

REQUEST FOR PROPOSAL (RfP)
for
CONSULTANCY ASSIGNMENT FIRMS

Lumpsum

Least Cost



CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY
'Thalamuthu Natarajan Building',
No.1, Gandhi Irwin Road, Egmore, Chennai-600 008

LETTER OF INVITATION

Dear Sir,

Sub: Consultancy Study for Redevelopment of Continuous Building Area such as George Town, Triplicane and Purasaiwalkam in Chennai Metropolitan Area.

1. You are hereby invited to submit technical and financial proposal for rendering the Consultancy Services for preparing the Feasibility Report (FR) and Detailed Project Report (DPR) for the re-development of Continuous Building Area such as George Town, Triplicane and Purasaiwalkam in Chennai Metropolitan Area. CMDA will select a firm among those, who submit their offer for preparation of FR and DPR, in accordance with the procurement guidelines indicated in the TAMIL NADU TRANSPARENCY IN TENDERS ACT, 1998 and RULES , 2000.

2. Objectives

The main objective of the Consultancy Services is to prepare **Feasibility Report and Detailed Project Report for the Redevelopment of Continuous Building Area such as George Town, Triplicane and Purasaiwalkam in Chennai Metropolitan Area** at an optimal cost to facilitate wider roads, public open spaces, better ventilation, to enhance the physical and social infrastructural facilities and thus leading better quality of environment.

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

- (a) The Terms of Reference is enclosed (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.

**The Member Secretary &
The Chief Planner, (MPU) Chennai Metropolitan Development Authority,
No.1, Gandhi-Irwin Road
Egmore, Chennai- 600 008.
Phone- 28414855/28414355 Fax: 28548416
Email : mcmda@tn.gov.in**

Please ensure the 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 24.10.2017 at 3.30 p.m. in the Main Conference Hall of Chennai Metropolitan Development Authority, 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 both letters) following the formats/schedules given in the Supplementary information for Consultants (Annexure -2)

6.2 The first envelope viz., Cover-I marked “**Technical proposal**” must also be sealed with sealing wax and initialed 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 initialed twice across the seal and should contain the detailed price offer for the Consultancy services.

All the sealed envelopes (cover 1 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 10.11.2017 up to 3.00 p.m

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 3.30 p.m.** on 10.11.2017, 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 Government 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 of preparation of Feasibility Study and Detailed Project Report for the Redevelopment of similar urban areas. Ongoing assignments will not be considered.
4. The bidder should have completed at least two studies for the similar area of Redevelopment study in the last 5 years.
5. The organization should have similar study and turnover of minimum Rs. 2.50 crores in the last 5 years.

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 CMDA will carry out its evaluation of qualified firms' technical proposals applying the evaluation criteria and point system specified below: Each responsive proposals 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. (25) 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 (suitably 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. CMDA 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. CMDA shall prepare minutes of bid opening.

2. Evaluation:

CMDA will determine whether the proposal is complete and correct in all respects as per the RfP. CMDA 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). CMDA 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, CMDA and the Firm will initial the agreed Contract. If negotiation fails, CMDA will invite the Firm that submits the second lowest responsive financial proposal for negotiations.

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.

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)

Sub: Study on Redevelopment Plan for Continuous Building Areas in George Town, Triplicane and Purasaiwakkam in Chennai Metropolitan Area.

1. Back ground

The Chennai City is at the core of the metropolitan area and is the centre for all commercial and social activities as well as a living area for majority of the total population. Its structure approximated to a semi-circle with extensions in five main directions, the North, Northwest, West, Southwest and South. This is due to the fact that early in the development of the city, George Town and Harbour became the commercial centre of the City. George Town and its extension southwards into Anna Salai together constitute the central business district of the City where most of the wholesale trade, specialized retail trade and banking and financial institutions were located and where commercial activity was intense. More than 2 lakh work places (jobs) constituting 48 per cent of the total work places in the Madras Metropolitan Area in 1971 were located here. Triplicane, Mylapore, Purasaiwalkam and also the northern part of George Town and Royapuram are the old continuous built up residential areas characterized by street housing (i.e. houses constructed in a row without side open spaces) with shopping along main streets.

The Master Plan for CMA approved in 1976 proposed the structure of the Metropolis taking into account various factors. The structure proposed was of radial pattern with City as hub. The main elements of the strategy were Restriction of density and population growth in the city and Dispersal of certain activities from CBD. Subsequently Detailed Development Plans and Second Master Plan were prepared for these areas and one of the major principles underlying the Plan was securing of balanced development by decentralising the places of employment and residential areas. Development Regulations formed part of the Master Plan and separate planning parameters were framed for the George Town and Continuous Building Areas. Followed by the Second Master Plan strategies, CMDA initiated actions to institute Area Development Plans in various critical areas for upgrading quality of life in City sectors and neighborhoods. The high congestion in the inner core and old parts of the city has led to deteriorating quality of environment. Enhance of quality of life in these parts of the city requires special and focused

attention. One of the approaches adopted to improve the quality of environment in the old parts / derelict area is the redevelopment.

2. Need for the study

CMDA took certain decongestion measures such as shifting some of the whole sale activities from CBD. Though the decongestion measures suggested in the First Master Plan, and also certain activities shifted to other places in the periphery, the absence of redevelopment plan makes the area more vulnerable for living and threat to the environment. The land and rental values have not come down and instead increased further. The Guide Line Value for the area is almost increased about 3 to 4times, compared to the value of 2007 to 2017. The Master Plan Permits mixed land use and the GT area continues to be congested even after taking the decongestion measures. The George Town area today is characterized by high dense development with a density of 331 persons per hectare. It is an area of higher FSI which has crossed the permissible FSI of 2.5 for Multi Storied Buildings. These buildings are also at risk without adhering to the safety and security norms. Most of these buildings have structural irregularities and unsafe buildings. More than 60 % of the buildings are more than 50 years old and needs immediate attention by way of Redevelopment. All these existing structure have been constructed in small plots with high dense development. There is a need to prepare redevelopment plan for this area, as well as Continuous Building areas in other parts of the city to provide better facilities which will enhance the environmental quality and ensuring planned facilities.

3. Locations:

George Town - 365 hect. (approx) , Triplicane – 85 hect. (approx), Purasaiwalkam – 102 hect. (approx) in Chennai Metropolitan Area.

4. Objectives

The objectives of redevelopment proposal are

- a) to restructure and re plan the area with more effective and environmental friendly with local transport within the area to provide better circulation pattern;

- b) to plan and provide better physical and social infrastructure by providing more open spaces and community facilities.
- c) to frame guidelines for redevelopment the dilapidated buildings into new buildings of modern standard and design for safe life

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 purpose.

- 1) To demarcate property boundaries and the existing road pattern in the redevelopment area by carrying out the total station survey.
- 2) The data captured in total stations during existing land use survey shall be presented in the shape file format.
- 3) To study the existing constructions / building uses and ownership details of the study area.
- 4) To carry out parking (off-street and on street) and activity survey in the study area.
- 5) To carryout detailed road inventory in the study area and rationalisation of the same within the overall scheme.
- 6) To prepare the existing road network, physical constraints, existing circulation pattern and connectivity with the adjoining roads and over all road network plan.
- 7) To work out the hierarchy of roads based on the future redevelopment
- 8) Detailed inventory on the buildings/construction such as ownership, use/activity, occupancy, age, structural stability, available facilities etc.
- 9) To delineate the appropriate areas for promoting various approaches such as Redevelopment, Reintegration and Mixed Redevelopment and Reintegration Area
 - i) **Redevelopment Priority Area:** where Buildings in the area are mostly in dilapidated or markedly dilapidated conditions and are generally aged 50 or above and the Residential area suffering from serious problems such as environmental hygiene, structural stability, safety, security, air and noise pollution.

ii) Reintegration / Rehabilitation Priority Area:

Where buildings in the areas with local character and revitalisation potential for which to suggest reintegration/rehabilitation and revitalisation schemes to inject new liveliness and to make environmental improvements to the area and also to preserve the local character during the redevelopment process. Such proposal does not place restriction on the redevelopment of individual old buildings in the Area.

iii) Mixed Redevelopment and Reintegration /Rehabilitation Area

The areas with mixture of buildings in need of redevelopment and relatively new buildings in the Area where redevelopment and / or rehabilitation works are to be carried out at suitable locations having regard to the conditions of individual buildings.

- 10) To propose various appropriate redevelopment, Reintegration / Rehabilitation directions for the respective areas in the study area.
- 11) To identify key issues in these areas and to suggest proposals intended to tackle the key issues.
- 12) To collect the data of infrastructure existing on the ground, below and above the ground levels and also to identify the monument, Heritage buildings, reserved green / parks, sensitive / defence areas in the study area.
- 13) To conduct broad and qualitative technical assessments on relevant recommendations so as to ascertain their preliminary feasibility and to propose feasible implementation mechanisms and timeframe, and Social Impact Assessment, Impact mitigation measures, so as to address the local citizen problems.
- 14) To approach relevant government departments and organisations to seek their views, and ascertained the feasibility of the proposals, before the formulation of the Redevelopment / Reintegration proposals.
- 15) To conduct public consultations and workshops to get view and suggestions from public, relevant government departments and local organisations before finalising the proposals.
- 16) To conduct an social impact analysis on the livelihood of people to be affected by the Redevelopment and to obtain solicit views of stakeholders on the Redevelopment and reintegration proposals.

- 17) To provide blue print for the redevelopment guiding and facilitating redevelopment works.
- 18) To suggest legal measures, Development Regulations including incentives (amendments to DR) to implement redevelopment / reintegration in the study area. To review legal and regulatory provisions applicable for the project shall be carried out on this task.
- 19) To examine the ways and means including requirement of act amendments to obtain land required for widening of road up front as a planning tool.
- 20) To explore the financial feasibility for the implementation of proposal including coordination between the organisations and also in seeking interested investors.
- 21) Presentation of the Study: The consultant shall be ready to present appraisal 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.
- 22) Schedule of Completion of Tasks and Payments 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, maps and documentation shall be completed within this time schedule.
 - ii) CMDA shall arrange to give approval on all reports, maps and recommendation 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.

23) Reports to be submitted by the Consultant to CMDA

Study proposal will be split in to five stages as brought out below and for each Facility the reports and stages are to be made independently and separately.

Stage I: Preliminary Report

1. The report shall cover the following major aspects
 - i) Detailed methodology to meet the requirement of the TOR finalised in consultation with CMDA, GCC, TNSCB, TNHB, CMWSSB, DFRS and Traffic

Dept.; including scheduling of various sub activities to be carried out for. Completion of various stages of the work; stating out clearly their approach and methodology for the proposed study after due inspection of the entire study area and collection of necessary information.

ii) Task Assignment

iii) Work Programme and coordination with other departments and getting clearance through Technical committee.

iv) Bring out the collected progressive and prospective scheme/ project details in the study area as well as in the surrounding area whether it is sanctioned / under sanction from the line agencies and submit a plan incorporating the same along with the study area details. Listing out issues and potential problems.

v) Review the existing legal provisions and applicable Development Regulations.

vi) Getting approval from the Technical Committee by presenting various options to finalise the methodology.

Stage –II

i) Submit the Plan of the study area after carrying out the total station along with presentation of the data in the shape file format.

ii) Submit the existing land use details map with public open spaces, Government land details, and major utility area by delineation of buildings/ constructions with reference to the redevelopment, Reintegration / Rehabilitation and Mixed Redevelopment and Reintegration Area and heritage preservation.

iii) Submit the existing circulation pattern and road network map with detailed inventory study such as openings in central / verge / inter-sections, side foot path etc.

iv) Submit the map with boundaries proposed in the basic frame work with reference to the redevelopment, Reintegration / Rehabilitation and Mixed Redevelopment and Reintegration Area and heritage preservation.

Stage III

- i) To submit interim report with draft proposals for the redevelopment, Reintegration / Rehabilitation and Revitalisation guiding and facilitating redevelopment works.
- ii) Submit the draft proposals include measures in response to different local key issues and problems with a view to delineating the sub-areas in the study area for shaping local character, cultural heritage and optimising land resources for redevelopment.
- iii) Suggest implementation timetable for the proposals for implementation in the near future, shorter, medium term and long term in view of complexity of the proposed measures, to serve as reference for the relevant implementing agencies.
- iv) Draft Proposals comprising measures that could be implemented in the near future, the short term, the medium term and the long term in different sectors in the study area.
- v) Approval by TC

Stage IV

To conduct Public Consultation and stake holders meeting. Conducting Social Impact Study

Stage V

Submission of Final Report covering all aspects of the TOR, and approval by TC

Note: The report shall be strictly in the format acceptable to the technical committee. Reports shall be supplied in both soft and hard copies in sufficient numbers.

24) Deliverable and Payment terms:

The payment terms will be as follows:

S.No	Work Description	Time line	Payment Terms(% of total fees)
1.	On assignment of work	Advance Payment	15%
2.	Submission of report on existing building details road network and other details	2 Months On assignment of the work	20%
3.	Submission of Draft Final Report	1 Month	40%
4.	Submission of final Report incorporating the suggestions made by CMDA	1 Month	25%

25) Team Composition:

S.No.	Resource Persons	Expected qualification and Experience	Output
1.	Team Lear & Overall Coordinator - 1	Masters Degree in Urban Planning with minimum 15 years experience.	Guide the team from the beginning of the work till completion and final report submission.
2.	Transport Planner - 1	Masters Degree in Traffic & Transportation Planning with minimum 10 years experience.	Guide to assist the team for preparation of proposed study on redevelopment plan for CMA
3.	Urban Planner - 2	Masters Degree in Urban Planning with minimum 10 years experience.	
4.	GIS Specialist - 1	Masters Degree in Geographic Information System with minimum 5 years experience.	Assist the team for digitization and mapping the details in GIS format
5.	Field survey staff	Bachelor / Masters Degree in Urban Planning	Sufficient field survey staff to be allocated for the survey.

26) Composition of Review Committee:

The review committee consisting of the following members will review the progress and Report submitted by the Consultant.

1. Member Secretary, CMDA.
2. Chief Planner (MPU).
3. Chief Engineer, G.C.C.
4. Chief Engineer, Metro-Water (CMWSSB)
And Special Invitees with the permission of MS, CMDA.

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 (including all taxes & duties)

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, portage 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 study for Redevelopment Plan for Continuous Building Areas in George Town, Triplicane and Purasaiwalkam in Chennai Metropolitan Area.

(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
---------------	-----------------

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 study for Redevelopment Plan for Continuous Building Areas in George Town, Triplicane and Purasaiwalkam in Chennai Metropolitan Area, 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.