

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: Consultancy assignment for CONSULTING SERVICES FOR PREPARATION OF FEASIBILITY REPORT (FR) & DETAILED PROJECT REPORT (DPR) FOR CONSTRUCTION OF FOOT OVER BRIDGE (FoB) AT TWO LOCATIONS IN 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 FEASIBILITY REPORT (FR) AND DETAILED PROJECT REPORT (DPR) FOR CONSTRUCTION OF FoB AT TWO LOCATIONS IN CMA FOR CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY (CMDA). CMDA will select a firm among those, who submit their offer for preparation of FR & 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 **Feasibility Report (FR) & Detailed Project Report (DPR) for the construction of FoB at two locations in CMA for Chennai Metropolitan Development Authority (CMDA)** at an optimal cost to facilitate and ensure the safety movement of pedestrian traffic.

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 No: 28528008 / 28414855 Fax No: 28548416

Email : mcmda@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 **20.11.2017 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 FR & DPR including Topographic Survey, Geo-Technical Survey, Soil Laboratory Testing, Traffic Survey and demand assessment, Design of GAD, Structural Design, Drawing, survey of utility services belongs to service providing agencies, etc., preparing Business Model for implementation and maintenance, Bill of Quantities and Bid documents as applicable as per statutory norms. (Prevailing G.S.T.)
- 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 19.12.2017 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 **19.12.2017**. 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 of Preparation of Feasibility Study and Detailed Project Report for FoB within last 3 financial years and should have turnover not less than Rs.2.5 (Two and Half) 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
(length & 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)

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 proposed 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 and agree on 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 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 FEASIBILITY REPORT (FR) AND DETAILED PROJECT REPORT (DPR) FOR CONSTRUCTION OF FOOT OVER BRIDGE (FoB) AT TWO LOCATIONS WITHIN 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.

In this, CMDA had commissioned the task of preparation of Multi Modal Integration (MMI) Plans for all the Metro Systems (Phase-I) and sub-urban rail stations in the CMA in 2013. The aim of this study was to formulate and integrate long term view on Multi Modal Integration of Chennai's Rail based system with each other as well as with other modes such as buses, para transit, walking and cycling. Among various recommendations to achieve the integrations in the form of physical, service, fare, information and institutional integrations the pedestrian FoB / sub-ways / skywalks with escalators and walkalators etc. as physical integration of railway service with bus service finds priority in order to achieve the seamless traffic flow at the locations chosen under the TOR.

2. Need for the Study:

In view of the above said background the construction of FoB at the locations under concern 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 Feasibility Report and Detailed Project Report for two (2) FoBs by appointing a Consultant.

3. Locations:

Based on the MMI study a packages of schemes has been recommended among which the FoB entity in and around the sub-urban rail, Metro Rail Phase-I and Bus Terminus finds the priority as physical schemes, out of which the following FoB has been identified on priority basis:

- a) Extension of existing FoB and connecting Egmore Railway Station with Poonamallee High Road on its northern side and Gandhi-Irwin Road on its southern side.
- b) FoB connecting V.O.C. Nagar Railway Station with I.O.C. Bus Terminus.

4. Objectives:

The main objective of consultancy services is to do:

- i) Comprehensive study of traffic pattern and its potential problem (all modes specifically the pedestrian / non-motorised traffic (NMT)) along the stretch of the road where the FoB is proposed.
- ii) Propose a comprehensive solution to address the need of pedestrian / NMT traffic based on the Ministry of Urban Development (MoUD), GoI and IRC policies / guidance respectively.
- iii) Propose a comprehensive solution for safe movement of motorised and pedestrian / NMT traffic along the study stretch.
- iv) Propose a detailed design of intersections having entry and exit along the stretch of the road where the FoB is proposed.
- v) Encompassing the above said objectives, preparing a Feasibility Report and Detailed Project Report for the proposed FoB, Bid documents and Business Model for implementation and maintenance forms the main objective.

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) Carrying out total station survey to bring out the Topographic features of the site and work out the feasibility for construction of FoB and the geometric improvement plan for the mid block and at all the inter-sections along the stretch under study. Survey shall be taken upto 500m depth beyond the Right of Way (RoW) for the stretch all along the study corridor with foot prints of buildings on both sides of the corridor and connecting streets showing entry / exit points / gates etc. in detail.
- 2) To carry out classified traffic volume count survey for all categories of vehicles 24 hours on any two mid week working days showing all turning movements with classification of vehicles, pedestrians / NMTs all along the study corridor and at junctions. Using the data collected, the Consultant shall estimate the pedestrian demand by employing proven technique based model taking into account the local area dynamics in respect of socio-economic and induced and diverted traffic.
- 3) To carry out Speed and Delay survey for the stretch under study. The objective of the survey would be to suggest segregation of local public, smooth flow of through traffic and traffic safety.
- 4) To carry out parking (off-street and on-street) and activity survey along the corridor.
- 5) To study the present signal systems / cycle time, provision of markings / signages all along the study corridor and at all mid points pedestrian crossings.
- 6) Detailed road inventory study such as existing openings in Central / verge / inter-sections, side foot path, etc. and rationalisation of the same within the overall scheme.
- 7) Consultant should also collect the data of infrastructure existing on the ground, below and above the ground and levels of the ground and also identify the monuments, reserved green / parks, sensitive / defence areas in the vicinity and its influence on the proposed FoB and the study corridor. Obtain details of underground / over-ground services from various utility departments like CMWSSB, TNEB, BSNL/MTNL, Railway Dept. and DTL etc. and prepare necessary shifting plans for these services in consultation with the utility department along with their consent letter. Inventorying services details shall include detailing with FoB proposal including proposal for the shifting / relocation in safe

corridor and Land Schedule Plan, if any land acquisition is involved. Consultant shall obtain all types of necessary clearance required for implementation of the project from the concerned agencies / Departments. The client will provide necessary supporting letters and will arrange to make Advance payments/ fees as per the demand note issued by such concerned Service agencies for shifting of Service utilities to enable implementation. The clearance letters obtained from the concerned departments should be enclosed with the DPR in original.

- 8) The consultant is required to submit design of sinages, pavement markings etc. and preparation of detailed drawings showing sinages, their types and locations as per IRC standards. All the ground levels shall be plotted in the form of L-Section in computer AutoCAD with scale 1:1000 horizontal, 1:100 vertical. For X-Sections, it would be at 1:100 horizontal and 1:50 vertical.
- 9) The Consultant shall collect the road accident data for the stretch under study from organisations viz. (i) Greater Chennai Police (ii) Transport Dept. and (iii) Hospital Morbidity File (HMF) data from Dept. of Health to identify the study stretch road trauma trends and to provide a basis for developing road safety counter measures initiatives.
- 10) The Consultant shall require to enquire and collect the progressive and prospective traffic and transportation projects details whether it is sanctioned / under sanction from the line agencies and incorporate along the corridor or the surrounding network in the analysis part and bring out the issues and potential problems and work out the FR & DPR.
- 11) Some field work may have to be done at night. The consultant will have to make his own lighting arrangement etc. for night working for which no additional payment will be made.
- 12) The consultant at his cost shall ensure all road / traffic measures including deployment of traffic marshals, placing traffic safety cones, use of traffic safety jackets etc.
- 13) The General Arrangement Drawings (GAD) (detailed design) after mandatory approval shall be supplied to the CMDA for implementation.
- 14) The consultant shall conduct cost benefit analysis of the FoB proposed by taking into account the economy cost, environmental cost and social cost in implementing the scheme. Resulting savings in journey time, savings in man hours, savings in fuel, savings

in vehicular emission and all other savings including carbon credit earned by implementing the FoB shall be calculated by the consultant.

- 15) The data captured in total stations during Topographic Survey shall be presented in the format to use in sophisticated Digital Terrain Model (DTM).
- 16) The consultant shall provide the detailed plan marking the Geo-References of all the necessary entities / components of the approved alignment so as to transfer on to the ground and if it is necessitated the same also be transferred on to the ground as under:
 - i) Reference Pillar and Bench Mark of size 15 cm X 15 cm X 45 cm shall be cast in RCC of grade M 15 with a nail fixed in the centre of the top surface.
 - ii) The reference pillar shall be embedded in concrete up to a depth of 30 cm. By using CC with M 10 (5 cm wide all around). The balance 15 cm above ground shall be painted in yellow. The spacing shall be 250 m apart, in case Bench Mark Pillar coincides with Reference Pillar only of the above two need to be provided.
 - iii) Establishing Bench marks at site connected to Great Trigonometrically Survey (GTS) Bench marks at a interval of 250 meters on Bench mark pillar made of RCC as mentioned above with RL and BM No. marked on it with red paint.
- 17) Geo-Technical Investigations and Sub-soil Exploration:
 - i. The Consultants shall carry out geo-technical investigations and sub-surface explorations for the proposed FoB for proper design and conduct all relevant laboratory and field tests on soil and rock samples.
 - ii. The geo-technical reports and information available from adjacent existing highway and railway bridges shall be reviewed and finalise the bore hole locations in consultation with the TNHD Officers.
 - iii. Sub-soil investigations will be done as per IRC 78-2000.
 - iv. The scheme for the borings locations and the depth of boring shall be prepared by the Consultants and finalized in consultation with TNHD.
 - v. The bores shall be indexed correctly.
 - vi. All material encountered in each boring shall be carefully examined and visually clarified. Thickness and depth of each layer shall be reported sequentially in the log sheet. The description of layers like colour, texture shall also be included

presence of water level/ground water level should be mentioned. The 24 hour ground water level has to be observed and recorded.

- vii. Soil samples shall be taken at every 1.5m interval for the full depth of the boring. If the strata changes within 1.5m the sampling shall also be done for every soil strata. Sample recovery details shall also be included in the report. Undisturbed samples shall be taken for clayey soils and both disturbed and undisturbed samples shall be taken as per the interval mentioned. If the sample is not able to be collected, reason for the same shall be reported.
 - viii. Rock core samples shall be collected continuously. Further the length of the core in a single run shall be reported. That is, the break up details of the length of the core shall be reported further entire length.
 - ix. The sub-soil exploration and testing should be carried out through the Geo-technical Consultants empanelled by the MORTH or through Highways Research Station, GoTN. The soil testing reports shall be in the format prescribed in relevant IRC Codes. Termination of bore locations should be done on approval from TNHD officials.
 - x. The testing for sub grade soil shall include;
 - i. In- situ density and moisture content at each test pit.
 - ii. Characterisation (grain size and Atterberg limits) at each test pit;
 - iii. Laboratory moisture-density characteristics (modified AASHTO compaction);
 - xi. For problematic soils, the testing shall be more rigorous. The Characteristics with regard to permeability and consolidation shall also be determined for these soils. The frequency of sampling and testing of these soils shall be finalized in consultation with the TNHD officers after the problematic soil types are identified along the alignment.
- 18) All activities related to field studies, design and documentation shall be done as per the latest guidelines/ circulars of MORTH and relevant publications of the Indian Roads Congress (IRC) and Bureau of Indian Standards (BIS). For aspects not covered by IRC 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 TNHD and reflect the same in the inception report. The consultant requires exploring the new mechanism for constructing the FoB and their approaches with precast elements to speed up the construction and put into use.

The Design Standards evolved for the Project shall cover all aspects of detailed design including the design of geometric elements, pavement design, bridges and structures, traffic safety and materials.

The consultant should submit at least 4 alternatives/ options along with suitable scale with merits and demerits of all the options. The same shall be presented to review committee through power point presentation. The recommendation of review committee shall be incorporated and best option/approved option shall be finalized.

- 19) The Consultant shall prepare General Arrangement Drawing (GAD) and Alignment Plan showing the salient features of the pedestrian FoB proposed to be constructed. These salient features such as alignment, overall length of FoB, Cross section, deck level, founding level, type of bridge components for Service Bridges (Superstructure, substructure, foundations, expansion joint, stair case, escalators, walkalators, etc.) shall be finalized based upon hydraulic and geo-technical Studies, cost effectiveness and ease of construction. The GAD shall be supplemented by preliminary designs.

Subsequent to the approval of the GAD and Alignment Plan by respective Committee of the Consultant shall prepare detailed design as per IRC and Highways guidelines and working drawings for all components of the bridges and structures. The Consultant shall furnish the design and working drawings for suitable protection works and fencing works wherever required. The structural design for the Pedestrian Facility should be presented to IIT-M, Chennai for its consent and based on their consent, the detailed estimate should be prepared with data specified by the Highways department. For the drainage system any macro drain and micro drain should be designed as per the standards and specifications without any omissions to fulfil the requirements.

- 20) The Consultants shall work out appropriate plan for planting of shrubs if possible (Specifying type of Plantation), horticulture, floriculture on the land of the underneath

the proposed facility with a view to beautify the highway and making the environment along the highway pleasing. The existing trees/ Plants shall be retained to the extent possible wherever the space available for plantation, the space should be utilized for the beautification purpose and the area must be maintainable with greenery with water facility having all accessories.

21) Estimation of Quantities and Project costs

1. The Consultants shall prepare detailed estimates for bill of quantities.
2. The Consultant shall prepare detailed cost estimates based on Road Metal Rate (RMR) obtaining from the concern C&M Division with current schedule of rates adopting TNHD standard data with incorporation of all the centering area, staging particulars, permanent traffic barricading and all other incidental charges, adopting market rates for the items for which the data is not available. After discussion with the TNHD the draft design suitable allowance for physical contingencies, price escalations, shifting charges and then final Engineering Report shall be produced.

22) 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.

23) 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.

24) Reports to be submitted by the Consultant to CMDA

Project preparation activities will be split into six 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. Detailed methodology to meet the requirements of the TOR finalized in consultation with the CMDA, CMRL, Railways and TNHD Officers; including scheduling of various sub-activities to be carried out for completion of various stages of the work, stating out clearly their approach & Methodology for Project Preparation after due inspection of the entire project stretch and collection of necessary information;
- ii. Task Assignment
- iii. Work Programme and coordination with other departments and getting clearance through Technical committee.
- iv. Proforma for data collection;
- v. Key Plan and Linear Plan;
- vi. Bring out the collected progressive and prospective traffic and transportation projects details whether it is sanctioned / under sanction from the line agencies and submit a plan incorporating the same along the study corridor or the surrounding network with a detailed list of issues and potential problems.
- vii. Getting approval from the Technical Committee by presenting various options to finalize the best option.

STAGE - II

- i) Submit the Topographic Plan of the site after carrying out the total station along with the presentation of the data in the format to be used in Sophisticated DTM.
- ii) Submit the Traffic and Transportation systems surveys along with the dynamic survey of the adjoining land use areas and the derived induced / generated demand of the

progressive and prospective schemes and thereby submit the formulised proposals and finalized components and supporting components.

- iii) Alignment fixing, alignment approval by Technical Committee.
- iv) Submission of the proposals for Engineers approval, GAD and Business Model for implementation and maintenance approval by TC.
- v) Preparation of land Plan Schedule with relevant revenue records and field measurements
- vi) Preparation of utility shifting proposals for EB, ducts, telephone, CMWSSB, telephone aspirations including obtaining demand from the department concerned.
- vii) Preparation of Building valuation for the affected structures by Land Acquisition, if any.

STAGE – III

- i) Submission of Detailed Design of Sub-structure, Foundation and Superstructure, including getting clearance from Designs Wing.
- ii) Submission of Detailed Design, Pavement Design of Service Road, Approach road, Junction Improvements and Other C.D. Works.
- iii) Submission of Computer Printing and Preparation of all Drawings through CAD.
- iv) Submission of Detailed Estimate for FoB work and all allied works in this Project along with Technical Specification Report including service utility shifting and maintenance cost for one year.
- v) Submission of Bill of Quantity and Cost of estimate covering all the works related to this Project.
- vi) Submission of Draft Business Model for implementation and maintenance of the project.
- vii) Submission of Draft DPR and Draft Bid Documents.
- viii) Submission of maintenance manual.
- ix) Submit the Geo technical Investigation done in co-ordination with Department.

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 by the Department. The Consultant should make any alternation /additions in the documents at any stages or after approval as per the comments of any authority / Department.

25) Accountability of the Consultant

The Preliminary specifications to the Standard Specifications for Roads and Bridges construction shall form an inseparable condition of the contract in all agreements entered into by the contractor for execution of work for the Tamil Nadu Highways Department.

Any defects is found in DPR during execution of work, the consultant should recheck the parameters found defective and submit revised design and drawings 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.

26) Schedule of Completion of Report and Payments

SCHEDULE OF COMPLETION OF TASK

STAGEs	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 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	20%
On approval of stage III	47.5%
On approval of stage IV	10%
On approval of bid document and final DPR satisfying all the requirements of ToR	10%

27) 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.

28) 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.	Geotechnical Engineer	Masters in Geotechnical Engineering with minimum 10 years experience in design of foundation for bridges and design of pavement, etc.

3.	Structural Engineer	Masters in Structural Engineering with minimum 15 years experience in design of major bridges both in in-situ casting and pre-stressed concrete (PSC) structures with design of foundations. / Innovative structures and including special type of foundations.
4.	Traffic and Highway Engineer	Masters in Highways or Transportation Engineering with minimum of 5 years of experience.
5.	Sub Key Personnel	As per the requirement

29) 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. S.E (H) Metro, Chennai Circle

5. S.E (H) C & M, Chennai Circle

6. DE, CMDP, Chennai

7. SE, City Roads, Greater Chennai Corpn.

8. Dy. Chief Engineer, S.Rly.

9. GM, CMRL (Works)

10. 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, 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 FEASIBILITY REPORT & DETAILED PROJECT REPORT FOR CONSTRUCTION OF FoB AT TWO LOCATIONS IN CMA FOR THE 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
---------------	-----------------

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 assignment for PREPARATION OF FEASIBILITY REPORT & DETAILED PROJECT REPORT FOR CONSTRUCTION OF FoB AT TWO LOCATIONS IN CMA FOR THE 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.