

REQUEST FOR PROPOSAL (RfP)

for

CONSULTANCY ASSIGNMENT FIRMS

Lump sum

Least Cost



CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY

NO. 1, GANDHI IRWIN ROAD,

THALAMUTHU NATARAJAN BUILDING,

EGMORE, CHENNAI – 600 008

LETTER OF INVITATION

Dear Sir,

Sub: CONSULTING SERVICES ASSIGNMENT FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) ON MANAGEMENT STRATEGIES AND IMPLEMENTATION PLAN FOR OPTIMUM UTILIZATION OF LAND BY REVIEWING THE GENERAL PRINCIPLES OF DEVELOPING AND EVALUATING FUNCTIONAL LAYOUTS OF THE EXISTING BUS DEPOTS / BUS STAND AND EVOLVING PHYSICAL DESIGN TO CREATE AN ENVIRONMENT SUITABLE FOR PROCESSING PASSENGERS AND CIRCULATION REQUIREMENT WITHIN THE INTERFACE AND EXPLORING THE POSSIBILITY OF COMMERCIAL EXPLOITATION FOR SUSTAINABLE MAINTENANCE WITHIN CHENNAI METROPOLITAN AREA (CMA) FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA)

1. You are hereby invited to submit technical and financial proposal for rendering the consultancy services for preparing DETAILED PROJECT REPORT (DPR) ON MANAGEMENT STRATEGIES AND IMPLEMENTATION PLAN FOR OPTIMUM UTILIZATION OF LAND BY REVIEWING THE GENERAL PRINCIPLES OF DEVELOPING AND EVALUATING FUNCTIONAL LAYOUTS OF THE EXISTING BUS DEPOTS / BUS STAND AND EVOLVING PHYSICAL DESIGN TO CREATE AN ENVIRONMENT SUITABLE FOR PROCESSING PASSENGERS AND CIRCULATION REQUIREMENT WITHIN THE INTERFACE AND EXPLORING THE POSSIBILITY OF COMMERCIAL EXPLOITATION FOR SUSTAINABLE MAINTENANCE WITHIN CHENNAI METROPOLITAN AREA (CMA) FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA), CMDA will select a firm among those, who submit their offer for preparation of the above said DPR in accordance with the procurement guidelines indicated in the TAMIL NADU TRANSPARENCY IN TENDERS ACT, 1998 and RULES 2000. The proposal submitted shall be the basis for contract negotiation and ultimately sign a contract with the selected firm(s) for the Consultancy Services.

2. **Objectives:-**

The main objective of Consultancy Services is to prepare **Detailed Project Report (DPR) on Management Strategies and Implementation Plan for Optimum Utilization of Land by reviewing the General Principles of Developing and Evaluating Functional Layouts of the Existing Bus Depots / Bus Stand and Evolving Physical Design to Create an environment suitable for processing passengers and circulation requirement within the interface and exploring the possibility of commercial exploitation for sustainable maintenance within Chennai Metropolitan Area (CMA) for Chennai Metropolitan Development Authority (CMDA) at an optimal cost to facilitate and enhance the safety, liveability and amenity of the area concerned.**

3. The following documents are enclosed to enable you to submit your proposal:

- (a) Terms of reference (TOR) (Annex - 1)
- (b) Supplementary Information (Annex - 2)
- (c) Format of Agreement (Annex – 3)
- (d) Format of Agreement of Joint Venture (Annex – 4)

4. The Consultant must familiarize themselves with local conditions and consider these into account in preparing your proposals. To obtain first hand information on the assignment and on the local conditions, you are encouraged to pay visit to the project sites before submitting your proposals. They may contact the officials named below to obtain additional information related to the assignment.

Senior Planner – Roads Unit

Chennai Metropolitan Development Authority (CMDA)

Thalamuthu Natarajan Building,

No. 1, Gandhi Irwin Road,

Egmore, Chennai – 600 008

Phone / Fax No: 28528008 / 28414855 Fax: 28548416

Email : mscmda@tn.gov.in

Please ensure that advance intimation regarding your visit is sent, to enable to make appropriate arrangements.

5. A pre-proposal conference open to all prospective consultants will be held on **14.11.2017 at 15.30 Hrs.** in the Main Conference Hall of CMDA, No.1, Gandhi Irwin Road, Egmore, Chennai-600 008. The prospective consultant will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, contract conditions and any other pertinent information.

6. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., **Technical** and **Financial** and should follow the form given in the "Supplementary Information for Consultants."

6.1 The "**Technical**" and "**Financial**" proposals must be submitted in sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants (Annexure-2).

6.2 The first envelope, viz., **Cover-1** marked "**Technical proposal**" must also be sealed with sealing wax and initialled twice across the seal and should contain information required in Annexure 2 viz., supplementary information for consultants. The first envelope should not contain any cost information whatsoever.

6.3 The second envelope viz., **Cover-2** marked '**FINANCIAL PROPOSAL**' must also be sealed with sealing wax and initialled twice across the seal and should contain the detailed price offer for the consultancy services.

You will provide detailed breakup of costs and fees as follows:

- Preparing of Management Strategies and Implementation Plan for optimum utilization of space/land underneath the grade-separators/road over bridges/flyovers within Chennai Metropolitan Area for integrating with the existing traffic & transportation system.
- Staff billing rate plus overheads
- Travel and accommodation expenditures
- Report production and reproduction and
- Others (if any) pl. specify

All the sealed envelopes (Cover1 and Cover 2) should again be placed in a sealed cover which will be received in the office of the CMDA, No.1, Gandhi Irwin Road, Egmore, Chennai-600 008, **on or before 12.12.2017 upto 15.00 Hrs.**

7. Opening of proposal

The proposal's first envelope (cover 1) containing the Technical Proposal will be opened by **Member-Secretary, CMDA** or his authorized representative in his office **at 15.30 Hrs. on 12.12.2017**. It may please be noted that the second envelope containing the Financial Proposal will not be opened until technical evaluation has been completed and the result approved and notified to all consultants.

7.1 Minimum Eligibility Criteria

1. The Bidder is ineligible to submit a proposal, if it or any of its constituents has been barred by any Central and / or State Govt. in India.
2. A Bidder should have, during the last three years, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.
3. The party should have completed similar nature of project within last 3 financial years and should have turnover not less than Rs.2.00 (Two) Crores in any year within last 3 financial year. **Ongoing assignments will not be considered. (Assignment along with client completion certificate only considered for evaluation)**

7.2 Evaluation:

A two-stage procedure will be adopted in evaluating the proposals:

- i) Technical evaluation, will be carried out prior to opening of Financial proposal (as per Annexure 2)
- ii) Financial proposals will be opened only for those Bidders whose Technical Proposal equals to or more than the minimum qualifying criteria as indicated in Clause 7.
- iii) Financial proposal of all eligible firms shall be opened and evaluation will be carried out.

7.3 **Technical Proposal**

The evaluation committee appointed by the Client will carry out its evaluation of qualified firms' technical proposal applying the evaluation criteria and point system specified below. Each responsive proposal will be attributed a technical score (St).

- (i) Background of the firm : 10 points
(length & constitution, turnover)
- (ii) Key personnel : 25 points
- (iii) Relevant experience : 40 points
- (iv) Methodology : 25 points

Curriculum vitae of key personnel (as given in the Item No. (12) of the Terms of Reference) in each discipline for assessing the qualifications and experience of the personnel proposed to be deployed for the studies should be included with the proposal (in the format of the sample curriculum vitae). These personnel will be rated in accordance with:

- (i) General qualifications - (30 points)
- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc) - (70 points)

Quality and competence of the consulting service shall be considered as the paramount requirement. Technical proposals scoring not less than 80% of the total points will only be considered for financial evaluation. The price envelopes of others will not be considered and returned unopened after completing the selection process. The client shall notify the consultants, results of the technical evaluation and invite those who have secured the minimum qualifying criteria for opening of the financial proposals indicating the date and time.

7.4 **Financial Proposal**

1. Opening Procedure:

The financial proposal shall be opened in the presence of the consultants' representatives who are authorized by the consultant to attend. The name of the consultant, the quality scores and the proposed prices shall be read out and recorded. The client shall prepare minutes of bid opening.

2. Evaluation:

The client will determine whether the proposal is complete and correct in all respects as per the RfP. The client reserves the right to declare any proposal informal if the proposal found incomplete in any respect. The evaluation shall exclude taxes.

3. Selection of Consultant shall be based on the lowest evaluated responsive proposal for the activities to be performed as per ToR.

8. **Negotiations**

1. The aim is to reach agreement on all points, and sign a contract.
2. Negotiations will include discussions on the technical aspects, the proposal methodology (work plan), consultancy fee, staffing and any suggestion made by the firm to improve the **Terms of Reference (ToR)**. The Client and Firm will then work out agree final Terms of Reference, bar chart indicating activities, staffing and staff months, logistics and deliverable like reporting. The agreed work plan and final Terms of Reference will then form part of the contract. Special attention will be paid on optimizing the required output from the firm.
3. The negotiations will conclude with review of the draft form of the contract. To complete negotiations the Client and the Firm will initial the agreed Contract. If negotiation fails, the Client will invite the Firm that submits the second lowest responsive financial proposal for negotiation.

9 Award of Contract:

1. The Contract will be awarded, following negotiations, with the successful Firm. The successful Firm shall have to enter into an agreement with the Department as agreed to during negotiations.
2. The Firm is expected to commence the assignment on the date and at the locations specified in the RFP.
3. In case of the Bidder is a Joint Venture, the Partners of the Joint Venture shall furnish a Power of Attorney as per the format given in the Annex 4 designating one of the Partners as per the Memorandum of Understanding (MoU) as their Lead Partner (Lead Partner is one of the Joint Venture Partner) who shall satisfy technical criteria as detailed in Appendix to RFP i.e., under Relevant Experience for the firm for the Assignment & Qualification and Competence of key staff for the assignment.

The authorized representative of the Partners of the Joint Venture other than the Lead Partner shall duly sign the Power of Attorney and the Lead Partner shall sign the same by way of acceptance. The Power of Attorney shall be furnished on a non-judicial stamp paper of Rs.100/- duly attested by Notary Public.

10. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the proposal or to other person not officially concerned with the process, until the award of contract is notified to the successful firm.

11. General:

The Member-Secretary, CMDA shall have the right to reject one or all the proposals, without assigning any reasons.

Yours faithfully

Member Secretary
CMDA

Enclosures:

1. Terms of Reference.
2. Supplementary Information to Consultants.
3. Draft contract under which service will be performed.
4. Format for power of attorney for lead partner of joint venture

TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICE PROVIDER FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) ON MANAGEMENT STRATEGIES AND IMPLEMENTATION PLAN FOR OPTIMUM UTILIZATION OF LAND BY REVIEWING THE GENERAL PRINCIPLES OF DEVELOPING AND EVALUATING FUNCTIONAL LAYOUTS OF THE EXISTING BUS DEPOTS / BUS STAND AND EVOLVING PHYSICAL DESIGN TO CREATE AN ENVIRONMENT SUITABLE FOR PROCESSING PASSENGERS AND CIRCULATION REQUIREMENT WITHIN THE INTERFACE AND EXPLORING THE POSSIBILITY OF COMMERCIAL EXPLOITATION FOR SUSTAINABLE MAINTENANCE WITHIN CHENNAI METROPOLITAN AREA (CMA) FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA)

1. Background:

The Chennai Metropolitan Area (CMA) comprises of City of Greater Chennai and its outlying urban and rural areas with an extent of 1189 Sq.Km. The outlying area consists of one (1) Cantonment, 16 Municipalities, 20 Town Panchayats and 214 Village Panchayats in 10 Panchayat Unions. The City of Greater Chennai area has been extended from 176 Sq.Km. to 426 Sq.Km. encompassing the outskirts of the old city area

Right from the institution of CMA, CMDA have carried out thrice a Comprehensive Traffic & Transportation Study (CTTS). The third CTTS was initiated in the year 2008 and completed in 2010. In the year 1970 the Madras Area Transportation Study Unit (MATSU) of DTCP carried out the CTTS and then the CMDA had done another CTTS during the year 1992-95 under TNUDP-I. These studies were aimed to update the transportation strategy of CMA and identify a predictable and investment programme to achieve transport improvements to meet with the Vision Year 2026 and beyond.

Transportation facilities are the lifelines of the cities. The rapid rate of urbanization has imposed a heavy burden on transportation. The accomplishments of transportation are notable but there is growing concern over congestion, physical deteriorations, accidents, high costs, resource constraints and deteriorating services. In view of this the recent studies zeroed in recommending to improve the transportation interface areas which are often the key to the success of transportation systems – local, intercity or international. In the light of this, it was felt

to prepare a Detailed Project Report (DPR) on Management Strategies and Implementation Plan for Optimum Utilization of Land by reviewing the General Principles of Developing and Evaluating Functional Layouts of the Existing Bus Depots / Bus Stand and Evolving Physical Design to Create an environment suitable for processing passengers and circulation requirement within the interface and exploring the possibility of commercial exploitation for sustainable maintenance within Chennai Metropolitan Area (CMA).

2. Need for the Study:

In view of the above said background the Preparation of Detailed Project Report (DPR) on Management Strategies and Implementation Plan for Optimum Utilization of Land by reviewing the General Principles of Developing and Evaluating Functional Layouts of the Existing Bus Depots / Bus Stand and Evolving Physical Design to Create an environment suitable for processing passengers and circulation requirement within the interface and exploring the possibility of commercial exploitation for sustainable maintenance within Chennai Metropolitan Area (CMA) have been announced in Tamil Nadu Government Assembly Demand No.26 (Year 2017-2018) by the Hon'ble Minister for Housing and Urban Development Department. Therefore, it is initiated to process for the preparation of Detailed Project Report (DPR) on Management Strategies and Implementation Plan for Optimum Utilization of Land by reviewing the General Principles of Developing and Evaluating Functional Layouts of the Existing Bus Depots / Bus Stand and Evolving Physical Design to Create an environment suitable for processing passengers and circulation requirement within the interface and exploring the possibility of commercial exploitation for sustainable maintenance within Chennai Metropolitan Area (CMA) by appointing a Consultant.

3. Locations:

All the existing Bus Depots irrespective of its jurisdictional control over them whether it is Department of High Ways (DHW) and Greater Corporation of Chennai (GCoC). , within Chennai Metropolitan Area which is listed below but it shall not be limited to the following only.

1. T. Nagar Bus Depot
2. Ayanavaram Bus Depot
3. Ambattur Bus Depot
4. Alandur Bus Depot
5. N.G.O. Colony Bus Depot, Guindy

6. Poonamallee Bus Depot
7. Vadapalani Bus Depot, etc.

4. Objectives:

The main objective of consultancy services is as follows:

The Bus Depot is broadly known as “Transportation Interface Areas” are often the key to the success of transportation systems where passengers (on foot or in vehicles) enter, leave, or change modes within the system or just change links or service within a mode is called terminals, garages, lots, stops, transportation centres, stations, intersections, interchanges, complexes, depots, interfaces, activity centres or other names not yet devised. Whatever they are called, they are the places where any capacity or efficiency problems will show up first, where safety is a particular concern because of the amount and complexity of the required maneuvers and movements, and where major capital and operating cost will be involved. Therefore it has to be dealt with planning and design issues and techniques for the interface areas within the local (urban / sub-urban) systems for passenger and freight movement. Similarly, operational issues will also be considered as the relate to assuring sound planning and designing.

5. Scope of the Study:

The scope of the works includes the following but shall not be limited to the following when a task is felt imperative on study process:-

1. The Bus Depots which are broadly known as “Transportation Interface Areas” concepts, process and analytical techniques are to be reviewed in relevance to the various surface transportation modes.
2. The processes at Transportation interfaces to be directly aimed at carrying out the *functions* of the interfaces.
3. The Consultant should bring out the constraints on bus depot locations.
4. The Consultant should develop passenger and vehicle flow data by origin, destination, access mode, line and headway.
5. The Consultant should establish design objectives, criteria, standards and requirements.
6. The functions shall include provisions for passenger and/or freight;
 - To enter or leave a mode within the system

- To interchange within a mode, or
 - To interchange between or among modes
7. The consultant should bring out the necessary financial and institutional framework features considering the cost of building and operating the terminal to be recovered by those governmental and/or private sector institutions responsible, so it should be appropriately given a detail contemplation in the design and operational consideration for collecting fares, tolls, rental fees, tariffs and so on.
 8. It is also imperative to collect the routing of passengers through the bus depot. Since the passenger choice of routes depends on the frequency and type of trip, the number of alternative routings available, the fare or rate structures, the “image” of the terminal and other factors, the consultant needs to collect those data’s.
 9. The consultant should be able to compute the waiting or holding time so as to provide the waiting or holding facilities for the combination of Batch Arrival and Batch Departure at peak hour period of the interface area.
 10. The consultant should explicitly bring out the processes by which the passengers move through the Bus Depot areas in order to analyse ways to accomplish the desired functions and design (or evaluate) the physical and operational systems for a particular alternative.
 11. The time requires for processing for passenger and for vehicle are of primary concern in design and evaluation of Bus Depots. This time factors constitute two components viz. terminal operator and terminal user time factors. These time factors are the prime determinants of costs that, in turn, will determine the financial viability of a facility or system. Therefore the consultant should quantify these time factors based on the data collected for the Bus Depots.
 12. Since the terminal user time factor constitutes “in-terminal” and “access” times, it has to be well understood because it creates a reality and a perception that greatly influences routing choices.
 13. The consultant should bring out the process flow-chart under Process Analysis Techniques which would facilitate the order of activities and the potential alternative paths or sequence and useful to develop process time requirements.
 14. Processing times are a major element in evaluating the level of service of an interface facility. Therefore for each and every alternative strategies the consultant should quantify the processing time.

15. The Consultant should predict the reliability of the access modes as the arrival pattern of the traveller differ for a specific scheduled vehicle departure time which again influence the variations in processing time.
16. The Consultant should develop a mathematical modelling (simulation) for the analysis of emulating and predicting the performance of systems with irregular traffic flows. The Consultant shall bring out which type of simulation model would be adopted whether deterministic / stochastic. The result of the modelling on waiting time of the route should be listed so as to make an appropriate policy to enhance the utilisation of the Bus Depot.
17. The Consultant should also carry out the Pedestrian flow analysis in the transportation interface areas.
18. The Bus Depot system demand for the expected usage of the overall system to be arrived based on the projected terminal usage involving the surveys of existing usage, mathematical models, trend analysis, future market analysis and considerable doses of engineering planning and policy judgement.
19. In our case, the analysis will depend considerably on modification of an existing system.

6. Presentation of the Study

The consultant shall be ready to present study report to the Department, to the higher officials, Government heads and also to other Government agencies involved in the form of computer aided power point presentation.

7. Schedule of Completion of Tasks and Payment Terms

Time period for the service

- i. Time period envisaged for the study of the Projects is 4 Months from the award of the study. The final reports, drawings and documentation shall be completed within this time schedule
- ii. CMDA shall arrange to give approval on all sketches, drawings, reports and recommendations and other matters and proposals submitted for decision by the Consultant in such reasonable time so as not to delay or disrupt the performance of the Consultants services. If for any reason the approval is delayed corresponding EOT will be given and no extra payment will be made to the consultant.

8. Reports to be submitted by the Consultant to CMDA

Project preparation activities will be split into four stages as brought out below and for each Facility the reports and stages are to be made independently and separately.

STAGE - I - Inception Report (IR)

1. The report shall cover the following major aspects

- i) The Bus Depot / Transportation interface area design concept, processing methodology and analytical techniques .
- ii) Enumerate the quantifiable Indicative Measures to prioritise the Bus Depots.
- iii) To capture the listed Indicative measures, the data required to be listed in exhaustive manner.
- iv) The data collection process and the analytical tool employed shall be indicated.
- v) Task Assignment
- vi) Work Programme and coordination with other departments and getting clearance through Technical committee.
- vii) Study area delineation process and methodology
- viii) Study plan and Proforma for data collection relevant to study concerned
- ix) Key plan and Linear Plan;
- x) Getting approval from the Technical Committee by presenting the detailed inception report to finalise it.

STAGE - II

- i) Identification and enumeration of the existing Bus Depots and its respective jurisdictional controlling agencies concerned such as MTC, TNSTC, etc. should be submitted.
- ii) Indicative measures to priorities based on the potential characteristics of all the existing Bus Depots with respect to its land availability, local area traffic pattern and the adjoining land use patterns to be submitted.
- iii) Submit the study area road inventories details of the existing transportation network as detailed in the scope along with the Topographic Plan of the study area transportation network carrying out the total station along with the presentation of the data in the format to be used in Sophisticated DTM.

- iv) Submit the selected Bus Depot band on the indicative measure analysis of all the Bus Depots which scored top five rank in the analysis .
- v) Submit, for the selected Bus Depots, the alternative strategies plan for the land / space within the Bus Depots to integrate with the area traffic needs.
- vi) Evaluation of the alternative strategies for each selected Bus Depots and recommend the best optional alternative to implement.
- vii) Submit the Financial and Implementation Plan for the selected Bus Depots with the detailed Block Cost.
- viii) Submit the Management Plan and institutional role to make the implementation plan sustainable with minor changes, if any required in future.

STAGE – III

Submission of Draft DPR of Draft Final Report on Implementation Plan including the Financial and Management Plan and the Institutional agencies role to make the plan sustainable.

STAGE – IV

Submission of Final DPR on Implementation Plan including the Financial and Management Plan and the Institutional agencies role to make the plan sustainable covering all the aspects of the ToR incorporating all comments indicated by the client.

NOTE: The Final Report on Implementation Plan including the Financial and Management Plan and the Institutional agencies role to make the plan sustainable and other documents should be as prescribed by the Department. The Consultant should make any alternation /additions in the documents at any stage or after approval as per the comments of any authority / Department.

9. Accountability of the Consultant

Any defects is found in Study Report, the consultant should recheck the parameters found defective and submit revised Report within 14 days of intimation, failing which the department will be at its liberty to get the work done through other consultant at the risk of cost of the consultant.

10. Schedule of Completion of Report and Payments

SCHEDULE OF COMPLETION OF TASK

STAGEs	
STAGE- I	15 Days from the date of Entrustment
STAGE- II	75 Days from the date of entrustment
STAGE –III	100 Days from the date of Entrustment
STAGE –IV	120 days from the date of entrustment

(All the above stages of work should be completed within 120 days in a complete shape.)

SCHEDULE OF PAYMENT

Stage of submission	% of payment
On approval of stage I	10%
On approval of stage II	30%
On approval of stage III	35%
On approval of stage IV	25%

11. Final Output:

The Consultants shall furnish all the reports and documents in fifteen sets along with soft copy in compact Disc. All reports and documents shall be in English.

12. Project Team of the Consultant

The Consultant would be required to form a multi disciplinary Project for this assignment consisting of Traffic and Transportation Planners, Highway Engineers, Geotechnical Engineer, Structural Engineers, Bridge Engineer, Physical Planner, Transport Economist, Financial Experts and Environment and Social Expert.

Sl.No.	Key Personnel	Expected qualification and Experience
1.	Project Leader	Masters Degree in Traffic & Transportation Planning with minimum 15 years experience in Investigation for Planning and Construction of bridges, with exposure to bridge architecture.
2.	Urban Planner	Masters in Town and Country Planning / Urban Planning with minimum 10 years experience including Geo Information System (GIS)
3.	Traffic and Highway Engineer	Masters in Highways or Transportation Engineering with minimum of 5 years of experience.
4.	Sub Key Personnel	As per the requirement

13. The Technical Committee

The Technical Committee consists of the following members:

1. Member Secretary CMDA : **in the chair**

Members:

2. Chief Planner (Rail), CMDA
3. Deputy Financial Analyst, CMDA
4. M.D., MTC
5. Chief Executive Officer, Chennai Smart City Project
6. SE, City Roads, Greater Chennai Corpn.
7. GM, CMRL (Transport Planning)
8. J.C. (Traffic), Police Department
9. Senior Planner (Road), CMDA : Member - Convener

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

Proposals should include the following information:

(a) **Technical Proposal**

I. Brief description of organization – Years of existence, constitution & Turnover

II. Annual Turnover of the firm from consultancies

Year	Amount in Rs.
2014-15	
2015-16	
2016-17	

(Duly certified by a Chartered Accountant)

III. Outline of relevant experience of assignments:

- a. Name of the assignment
- b. Name of the project
- c. Name of the client /owner or sponsoring authority
- d. Brief description of assignment

(Attach Client certificate for completion of project)

IV. The composition of the team of personnel which the consultant would propose to provide and the tasks which would be assigned to each team member in Form F-3.

V. Curriculum Vitae of the individual key staff members to whom the works to be assigned and of the team leader who would be responsible for supervision of the team. The curriculum vitae should follow the attached Format (F-4) duly signed by the concerned personnel.

METHODOLOGY -

- VI. A description of the manner in which consultants would plan to execute the work. Work plan time schedule in Form F-2 and approach or methodology proposed for carrying out the required work.
- VII. Any comments or suggestions of the consultant on the Terms of Reference (TOR).
- VIII. The consultant's comments, if any, on the data, services and facilities to be provided by the client indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should includes Schedule of Price Bid in Form No.F-5 with cost break-up and Work programme and time schedule for key personnel in Form 6.

- (2) **Two copies of proposals should be submitted to CMDA (With Soft copy in CD except Form No.5)**

(3) **Terms of Payment**

The mode of payments to be made in consideration of the work to be performed by the consultant shall be as per Terms of Reference

Note: All payments shall be made on submission of pre-receipted bills by the consultants in quadruplicate for respective stages.

(4) **Review of reports**

A review committee as indicated in the terms of reference to review the reports submitted by the consultants and suggest any modifications/changes considered necessary within 15 days of receipt.

FORM F-1

Date:

From

To

Sir:

Hiring of Consultancy services for _____ of _____ Regarding

I/We _____ consultant/consultancy firm/organization herewith
enclose Pre - qualification criteria for consultants, Technical and Financial Proposal for selection
of our firm as consultant for _____.

Yours faithfully,

Signature: _____

Full name _____

and address: _____

(Authorized Representative)

FORM F-2

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Item	Month wise Program			
		1st	2nd	3rd	4th

B. Compilation and submission of reports

1. Report
2. Report } As indicated under TOR
- }
3. Report
4. Report

C. A short note on the line of approach and methodology outlining various steps for performing the study.

D. Comments or suggestions on "Terms of Reference."

FORM NO.F-3

Composition of the Team Personnel and the task which would be assigned to each

Team Member

1. Technical/Managerial Staff

Sl.No.	Name	Position	Task assignment
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2. Support Staff

Sl.No.	Name	Position	Task assignment
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FORM F-4

**SUGGESTED FORMAT OF CURRICULUM VITAE
FOR MEMBERS OF CONSULTANT'S TEAM**

1. Name:
2. Profession/
Present Designation:
3. Years with Firm/Organization: _____ Nationality:
4. Area of Specialization:
5. Proposed Position on Team:
6. Key Qualifications:

(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:

(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. Experience:

(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Staff Member

Date:

Attested by Consultant firm

(If both signatures are not duly signed in the respective curriculum vitae, the proposal will not be considered for evaluation)

FORM NO.F-5

SCHEDULE OF PRICE BID

Items

Amount in Rupees

In figures

In words

Consultancy fee (with detailed break up mentioning all taxes and duties as applicable) — — —

Signature of Consultant

(Authorized representative)

Cost Estimate of Services

Remuneration of Staff

Staff Name	Daily (Monthly) Rate (In Currency)	Working Days (Months)	Total Cost (In Currency)
a) Team Leader			
b)			
c)			
Sub-Total (Staff)			

Out-of-Pocket Expenses:

a) Per Diem: ¹	Room	Subsistence cost	Total	Days
b) Air fare				
c) Lump sum Miscellaneous expenses: ²				
Sub-Total (Out-of-pocket)				
Contingency Charges				

TOTAL COST ESTIMATE _____

¹ Per Diem is fixed per calendar day and need not be supported by receipts

² To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communication expenses, portorage fees, in-and-out expenses, airport taxes, and such other travel related expenses may be necessary.

FORM F-6

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS

Name Position 1 2 3 4 Number of months

Total

Reports Due/Activities and Duration

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time _____ Part time

Reports Due _____

Activities Duration _____

Consulting Services

Draft Letter of Agreement for Small Assignments Carried out by Consultants

Subject: **CONSULTANCY SERVICE PROVIDER FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) ON MANAGEMENT STRATEGIES AND IMPLEMENTATION PLAN FOR OPTIMUM UTILIZATION OF LAND BY REVIEWING THE GENERAL PRINCIPLES OF DEVELOPING AND EVALUATING FUNCTIONAL LAYOUTS OF THE EXISTING BUS DEPOTS / BUS STAND AND EVOLVING PHYSICAL DESIGN TO CREATE AN ENVIRONMENT SUITABLE FOR PROCESSING PASSENGERS AND CIRCULATION REQUIREMENT WITHIN THE INTERFACE AND EXPLORING THE POSSIBILITY OF COMMERCIAL EXPLOITATION FOR SUSTAINABLE MAINTENANCE WITHIN CHENNAI METROPOLITAN AREA (CMA) FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA)**

(Name of Consultant)

1. Set out below are the terms and conditions under which (Name of Consultant) has agreed to carry out for (Name of Client) the above-mentioned assignment specified in the attached Terms of Reference.
2. For administrative purposes (Name of responsible staff of Client) has been assigned to administer the assignment and to provide [Name of Consultant] with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____ .
3. The (Name of Client) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and the [Name of Consultant] will provide the (Name of Client) with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

5. This Agreement, its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India
6. This Agreement will become effective upon confirmation of this letter on behalf of (Name of Consultant) and will terminate on _____, or such other date as mutually agreed between the (Name of Client) and the (Name of Consultants).
7. Payments for the services will not exceed an total amount of Rs. _____.

The (Name of Client) will pay (Name of Consultant), payable within 30 days of receipt of invoice as follows:

= a remuneration of

Amount	Currency
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As per TOR

above remuneration includes all the costs related to carrying out the services, including overhead and any taxes imposed on [Name of Consultants.]

8. The [Name of Consultants] will be responsible for appropriate insurance coverage. In this regard, the [Name of Consultants] shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultants shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the [Name of Consultants] or its staff. The [Name of Consultants] shall provide the (Name of Borrower) with certification thereof upon request.
9. The [Name of Consultants] shall indemnify and hold harmless the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Borrower) arising out of the services by the [Name of Consultants]

under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.

10. The Consultants agree that any manufacturing or construction firm with which they might be associated with will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
11. All final plans, drawings, specifications, designs, reports and other documents or software submitted by the [Name of Consultants] in the performance of the Services shall become and remain the property of the Client. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the Client.
12. The Consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.
13. The consultant will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.
14. The [Name of Consultants] shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.
15. The [Name of Consultants] also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.
16. The risks and the coverage shall be as follows:
 - (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government's country by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage as per Motor Vehicles Act 1988;

(b) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and

17. The conditions specified in the Tender Advertisement and Tender Documents including the ToR also form part of this agreement.

18. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration & Conciliation Act 1996. The place of arbitration shall be at Chennai.

Place:

Date: (Signature of Authorized Representative

..... on behalf of Consultant)

.....

..... (Signature & Name of the Client's Representative)

**FORMAT FOR POWER OF ATTORNEY FOR LEAD PARTNER OF JOINT
VENTURE**

POWER OF ATTORNEY

(On Non – judicial stamp paper of Rs 100 duly attested by notary public)

Whereas **CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA)** has invited proposals from the interested Bidders for rendering “**CONSULTANCY SERVICE PROVIDER FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) ON MANAGEMENT STRATEGIES AND IMPLEMENTATION PLAN FOR OPTIMUM UTILIZATION OF LAND BY REVIEWING THE GENERAL PRINCIPLES OF DEVELOPING AND EVALUATING FUNCTIONAL LAYOUTS OF THE EXISTING BUS DEPOTS / BUS STAND AND EVOLVING PHYSICAL DESIGN TO CREATE AN ENVIRONMENT SUITABLE FOR PROCESSING PASSENGERS AND CIRCULATION REQUIREMENT WITHIN THE INTERFACE AND EXPLORING THE POSSIBILITY OF COMMERCIAL EXPLOITATION FOR SUSTAINABLE MAINTENANCE WITHIN CHENNAI METROPOLITAN AREA (CMA) FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA)**” for a specified period. (Not less than 18 Months)

Whereas, M/s _____ and M/s _____
(the respective names of the Partners along with address of their registered offices)
have formed a Joint Venture and are interested in bidding for the Consultancy Services Contract in accordance with the terms and conditions of the Request for Proposal (RFP) and other connected documents in respect of the Project, and

Whereas, it is necessary under the RFP for the Partners of the Joint Venture to designate one of them as the Lead Partner with all necessary power and authority to do for and on behalf of the Joint Venture, all acts, deeds and things as may be necessary in connection with the Joint Venture’s bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s _____ (the respective name of the Partner, other than the Lead Partner, along with address of their registered offices) do hereby designate the other Partner of the Joint Venture, M/s _____ (name of the Lead Partner, along with

address of the registered office), as the Lead Partner of the Joint Venture, to do on behalf of the Joint Venture, all or any of the acts, deed or things necessary or incidental to the Joint Venture's bid for the Project, including submission of Proposal, participating in pre-proposal conference, responding to queries, submission of information / documents and generally to represent the Joint Venture in all its dealings with CMDA any other Government Agency or any person, in connection with Project until culmination of the process of bidding, execution of Consultancy Agreement and thereafter till the completion of Contract with CMDA.

We hereby agree to ratify all acts, deeds and things lawfully done by the Lead Partner our said attorney pursuant to this Power of Attorney and agree that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by the Joint Venture.

Dated this _____ day of _____ 201___. [Executant(s)]

(To be signed by the other Partner in the Joint Venture other than the Lead Partner)

Accepted

Dated this ___ day of _____ 201__

(To be signed by the Lead Partner)

Witness:

1. _____

2. _____

Note:-

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the executant(s) should submit for verification the extracts of the charter documents and documents such as resolutions/ Powers of attorney in favour of the persons executing this Power of attorney for the designation of power hereunder on behalf of the Bidder.