal, conducting field survey and investigations and conceptualization of the assigned work.
2. Carrying out Contour Survey, Topographical Survey, Soil investigation and Testing, Geographical Survey, Aquifer Survey etc. as may be necessary with prior approval from USCL, Engineer-in-Charge, will be under the scope of the Consultant.
3. For planning purpose, required survey work of various squares / left turns / roads etc will be done by consultant for which no extra payment will be paid by USCL.

4. On the basis of base line data, consultant shall prepare Conceptual Plan, Floor Plans, Sections & Elevations of building & facilities and a broad cost estimate on Plinth Level basis which shall be in accordance with local governing codes / standards etc. Carry out necessary revisions as per directions of competent authority and prepare final concept designs & 3D views for the approval along with revised cost.
5. Based on approved concept plan, prepare detailed Site Plan, Layout Plan, Architectural Working Drawings, Plans, Elevations, Sections, Views etc. with details of area analysis, building geometry etc., wherever required. Prepare Structural Calculations, Structural Drawings & Designs, Interior Design Details, Layout Drawings for Water Supply & Drainage, Electrical, Mechanical Utilities, PHE, Parking, HVAC, Landscape etc, along with Detailed Estimates required to invite tenders to commence work at site and for the proper execution during construction. If walk through / physical models are required to be prepared, consultants shall be reimbursed at actual based on documentary evidence; however prior approval of the same must be obtained from USCL.
6. Submit the DPR with plans, designs and estimations etc for the scheme (Hard copy minimum 3 sets and Soft copy including AutoCAD or other relevant software files).
7. Use of value engineering concepts to consider alternate design solutions to optimize expected cost / worth ratios. Design should include incorporation of maximum possible natural light / ventilation, visually impaired & physically disabled friendly & Green Building concepts to the extent possible along with flexibility for future changes.
8. Preparation & submission of required Layout Plan, Site Plan, Drawings (Architectural, Structural etc) conforming to latest Development Control Regulations (DCR) and local bye-laws to the Statutory authority(s).
9. Liaisoning and obtaining requisite approvals / permissions from the concerned Statutory Authorities prior to commencement of work and also after successful completion of the work.
10. Preparation of technical specifications, cost estimates including rate analysis (based on UADD / MPPWD / Other prevailing SOR), bill of quantities etc.
11. Preparation of all good for construction drawings i.e., architectural drawings, interior drawings, structural designs, landscape drawings, internal and external MEP / utility services, telecommunications, networking, graphic signage's, firefighting, security systems, parking etc. as per the approved technical specifications.
12. Preparation of landscape architecture, interior architecture, architectural conservation, graphic design and signage's etc.
13. All Level sheet of entire work should be verified by consultant with 100% liability.
14. Submitting PERT Chart / Bar Chart incorporating all the activities required for completion of the project well in time i.e., Preparation of working drawings, structural drawings, detailed drawings, tendering process, actual construction on site etc.
15. Preparation of Tender drawings (based on MPPWD 2.10 / other guideline) and technical specifications for materials and equipment.
16. Preparing of detailed composite tender documents after approval of draft bid document for various services viz. general building work & specialist services such as water supply & sanitary installations, electrical installation etc complete with articles of agreement, conditions of contract, special conditions, specification, bill of quantities based on respective SOR including detailed analysis of rates based on market rates, if required, time & progress charts etc.

17. Assistance to USCL in organising Pre-bid meeting, providing clarifications to bidders, replying to queries raised by the bidders, preparation of addendum / corrigendum, evaluation of bids, assisting USCL in signing of agreement and finalization of construction agencies etc.
18. Preparing and supplying to USCL, 3 copies of the contract documents including all drawings, specifications and other particulars.
19. Approval of USCL is required on all drawings, specifications, documents etc. and Consultant shall be responsible for providing modifications, incorporation of suggestions etc. Approval of structural drawings, designs and DPR from IIT / NIT / State Govt. Engineering College shall be in the scope of consultant at its own cost.
20. Ensure availability of all required key professionals for the services such as architectural, structural, MEP/utility services, landscaping, firefighting, conservation etc. for the project designing and during execution.
21. In case of new construction, the design shall be strictly in accordance with the latest Indian Standard Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAAD PRO or equivalent. The provisions in various BIS Codes shall override the packages output.
22. Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding environment and neighbourhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.
23. Preparation and issue of working drawings with all details for proper execution of the work.
24. Site inspections by respective experts to review and ensure approved design compliance by the executing agency.
25. Preparation and planning of all design details, deliverables and plan the construction program to complete the project in prescribed timeframe. Review programs submitted by the contractors.
26. The consultant shall be responsible to keep a check on time frame of completion of work in co-ordination with the engineer / contractor and the client.
27. Revision of drawing details and specifications as and when required in due course of construction progress and re-approval, if required.
28. Identify construction delay and recommend to USCL remedial measures to expedite the progress.
29. Determine any extension of the project completion schedule to which the contractor is entitled & notify the same to USCL accordingly.
30. No deviations or substitutions should be authorized by the consultant without working out the financial implication, if any, to the contractor and prior approval should be obtained from USCL in this regard.
31. Assist USCL in arriving at any cost variation and its impact on design during construction stage, related to drawing & design.
32. Consultant should visit the project site from time to time as per major aspect of the project for proper execution of all works by contractor as per approved drawings.
33. The consultant shall attend all the review meetings conducted by USCL, Ujjain from time to time without any extra cost and shall also be available for any clarifications and bring

- out any issues related to construction which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra shall be made.
34. Any other services connected and required for the work, usually and normally rendered by the consultant, but not referred to herein above.
 35. Assist USCL in all arbitration proceedings between the contractors and USCL and also defend USCL in such proceedings.
 36. Advise and assist USCL in preparing suitable replies to the Central Vigilance Commission or any other statutory authorities and also in the arbitration proceedings, if any, in case of need.
 37. On completion of the project, certify “as made” completion drawings prepared by the Consultant for architectural, structural, water supply & drainage works, electrical & other services along with a brief report on the project & relevant structural design calculations and submitting 3 copies (Hard and Soft copy including AutoCAD file) of the same for the records of the employer.
 38. Assisting USCL in obtaining final building completion certificate and securing permission of municipality and such other authority for occupation of the building, if applicable.
 39. Any other task as desired by USCL for successful completion of the project.

12 Payment Terms and Schedule

12.1 The Consultant Fees shall be fixed in the form of Percentage of the actual Project cost which will be inclusive of all the overhead expenses and taxes excluding GST, which will be paid extra as per prevailing rates.

12.2 Ujjain Smart City Limited shall pay following fee to consultants:

S. No.	Categories	Consultancy Fee (in Percentage of actual Project Cost)	
		Group A (Project costing up to Rs. 10.00 Cr.)	Group B (Project costing above Rs. 10.00 Cr.)
1	Development and rejuvenation of water bodies (Lakes, Ponds, Step-well, Dug-well etc), River front development including surrounding developments etc.	2.00%	1.50%
2	Development of roads, footpaths and junction development with underground and overhead electrification, culverts, foot over bridge etc.	1.50%	1.25%
3	Development of Landscaping, horticulture and placemaking work including external electrification, water supply and other necessary works.	1.75%	1.50%
4	Development of Buildings [Residential, Commercial, Industrial, Govt. Offices, Health & Education Facilities, Auditoriums, Sports Complex, Clubs and Recreational Complex, Transport Facilities (bus	2.00%	1.75%

	stations, terminals, logistic hubs etc] including site development etc.		
5	Development of Urban Water Supply, Storm water drains, Sewerage, Solid Waste management, Solar Power projects, Rain Water Harvesting, Nala development and other infrastructure works	2.00%	1.50%
6	Heritage Conservation and Restoration works	2.50%	2.00%

12.3 Schedule of Payment

The Consultant shall be paid professional fee in the following stages consistent with the work done. Payment made to the consultant shall be adjusted against the final account payable.

S. No.	Work Particulars	Bill amount, as % of Total Consultancy Fee
1.	STAGE 1: On submission of required plans, drawings, designs, layout plan, report, preliminary estimate of proposed scheme, DPR and all other document required for taking necessary approval, after technical check and then submission of final documents.	10% of the total Fee Payable on estimated cost.
2.	STAGE 2: On submission of detailed estimate, tender document with drawings including providing specifications and rate analysis of non-SOR items, if any produced in estimate and after receiving the tender, making rate analysis of so received tender rates and advising USCL for appointment of Contractor.	20% of the total fees payable on detailed estimated cost less payment already made at Stage - 1.
3.	STAGE 3: After sanctioning of tender, submission of all working drawings i.e., architectural, structural, electrical, plumbing, HVAC, firefighting, telecommunication, interior works etc. required for commencement of work at site.	30% of the total fees payable on contract Amount less payment already made at Stage - 2
4.	STAGE 4 Stage 4 (i): During construction, on completion of 25% of the work.	40% of the total fee payable on contract amount less payment already made at Stage - 3.
5.	Stage 4 (ii): During construction, on completion of 50% of the work.	60% of the total fee payable on contract amount less payment already made at Stage - 4 (i).
6.	Stage 4 (iii): During construction, on completion of 75% of the work.	80% of the total fee payable on contract amount less payment already made at Stage - 4 (ii).
7.	Stage 4 (iv): During construction, on completion of 100% of the work.	95% of the total fee payable on actual total cost less payment already made at Stage - 4 (iii).
8.	Stage 4 (v): After the maintenance period of the project.	100% of the total fee

S. No.	Work Particulars	Bill amount, as % of Total Consultancy Fee
		payable on actual total cost less payment already made at Stage - 4 (iv) along with refund of deducted Security Deposit.

Note:

1. All payments will be made only after approval of competent authority of USCL.
2. Payments may be done to the consultant on pro-rata basis within all stages, as decided by the engineers in-charge.
3. GST shall be paid extra, as applicable.
4. The consultant shall issue the Tax Invoice showing the amount of CGST, SGST, IGST as the case may be, separately. The TDS under GST when applicable shall be deducted @2% (1% CGST & 1% SGST) on the taxable value by the USCL. The other deduction like TDS under Income Tax, Labour Welfare Cess etc. shall be deducted separately.
5. If the project is discontinued or aborted at any stage of work than the selected consultant will be paid up to the completed stage only.

12.4 Performance Security

- a) 5% amount from the payments shall be deducted as security deposit.
- b) The Consultant will be responsible for the designs and drawings sheets prepared and supplied by him, interim and final certificate issued by them and will indemnify the USCL, Ujjain against any inaccuracies, which might come to notice subsequently. The consultant shall also be responsible to a keep a check on time frame of completion of work in co-ordination with the engineer / contractor and the client.

12.5 Payment of Interim and Final bills

The Fee payable to the consultant shall be computed on the actual cost of works on completion. The payment due to the consultant at the different stages will be computed on the following basis.

At Stage 1	on preliminary estimate of cost as per approved project
At Stage 2	on detailed estimate of cost
At Stage 3	on contract cost
At stage 4	on actual total cost

13 Litigation History

- 13.1 The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Five (5) years from the Proposal Due Date (the “PDD”). A consistent history of litigations against the Applicant may result in failure of the application at the desertion of USCL.

14 Conflict of Interest

- 14.1 An Applicant shall not have a conflict of interest that may affect the Selection Process (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

Prescribed Forms / Annexure

Annexure 1

Covering letter format

(On the Letterhead of the Bidder)

To,

Subject: REQUEST FOR PROPOSAL for “**Empanelment of Consultant and Architects for Providing Consultancy Services**” in the jurisdiction of USCL Area in the state of Madhya Pradesh.

Having examined all the details given in RFP document and Pro-forma for the above Consultancy & Architectural works, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information furnished in the enclosures and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
3. I / We also agree that the City Engineer (USCL, Ujjain) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the USCL, Ujjain in respect of the Empanelment of the Consultants and Architects is final and binding.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 2**Application Form for Empanelment**

(On the Letterhead of the Bidder)

Information to be furnished by the Applicant

S. No.	Particulars	Details
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	
8.	Organization Details	To be filled as per Annexure 3
9.	Curriculum Vitae (CV) of proposed Professional Personnel	To be filled as per Annexure 4
10.	Details of Proprietor / Partners / Directors	To be filled as per Annexure 5
11.	List of Consultancy Assignments completed	To be filled as per Annexure 6
12.	List of Consultancy Assignments in progress	To be filled as per Annexure 7
13.	Financial Status	To be filled as per Annexure 8
14.	List of equipment's available with the firm/company	To be filled as per Annexure 9
15.	Litigation / Arbitration	To be filled as per Annexure 10
16.	Affidavit	To be filled as per Annexure 11
17.	Checklist of Group and Tye of Projects / Works applied by the Bidder	To be filled as per Annexure 12
18.	Financial Proposal	To be filled as per Annexure 13

Note:

1. Attach Power of Attorney of the person signing / submitting the application, if required.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 3**Organizational Details**

(On the Letterhead of the Bidder)

S. No.	Parameter	Details
1.	Organizational Set-up: <ul style="list-style-type: none"> ▪ Place of Incorporation ▪ Year of Establishment / Incorporation / Registration ▪ Status of Firm (Proprietorship/Partnership/Limited/Any other) ▪ Name of Proprietors / Partners / Directors ▪ PAN No. ▪ GST Registration No. ▪ Empanelment with Govt. Organizations (Mention names along with copies of Certificates)	
2.	Details of Office:	

3. Employee Strength: (CVs TO BE ENCLOSED)

S. No.	Name of Professional	Proposed Position	Qualification	Brief Profile	Relationship with Applicant (Employee / Consultant / Retainership)
1					
2					
3					
4					
5					

Note: Depending upon the Group and Category / Type of Work applied for, the applicant shall enclose the CVs of Principal Architect, Junior Architect, Urban Planner, Urban Designer, Civil Engineer, MEP Engineer, Infrastructure Engineering Specialist, Landscape Architect, Conservation Architect, HVAC Engineer, Mapping & AutoCAD, GIS specialist etc.

Note:

1. Attach copy of PAN and GST registration certificate.
2. **Attach mandatory CVs as per Clause 7** and other CV of Professionals as stated above

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 4

Curriculum Vitae (CV) of proposed Professional Personnel

(On the Letterhead of the Bidder)

1. Name of Applicant:
2. Name of Personnel:
3. Proposed Position:
4. Date of Birth:
5. Nationality:
6. Educational Qualifications:
7. Employment Record:
(Starting from present position, list in reverse order every employment held):
8. List of projects on which the Personnel has worked

Name of Project	Description of responsibilities
-----------------	---------------------------------

Notes:

1. Use separate form for each Professional Personnel.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Bidder)

Annexure 5

Details of Proprietor / Partners / Directors

(On the Letterhead of the Bidder)

S. No.	Name of Firm / Company	Name of Proprietor / Partners / Directors	Academic Qualifications	Designation	Address / Phone / Fax / E-mail

Date:

(Signature, name and designation of the authorised signatory)
(Name and seal of the Applicant)

Annexure 6

List of Consultancy / Architectural Consultancy Assignments Completed

(as per Technical Capacity for each category stated in Clause 6.2)

(On the Letterhead of the Bidder)

Group applied for: _____

Category applied for: _____

S. No.	Name of Work / Project with address	Short description of assignment	Name, address and contact details of Owner / Client	Date of Start of Work / Project		Date of Completion of Work / Project		Value of Work / Project	Any other relevant information
				Stipulated	Actual	Stipulated	Actual		

Note:

1. **Attach separate sheet for each “Category” for which the applicant intends to bid for.**
2. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders / Contract Agreements and Completion Certificates.
3. Applications received without necessary documentary evidence are liable to be rejected.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 7

List of Major Consultancy / Architectural Consultancy Assignments in Progress

(as per Technical Capacity for each category stated in Clause 6.2)

(On the Letterhead of the Bidder)

Group applied for: _____

Category applied for: _____

S. No.	Name of Work / Project with address	Short description of assignment	Name, address and contact details of Owner / Client	Date of Start of Work / Project		Date of Completion of Work / Project	Value of Work / Project	Any other relevant information
				Stipulated	Actual	Expected		

Note:

1. **Attach separate sheet for each “Category” for which the applicant intends to bid for.**
2. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders / Contract Agreements and Completion Certificates.
3. Applications received without necessary documentary evidence are liable to be rejected.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 8

Financial Status

(On the Letterhead of the Bidder)

S. No.	Financial Year	Turnover (Consultancy Fee) (Rs.)	Profit / Loss (Rs.)
1	2018-2019		
2	2019-2020		
3	2020-2021		
4	2021-2022		
5	2022-2023		
Average Annual Turnover for any 3 FYs out of last 5 FYs			

Note:

1. Annual turnover shall be consultancy fee received from consultancy services provided by the bidder and it should be demonstrated by submitting certificates issued by Chartered Accountant with valid UDIN No.
2. Please attach Copy of Audited Financial Statements for 3 (three) financial years out of last 5 (five) financial years with Income tax returns.

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 9

List of Equipment's available with the Firm / Company

(On the Letterhead of the Bidder)

S. No.	Name of Equipment	Type	Nos.
1.	Computers		
2.	Printers		
3.	Plotters		
4.	Licensed Software's		
5.	Others		

Date:

(Signature, name and designation of the authorised signatory)
(Name and seal of the Applicant)

Annexure 10

Litigation / Arbitration

(On the Letterhead of the Bidder)

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the Contract:	
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the Contract:	
	Contract Name: Name of Employer: Address of Employer: Matter in Dispute: Total value of the Contract:	

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

Annexure 11

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs. 100/- DULY CERTIFIED BY NOTARY)

Affidavit of Mr. / Ms. S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That, I am the Proprietor / Partner / Authorized signatory of M/s _____ having its Head Office / Regd. Office at _____.
2. That the information / documents / Experience certificate(s) submitted by M/s _____ along with this "REQUEST FOR PROPOSAL for Empanelment of Consultants and Architects / firms" to USCL, Ujjain are genuine and true and nothing has been concealed.
3. I shall have no objection in case USCL, Ujjain verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case USCL, Ujjain demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me/us is found to be incorrect / false / fabricated, USCL, Ujjain at its discretion may disqualify / reject my / our application out rightly and also debars me/us i.e. M/s _____ from participating in any future tenders / RFPs.
5. We undertake that we never got black listed in any department.
6. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name _____ Post _____ Present Posting _____

Deponent

I, _____, the Proprietor / Partner / Authorized signatory of M/s _____, do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at _____ this _____ day of _____.

Annexure 12**Checklist of Group and Tye of Projects / Works applied by the Bidder**

(On the Letterhead of the Bidder)

S. No.	Category / Type of Projects	Tick (✓) on Group applied	
		Group A – for Projects costing up to Rs. 10.00 Cr.	Group B – for Projects costing above Rs. 10.00 Cr.
1	Development and rejuvenation of water bodies (Lakes, Ponds, Step-well, Dug-well etc), River front development including surrounding developments etc.		
2	Development of roads, footpaths and junction development with underground and overhead electrification, culverts, foot over bridge etc.		
3	Development of Landscaping, horticulture and placemaking work including external electrification, water supply and other necessary works.		
4	Development of Buildings [Residential, Commercial, Industrial, Govt. Offices, Health & Education Facilities, Auditoriums, Sports Complex, Clubs and Recreational Complex, Transport Facilities (bus stations, terminals, logistic hubs etc] including site development etc.		
5	Development of Urban Water Supply, Storm water drains, Sewerage, Solid Waste management, Solar Power projects, Rain Water Harvesting, Nala development and other infrastructure works		
6	Heritage Conservation and Restoration works		

Date:

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

