

UJJAIN SMART CITY LIMITED



REQUEST FOR PROPOSAL (RFP)

for

**Empanelment of Educational Institutes/Universities/Research
Organizations for Providing Technical Consultancy Services**

for

**Simhastha 2028 and Urban Development Projects
under Ujjain Smart City Limited (USCL)**

RFP Reference No.: USCL/444

Date of Issue: 14/08/2026

Chief Executive Officer

Ujjain Smart City Limited

Smart City Office, Ujjain, Madhya Pradesh – 456001

Website: www.ujjainsmartcity.com

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DISCLAIMER

This Request for Proposal (RFP) document has been prepared by Ujjain Smart City Limited (USCL) solely for the purpose of inviting proposals from eligible Educational Institutes, Universities and Research Organizations for empanelment as Knowledge Partners for providing technical consultancy services. The information contained herein is indicative and is subject to updation, expansion, revision, verification and amendment.

USCL reserves the right to reject any or all proposals without assigning any reason and without incurring any liability. USCL also reserves the right to modify, amend, supplement or cancel this RFP or any part thereof at any time without prior notice. No reimbursement of any cost incurred by the applicant in preparing or submitting the proposal shall be made by USCL.

All information supplied by the applicants shall be treated as contractually binding. Any attempt by an applicant to influence the evaluation process shall result in rejection of the proposal.

SECTION 1: NOTICE INVITING PROPOSAL (NIP)

Ujjain Smart City Limited (USCL), a Special Purpose Vehicle established under the Smart Cities Mission of the Government of India, invites sealed Technical Proposals from reputed Educational Institutions, Universities, Research Organizations, Centres of Excellence, Government Institutions and registered Not-for-Profit Technical Organizations for empanelment for a period of Three (3) Years (extendable by one additional year based on performance) to provide multidisciplinary technical consultancy services for planning, design, DPR preparation, technical advisory, peer review, implementation support and knowledge management for Simhashta 2028 and other urban development initiatives under USCL.

1.1 Key Information at a Glance

Sr.	Particular	Details
1	Name of the Issuing Authority	Chief Executive Officer, Ujjain Smart City Limited
2	RFP Reference Number	USCL/444 Dated 14/08/2026
3	Nature of Assignment	Empanelment for Technical Consultancy Services (No Financial Bid Required)
4	Professional Fee	@ 2% (Two Percent) of the Approved Project Cost (excluding prevailing GST)
5	Bid Security (EMD)	Rs. 50,000/- (Rupees Fifty Thousand Only) to be deposited online portal in favour of Executive Director, Ujjain Smart City Limited, payable at Ujjain
6	Performance Security	@ 3% (Three Percent) of the total Professional Fee in the form of Bank Guarantee for the duration of the assignment plus six months
7	Security Deposit (Retention)	@ 7% (Seven Percent) deducted from each Running Account Bill
8	Empanelment Period	Three (3) Years, extendable by One (1) additional year on satisfactory performance
9	Method of Selection	Technical Qualification based Empanelment followed by Presentation-based Award for specific assignments
10	Date of Issue of RFP	14 /08/ 2026
11	Pre-Proposal Conference	21/08/ 2026 at 15:00 Hours IST
12	Last Date for Queries	21/08/ 2026 up to 17:00 Hours IST
13	Last Date & Time of Submission	07 /09/ 2026 up to 17:00 Hours IST
14	Date & Time of Opening	07 /09/ 2026 at 17:30 Hours IST

15	Place of Submission	Office of the CEO, Ujjain Smart City Limited, Ujjain, M.P. – 456001
16	Contact Person	Anurag Singh, Email: ujjainsmartcity@mpurban.gov.in

1.2 Important Notes

- Only Technical Proposals are invited at the empanelment stage. No Financial Bid / Commercial Proposal shall be submitted.
- Professional Fee for all assignments shall be fixed at 2% (Two Percent) of the Approved Project Cost, excluding applicable statutory taxes.
- The final award of work for specific projects shall be based on a Presentation before the Tender Evaluation Committee. Terms of Reference (TOR) for specific projects shall be shared with all empanelled institutes based on the nature and domain expertise of the institute.
- Copy Bid Security (EMD) of Rs. 50,000/- deposited online on portal must accompany the Technical Proposal. Proposals without Bid Security shall be summarily rejected.
- Performance Security @ 3% of Professional Fee shall be furnished before signing of each Assignment-specific Agreement.
- Security Deposit (Retention) @ 7% shall be deducted from each Running Account Bill and shall be refunded after successful completion and defect liability period.

SECTION 2: BACKGROUND AND CONTEXT

2.1 About Ujjain Smart City Limited

Ujjain Smart City Limited (USCL) is a Special Purpose Vehicle (SPV) incorporated under the Companies Act, 2013, to implement the Smart City Proposal for the city of Ujjain under the Smart Cities Mission of the Ministry of Housing and Urban Affairs (MoHUA), Government of India. USCL is tasked with the planning, implementation and management of urban development projects aimed at improving the quality of life, promoting sustainable and inclusive development and enhancing the efficiency of urban services in the city of Ujjain.

2.2 About Simhastha 2028

Simhastha (Kumbh Mela) 2028 is one of the largest religious and spiritual gatherings in the world, held once every twelve years at Ujjain along the banks of the sacred river Kshipra. The event attracts millions of pilgrims and visitors from across India and the world. USCL intends to leverage the forthcoming Simhastha 2028 as a catalyst for transformative urban development and city-wide improvement, encompassing infrastructure augmentation, heritage conservation, beautification, environmental rejuvenation and civic amenity enhancement.

2.3 Rationale for Empanelment of Educational Institutes

USCL recognizes the valuable knowledge ecosystem within academic and research institutions. By empanelling Educational Institutes, Universities and Research Organizations as Knowledge Partners, USCL aims to access domain expertise, promote innovation, ensure evidence-based planning, improve quality of Detailed Project Reports (DPRs), encourage sustainable and climate-resilient urban solutions, facilitate capacity building and create enduring institutional partnerships for the long-term benefit of the city.

SECTION 3: OBJECTIVES OF EMPANELMENT

- To build a panel of domain experts drawn from reputed educational and research institutions across diverse disciplines relevant to urban development, heritage, environment, landscape, infrastructure and technology.
- To promote innovation, research-based solutions and best practices in urban planning, design and project implementation.
- To improve the quality of Detailed Project Reports (DPRs), technical designs and implementation strategies through academic rigour and peer review.
- To adopt sustainable, inclusive, climate-resilient and context-sensitive urban solutions for Simhastha 2028 and legacy city infrastructure.
- To create long-term institutional knowledge partnerships that outlast individual project cycles.
- To support project execution from conceptualization through construction supervision and post-implementation documentation.
- To ensure universal accessibility, lifecycle costing, green materials, heritage sensitivity, safety and ease of maintenance in all project deliverables.

SECTION 4: CATEGORIES OF CONSULTANCY

The empanelment shall cover, but not be limited to, the following categories of consultancy services. Applicant Institutes may apply under one or more categories based on their domain expertise and capability:

Sr.	Category	Indicative Scope
A	City Beautification & Placemaking	Streetscape, plazas, junctions, public realm, furniture, facade improvement
B	Urban Design	Precinct plans, zoning, urban form, development controls, master planning
C	Landscape Architecture	Parks, gardens, green corridors, nurseries, soft and hard landscape
D	Heritage Conservation	Restoration, adaptive reuse, heritage zone management, listing, documentation
E	Riverfront & Ghat Development	Ghat restoration, promenade, flood management, water edge design
F	Urban Forestry	Tree census, plantation drives, urban canopy, miyawaki, biodiversity mapping
G	Water Bodies & Wetlands	Lake rejuvenation, wetland conservation, storm water management, water harvesting
H	City Branding	Visual identity, city logo, thematic branding, campaign design
I	Wayfinding & Signage	Signage master plan, pedestrian wayfinding, multilingual and universal design
J	Public Art	Art installations, murals, sculpture, community art programming
K	Lighting Master Planning	Facade lighting, street lighting, heritage illumination, energy-efficient systems
L	Smart Mobility	NMT plans, TOD, parking, ITS, cycle tracks, pedestrianization, traffic management
M	GIS & Digital Twin	Spatial data, mapping, 3D modelling, IoT integration, digital dashboards
N	Environmental Planning	EIA, green building, pollution control, carbon-neutral strategies, SWM
O	Temporary Simhashta Infrastructure	Temporary structures, crowd management, sanitation, power, fire safety
P	Crowd Management & Pilgrim Experience	Simhashta requirement, Shrawan Sawaris
Q	Tourism & Pilgrim Infrastructure	Tourist circuits, dharamshala, amenities, interpretation centres
R	Climate Resilience	Heat action, flood resilience, green infrastructure, climate adaptation plans

S	Disaster Management	Risk assessment, emergency planning, early warning, evacuation planning
T	Knowledge Documentation	Research papers, case studies, best practice manuals, training modules
U	Any Allied Urban Development Assignment	As identified by USCL from time to time

SECTION 5: SCOPE OF SERVICES

5.1 General Scope

The empanelled Educational Institutes / Universities / Research Organizations shall provide the following services, as applicable, for each assigned project based on the Terms of Reference (TOR) issued by USCL:

- Preparation of Vision Plans, Master Plans, Concept Plans, Development Plans and Action Area Plans.
- Topographical, geotechnical, hydrological and environmental surveys and studies.
- GIS mapping, spatial analysis, digital modelling and 3D visualization.
- Feasibility Studies, Pre-feasibility Reports and Options Analysis.
- Detailed Project Reports (DPRs) with engineering designs, architectural drawings, landscape plans, structural designs and services (MEP) designs.
- Preparation of Bill of Quantities (BOQs), Detailed Cost Estimates and Rate Analysis.
- Draft Tender Documents, Technical Specifications and Contract Documents.
- Good for Construction (GFC) Drawings and Working Drawings.
- Implementation support, site supervision, quality assurance and quality control.
- Preparation of Branding Manuals, Signage Manuals, Design Guidelines and Operation Manuals.
- Capacity building, training workshops and stakeholder consultations.
- Project Completion Reports, documentation and knowledge products.

5.2 Standards and Compliance

All outputs and deliverables shall comply with relevant BIS codes, IRC guidelines, MoHUA standards, CPWD specifications, National Building Construction Standards 2026 (NBCS 2026), Government of Madhya Pradesh rules, URDPFI guidelines, INTACH/heritage conservation norms (ASI/State Archaeology), environmental regulations (MoEFCC) and any other applicable standards and guidelines as specified in the respective TOR.

5.3 Detailed Scope by Category

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation for each assigned category. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference (TOR) issued by USCL. Indicative scope for key categories is detailed in Annexure-I.

SECTION 6: ELIGIBILITY CRITERIA

The applicant institution must satisfy all of the following eligibility criteria:

Sr.	Criteria	Requirement	Supporting Document
1	Legal Status	University / Institute established by Act of Parliament / State Legislature, or recognized by UGC / AICTE / appropriate statutory authority; or a Government Research Institution; or a Registered Not-for-Profit Technical Organization with relevant charter.	Registration Certificate / Establishment Order / University Act / Trust Deed
2	Existence	Minimum Five (5) years of existence as on the date of submission of proposal.	Registration Certificate with date
3	Relevant Experience	At least Three (3) relevant consultancy / research / planning / design assignments during the last Five (5) years in any of the categories listed in Section 4. The experience relied upon for empanelment under a particular category shall be relevant to the category applied for.	Work Orders / MOUs / Completion Certificates / Published Research
4	Faculty / Experts	Availability of qualified faculty members / experts in disciplines relevant to the proposed consultancy categories with minimum post-graduate qualification and Five (5) years' experience.	CVs and Faculty List (Form-4)
5	Non-Blacklisting	The Institute shall not have been blacklisted / debarred / suspended by any Central / State Government, PSU, or Local Body as on the date of submission.	Self-Declaration (Form-5)
6	Bid Security	Bid Security (EMD) of Rs. 50,000/- in the form prescribed.	Copy of Bid Security deposited online

SECTION 7: ASSIGNMENT MECHANISM AND AWARD OF WORK

7.1 Empanelment

Eligible institutions meeting the minimum qualifying score of 70 marks out of 100 in the Technical Evaluation shall be empanelled as Knowledge Partners for the empanelment period.

7.2 Issue of Terms of Reference (TOR)

For each specific project or assignment, USCL shall prepare a Terms of Reference (TOR) defining the scope, deliverables, timelines and other requirements. The TOR shall be shared with all empanelled institutes whose domain expertise matches the nature of the assignment. USCL shall determine the relevance of an institute's expertise based on the categories under which it has been empanelled and the specific requirements of the project.

7.3 Presentation-based Award

The final award of work for each specific project shall be based on a Technical Presentation before the Tender Evaluation Committee (TEC) constituted by USCL. The empanelled institutes receiving the TOR shall submit their technical approach, methodology and team composition, and shall make a presentation before the TEC. The TEC shall evaluate the presentations and recommend the most suitable institute for the assignment.

7.4 No Financial Bid

No Financial Bid / Commercial Proposal is required at any stage, whether at the empanelment stage or at the project-specific award stage. The Professional Fee for all assignments shall be fixed at 2% (Two Percent) of the Approved Project Cost, excluding applicable statutory taxes. The actual fee may be negotiated depending upon assignment complexity, provided it does not exceed the ceiling of 2%.

7.5 Direct Nomination

USCL reserves the right to directly nominate an empanelled institution for urgent, specialized or time-bound assignments without the presentation process, based on the institution's demonstrated expertise and domain suitability.

7.6 Consortium / Collaboration

Where a single empanelled institution does not possess the full range of expertise required for a particular assignment, USCL may facilitate collaboration between two or more empanelled institutions, or the empanelled institution may, with prior written approval of USCL, engage sub-consultants for specialized components.

SECTION 8: PROFESSIONAL FEE, PAYMENT AND SECURITIES

8.1 Professional Fee

The Professional Fee for each assignment shall be @ 2% (Two Percent) of the Approved Project Cost, excluding applicable statutory taxes (GST as applicable). The approved project cost shall mean the cost as approved by the competent authority of USCL based on the DPR / estimates prepared by the empanelled institute. The actual fee may be negotiated depending upon assignment complexity, provided it does not exceed the ceiling of 2%.

8.2 Payment Milestones

Payment shall be released on the basis of milestones achieved and accepted by USCL, as per the following schedule:

Sr.	Milestone / Deliverable	% of Fee
1	Inception Report and Surveys	10%
2	Concept Plan / Options Report	10%
3	Draft Detailed Project Report (DPR)	20%
4	Final DPR with Detailed Drawings including Services and Structural Drawings	20%
5	Tender Document Preparation and Tender Support	10%
6	Updated GFC Drawings, Construction Supervision and Project Completion	30%
	Total	100%

Note: Payment milestones may be modified in the Assignment-specific Agreement based on the nature of the project and the TOR.

8.3 Bid Security (Earnest Money Deposit)

Each applicant shall furnish a Bid Security (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) and deposited online (NEFT/RTGS) on the e-procurement portal in favour of Executive Director, Ujjain Smart City Limited', payable at Ujjain.

- Proposals submitted without the requisite Bid Security shall be summarily rejected.
- Bid Security of unsuccessful applicants shall be refunded within thirty (30) days of the announcement of empanelment results.
- Bid Security of empanelled institutes shall be refunded upon furnishing of Performance Security for the first assigned project.
- Bid Security shall be forfeited if: (a) the applicant withdraws the proposal during the validity period; (b) the applicant provides false information; (c) the successful applicant fails to sign the Empanelment Agreement.

8.4 Performance Security

Before signing of the Assignment-specific Agreement for each project, the empanelled institute shall furnish a Performance Security @ 3% (Three Percent) of the total Professional Fee for that assignment in the form of an irrevocable Bank Guarantee from any Scheduled Bank in India, valid for the duration of the assignment plus six (6) months.

- The Performance Security shall be released within sixty (60) days of successful completion of the assignment and acceptance of all deliverables by USCL, provided there are no outstanding claims or defects.
- In the event of termination for default, the Performance Security shall be forfeited by USCL without prejudice to other remedies available to USCL.
- The format for Performance Security Bank Guarantee is provided in Form-7.

8.5 Security Deposit (Retention Money)

A Security Deposit @ 7% (Seven Percent) shall be deducted from each Running Account Bill (R.A. Bill) payable to the empanelled institute for each assignment.

- The cumulative Security Deposit so retained shall be refunded after successful completion of the assignment, expiry of the Defect Liability Period (12 months from completion or as specified in the TOR) and receipt of a satisfactory performance certificate.
- In the event of defective deliverables or non-performance, USCL may appropriate the Security Deposit wholly or partially towards the cost of rectification, without prejudice to other remedies available under the Agreement.
- The empanelled institute may, at its option, submit a Bank Guarantee of equivalent amount in lieu of the cash retention, in the format prescribed in Form-8.

8.6 Summary of Financial Securities

Security	Amount / Rate	Form	When Required
Bid Security (EMD)	Rs. 50,000/-	Online payment (NEFT/RTGS)	With Technical Proposal
Performance Security	3% of Professional Fee	Bank Guarantee	Before Assignment Agreement
Security Deposit (Retention)	7% of each R.A. Bill	Deduction / BG	From each Running Bill

SECTION 9: KEY EXPERTS AND PERSONNEL

Based on the requirement and specific Terms of Reference (TOR) for each assignment, the empanelled institution will deploy appropriate key experts/faculty members / professionals associated with the Institute. While an indicative team structure is provided below, this composition is not mandatory; the selected institution maintains full flexibility to adapt and customize its team lineup to best suit the unique requirements and nature of each Assignment-specific Agreement.

Sr.	Position	Recommended Qualification	Min. Experience
1	Team Leader / Project Director	M.Plan / M.Arch / M.Tech or equivalent	10 years
2	Urban Planner	M.Plan (Urban / Town Planning)	7years
3	Architect	B.Arch / M.Arch	7 years
4	Landscape Architect	B.Arch (Landscape) / M.L.A.	5 years
5	Heritage Conservation Expert	M.Arch (Conservation) or equivalent	7 years
6	Structural Engineer	M.Tech (Structures)	7 years
7	Water Resources Engineer	M.Tech (Water Resources / Hydraulics)	5 years
8	Environmental Engineer / Scientist	M.Tech / M.Sc. (Environmental)	5 years
9	Forestry / Ecology Expert	M.Sc. (Forestry / Ecology / Botany)	5 years
10	GIS / Remote Sensing Expert	M.Tech / M.Sc. (GIS / RS)	5 years
11	Branding & Communication Expert	Post Graduate (Design / Mass Comm.)	5 years
12	Transport Planner	M.Plan (Transport) / M.Tech	5 years
13	ICT / Smart Solutions Expert	M.Tech (IT / CS / Electronics)	5 years
14	Quantity Surveyor / Cost Estimator	B.E./B.Tech (Civil) or equivalent	5 years
15	Social Development Specialist	MA (Social Work / Sociology / Development)	5 years

Note: USCL may request deployment of additional specialists based on project requirements defined in the TOR.

SECTION 10: TECHNICAL EVALUATION

10.1 Evaluation Procedure

A Tender Evaluation Committee (TEC) constituted by USCL shall evaluate the Technical Proposals submitted by eligible applicants. The evaluation shall be based on the criteria and marking scheme set out below. Institutes scoring a minimum of 70 marks out of 100 shall be empanelled.

10.2 Technical Evaluation Matrix

Sr.	Criteria	Max. Marks	Basis of Evaluation
1	Institutional Experience & Standing	30	Number and quality of relevant urban consultancy, DPR preparation, planning and design assignments; institutional reputation; NAAC/NIRF/NBA accreditation; years of existence.
2	Relevant Projects / Research / Publications	30	Demonstrated experience in urban, heritage, environment, landscape, infrastructure and allied domains; published research, patents, awards, recognitions.
3	Faculty & Domain Expertise	20	Qualifications, experience and specialization of key faculty and experts; number of PhDs, domain specialists; dedicated centres of excellence or labs.
4	Understanding of USCL Objectives & Methodology	20	Demonstrated understanding of Simhastha 2028, Ujjain's urban context and USCL's objectives; proposed methodology and approach.
	Total	100	Minimum Qualifying Score: 70 Marks

10.2 Selection for Final Award

For each Assignment, USCL shall invite presentations from such empanelled institutes as are considered technically relevant to the Assignment, and the TEC shall record reasons for recommending the selected institute based on domain relevance, proposed methodology, institutional/team capability and understanding of the Assignment.

SECTION 11: PROPOSAL SUBMISSION INSTRUCTIONS

11.1 Proposal Contents

Interested Educational Institutes / Universities / Research Organizations shall submit only a Technical Proposal consisting of the following documents in the sequence indicated below:

Sr.	Document	Reference
1	Covering Letter signed by the Competent Authority (Director / Registrar / Head of Institution)	Form-1
2	Brief Institutional Profile (maximum 5 pages)	Form-2
3	Copy of Registration / Establishment Order / University Act or equivalent	Annexure
4	Details of relevant departments, centres of excellence or laboratories	Form-2
5	Relevant Experience – List of consultancy, research, DPR, design, planning or advisory assignments (last 5 years, maximum 10 assignments)	Form-3
6	Key Faculty Members / Expert List with area of specialization	Form-4
7	Self-Declaration regarding Non-Blacklisting and Undertaking	Form-5
8	Bid Security (EMD) – Copy of online payment of Rs. 50,000/-	Form-6
9	Power of Attorney / Board Resolution authorizing the signatory	Annexure
10	Any additional information the applicant considers relevant	Annexure

No Financial Proposal / Commercial Bid shall be submitted at the empanelment stage.

11.2 Submission Format

- The proposal shall be submitted online e-procurement portal www.mptenders.gov.in for 'Technical Proposal for Empanelment of Educational Institutes – RFP Ref. No. USCL/ _____/2026-27 – DO NOT OPEN BEFORE THE SCHEDULED DATE'.
- All pages shall be sequentially numbered and an index of documents shall be provided.
- The proposal shall be signed by the Competent Authority of the institution or duly authorized representative with Power of Attorney.
- All documents shall be in English or Hindi. Documents in any other language shall be accompanied by a certified English or Hindi translation.
- One original and two copies shall be submitted.

11.3 Proposal Validity

The proposal shall remain valid for a period of 180 (One Hundred and Eighty) days from the last date of submission.

SECTION 12: GENERAL CONDITIONS

12.1 Confidentiality

All information, data, documents and deliverables shared between USCL and the empanelled institute in connection with any assignment shall be treated as confidential and shall not be disclosed to any third party without prior written consent of USCL.

12.2 Conflict of Interest

The empanelled institute shall disclose any potential conflict of interest at the time of submission of proposal and prior to acceptance of any specific assignment. USCL may disqualify or terminate the engagement of any institute found to have a conflict of interest.

12.3 Intellectual Property

All reports, designs, drawings, plans, models, data, maps, GIS databases, software, branding elements and other deliverables prepared under any assignment shall be the exclusive property of USCL. The empanelled institute shall not use, publish or reproduce any deliverable without prior written approval of USCL.

12.4 Integrity Pact and Anti-Corruption

The empanelled institute shall abide by the highest standards of integrity and shall not engage in any corrupt, fraudulent, collusive, coercive or obstructive practices. Violation of this provision shall result in immediate termination, forfeiture of all securities and debarment.

12.5 Termination

USCL may terminate the empanelment or any specific assignment by giving thirty (30) days' written notice. In the event of termination for default by the institute, USCL may forfeit the Performance Security and Security Deposit. In the event of termination for convenience by USCL, the institute shall be paid for work satisfactorily completed up to the date of termination.

12.6 Dispute Resolution and Arbitration

All disputes arising out of or in connection with the empanelment or any assignment shall first be attempted to be resolved amicably. Failing amicable resolution, disputes shall be referred to sole arbitration of the Executive Director, USCL or his nominee, under the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be Ujjain. The governing law shall be the laws of India.

12.7 Force Majeure

Neither party shall be liable for failure to perform obligations due to events of Force Majeure including but not limited to natural disasters, epidemics, war, civil unrest, government

restrictions or any event beyond the reasonable control of the parties. The affected party shall notify the other party within seven (7) days of the occurrence of such event.

12.8 Taxes and Duties

All applicable taxes including GST shall be borne by the empanelled institute and shall be payable as per prevailing government regulations. USCL shall deduct TDS and other statutory deductions as applicable from each payment.

12.9 Limitation of Liability

The total liability of the empanelled institute under any assignment shall not exceed the total professional fee payable for that assignment.

12.10 Amendment

USCL reserves the right to amend, modify, supplement or cancel this RFP or any part thereof at any time. Any amendment shall be communicated in writing.

12.11 Governing Language

The empanelment agreement and all correspondence shall be in English or Hindi.

12.12 Notices

All notices shall be in writing, sent by registered post, speed post, email or hand delivery to the addresses specified in the Empanelment Agreement.

SECTION 13: DELIVERABLES AND TIMELINES

13.1 Deliverables

The empanelled institute shall deliver the following outputs as applicable for each assignment, as specified in the TOR:

- Inception Report, Survey Reports, Data Collection Summaries
- Concept Plans, Options Analysis, Vision Documents
- Draft Detailed Project Report (DPR) with Drawings, BOQ and Cost Estimates
- Final DPR with Engineering, Architectural, Structural and Services Drawings
- Tender Documents, Technical Specifications, Schedule of Quantities
- Good for Construction (GFC) Drawings and Working Drawings
- GIS Database, Digital Models, 3D Visualizations
- Branding Manuals, Signage Manuals, Design Guidelines, O&M Manuals
- Site Visit Reports, Quality Audit Reports, Progress Reports
- Project Completion Report and As-built Drawings
- Presentations, Training Materials, Knowledge Documents

13.2 Timelines

The timelines for each assignment shall be as defined in the respective TOR, generally ranging from 30 to 180 days depending on the nature, complexity and scope of the assignment.

13.3 Liquidated Damages

In the event of delay beyond the agreed timelines (without approved extension), USCL may levy liquidated damages @ 0.5% (half percent) of the Professional Fee for that assignment per week of delay, subject to a maximum of 10% (ten percent) of the Professional Fee.

SECTION 14: SUBMISSION FORMS AND TEMPLATES

FORM-1: COVERING LETTER

[On the Letterhead of the Educational Institute / University / Research Organization]

Date: ____/____/____

To,
The Chief Executive Officer,
Ujjain Smart City Limited,
Smart City Office, Ujjain,
Madhya Pradesh – 456001

Subject: Submission of Technical Proposal for Empanelment of Educational Institutes / Universities / Research Organizations for Providing Technical Consultancy Services for Simhashta 2028 and Urban Development Projects under USCL.

Reference: RFP No. USCL/_____/2026-27 dated ____/08/2026

Dear Sir,

We, the undersigned, having examined and understood the Request for Proposal (RFP) document referenced above, hereby submit our Technical Proposal for empanelment under the following categories of consultancy services:

(List categories here: _____)

We confirm and declare that:

1. We satisfy all the eligibility criteria specified in the RFP.
2. The information furnished in this proposal and all accompanying forms, documents and annexures is true, correct and complete in all respects. We understand that any misrepresentation may lead to disqualification and forfeiture of Bid Security.
3. We have not been blacklisted, debarred or suspended by any Central / State Government Department, PSU, Autonomous Body or Local Body as on the date of submission.
4. We have enclosed the Bid Security (EMD) of Rs. 50,000/- as required.

5. We agree to abide by the terms and conditions of the RFP and the Empanelment Agreement.
6. Our proposal shall remain valid for 180 days from the last date of submission.
7. We understand that USCL reserves the right to accept or reject any or all proposals without assigning any reason.
8. We understand that the Professional Fee for all assignments shall be @ 2% of the Approved Project Cost, excluding applicable taxes, and that no separate Financial Bid is required.
9. We are willing to furnish Performance Security @ 3% of Professional Fee and accept Security Deposit deduction @ 7% from each Running Account Bill for each assignment.

Thanking you,

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

Enclosures: As per checklist in the RFP.

FORM-2: INSTITUTIONAL PROFILE

(Maximum 5 Pages excluding annexures)

Sr.	Particular	Details (to be filled by the Applicant)
1	Name of the Institute / University / Organization	
2	Year of Establishment	
3	Type (University / Deemed University / Autonomous Institute / Government Research Organization / Not-for-Profit)	
4	Established under (Act of Parliament / State Legislature / UGC / AICTE / Other)	
5	Registered Address	
6	Communication Address (if different)	
7	Contact Number(s)	
8	Email ID	
9	Website	
10	Name and Designation of Head of Institute	
11	Name and Designation of Nodal Officer / Institutional Coordinator for this RFP	
12	Mobile No. and Email of Nodal Officer	
13	NAAC Grade / NIRF Ranking / NBA Accreditation (if applicable)	
14	Total Number of Faculty Members	
15	Number of Faculty with PhD	
16	Relevant Departments / Centres of Excellence / Laboratories	
17	Consultancy Categories Applied For (Ref. Section 4)	
18	Brief Description of Institute's Core Competencies (max. 200 words)	
19	Annual Turnover from Consultancy / Sponsored Research (last 3 years)	
20	PAN Number	
21	GST Registration Number	
22	Bank Details (Account Name, Number, Bank, Branch, IFSC)	

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

FORM-3: RELEVANT EXPERIENCE

(Details of Relevant Consultancy / Research / Planning / Design Assignments during the last Five Years – Maximum 10 Assignments)

Sr.	Assignment Title	Client / Sponsoring Agency	Category (Ref. Sec.4)	Year	Approx. Cost of Project (Rs.)	Current Status

Note: Attach copies of Work Orders / MOUs / Completion Certificates / Published Research as supporting evidence.

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

FORM-4: KEY FACULTY / EXPERT LIST

Sr. Name	Designation / Department	Highest Qualification	Area of Specialization	Years of Experience	Key Projects / Publications

Note: Attach brief CVs (maximum 2 pages per expert) of at least 5 key faculty members.

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

FORM-5: SELF-DECLARATION AND UNDERTAKING

[On the Letterhead of the Educational Institute / University / Research Organization]

Date: ____/____/____

To,

The Chief Executive Officer,

Ujjain Smart City Limited, Ujjain, M.P. – 456001

Subject: Self-Declaration and Undertaking regarding Empanelment

Reference: RFP No. USCL/_____/2026-27 dated ____/08/2026

I / We, _____ (Name of the Competent Authority),
on behalf of _____ (Name of the Institute), do hereby
solemnly declare and undertake as follows:

10. That the Institute has not been blacklisted, debarred, suspended or declared ineligible by any Central Government Ministry / Department, State Government, Public Sector Undertaking, Autonomous Body or Local Body as on the date of this declaration.
11. That no criminal case / investigation is pending against the Institute or its key personnel in relation to any fraud, corruption, misconduct or professional negligence.
12. That all information furnished in the Technical Proposal, forms, annexures and supporting documents is true, correct and complete. We are aware that any misrepresentation or suppression of material fact shall result in disqualification, forfeiture of Bid Security and debarment.
13. That the Institute is willing and commits to undertake assignments issued by USCL in accordance with the Terms of Reference, timelines and quality standards specified therein.
14. That the Institute shall maintain strict confidentiality of all information, data and documents received from USCL in connection with any assignment.
15. That the Institute shall furnish Performance Security @ 3% of Professional Fee before signing of each Assignment-specific Agreement and agrees to the deduction of Security Deposit @ 7% from each Running Account Bill.
16. That the Professional Fee for all assignments shall be @ 2% of the Approved Project Cost (excluding applicable taxes) and no separate Financial Bid is being submitted.

17. That the Institute shall disclose any potential conflict of interest at the time of acceptance of any specific assignment.
18. That the Institute agrees to abide by all terms and conditions contained in the RFP document and the Empanelment Agreement.
19. That the Institute shall comply with all applicable laws, rules, regulations and guidelines of the Government of India, Government of Madhya Pradesh and local authorities.

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

FORM-6: BID SECURITY (EMD)

To be deposited online on e-procurement portal www.mptenders.gov.in

FORM-7: PERFORMANCE SECURITY – BANK GUARANTEE FORMAT

(To be submitted before signing of each Assignment-specific Agreement)

[To be issued by a Scheduled Bank on its Letterhead]

Bank Guarantee No.: _____ Date: ____/____/____

To,

The Executive Director,

Ujjain Smart City Limited, Ujjain, M.P. – 456001

WHEREAS _____ (Name of the Empanelled Institute, hereinafter called 'the Consultant') has been empanelled vide USCL's Letter No. _____ dated ____/____/____ and has been assigned the project titled '_____' (hereinafter called 'the Assignment') vide USCL's Letter / TOR No. _____ dated ____/____/____.

AND WHEREAS the terms of the Assignment require the Consultant to furnish a Performance Security @ 3% (Three Percent) of the total Professional Fee amounting to Rs. _____ /- (Rupees _____ Only) as a guarantee for faithful performance of the Assignment.

NOW THEREFORE, we, _____ (Name of the Bank), having our registered office at _____ (hereinafter called 'the Bank'), at the request of the Consultant, do hereby unconditionally and irrevocably guarantee and undertake to pay USCL, on its first written demand and without cavil or argument, any sum or sums not exceeding Rs. _____ /- (Rupees _____ Only) upon receipt of USCL's written declaration that the Consultant has failed to perform its obligations under the Assignment.

This Guarantee shall remain valid until ____/____/____ (i.e. the duration of the Assignment plus six months). Any demand in respect of this Guarantee must be received by the Bank on or before this date.

This Guarantee shall not be affected by any change in the constitution of the Consultant or the Bank, or by any amalgamation, absorption or reconstruction. This Guarantee shall be a continuing guarantee and shall not be revoked by the Bank without the prior written consent of USCL.

IN WITNESS WHEREOF, the Bank has executed this Guarantee on the ____ day of _____, 20____.

For and on behalf of _____ (Bank Name)

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Bank

Witness 1: _____ Witness 2: _____

FORM-8: SECURITY DEPOSIT (RETENTION MONEY) – BANK GUARANTEE FORMAT

(Optional: In lieu of cash retention deducted from Running Account Bills)

[To be issued by a Scheduled Bank on its Letterhead]

Bank Guarantee No.: _____ Date: ____/____/____

To,

The Executive Director,

Ujjain Smart City Limited, Ujjain, M.P. – 456001

WHEREAS _____ (Name of the Empanelled Institute, hereinafter called 'the Consultant') has been assigned the project titled '_____' (hereinafter called 'the Assignment') under the empanelment for Technical Consultancy Services for Simhashta 2028 and Urban Development Projects under USCL.

AND WHEREAS the terms of engagement require the deduction of Security Deposit (Retention Money) @ 7% (Seven Percent) from each Running Account Bill. The Consultant has opted to furnish a Bank Guarantee of equivalent amount in lieu of the cash retention.

NOW THEREFORE, we, _____ (Name of the Bank), having our registered office at _____ (hereinafter called 'the Bank'), at the request of the Consultant, do hereby unconditionally and irrevocably guarantee and undertake to pay USCL, on its first written demand and without cavil or argument, any sum or sums not exceeding Rs. _____/- (Rupees _____ Only), being an amount equivalent to 7% of the total Professional Fee for the Assignment, upon receipt of USCL's written declaration that the Consultant has failed to perform its obligations or that the deliverables are defective.

This Guarantee shall remain valid until ____/____/____ (i.e. twelve months after the completion of the Assignment or the expiry of the Defect Liability Period, whichever is later, plus ninety days). Any demand in respect of this Guarantee must be received by the Bank on or before this date.

IN WITNESS WHEREOF, the Bank has executed this Guarantee on the ____ day of _____, 20____.

For and on behalf of _____ (Bank Name)

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Bank

Witness 1: _____ Witness 2: _____

FORM-9: CHECKLIST OF DOCUMENTS

Sr.	Document	Reference	Enclosed (Yes/No)	Page No.
1	Covering Letter on Institute Letterhead	Form-1		
2	Institutional Profile	Form-2		
3	Registration / Establishment Order / University Act	Annexure		
4	Relevant Experience Details	Form-3		
5	Supporting Documents for Experience (Work Orders / MOUs / Certificates)	Annexure		
6	Key Faculty / Expert List	Form-4		
7	CVs of Key Faculty (min. 5)	Annexure		
8	Self-Declaration and Undertaking	Form-5		
9	Bid Security (EMD) – (NEFT/RTGS) of Rs. 50,000/-	Form-6		
10	Power of Attorney / Board Resolution	Annexure		
11	PAN Card Copy	Annexure		
12	GST Registration Certificate	Annexure		
13	NAAC / NIRF / NBA Accreditation Certificate (if available)	Annexure		
14	Any Additional Documents	Annexure		

Authorized Signatory

Name: _____

Designation: _____

Name of Institute: _____

Stamp / Seal of the Institute

Date: _____ Place: _____

SECTION 15: DRAFT EMPANELMENT AGREEMENT

EMPANELMENT AGREEMENT

This Empanelment Agreement (hereinafter called 'the Agreement') is entered into on this ____ day of _____, 20____, between:

Ujjain Smart City Limited (USCL), a Special Purpose Vehicle incorporated under the Companies Act, 2013, having its registered office at Smart City Office, Ujjain, Madhya Pradesh – 456001, represented by the Chief Executive Officer (hereinafter called 'USCL' or 'the Client'),

AND

Institute / Research Organization] established under
_____, having its registered office at
_____, represented by

(Name of the Institute), a [University /
(Name and Designation of the Competent
Authority), hereinafter called 'the Consultant' or 'the Empanelled Institute',

(USCL and the Consultant are hereinafter individually referred to as a 'Party' and collectively as 'the Parties')

Article 1: Interpretation

1.1 'Agreement' means this Empanelment Agreement and all schedules, annexures and amendments thereto.

1.2 'Assignment' means a specific project or task assigned to the Consultant by USCL through a written Terms of Reference (TOR).

1.3 'Assignment Agreement' means the project-specific agreement executed between the Parties for each Assignment.

1.4 'Professional Fee' means the fee payable to the Consultant @ 2% (Two Percent) of the Approved Project Cost for each Assignment, excluding applicable taxes.

1.5 'Approved Project Cost' means the project cost as approved by the competent authority of USCL.

1.6 'Performance Security' means the Bank Guarantee @ 3% of the Professional Fee furnished by the Consultant for each Assignment.

1.7 'Security Deposit' means the amount retained @ 7% from each Running Account Bill of the Consultant.

1.8 'Empanelment Period' means the period of Three (3) years from the date of this Agreement, extendable by One (1) additional year on satisfactory performance.

1.9 'TOR' means Terms of Reference issued by USCL for a specific Assignment.

1.10 'Deliverables' means all reports, designs, drawings, data, plans, models and other outputs as specified in the TOR.

Article 2: Empanelment

2.1 USCL hereby empanels the Consultant as a Knowledge Partner for the categories specified in Schedule-A of this Agreement, for the Empanelment Period.

2.2 Empanelment does not guarantee the award of any specific Assignment. USCL may, at its sole discretion, assign projects to any empanelled institute based on domain expertise, availability, presentation performance and project requirements.

Article 3: Assignment of Work

3.1 For each specific project, USCL shall issue a TOR defining the scope, deliverables, timelines and other requirements. The TOR shall be shared with all empanelled institutes whose domain expertise matches the nature of the Assignment.

3.2 The final award of each Assignment shall be based on a Technical Presentation before the Tender Evaluation Committee (TEC) constituted by USCL, or by direct nomination for urgent or specialized assignments. Such direct nomination shall be based on recorded justification and approval of the competent authority of USCL.

3.3 Upon selection, the Consultant shall execute an Assignment-specific Agreement and furnish Performance Security before commencement of work.

Article 4: Professional Fee and Payment

4.1 The Professional Fee for each Assignment shall be @ 2% (Two Percent) of the Approved Project Cost, excluding applicable statutory taxes. The actual fee may be negotiated depending upon complexity, not exceeding 2%.

4.2 Payment shall be made upon achievement of milestones as specified in the Assignment Agreement and approval by USCL.

4.3 A Security Deposit @ 7% (Seven Percent) shall be deducted from each Running Account Bill.

4.4 All payments shall be subject to deduction of TDS and other statutory deductions as applicable.

Article 5: Performance Security

5.1 Before signing each Assignment Agreement, the Consultant shall furnish a Performance Security @ 3% (Three Percent) of the total Professional Fee for that Assignment in the form of an irrevocable Bank Guarantee from any Scheduled Bank, valid for the duration of the Assignment plus six (6) months.

5.2 The Performance Security shall be released within sixty (60) days of successful completion of the Assignment, acceptance of all Deliverables and expiry of the Defect Liability Period.

5.3 In the event of termination for default, the Performance Security shall be forfeited.

Article 6: Security Deposit (Retention Money)

6.1 USCL shall retain 7% (Seven Percent) from each Running Account Bill as Security Deposit.

6.2 The cumulative Security Deposit shall be refunded after successful completion, expiry of Defect Liability Period (12 months or as specified) and issue of satisfactory performance certificate.

6.3 The Consultant may, at its option, furnish a Bank Guarantee of equivalent amount in lieu of cash retention (Form-8).

6.4 USCL may appropriate the Security Deposit wholly or partially towards rectification of defective deliverables.

Article 7: Obligations of the Consultant

7.1 The Consultant shall perform the services with due diligence, efficiency and professional competence.

7.2 The Consultant shall deploy qualified personnel as specified in the TOR and the Assignment Agreement.

7.3 The Consultant shall not sub-contract any part of the Assignment without prior written approval of USCL.

7.4 The Consultant shall maintain confidentiality of all information received from USCL.

7.5 The Consultant shall comply with all applicable laws, rules, regulations and guidelines.

Article 8: Obligations of USCL

8.1 USCL shall provide available data, documents and information relevant to each Assignment.

8.2 USCL shall facilitate access to project sites and coordinate with other agencies as necessary.

8.3 USCL shall make payments as per the agreed milestones upon acceptance of Deliverables.

Article 9: Intellectual Property

9.1 All Deliverables shall be the exclusive property of USCL.

9.2 The Consultant shall not use, publish or reproduce any Deliverable without prior written approval of USCL.

9.3 The Consultant grants USCL an irrevocable, royalty-free licence to use any pre-existing IP incorporated into the Deliverables.

Article 10: Confidentiality

10.1 Both Parties shall maintain confidentiality of all information received in connection with the Agreement and any Assignment, and shall not disclose it to third parties without prior written consent.

10.2 This obligation shall survive termination of the Agreement for a period of three (3) years.

Article 11: Termination

11.1 USCL may terminate this Agreement or any Assignment by giving thirty (30) days' written notice.

11.2 In the event of termination for default by the Consultant, USCL may forfeit the Performance Security and Security Deposit.

11.3 In the event of termination for convenience by USCL, the Consultant shall be paid for work satisfactorily completed.

Article 12: Liquidated Damages

12.1 In the event of delay beyond agreed timelines without approved extension, USCL may levy liquidated damages @ 0.5% of the Professional Fee per week of delay, up to a maximum of 10% of the Professional Fee.

Article 13: Indemnity

13.1 The Consultant shall indemnify USCL against all claims, damages, losses and expenses arising from negligence, breach of contract or infringement of IP rights by the Consultant.

Article 14: Dispute Resolution

14.1 Disputes shall first be attempted to be resolved amicably within thirty (30) days.

14.2 Failing amicable resolution, disputes shall be referred to sole arbitration of the CEO, USCL or his nominee under the Arbitration and Conciliation Act, 1996.

14.3 The seat of arbitration shall be Ujjain. The governing law shall be the laws of India.

Article 15: Force Majeure

15.1 Neither Party shall be liable for failure to perform due to Force Majeure events. The affected Party shall notify the other within seven (7) days.

Article 16: General Provisions

16.1 This Agreement constitutes the entire understanding between the Parties.

16.2 No amendment shall be valid unless in writing and signed by both Parties.

16.3 Notices shall be in writing, sent to the addresses specified below.

16.4 Failure to enforce any provision shall not constitute a waiver.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

For and on behalf of USCL	For and on behalf of the Consultant

Name: _____ Designation: CEO, USCL Date: _____ Seal: _____	Name: _____ Designation: _____ Institute: _____ Date: _____ Seal: _____
---	---

Witnesses:

1. Name: _____	Signature: _____
2. Name: _____	Signature: _____

ANNEXURE-I: INDICATIVE DETAILED SCOPE BY CATEGORY

City Beautification & Placemaking

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to streetscape improvement, junction beautification, public space redesign, street furniture design, facade restoration, public realm enhancement, pedestrian zone design, market area beautification and plaza development. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Urban Design

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to precinct planning, zoning studies, urban morphology analysis, development control guidelines, master planning, urban design frameworks, built-form analysis and spatial planning. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Landscape Architecture

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to parks and garden design, green corridor planning, nursery planning, soft and hard landscape design, irrigation design, plantation schemes, play area design and open space networks. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Heritage Conservation

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to heritage structure documentation, conservation plans, restoration works, adaptive reuse studies, heritage zone management plans, listing and grading, archival research and intangible heritage documentation. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Riverfront & Ghat Development

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to ghat restoration, promenade design, flood management planning, water edge design, bathing ghat improvement, river access infrastructure and cultural space creation along riverfronts. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Urban Forestry

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to tree census and inventory, miyawaki forest planning, urban canopy assessment, avenue plantation design, biodiversity mapping, nursery development and compensatory afforestation planning. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Water Bodies & Wetlands

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to lake and pond rejuvenation, wetland conservation plans, storm water management, water harvesting structures, desilting plans, water quality monitoring systems and ecosystem restoration. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

City Branding

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to visual identity development, city logo design, thematic branding campaigns, merchandise design, event branding, digital presence strategy and cultural identity articulation. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Wayfinding & Signage

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to signage master plan, pedestrian wayfinding systems, vehicular directional signage, multilingual signage, universal design compliance, digital signage and heritage trail markers. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh

standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Public Art

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to public art master plan, installation design, mural programming, sculpture commissioning, community art initiatives, temporary installations and art trail development. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Lighting Master Planning

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to facade illumination design, street lighting audit and redesign, heritage monument lighting, energy-efficient lighting systems, smart lighting solutions and festive lighting plans. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Smart Mobility

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to NMT network planning, TOD studies, parking management plans, ITS deployment, cycle track design, pedestrianization schemes, traffic management plans and public transport route optimization. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

GIS & Digital Twin

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to spatial data collection, base map preparation, 3D city modelling, IoT integration, digital dashboard development, property mapping and utility mapping. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Environmental Planning

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to environmental impact

assessment, green building advisory, pollution control strategies, carbon-neutral planning, solid waste management plans and environmental monitoring frameworks. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Temporary Simhastha Infrastructure

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to temporary structure planning, crowd management systems, temporary sanitation facilities, power distribution, fire safety plans, evacuation planning and communication infrastructure. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Crowd Management & Pilgrim Experience

The empanelled institution shall undertake crowd-flow modelling; pedestrian/crowd circulation; pilgrim journey planning; holding areas; queue management; behavioural analysis; crowd simulation; emergency evacuation; pilgrim amenities; peak-day operational planning.

Tourism & Pilgrim Infrastructure

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to tourist circuit planning, dharamshala design, tourist amenity centres, interpretation centre design, heritage walk routes and pilgrim facility improvement. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Climate Resilience

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to heat action plans, urban heat island mapping, flood resilience strategies, green infrastructure design, climate adaptation frameworks and resilience audits. All outputs shall comply with relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

Disaster Management

The empanelled institution shall undertake planning, surveys, stakeholder consultations, design development, preparation of concept reports, DPRs, detailed estimates, implementation support, quality review and documentation related to hazard risk assessment, emergency response plans, early warning system design, evacuation route planning, shelter design and disaster recovery frameworks. All outputs shall comply with

relevant BIS, IRC, MoHUA, CPWD, NBC and Government of Madhya Pradesh standards. The detailed scope for each specific assignment shall be defined in the respective Terms of Reference.

ANNEXURE-II: GUIDANCE NOTE FOR EMPANELLED INSTITUTES

The empanelled institution shall adopt the following principles in all assignments:

- Sustainable, inclusive and resilient planning principles in all project deliverables.
- Universal accessibility and barrier-free design compliant with the Rights of Persons with Disabilities Act, 2016 and Harmonized Guidelines.
- Lifecycle costing and value engineering in all cost estimates and design decisions.
- Use of green materials, energy-efficient systems and water-conservation measures.
- Climate adaptation and mitigation strategies integrated into all designs and plans.
- Integration of digital technologies, GIS, BIM, IoT and smart solutions where appropriate.
- Community participation, stakeholder engagement and social impact assessment.
- Heritage sensitivity, cultural context and local architectural vocabulary.
- Safety, security and ease of maintenance in all infrastructure designs.
- All reports shall include implementation strategy, risk assessment, financial implications, phasing plan, monitoring indicators and operation and maintenance recommendations.
- Gender-responsive and child-friendly design considerations.
- Compliance with Government of India and Government of Madhya Pradesh schemes, policies and guidelines.