

**REQUEST FOR PROPOSAL (RFP)**

**From**

**CONSULTANCY FIRMS**

**For**

**Preparation of Detailed Project Report**

**On**

**A Comprehensive Fire Safety Management Plan for  
Theyagaraya Nagar Area in Chennai Metropolitan Area**

**CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY  
NO. 1, GANDHI IRWIN ROAD,  
THALAMUTHU NATARAJAN BUILDING,  
EGMORE, CHENNAI – 600 008**



CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY  
NO. 1, GANDHI IRWIN ROAD,  
THALAMUTHU NATARAJAN BUILDING,  
EGMORE, CHENNAI – 600 008

**LETTER OF INVITATION**

Dear Sir,

Sub: Consultancy assignment for **“Preparation of DPR on A Comprehensive Fire Safety Management Plan for Theyagaraya Nagar in Chennai Metropolitan Area (CMA)”** CMDA

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1. You are hereby invited to submit technical and financial proposal for rendering consultancy services for **“Preparation of DPR on a Comprehensive Fire Safety Management Plan for Theyagaraya Nagar in Chennai Metropolitan Area (CMA)”** for CMDA. One qualifying firm, based on the eligibility criteria mentioned herein, will be selected by CMDA from among those who submit their offer for preparation of the above-mentioned DPR, 000000000 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 by CMDA and also for CMDA to ultimately sign a contract with the selected firm for the Consultancy Service.

2. **Title of the Assignment**

Preparation of a **“Preparation of DPR on a Comprehensive Fire Safety Management Plan for Theyagaraya Nagar in Chennai Metropolitan Area (CMA)”** for Chennai Metropolitan Development Authority (CMDA)

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

- (a) Terms of reference (TOR) (Annexe - 1)
- (b) Supplementary Information (Annexe - 2)

- (c) Format of Agreement (Annexe – 3)
- (d) Format of Agreement of Joint Venture (Annexe – 4)

4. The Consultant must familiarize themselves with local conditions and take these into account while preparing your proposals. To obtain first hand information on the assignment and on the local conditions, you are encouraged to pay visits to the project sites before submitting your proposals. You may contact the official named below to obtain additional information related to the assignment:

**The Member Secretary**

**Chennai Metropolitan Development Authority (CMDA)**

**Thalamuthu Natarajan Building,**

**No. 1, Gandhi Irwin Road,**

**Egmore, Chennai – 600 008**

**Phone No: 28554976 / 28414855 / Fax No: 28548416**

**Email: [mcmda@tn.gov.in](mailto:mcmda@tn.gov.in), [cmda-reg-cp@tn.gov.in](mailto:cmda-reg-cp@tn.gov.in)**

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

5. **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."

5.1 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).

5.2 The first envelope, viz., **Cover-1** marked "**Technical proposal**" should also enclose the **Demand Draft in favor of Member Secretary, CMDA for 1% of EMD i.e Rs 10,000/-**. It 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.

- 5.3 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.

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

- Preparing of DPR including Topographic Survey, Geo-Technical Survey, preparing Business Model for implementation and monitoring and Bid documents as applicable as per statutory norms (@ prevailing G.S.T.)
- Staff billing rate plus overheads
- 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 28.06.2018 up to 15.00 Hrs.**

## **6. 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 **28.06.2018**. 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.

### **6.1 Minimum Eligibility Criteria**

1. The Bidder firm 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 firm 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.
3. The Bidder firm should have completed similar nature of project of Preparation of Detailed Project Report on Fire Safety Management Plan for a neighbourhood Township / Region / Institutional campus within the last 3 financial years and should have a turnover not less than Rs 50,00,000/- in any year within the last 3 financial year. **Ongoing assignments will not be considered. (Assignment along with client completion certificate only will be considered for evaluation)**

## 6.2 **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 Bidder Firms whose Technical Proposal equals to or more than the minimum qualifying points, as indicated in Clause 7.4

## 6.3 **Technical Proposal**

The evaluation committee appointed by CMDA 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<br>(age & constitution, turnover) | : | 10 points |
| (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. (28) 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)

6.4 Quality and competence of the consulting service shall be considered as paramount requirement. Technical proposals scoring 80% or above 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 all those who have secured more than the minimum qualifying criteria for opening of the financial proposals indicating the date and time.

#### 6.5 **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 ineligible if the proposal is found incomplete in any respect. The evaluation shall exclude taxes.

##### **3. Selection:**

Selection of Consultant shall be based on the lowest quoted responsive proposal for the activities to be performed as per the Terms of Reference (ToR) herein.

## 7. **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 proposed methodology (work plan), consultancy fee, staffing and any suggestion made by the firm to improvise the **ToR**. CMDA and the Bidder Firm will then work out and agree on the final ToR, bar chart indicating activities, staffing and staff months, logistics and deliverables like reporting, etc. The agreed work plan and final ToR 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 has submitted the second lowest quoted responsive financial proposal for negotiation.

## 8. **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 CMDA as agreed to during negotiations.
2. The Firm is expected to commence the assignment on the date and at the location specified in the RFP.
3. In case 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 Annexure 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.

9. **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.

10. **General:**

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

Principal Secretary /  
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

for

### DETAILED PROJECT REPORT ON

### "A COMPREHENSIVE FIRE SAFETY MANAGEMENT PLAN FOR THYEGARAYA NAGAR AREA IN CMA"

#### **Introduction**

Urbanisation is an essential feature of economic development and a major component of industrialisation and modernisation. It is inevitable that people will migrate from rural India to towns and cities. Cities are centres of growth, innovation and creativity. In today's world, cities, not countries, compete for resources and investment. The future of India's growth process lies in the dynamism and vibrancy of its cities. Tamilnadu is no exception where Chennai is a vibrant and dynamically growing city. The Central Business Districts (CBDs) and high density residential areas designated as Continuous Building Areas (CBAs) in the Land Use plan of the city require special attention, with particular reference to formulation of strategies to prevent disasters due to fire and to mitigate the adverse impacts of such disasters.

Digital technology, rising global city competition and changing functions of the CBDs have resulted in conceiving new and innovative strategies to preserve the dynamism of the CBDs while also ensuring the safety of such neighbourhoods. Keeping our neighborhoods safe is a top priority of the city planning authorities and public safety is the paramount duty of the city's Fire Department.

#### **NEED FOR THE STUDY**

Thriving CBD is an asset to the city and it will not be desirable to reduce its importance. At the same time, it should be ensured that it functions to its capacity and contributes to the city economy. Extra attention should be paid on fire prevention for the safety of the city, since the CBD is in a stage of rapid development. The high concentration of facilities and the compact space increase the possibility of fire hazard, which will lead to serious consequences. So it is necessary to conduct a city fire risk assessment to avoid loss of lives and property. To be truly smart, cities of the future must be resilient and fire safe. Fire risk assessment must be done based on the development of modern fire research, risk assessment and risk management, resulting in reducing the risk and threats from a fire accident.

In addition to individual buildings' fire safety preparedness, there is a need to take additional precautions, especially in **T.Nagar area**, as these areas are characterised by inaccessibility due to narrow roads, violations in set-backs, FSI and encroachments which affect the fire management and emergency response. Therefore, there is an urgent need for developing a comprehensive fire-preparedness plan and strategy for rapid emergency for an area like T.Nagar, suggesting comprehensive community response measures at the time of fire hazards to mitigate the adverse effects thereof. Formulation of strategies to prevent disasters due to fire, and to also increase the preparedness of the community, through progressive community participation, so as to ensure protection of life, property, and the environment from the disastrous impacts of fire breakouts is truly a need of the hour. Thus, it has become imperative to put in place a Fire Safety Management Plan for one of the most rapid growing area of the Chennai city.

**AIM:**

To evolve a comprehensive Fire safety management plan for Thyegaraya Nagar Area in CMA involving inter-departmental coordination and community participation

**OBJECTIVES:**

1. Drawing up of a Fire Hazard, Risk Assessment and Vulnerability Analysis Map of the selected, prioritised CBDs and CBAs
2. Recommendation of a community oriented fire safety plan involving the building owners and occupants and local NGOs in the prioritised clusters to work in partnership with the stake holding Government Departments to provide active and passive measures as per norms for an effective Response Mechanism (Communication, Warning and Operational Procedures )
3. Development of a Framework and Guidelines for an Intelligent Fire Detection and Response System through inter-departmental coordination and public partnership that has an in-built mandatory strategy for design and installation of heat and smoke detectors with centralised 24 x 7 control within a cluster that is well connected to the DF&RS's control room
4. Studying the provisions of the Tamil Nadu Fire Services Act, 1975 and to examine whether the recommendations of the study can be implemented within the existing provisions or would require amendments
5. Development of a methodology for the direct involvement of the DF&RS in extending their services to include fire risk assessment and fire safety auditing in collaboration with the community and Line Departments of the Govt.
6. Suggesting a "Fire Safety Module" that can be replicated with slight modifications in any CBD or CBA along with a phased implementation process, if necessary.

7. Recommendation of Fire Safety Training Organisations to train professionals and para-professionals to provide professional service in tackling fire preparedness and response initiatives
8. Working out the Cost-Benefit analysis and sources of funding for the suggested Fire Safety Module (Fire Tax, Fire Cess, Capitation Fees, Service Charges, etc.)

### 3. Locations and Scope:

1. After fire risk assessment analysis, a comprehensive plan for this area shall be formulated which require attention on a top priority basis
2. The comprehensive, community-oriented fire safety management plan template should ensure replicability in other cities and towns of Tamil Nadu

### 5. Tasks:

1. A scientific delineation of the study area using total station survey
2. Identifying **locations** those require high priority attention in terms of vulnerability to fire disasters
3. Identification of all the stakeholders, direct or indirect, involved in the implementation and monitoring of Fire Safety plans and those involved in the response initiatives during the time of Fire Disasters
4. Detailed inventory study such as existing public spaces, infrastructure, land-use, population density, traffic volume, etc. in a cluster
5. Historical fire incident and loss data for each of the Fire Safety Module - The Consultant shall collect the fire incident data for **the study area** in the last 15 years, with key parameters of interest being:
  - Fire location
  - Ignition source
  - Fire spread area
  - Extent of damage to property and people
  - Fire suppression response (number and location of responding fire brigades, times needed for arrival, suppression, clean up)
  - Fire suppression capability including water availability through hydrants supplied by the Metro water transmission and distribution system
  - Alternate water suppression sources
  - Exposure data
  - Building value, construction type, fire resistive type
  - Building location/density by area/Ward, square footage

- Presence of other active measures
  - Availability of passive measures
6. The consultant shall conduct cost benefit analysis
  7. The data captured in total stations during Topographic Survey shall be presented in the format to use in sophisticated Digital Terrain Model (DTM).
  8. The consultant shall provide the detailed plan marking the Geo-References of all the necessary entities / components within the cluster
  9. All activities related to field studies, design and documentation shall be done as per the latest guidelines/ circulars / Acts of the Government, if any and the National Building Codes and Bureau of Indian Standards (BIS). For aspects not covered by NBC and BIS, international standard practices, such as, British and American Standards may be adopted. The Consultants, upon award of the Contract, may finalise this in consultation with TN DF&RS and reflect the same in the inception report.
  10. The consultant should submit at least 3 alternatives/ options of community fire response initiatives along with suitable scales of merits and demerits of all the options. The same shall be presented to the Review Committee through power point presentation. The recommendation of the Review Committee shall be incorporated and the best / most appropriate option shall be finalized.

## **6. Presentation of the Study**

The consultant shall be ready to present appraisal reports 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 will provide necessary supporting letters.

## **8. Deliverables:**

Project preparation activities will be split into 4 stages as brought out below and for each Stage, the reports are to be made independently and separately.

### **STAGE - I - Inception Report (IR)**

1. The report shall cover the following major aspects

i. Detailed methodology

To detail out the methodology and to meet the requirements of the TOR finalized in consultation with the CMDA, DF&RS and Line Department Officials, if necessary; including scheduling of various sub-activities to be carried out for completion of various stages of the work, stating clearly their Approach & Methodology for Project Preparation after collection of necessary information;

ii. Task Assignment

iii Work Programme and coordination with other departments

iv Proforma for data collection

vi. Getting approval from the Technical Review Committee by presenting various options to finalize the best option.

### **STAGE - II**

- i. Submission of the Geo technical Investigation done in co-ordination with the DF&RS and Line Departments
- ii. Submission of the proposals for TC approval
- iii. Preparation of GIS maps of each Fire Safety cluster (GPS Survey is not required. Google details will suffice)
- iv. Preparation of utility shifting proposals for EB, ducts, telephone, CMWSSB,

### **STAGE – III**

- (i) Empirical analysis of historic fire loss and fire fighting data in the last 15 years
- (ii) Assess frequency and severity of fire
  - By fire source type (e.g., residential, industrial, or hazardous material transport)
  - By Urban density (low, medium, high)
  - By urbanization type (slum vs. non-slum)
  - By damage to property and people
  - By fire suppression type (sprinkler vs. non-sprinkler)
  - By level of fire brigade response
- (iii) Submission of Draft Business Model for implementation and maintenance of the project.
- (iv) Submission of Draft DPR and Draft Bid Documents.

### **STAGE - IV**

Submission of Final DPR covering all the aspects of the TOR, on approval of Draft DPR, Bid documents, Implementation Schedule, procurement Plan and Business Model for implementation and maintenance shall be submitted.

**NOTE:** The final DPR and other documents should be as prescribed in this ToR. The Consultant should make any alternation /additions in the documents at any stages or after approval as per the comments of any authority / Department.

### **9. Accountability of the Consultant**

All specifications shall conform to the relevant Acts / Codes / Rules/Guidelines, etc. of the Indian Government

## 10. Schedule of Completion of Report and Payments

### SCHEDULE OF COMPLETION OF TASK

STAGE	Cumulative Days
STAGE- I	20 Days from the date of Entrustment
STAGE- II	65 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	12.5%
On approval of stage II	27.5%
On approval of stage III	40%
On approval of stage IV	10%
On approval of bid document and final DPR satisfying all the requirements of ToR	10%

## 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.

The Technical Committee

The Technical Committee consists of the following members:

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

### **Members:**

2. Chief Planner (Regularisation Unit), CMDA ..... Member - Convener
3. Senior Planner (Area Plans Unit)
4. Joint Director, Chennai, DF&RS
5. District Fire Officer, Chennai District, DF&RS
5. C.E (General), GCC
6. Dr. K. Ramamoorthy  
HoD, Civil Engineering Dept.  
IIT, Madras



**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

<b>Year</b>	<b>Amount in Rs.</b>
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 include 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)

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Signature of Consultant

(Authorized representative)

**Cost Estimate of Services**

**Remuneration of Staff**

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

**Out-of-Pocket Expenses:**

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

**TOTAL COST ESTIMATE**

\_\_\_\_\_

<sup>1</sup> Per Diem is fixed per calendar day and need not be supported by receipts

<sup>2</sup> 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 assignment for PREPARATION OF COMPREHENSIVE FIRE SAFETY MANAGEMENT PLAN FOR THEYAGARAYA NAGAR 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

<b>Amount</b>	<b>Currency</b>
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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 Fire Safety insurance coverage in respect of personnel staff/ workers should be decided by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage as per Tamil Nadu Fire Services Act, 1975;
  - (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 assignment for PREPARATION OF A COMPREHENSIVE FIRE SAFETY MANAGEMENT PLAN FOR THEYAGARAYA NAGAR IN CHENNAI METROPOLITAN AREA (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.