

# **URBAN AFFAIRS DEPARTMENT GOVERNMENT OF MEGHALAYA**

## **EXPRESSION OF INTEREST (EOI)**

**Empanelment of Consultant for Preparation of  
Detailed Project Reports for Slum Improvements  
including Housing and related Infrastructures  
under Rajiv Awas Yojana / Other Sources**

**September 2014**

**Office of the Director, Urban Affairs Department,  
Government of Meghalaya, Meghalaya, Shillong.**

**Office of the Director, Urban Affairs Department, Government  
of Meghalaya, Shillong, Meghalaya**

No. DUA/P/11/2014/68,

Dtd. 23.09.2014

Request for Expression of Interest (EOI) for empanelment of Consultancy Firms for preparation of Detailed Project Report (DPR) for Slum Improvements including housing and related infrastructures under Rajiv Awas Yojana (RAY)/Other Sources for the State of Meghalaya.

1. **Date of issue of EOI: 23.09.2014** (The document may be downloaded from the website **meghalaya.nic.in or smb.nic.in**)
2. Last date for receipt of EOI: **27.10.2014 by 4.00PM** (Through Speed/Registered post/ courier/submission by hand to the Office of the Director, Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001)
3. Address for submission of EOI: **Office of the Director, Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001**
4. Date, place and Time of EOI opening: **27.10.2014 at 4:30 PM in the office of Director, Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001**
5. Non-refundable fee of **1,000/-**(Rupees One Thousand only) in the form of **DD in favour of The Director, Urban Affairs, Meghalaya, Shillong** payable at Shillong towards cost of tender document.
6. Information regarding selected consultants will be uploaded in the website **meghalaya.nic.in or smb.nic.in**

  
(Shri. B. Dutta)

Director, Urban Affairs,  
Meghalaya, Shillong.

### **1.1. Overview of Rajiv Awas Yojana for Slum Free City**

Ministry of Housing & Urban Poverty Alleviation through Rajiv Awas Yojana (RAY) scheme aims at slum free India through inclusive Planning. The Scheme aims "to make a slum-free India" by encouraging State/ Union Territories to tackle the problem of slums in a definitive manner and encourage them towards –

- Formalization of existing slums and universalization of basic amenities in identified slums;
- Identification and redressal of institutional failures which result in creation of slums;
- Tackling the shortages of urban land and housing that keep shelter out of reach for the urban poor;
- Development of basic infrastructure for affordable housing projects.

### **1.2. Preparation of Detailed Project Reports under RAY**

To realize objectives of RAY, existing slums need to be redeveloped or rehabilitated/relocated so that the slum-residents are provided with decent housing and access to basic services. The RAY has three essential elements: housing, community facilities and urban infrastructure services. Further, since development of all slums cannot be taken up at once; it is necessary to prioritize the slums and start with the preparation of DPRs of high priority slums. The project cycle of RAY constitutes three stages, which are interlinked:

- Preparation of Slum Free City Plan of Action
- Preparation of Detailed Project Report (DPR) for different slum pockets
- Implementation of Projects up to delivery of project assets to beneficiaries

The next stage following the project delivery comprises of operation and maintenance, details of which are to be clearly worked out in the DPR. The composition and nature of slums are likely to vary from ward to ward and locality to locality. There are various degrees of deficiencies with regard to housing, social infrastructure and community facilities.

## **2. OBJECTIVE OF EMPANELMENT**

In order to achieve slum free status as envisaged in the RAY scheme, Urban Affairs Department wishes to empanel reputed consultants having expertise in the area of Urban Planning, Architecture, Engineering and related services for the preparation of DPRs for different slum clusters in Meghalaya particularly in Shillong.

## **3. ELIGIBILITY CRITERIA**

**3.1.** The applicant can either be an individual, a company, a partnership firm, an academic institute or a non-governmental organization. The following are the minimum eligibility criteria -

- The applicant must have completed three similar projects in housing, slum improvement and related infrastructure of project cost not less than Rs. 10 Crores.

- The applicant must have an average annual turnover of Rs. 25 Lacs over the last three proceeding years.
- The applicant should have the requisite man power as specified in the EOI.

**3.2.** The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

**3.3.** Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- a) Made a false representation in the form, statement and attachments required in the documents for this empanelment;
- b) A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
- c) Been convicted by any court of law.
- d) Must not have been blacklisted by any government/ semi government department in the last three years.

**3.4.** Proposals of all the Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective weight-age are as under:

Sl no	Criteria	Break-up	Weightage
<b>1</b>	<b>Past Experience of the Firm</b>		<b>40 Marks</b>
	Proven experience in handling/developing projects of similar nature and must have handled/developed not less than three similar projects of at least ₹ 10 crore (project cost) each.		
	1 project	10 Marks	
	2 Projects	20 Marks	
	3 projects	30 marks	
	More than 3 Projects	40 Marks	
<b>2</b>	<b>Qualification of Technical Experts</b>		<b>25 Marks</b>
	Team of qualified technical experts/specialists in the respective field with sound academic record and work experience		
	Architect	5	
	Civil Engineer	5	
	Structural Engineer	5	
	Urban Planner	5	
	Community Participation Expert	5	

<b>3</b>	<b>Financial Strength of the Consultants</b>		15 Marks
	Annual turnover between 25 lacs to 1 cr	5	
	Annual turnover between 1cr – 2 cr	10	
	Annual turnover above 2 cr	15	
<b>4</b>	<b>Experience in North Eastern Area</b>		10 Marks
	Firms having similar project experience in any north eastern states		
<b>5</b>	<b>Understanding of RAY</b>		10 Marks
	Experience in Slum Free City Plan of Action under RAY, Guidelines of RAY, Preparation of DPR under RAY		
	<b>Total</b>		<b>100 marks</b>

### **3.5. SELECTION OF THE CONSULTANTS FOR EMPANELMENT**

Only those applicants whose proposal scores 70 marks or more out of 100 shall be selected for empanelment as consultants for preparation of DPRs under RAY updated from time to time or similar type of programme relating to slum improvements for Urban Affairs Department.

### **4. INDICATIVE SCOPE OF SERVICES**

Essentially the empanelled consultants will be required to prepare Detail Project Report as per RAY guidelines issued by MoHUPA for slum clusters selected by Urban Affairs Department where RAY is being implemented or as per the relevant guidelines for similar type of programme. A detailed template for the purpose of DPR preparation will be made available over which the Consultant is required to provide complete engineering, architectural, financial and other related information as indicated in the following section (however, the exact scope of work will vary from case to case). The scope of services will vary from case to case and may cover some or all of the following activities:

- Coordinating with UAD: taking client instructions, validating underlying assumptions in consultation with the SLNA / SLTC/CLTC, validating slum communities' requirements, examining site constraints / potential and preparing the project brief keeping in view physical and social linkages of the concerned slums;
- Preparing a holistic representation of existing condition/slum profile/mapping of slum profile;
- Conduct Total Station Survey (TSS) of the slum pocket as required;
- Conduct geotechnical survey as required.
- Micro planning of slum redevelopment schemes with community participation through Community Based Organisations /NGO identified by UAD;
- Survey and Validating the estimates of the number of dwelling units to be constructed, required physical infrastructure (water supply, sewerage generation, solid waste management, drainage, power, street lights, land

scaping/beautification, vehicle parking, business centers and roads etc.) and social amenities (community centre, (s) schools, crèche, health care centre, parks and green space, etc.) for the purpose of redevelopment;

- Developing Layout Plan, with strategies and innovations explored during planning schematic layouts for redevelopment models proposed for each identified slum;
- Providing detailed engineering designs with working drawings for inviting tenders and proper execution of work during construction;
- Preparation of tender document and all activities related to tender process;
- Working out detailed cost estimates of every individual component listed such as dwelling units, infrastructure, amenities, etc.;
- Working out detailed project implementation schedule with work breakdown structure,
- PERT / CPM charts and estimating likely time required for project completion and also probability of timely completion using standard statistical methods;
- Obtaining necessary clearances and approvals required for implementation of the project which implies preparation of drawings necessary for statutory approvals and ensure the compliance with codes standards and legislation as applicable and obtaining their approval;
- Modifying the project report incorporating changes suggested by the concerned agency and prepare the report accordingly;
- Preparing of specifications, bill of quantities and detailed cost estimates;
- Periodical site visit (as mutually agreed upon) to inspect and evaluate construction works and clarify for any discrepancy/ambiguity in/from drawings/specifications etc.
- Monitoring and supervision of construction work as per relevant IS Codes, approved designs, RAY or relevant guidelines.
- Provide interpretation of the drawings/specifications.
- Any other services as may be required by Urban Affairs Department for successful execution of the project.

## 5. REQUIREMENT OF PERSONNEL

Detailed curriculum vitae of the following personnel will be required to submit as per the format provided in the Schedule C.

Sl no	Name of the Expert	Experience required
1	Architect	Must have 5 years of experience in similar projects
2	Civil Engineer	Must have 5 years of experience in similar projects
3	Structural Engineer	Must have 5 years of experience in similar projects
4	Urban Planner	Must have 5 years of experience in similar projects
5	Community Participation Expert	Must have 5 years of experience in similar projects

During the empanelled period if the applicant wants to replace the personnel then the CV has to be replaced by equal or better CVs

## **6. DELIVERABLES AND SCHEDULE OF DELIVERY**

The deliverables and schedule of delivery for DPR preparation is as under:

- a. DP R preparation time will be of 8 weeks from the date of signing the contract
- b. The Inception Report will be due after 2 weeks, Draft Report after 6 weeks and the Final Project Report after 8 weeks from the date of the agreement.
- c. The Consultancy Agency will provide five hard copies each of the draft study report and final Detail Project Report.
- d. The Consultant will also provide 2 CDs of the final Detailed Project Report.
- e. Presentation of the same before Appraisal agency/SLSMC/CSMC as per the job requirement

## **7. EMPANELMENT OF PROCEDURE**

The broad procedure for empanelment of consultants constitutes as under:

- a. **Invitation of Expression of Interest (EOI):** Urban Affairs Department invites the application from eligible consultants to submit their expression of interest to participate in the empanelment procedure.
- b. **Submission of EOI:** The participants will submit the EOI to Urban Affairs Department along with the details as required in the prescribed manner.
- c. **Scrutiny:** Urban Affairs Department will scrutinize all the submissions received on the basis of eligibility criteria.
- d. **Empanelment:** The eligible participants would be selected for the Empanelment on the basis of their credentials, competence and previous work records.
- e. **Empanelment Fee:** A onetime empanelment fee of ₹ 10,000/- (Rupees Ten thousand) only for the validity period is to be deposited vide DD favouring Director, Urban Affairs, Meghalaya, Shillong payable at Shillong only after selection of the applicant for the empanelment.

## **8. PERIOD OF EMPANELMENT**

The empanelment would be valid initially for one year. However UAD may at its sole discretion can increase the validity of such empanelment. Notwithstanding anything contained in this EOI document, UAD would have sole irrevocable right to terminate the empanelment and/ or increase the number of members of such empanelment and/ or issue fresh notice of invitation for similar empanelment without assigning any reason whatsoever.

## **9. TERMINATION OF EMPANELMENT**

If in the view of UAD, performance of a Consultant is not satisfactory UAD may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the firm's empanelment with the UAD. UAD, in doing so, shall

intimate the consultant in written termination letter. The decision of UAD in this matter shall be final and binding.

#### **10. AWARD OF WORK**

Procedure for the award of work shall be as follows:-

- Assignments will be awarded for project specific purpose;
- The UAD shall invite offers from amongst the empanelled consultants through a written intimation to the empanelled members along with project specific details, land area, location, project objective and detailed scope of services and payment terms;
- Empanelled consultants shall submit their financial offers in sealed envelopes;
- Assignment would be awarded to the lowest bidder.

#### **11. CONSULTANTS FEE & TERMS OF PAYMENT**

The terms of payment shall be intimated by UAD while seeking financial quotes for each assignment. The fee would normally be limited to a certain percentage of the project cost, depending on the range of services demanded and the size of projects in accordance with the RAY guidelines for DPR preparation of Ministry of Housing & Poverty Alleviation, Govt. of India updated from time to time or relevant guidelines which will be intimated by UAD while seeking financial quotes.

#### **12. FINAL DECISION OF THE AUTHORITY**

Urban Affairs Department reserves the right to accept or reject any application and to annul the process and reject all/any application at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants.

#### **13. SUBMISSION REQUIREMENTS**

To be eligible for Empanelment, the applicants shall provide documentary evidence which shall include the following information:

- a) Forwarding Letter;
- b) Copies of original documents defining the legal status, structure of organization, place of business of the company or corporation or firm or partnership in Schedule 'A';
- c) Reports on the financial standing of the applicant in Schedule 'B' ;
- d) Information about Technical, Professionals and allied Technical staff in Schedule 'C';
- e) Details of the experience and past performance of the applicant on works of a similar nature and details of current works in hand and other commitments in Schedule 'D';
- f) Photocopies of Income Tax return of the firm for the last 3 years;
- g) Audited balance sheet of last three years.

#### **14. LANGUAGE OF APPLICATION**

The language of the application as well as the supporting documents shall be English.



## **15. SUBMISSION OF EOI: PACKING, SEALING & MARKING**

- a. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in **“Expression of Interest for empanelment of Consultancy Firm for Preparation of DPR for Slum Improvements including Housing and related Infrastructures under RAY/other sources”**
- b. The EOI shall be addressed to the Urban Affairs Department , Shillong at the following address:

**The Director**

**Urban Affairs Department, Government of Meghalaya**

**Raitong Building, Near Civil Secretariat, Shillong – 793001,  
Meghalaya**

*If the envelope is not sealed and marked as mentioned above, UAD will not be responsible for any misplacement or premature opening. (Telex, cable or facsimile EOI will be rejected).*

## **16. NUMBER OF EOI's**

An applicant shall submit only one Application.

## **17. EOI SUBMISSION DATE**

EOI submitted in all respect must reach at the specified address by the date and time specified on the first page of this document through Speed / Registered Post or Courier. If the specified date for the submission of EOI is declared as a holiday for UAD, the EOI will be received up to the appointed time on the next working day.

## **18. LATE SUBMISSION**

EOI received after the deadline for submission prescribed by UAD will be rejected.

## **19. MODIFICATION AND WITHDRAWAL OF EOI**

No modifications to the EOI or withdrawal shall be allowed once the EOI is received by UAD.

## **20. JURISDICTION**

All disputes arising shall be subject to the jurisdiction of the appropriate court at Shillong, Meghalaya, India and will be governed by the laws of India.

**Covering Letter**

(ON APPLICANTS OFFICIAL LETTER HEAD)

To

**The Director**

**Urban Affairs Department, Government of Meghalaya**

**Shillong, Meghalaya, Pin-793001**

Dear Sir,

Having examined the advertisement and application form, including the instructions for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection in the empanelment of Consultancy Firm for the preparation of DPRs for Slum Improvements including Housing and related Infrastructures under RAY/other sources.

We understand that Urban Affairs Department reserves the right to reject any application without assigning any reason thereof.

(Signature **of Authorised Person**) Date:

[Name of the authorized person]

[Designation]

**Enclosures:**

1

2

3

4

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## Schedule 'A'

### Information of Applicant

1. Name of the Consultant (In full):
2. Address:
3. Telephone no:
4. E-mail:
5. Website (if any):
6. Year of establishment:  
(Certificate of Registration/Incorporation to be furnished by companies)
7. PAN: .....(Photocopy of PAN Card to be furnished)
8. Place of business:
9. Nature of relevant Assignments carried so far:
  - i.
  - ii.
  - iii.
  - iv.
  - v.
10. Nature of assignments in hand
  - i.
  - ii.
  - iii.
  - iv.
  - v.
  - vi.

**(Signature of Authorised Person) Date:**

## Schedule 'B'

### Financial Status

A. Name of the consultant:

(Whether individual/proprietary/partnership/limited Corporation/NGO/an academic institution etc) Company or

B. Annual Turnover (for each of the last 3 years) (Indian Rupees in Lakhs) Along with audited balance sheets for last three years

**(Signature of Authorised Person) Date:**

**Note:** - All foreign currencies should be converted to equivalent Rupees.

## Schedule 'C'

### Technical Staff

#### Information about the Technical Staff

(Each member of the consortium to furnish information in their respective area of participation)

#### Information about Proposed Professional Staff \* (Table A)

Sl no	Field of Specialization	Name	Key Qualifications	No of years of experience	Area of expertise
1	Architect				
2	Civil Engineer				
3	Structural Engineer				
4	Urban Planner				
5	Community participation Expert				

\* The proposed Professional Staff should submit a signed CV in the template attached.

#### Information of technical strength of the firm (Table B)

Sl no	Field of Specialization	Total number of persons
1	Architect	
2	Civil Engineer	
3	Structural Engineer	
4	Urban Planner	
5	Community Participation Expert	



[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:  
Place:

[Signature of staff member or authorized  
representative of the staff]

[Full name of authorized representative]:

**Schedule 'D'**

**Applicant's Experience of Relevant Projects (Both finished and ongoing Projects)**

**Give information in the following format**

Assignment Name:	Country:
Location within Country:	Professional Staff provided
Name of Client:	No. of Staff:
Address:	No. of Staff Months:
Start Date:            Completion Date:	Approx. Value of service:
Name of Associated Firm(s) if any:	No. of months of Professional Staff provided by Associated Firms(s):
Name of senior staff involved and functions performed:	
Narrative Description of Project:	
Description of Actual Services Provided:	
Firm's Name:	

**(Signature of Authorised Person) Date:**