

Inviting
Expression of Interest (EOI)
For
Empanelment of one or more Agencies for Town
Planning & Architecture and Project Appraisal
Consultancy Services on work basis

Issued Date: 31 July 2020 No: 296/SIDA/ATA

Uttar Pradesh State Industrial Development Authority

Reg. Office: UPSIDAKanpur
A-1/4 Lakhanpur, Kanpur-208024
Telephone: 0512-2582851, 2582852, 2582853
Fax: 0512-2580797

Expression of Interest (EOI) For Empanelment of one or more Town Planning & Architecture firms

eBid Reference No. : 296/SIDA/ATA

E-Bid Portal : <http://etender.up.nic.in>

Critical Dates

| S N | Particulars | Date | Time |
|-----|-----------------------------|------------|------------------------|
| 1 | Publishing Date | 05/08/2020 | 11:00 AM |
| 2 | e-Bid Submission Start Date | 24/08/2020 | 11:00 AM |
| 3 | e-Bid Submission End Date | 28/08/2020 | 06:00 PM |
| 4 | e-Bid Opening Date and Time | 01/09/2020 | 11:00 AM or afterwards |

| | |
|---|--|
| Place of Opening e-Bids | Uttar Pradesh State Industrial Authority. A-1/4, Lakhanpur Kanpur-208024 |
| e-Bid Processing Fee (Non-refundable) | Rs 5,000.00 (Rupees Five thousand only) +GST |
| Earnest Money Deposit (EMD) (Refundable) | Rs50,000.00 (Rupees Fifty Thousand only) |

Payment of e-Bid Processing Fee and EMD should be done through two different RTGS/NEFT in favour of UPSIDC Ltd. payable at Kanpur (Bank Name IDBI Bank, Branch-Mall Road, Kanpur A/c No. 0090102000040637 IFSC Code: IBKL0000090). The bidder has to upload the transaction slip with UTR number along with the bid.

e-Bid
Notice for
Empanelment of one or more Agencies for Town Planning, Architecture and
Project Appraisal to provide Consultancy Services to UPSIDA

Online proposals are invited for Empanelment of one or more Agencies for Town Planning, Architecture and Project Appraisal to provide consultancy services to UPSIDA, up to 06:00 P.M. on 28/08/2020 and Bids shall be opened on 11:00 A.M. on 01/09/2020. The Processing Fee (non-refundable) is Rs 5,000/- (Rupees five thousand only) + GST. The e-Bid Security is Rs 50,000/- (Rupees Fifty thousand) only. The details of submission of e-Bids are available in the e-Bid document uploaded on the e-tender portal <http://etender.up.nic.in> and website of UPSIDA www.onlineupsidc.com. The Authority reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof.

Chief Executive Officer
UPSIDA Ltd
A-1/4,Lakhanpur
Kanpur-208024

e-Bid Ref No: 296/SIDA/ATA

UTTAR PRADESH STATE INDUSTRIAL DEVELOPMENT AUTHORITY.
INVITATION OF EXPRESSION OF INTEREST (EOI)FOR EMPANELMENT OF ONE OR
MORETOWN PLANNING & ARCHITECTURE FIRMS

Uttar Pradesh State Industrial Development Authority invites Expression of Interest (EOI) from eligible “Agencies for Town Planning, Architecture and Project Appraisal for providing consultancy for various existing and upcoming industrial infrastructure development projects being developed by UPSIDA & Architectural Services for various building construction related works in Upcoming /Existing Industrial & other Areas in UPSIDA jurisdiction along with the project appraisal of various services received under various schemes of Government ”.

The proposals duly completed as per prescribed format, shall be submitted through etender.up.nic.in and in sealed envelope super scribing “Application for Empanelment of Agencies for Town Planning, Architecture and Project Appraisal” on or before the date of submission mentioned in the schedule of tender at the following address:

Address for Communication:-

Uttar Pradesh State Industrial Development Authority
Reg. Office: UPSIDA Complex,
A-1/4 Lakhanpur, Kanpur-208024
Telephone: 0512-2582851, 2582852, 2582853
Fax: 0512-2580797

Details of the services required are provided in the Terms of Reference of this Expression of Interest (EOI). The detailed EOI with Annexure(s) may be obtained from website www.onlineupsidc.com and www.etender.up.nic.in

| | |
|-------------------------------------|--|
| e-Bid Reference No. | |
| Purpose | Expression of Interest for empanelment of one or more Town Planning & Architecture firms |
| Date of Publication of e-Bid notice | 05/08/2020 on e-tender portal http://etender.up.nic.in and website of UPSIDA www.onlineupsidc.com |
| Pre- Bid Meeting | 18/08/2020 (pre bid queries to be send on email at md@upsidc.com on or before 17/08/2020) |
| Uploading of Reply to the | 21/08/2020 |

| | |
|--|---|
| Queries | |
| Last date for submission of e-Bids | 28/08/2020 up to 06:00 P.M. |
| Site for submission of e-Bid | http://etender.up.nic.in |
| Website address | www.onlineupsidc.com |
| e-mail address | md@upsidc.com |
| e-Bid Inviting Officer | Chief Executive Officer UPSIDA |
| Date of opening of e-Bids | 01/09/2020 at 11:00 AM or afterwards (As notified by UPSIDA) |
| Venue of Opening of e-Bids | UPSIDA A-1/4, Lakhanpur, Kanpur-208024 |
| Contact numbers | 0512-2582851, 2582852, 2582853 |
| Fax number | 0512-2580797 |
| e-Bids Processing Fee (non-refundable) | Rs 5,000/- (Rupees five thousand Only)+ 18%GST |
| Earnest Money Deposit (EMD) | Rs 50,000/- (Rupees Fifty thousand only) |

- I. All proposals/e-Bids must be accompanied by e-Bid processing fee of Rs 5,000/- +GST and Earnest Money Deposit(EMD) of Rs0.5 lakhs (Rupees Fifty thousand only) RTGS/NEFT in favour of Uttar Pradesh State Industrial Development Authority, payable at Kanpur. The scanned copy of the processing fee and EMD must be uploaded along with the e-Bid, and the originals should reach the UPSIDA office at A-1/4, Lakhanpur, Kanpur before e-Bid submission end date and time.
- II. UPSIDA shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. UPSIDA reserves the rights to cancel, terminate, change or modify this Procurement / Proposal Process and /or Requirements of Proposal stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- III. All the required documents must be uploaded by the Bidders electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexures etc) schedules/packets can be clubbed together to make single

different files for each label. The size of single label file should not exceed 6-7 MB size.

- IV. The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.

Date: 31 July 2020

For- .
Uttar Pradesh State Industrial Development Authority.
Chief Executive Officer Seal of Officer

DISCLAIMER

1. The information contained in this Expression of Interest document ("EOI") or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of Chief Executive Officer, Uttar Pradesh State Industrial Development Authority, (herein after referred to as UPSIDA LTD., / The Client) or any of *their* employees, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This document is not an agreement or an offer by the Client to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this EOI.
3. This document includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This document may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources.
5. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. The Client and its employees/advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process.

7. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI.
8. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.
9. The issue of this EOI does not imply that the Client is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

LETTER OF INVITATION

To _____

Dear Sir,

Uttar Pradesh State Industrial Development Authority in tends to “Empanel one or more Town Planning and Architecture firms to provide town planning services for various existing and upcoming industrial infrastructure development projects, Architectural Services for various building construction related works and project appraisal of various proposal received by the UPSIDA under various schemes of Government in Upcoming /Existing Industrial & other Areas in UPSIDA jurisdiction”.

More details on the services required are provided in the Terms of Reference of this Expression of Interest (EOI)

- 1.1 Proposal/e-Bids submissions must be received not later than the due date specified in the data sheet in the manner specified in the EOI document on etender.up.nic.in and at the address given below.

Address for Communication:-

Uttar Pradesh State Industrial Development Authority
Reg. Office: UPSIDA Complex,
A-1/4 Lakhanpur, Kanpur-208024
Telephone: 0512-2582851, 2582852, 2582853

- 1.2 All the required documents must be uploaded electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexures etc) schedules/packets can be clubbed together to make single different files for each label.
- 1.3 UPSIDA shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. UPSIDA reserves the rights to cancel, terminate, change or modify this procurement /Proposal Process and /or requirements of

proposal stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.

- 1.4 The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
- 1.5 A prospective Bidder requiring any clarification of the e-tender/EOI document may raise his point of clarification to UPSIDA's e-mail md@upsidc.com. Amendments if any to this EOI will be uploaded only on etender.up.nic.in.

Date: 31 July 2020

**For Uttar Pradesh State Industrial Development
Authority
Chief Executive Officer**
Seal of Office

PART - 1

PRE-QUALIFICATION IN GENERAL

1. PREAMBLE

- 1.1 UPSIDA, spearheading the development of industrial infrastructure in state since the last 56 years. UPSIDA is pioneer in development of industrial areas and has delivered iconic industrial areas, townships & Industrial Parks on more than 42000 acres of land, which houses more than 26,000 units providing direct employment to lacs of people. Providing contemporary infrastructure facilities and services to our entrepreneurs as our objective, UPSIDA strive to build on its strength as a pillar of the pulsating industrial ecosystem of Uttar Pradesh that contributes toward the economic, development of the state in particular & the country in general. To cater to the modern demands of high-tech quality infrastructure, the Authority has ventured into many new areas by developing High-tech integrated industrial townships like Trans Ganga and Saraswati High-tech cities and also sector specific industrial areas like Plastic City, Agro Parks, Apparel Park, Leather Park etc.
- 1.2 UPSIDA proposes to appoint a panel of Agencies providing Town Planning, Architecture and Project Appraisal Services who can assist UPSIDA in execution of the works to the desired level.
- 1.3 The empanelment will be valid for a period of 3 (Three) years or till fresh empanelment is done whichever is earlier.

2. INFORMATION TO APPLICANTS:

- 2.1 This e-tender document is available on the e-tender portal <http://etender.up.nic.in> and UPSIDA's website www.onlineupsidc.com to enable the Bidders to view and download the Bidding document, submit their e-Bids online up to the last date and time mentioned in e-tender document only on e-Bid portal <http://etender.up.nic.in>.

2.2 Contents of e-Bid Document

The nature and types of various consultancy services required, Bidding procedure, terms and conditions etc. are prescribed in the EOI document. The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the e-tender documents. Failure to furnish all the information required as per the Bidding documents or submission of an e-Bid not responsive to the e-tender document in every respect will be at the Bidder's risk and may result in the rejection of his e-Bid.

2.3 Clarifications of e-Tender Documents

A prospective Bidder requiring any clarification of the e-tender documents may raise his point of clarification to UPSIDA's e-mail md@upsidc.com

2.4 Amendment of e-Tender Document

At any time prior to the deadline for submission of eBids, the UPSIDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the e-tender document by amendments. Such amendments shall be posted/ uploaded on the e-tender portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of the eBid documents. The relevant clauses of the e-tender documents shall be treated as amended accordingly.

- 2.5** It shall be the sole responsibility of the prospective Bidders to check the e-tender portal <http://etender.up.nic.in> and www.onlineupsidc.com from time to time for any amendment in the e-Bid document. In case of failure to get the amendments, if any, the UPSIDA shall not be responsible for any negligence on part of the Bidder.
- 2.6** In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-Bids, UPSIDA at its discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/uploaded on the e-tender portal <http://etender.up.nic.in>.

PREPARATION & SUBMISSION OF e-Bids

2.7 Documents Constituting the e-Bid

The e-Bids prepared by the Bidder shall comprise the following components:

e-Bids - e-Bids will comprise of :

Fee Details – includes copies of e-Bid Processing Fee and EMD furnished in PDF format.

Bidder's General Information – includes filled-in signed statements as per Annexures (in the PDF format)

Qualification Details – includes copies of required documents in PDF format justifying that the Bidder is qualified and meets the criteria for the appointment.

Documents Establishing Bidder's Qualification

- 2.8** The Bidder shall furnish, as part of Technical Proposal (Annexures), documents establishing the Bidder's qualification to perform the Contract. The documentary evidence in support of the information furnished should be submitted by the Bidder electronically in the PDF format. The Bidder's eligibility criteria and empanelment procedure is defined in Section IV of e-Tender document. It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal.

e-Bid Processing Fee and EMD

- 2.9 All e-Bids must be accompanied by e-Bid processing fee of Rs 5,000/-+18 % GST and Earnest Money Deposit(EMD) of Rs 0.5 lakhs (Rupees Fifty thousand) through RTGS/NEFT
- 2.10 Any Bid not secured in accordance with above shall be treated as non-responsive and rejected by the UPSIDA. No interest shall be payable by the purchaser for the sum deposited as Earnest Money Deposit. No Bank Guarantee will be accepted in lieu of the Earnest Money Deposit. The EMD of the Bidders would be returned back within one month of signing of the contract with the successful bidder
- 2.11 The EMD shall be forfeited by the Purchaser in the following events:
- If eBid is withdrawn during the validity period or any extension agreed by the Bidder thereof, after opening of the eBid.
 - If the eBid is varied or modified in a manner not acceptable to the purchaser after opening of eBid during the validity period or extension thereof.
 - If the Bidder tries to influence the evaluation process.

Period of Validity of e-Bids

- 2.12 e-Bids shall remain valid for 180 days after the date of opening of e-Bids prescribed by the UPSIDA. An e-Bid with validity of a shorter period than specified, shall be rejected by the UPSIDA as non-responsive.

Format and Signing of e-Bids

- 2.13 The Bidder shall prepare one electronic copy for the e-Bids. Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All the pages/ documents of the e-Bid shall also be signed manually by the person authorized to sign the eBids before converting them into PDF and uploading them as Bidding documents.

Submission of e-Bids

- 2.14 The e-Bid Submission module of e-tender portal <http://etender.up.nic.in> enables the Bidders to submit the e-Bid online against the e-tender published by the UPSIDA. Bid Submission can be done only from the Bid Submission start date and time till the e-Bid Submission end date and time given in the e-Bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The Bidders should submit their Bids considering the server time displayed in the e-tender portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the Bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission of e-Bids due to any reasons, the Bidders shall only be held responsible.

2.15 The Bidders have to follow the following instructions for submission of their e-Bids:

- For participating in e-tender through the e-Bidding system, it is necessary for the Bidders to be the registered users of the e-tender portal <http://etender.up.nic.in>.
- In addition to the normal registration, the Bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bids submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity till its validity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-Bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as enumerated in the preceding paragraph above.
- For successful registration of DSC on e-Procurement portal <http://etender.up.nic.in> the Bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying authorities approved by Controller of Certifying Authorities, Government of India.

Deadline for Submission of e-Bids

2.16 e-Bids must be submitted by the Bidders on e-tender portal <http://etender.up.nic.in>, not later than the date and time specified in this e-tender document. The UPSIDA may extend this deadline for submission of e-Bids by amending the e-tender document, in which case all rights and obligations of the UPSIDA and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.17 UPSIDA shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-tender (EOI) by any prospective Bidder. e-Bids should be uploaded on etender portal <http://etender.up.nic.in> on or before **06.00 P.M. of 28/09/2020**.

Late e-Bids

2.18 The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/ her Bid. Bidder has to start the e-Bid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/ her e-Bids are not submitted in time due to any reasons.

Withdrawal and Resubmission of e-Bids

2.19 At any point of time, a Bidder can withdraw his/ her e-Bids submitted online before the e-Bids submission end date and time.

2.20 Opening of e-Bids by the Bidder

- 2.21** UPSIDA will open all e-Bids, in the presence of bidders' authorized representatives who choose to attend at 11:00 AM on 01/09/2020 at UP State Industrial Development Authority A-1/4, Lakhanpur, Kanpur-208024. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.
- 2.22** The bidder's names and the presence or absence of requisite e-Bid security and such other details as the Purchaser at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the qualification requirement shall be notified subsequently.
- 2.23** After evaluation of e-Bids, UPSIDA shall notify those bidders whose e-Bids were considered nonresponsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not qualify for Empanelment. UPSIDA will simultaneously notify the bidders, whose e-Bids were considered acceptable to UPSIDA indicating that they have been selected for Empanelment.

Cost of preparation of eBids to be borne by the Bidders

- 2.24** Cost of preparation of the Bids shall be borne by the Consultant/Consultancy concern regardless of the outcome of the bids.

Fraud and Corruption

- 2.25** The Bidder, if selected shall have to observe the highest standard of ethics during the selection and execution of such contracts.
- "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the "UPSIDA" and includes collusive practices amongst consultant (prior to or after submission of proposals) with Service Provider empanelled with various state government undertakings/firms, designed to establish prices at artificial, non-competitive levels and to deprive the "UPSIDA" of the benefits of free and open competition.
 - UPSIDA will reject a proposal for award if it determines that the consultant recommended for award is/was engaged in corrupt / fraudulent / coercive activities in getting the contract in question;
 - UPSIDA will cancel the consultant's contract if it at any time determines that its representatives are engaged in corrupt or fraudulent practices.
 - UPSIDA will declare a consultant ineligible, either indefinitely or for a stated period of time, to be awarded a "UPSIDA" contract if it at any

time determines that the consultant has engaged in corrupt or fraudulent practices in getting or executing the “UPSIDA” contract;

- UPSIDA will have the right to have them audited by auditors appointed by the “UPSIDA”
- UPSIDA will cancel the contract if at any stage it comes to know that the selected Consultant or Consulting Company has any relation with any of the members of Evaluation Committee (CEC) or the decision making authorities.

2.26 Standard Formats for Technical Proposals

The standard Formats for technical proposal are placed at Annexures.

2.27 Pre-Bid Queries

- a. Department shall invite queries from Bidders as per the details mentioned in the Fact Sheet of this document
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Department by email (Word File Only) on or before last date for sending pre-bid queries mentioned in Fact Sheet of this document through the e-mail of only authorized representative of the Bidder. The queries should necessarily be submitted in the following format:

| Section/ Page No. | Content of RFP requiring clarifications | Change/ Clarification Requested | Remarks |
|-------------------|---|---------------------------------|---------|
| | | | |
| | | | |
| | | | |

- c. Department shall not be responsible for ensuring that the Bidder’s queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Department.
- d. The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, ‘Department’ reserves the right to hold or re-schedule the Pre-Bid meeting.

4.4.2 Responses to Pre-bid Queries and Issue of Corrigendum

- a. The Officer will provide timely response to the queries. However, Department makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Department undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

- c. The Corrigendum (if any) & clarifications to the queries from all Bidders will only be uploaded on the website <https://etender.up.nic.in>
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Department may, at its discretion, extend the last date for the receipt of Proposals.

3. INSTRUCTIONS TO APPLICANTS:

3.1 GENERAL

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- b) Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by UPSIDA when required.
- c) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the UPSIDA.
- d) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant and UPSIDA in no case will be responsible or liable for these costs regardless of the outcome of the process.

3.2 DEFINITIONS

- a) In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:
- b) "**Employer/Client**" means **UPSIDA** and include the employer's representatives or successors, but not without the consent of the Contractor any assignee of the Employer.
- c) "**Applicant**" means proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

3.3 FINAL DECISION MAKING AUTHORITY

The UPSIDA reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

6. ELIGIBILITY CRITERIA:

- 6.1 Bidder should be a well-established and professionally organized Agency in business of Town Planning, Architectural and Project Appraisal of Construction and Infrastructure projects. Consultancy firm/agency with **at least 10years' experience** in the field of providing town planning and architectural services for Residential, Commercial and Industrial Building/areas under industrial development authorities/boards/corporations/local bodies/ Industries.
- 6.2 Bidder should have at least one office located in NCR/Lucknow/Kanpur
- 6.3 The bidder should have successfully completed **at least five (5) project i.e. Town Planning Schemes**, statutory Development/Master Plan or any other statutory Plan prepared under the Industrial area/Country/Town/Urban/Regional Planning legislation for area not less than 4 Sq. km in India or abroad in last ten years .
- 6.4 The bidder should have successfully completed **at least 10 (10) project of Architectural Consultancy (Excluding interior and furniture design)**for. Offices/Institutional Building/Commercial/Common Facility Centre whose project cost (only Building & Development)is more than RsFivecrores(Rs 5,00,00,000/-)in India or abroad in last ten years .
- 6.5 The bidder should have successfully completed **at least five (5) project i.e. of Project Appraisal(Tecno- Financial Analysis) of Industrial and Infrastructure development of 50 Crore of more.**
- 6.6 Bidder should have an **average annual turnover of at least Rs Five crores (Rs 5,00,00,000/-)during the last 03 financial years.(2017-17, 2017-18,2018-91)**(Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the bidder shall ONLY be considered
- 6.7 The key expertise required as the minimum is presented below:

Team of the Firm

| Sl. No. | Position | Minimum Education/ Qualification/ Expertise as per EOI |
|---------|------------------------|--|
| 1 | Lead Architect Planner | Bachelor degree in Architecture and Post Graduate Degree in Town Planningfrom an accredited college/University with minimum 20 years of post-qualification experience of work carried out in the field of Town/Urban & Regional Planning, should have functional |

| | | |
|----|--|---|
| | | knowledge of AutoCAD and proficiency in operating GIS/web GIS tools, Must be well versed with all urban & regional planning principles and applicable and relevant Byelaws, Must be aware of all prevalent policies including DCR regulations, Experience with municipal/ industrial area building plan approval processes, Ability to carry out discussions with various Central and State Government Departments, Must have worked towards publishing/notifying at least five master plan following the prevalent Government norms, |
| 2 | Architect and Town Planner (2 Nos.) | Degree in Architecture and Post Graduate Degree in Town Planning from an accredited college/University with minimum 10 years of experience in planning/designing of buildings (Residential, Industrial or Commercial Buildings), Experience in at least 10 development plans/town planning schemes/integrated mixed-use area based development projects of more than 4 sq km. |
| 3. | Draftsman's (5 Nos.) | Diploma or Degree in any stream, Min. 5 years' experience in preparation of auto-CAD layout plans, building plan and engineering designs, Geo-referencing of drawings and maps. Should have hand on experience in Arc GIS. |
| 4 | Sanitation Engineer (1 Nos.) | Shall have a Bachelors Degree in Civil Engineering and preference will be given to Masters in Degree in Environmental Engineering from an accredited college/University. Min. 20 years' experience Shall have relevant experience in planning /design of solid waste management system of Metropolitan cities/urban areas/industrial regions/area development projects of similar magnitude |
| 5 | Electrical Engineer (1 Nos.) | Shall have Graduate in Electrical Engineering from an accredited college/University. Min. 20 years' experience Exposure to design of works related to electrical equipment, plant & utility, Street lighting facility, Power distribution improvement through substations and allied infrastructure like cabling |
| 6 | Transport Expert* (1 Nos.) | Post Graduate degree in Transport Planning. Min 10 years experience in Transportation and mobility sector |
| 7. | Environmental Expert* (1 Nos.) | Post Graduate degree in Env Planning./Sciences Min 20 years experience in preparation of EIA for statutory plans , infrastructure projects |
| 8 | Costing Engineer* (1 Nos.) | Shall have a Bachelor's Degree in Civil Engineering with Chartered Engineering accreditation having Min 15 years experience Project Costing and Project Appraisals in terms of Capital investment of large infrastructure and |

| | | |
|---|------------------------------|--|
| | | construction projects, |
| 9 | Finance Experts* (1 Nos.) | Shall have a Chartered Accountant/ICWA as Qualification having Min 10 years' experience Project appraisal of large infrastructure projects with Experience in Financial Modeling in Urban Infrastructure and PPP Project |

Note: The Empanelled agency will have to allocate additional resources based on the work awarded and timeline.

*** Resources may not be on roles of the bidding Agency, the bidders has to provide the CV and consent from the independent consultant**

7. EVALUATION CRITERIA

- 7.1 The Evaluation of Technical Proposal will be taken up only if the applicant has the minimum Eligibility Criteria as mentioned in Section 6 of this document.
- 7.2 The applications will be examined by a designated Evaluation Team of UPSIDA which may call for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated based on the following parameters on a scale of 100.

| Sl. No. | Parameters | Points |
|----------------|--|---------------|
| 1. | Capability Statement of the Firm (years of existence, presence and knowledge of local terrain) | 10 |
| 2. | Firm's Experience (Similar nature of work -Architecture Services/Town Planning works completed) | 40 |
| 3. | Firm's Financial Capacity (Annual Financial Turnover) | 10 |
| 4. | Team Composition | 40 |
| | Sum Total | 100 |

7.3 The applicants will be awarded marks for each of the above parameter on the following Criteria:

| SN | Parameters | Points | |
|-----------|--|---------------|------------------------------|
| 1. | CAPABILITY STATEMENT | 10 | |
| 1.1 | Years of Existence (Maximum marks shall be restricted to 10) | | Registration Certificate/MoA |

| | | | |
|-----|--|-----------|---------------------------------------|
| | | | etc |
| | a) Experience of 10 years | 5 | |
| | b) Experience more than 10 years will be allotted 1 point for every 2 years or part thereof of additional experience (1 point for every additional 2 years) | 5 | |
| 2. | FIRM'S EXPERIENCE | 40 | |
| | Similar Services: With reference to relevant experience of the Firm, marking will commensurate with experience in number of Projects carried out as mentioned below: | | Work Order/ Client Certificates |
| a | The bidder should have successfully completed at least five(5) projects (Town Planning Schemes, statutory development/Master Plan or any other statutory Plan) prepared under the Industrial area/Country/Town/Urban/Regional Planning legislation for area not less than 4 Sq. km in India or abroad in last ten years. Total 5 (five) number of eligible projects will be considered. 4 Marks for every eligible Project | 20 | |
| b | Providing project appraisals services for industrial Development corporation/authority/board/local bodies in the last 5 years preceding the proposal due date in India. Total 10 (Ten) number of eligible projects will be considered. 1Marks for every eligible Project of Project Appraisal | 10 | |
| c | The bidder should have successfully completed at least 10 (10) project of Architectural Consultancy (Excluding interior and furniture design) for. Offices/Institutional Building/Commercial/Common Facility Centre whose project cost (only Building & Development) is more than Rs Five crores (Rs 5,00,00,000/-)in India or abroad in last ten years. Total 10 (ten) number of eligible projects will be considered. 1 Marks for every eligible Project | 10 | |
| 3. | FIRM'S FINANCIAL CAPACITY | 10 | |
| 3.1 | Average Annual Financial Turnover (Maximum marks shall be restricted to 10) | | |
| | a)Minimum Annual financial turnover (Rs5,00,00,000/-) | 6 | |
| | b) Additional financial turnover in multiples or part thereof @ 20% of the threshold value indicated in document (1 point for each multiple) | 2 | |
| 4. | STRENGTH OF TECHNICAL TEAM | 40 | |

| | | | |
|---|---|----|--|
| a | Lead Architect Planner (A total of (8) marks are allocated to lead architect. One (1) marks will be awarded for each relevant project experience, subject to a maximum of (8) marks.) | 8 | |
| b | Architect and Town Planner (4Nos.) A total of (4) marks each are allocated to Architect and Town Planner. Half mark (0.5) will be awarded for each relevant project experience, subject to a maximum of (4) marks each) | 16 | |
| c | Sanitation Engineer (1 No.) (A total of (3) marks are allocated to Sanitation Engineer. One (1) marks will be awarded for each relevant project experience, subject to a maximum of (3) marks. | 3 | |
| D | Electrical Engineer (1 No.) (A total of (3) marks are allocated to Electrical Engineer. One (1) marks will be awarded for each relevant project experience, subject to a maximum of (3) marks. | 3 | |
| e | Costing Engineer(1 Nos.) (A total of (5) marks are allocated to Costing Engineer. One (5) marks will be awarded for each relevant project experience, subject to a maximum of (5) marks. | 5 | |
| f | Finance Experts(1 Nos.) (A total of (5) marks are allocated to Costing Engineer. One (5) marks will be awarded for each relevant project experience, subject to a maximum of (5) marks. | 5 | |

Based on the above evaluation, the top applicants scoring a minimum of 60 marks shall only be considered for empanelment.

8. PERIOD OF EMPANELMENT:

- 8.1 The empanelment of the Agencies will be for a period of 3 (Three) Years from the date of award of Contract. However, UPSIDA reserves the rights to cancel the empanelment of any or all the consultant(s) and request afresh proposal for empanelment or addition to existing empanelment at any time.
- 8.2 UPSIDA reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of UPSIDA in this regard would be final.
- 8.3 The empanelment of the Agencies will remain in force for the purpose of completion of all works ordered during the currency of the empanelment until they have been completed.

9. ALLOTMENT OF WORK:

- 9.1 Depending upon the requirement, UPSIDA will invite limited tender(s) from the empanelled Agency.
- 9.2 The work will be allotted to the successful agencies, who emerges the lowest bidder in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is

invited in two bids, the financial bids of only those agencies firm shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by UPSIDA.

- 9.3 UPSIDA also reserves the right to allot the work to any of the Agencies after giving due consideration to the suitability and competence of the Agencies to handle jobs, with due regard to their proven track record, which shall be reviewed by UPSIDA(Employer), as found necessary, from time to time.

11. Dispute or differences arising on account of this EOI

Applicant may appeal to Chief Executive Officer(CEO),UPSIDA for any dispute or difference arising out on account of this Pre-Qualification tender.

12. Broad Scope of Services to be Performed by the Architects/Town Planning firm

UPSIDA is developing industrial areas facilities throughout the state with all infrastructure after acquiring land and is allotting the plots to perspective entrepreneurs. The selected firm/architects/town planner will work under the direct supervision of CEO, Uttar Pradesh State Industrial Development Authority, or a person appointed by the CEO. The architects and town planner will be engaged in various Town planning & architectural activities as given by UPSIDA time to time. The UPSIDA will assign the monthly target to the Consultant.

The empanelled Agency shall be entitled to carry out the work as below

Broad Architecture Scope of Work

1. Taking Authority's instructions and preparation of design brief.
2. Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
3. Design and site development.
4. Structural design.
5. Sanitary, plumbing, drainage, water supply and sewerage design.
6. Electrical, electronic, communication systems and design.
7. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
8. Elevators, escalators, etc.
9. Fire detection, Fire protection and Security systems etc.
10. Assisting UPSIDA in preparing RFP with BOQ for appointing construction/implementation agency for the project.
11. Periodic inspection and evaluation of Construction works.
12. Any other task allocated by UPSIDA
13. Preparation of shape file and superimposing shape file on current GIS

Broad Town Planning Scope of Work

1. Reviewing existing layout plan and master plan and suggest gaps as per MoUD, ITPI guidelines, IRC and other national/international standards and guidelines
2. Suggesting changes in layout plan in terms of financial, environmental and social viabilities.
3. Preparation of geo reference base map based satellite imagery/ aerial or drone survey. Ground truthing of base map.
4. Preparing Geo-referenced Master Plan, layout plan and Zonal Plan of existing and upcoming industrial areas and townships.
5. Assisting UPSIDA in approval of Master Plan, layout plan and Zonal Plan from statutory agencies and State Government.
6. Assisting UPSIDA in preparing DPR and detailed engineering design as per the master plan
7. Assisting UPSIDA in preparing RFP with BOQ for appointing construction/implementation agency for development of industrial area
8. Assisting UPSIDA in identifying the suitable land parcel/site for project and finalizing and assisting UPSIDA in its notification or requisite approval from state government.
9. Any other work related to Town planning and Urban design
10. Any other task allocated by UPSIDA
11. Preparation of shape file and superimposing shape file on current GIS

Broad for Project Appraisal

1. Project Appraisal in terms of Cost and Technical parameter based on DPR submitted for the project as per the guidelines and policy
2. Scrutiny of Document submitted along the document along the proposal as per the guidelines and policy
3. Assessment of project in terms Investment and employment generation
4. Assisting Department in coordinating various agencies during the project appraisal

Note

1. Agency may have to deploy one or two resources at UPSIDA designate office during the execution of work for coordination with UPSIDA officials.
2. The payment will be made on man-month basis at the end of every month against the invoices raised and after approval of monthly activity report to be submitted by the consultant.
3. The UPSIDA reserve the right to withhold the payments or terminate the contract in case of non-performance in terms of quality of the deliverables.
4. UPSIDA reserved the right to terminate the contract by giving the one month notice and reserve the right.

PART - 2
PRESCRIBED FORMS / ANNEXURES

APPLICATION FORM FOR EMPANELMENT

Information to be furnished by the Applicant

| SN | Particulars | Details |
|-----|--|---|
| 1. | Name of Organization | |
| 2. | Address | |
| 3. | Contact Person | |
| 4. | Telephone No. | |
| 5. | Mobile No. | |
| 6. | Fax No. | |
| 7. | E-mail ID | |
| 8. | Organization Details | To be filled as per Annexure-I |
| 9. | Details of Directors/Partners/Proprietors | To be filled as per Annexure-II |
| 10. | List of Architectural/ town planning Assignments completed | To be filled as per Annexure-III |
| 11. | List of Architectural/ town planning Assignments in progress | To be filled as per Annexure-IV |
| 12. | Financial Status | To be filled as per Annexure-V |
| 13. | List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm | Self-certified copies to be enclosed |
| 14. | Affidavit | To be filled as per Annexure-VI |
| 15. | Litigation/ Arbitration | To be filled as per Annexure-VII |

Annexure-I
ORGANISATIONAL DETAILS

| Sl. No. | Parameter | Details |
|---------|--|---------|
| 1. | <p><u>Organisational Set-up:</u></p> <ul style="list-style-type: none"> • Place of Incorporation • Year of Establishment/ Incorporation/Registration • Status of Firm (Proprietorship/Partnership/Limited/Any other) • Name of Directors/Partners/Proprietors • Empanelment with Govt. Organizations (Mention names along with copies of Certificates) | |
| 2. | <p><u>Employee Strength:</u></p> <ul style="list-style-type: none"> • Principal Architect cum Town Planner (nos.) • Junior Architects (nos.) • Town Planner (nos.) • Sanitation Engineer (nos.) • Electrical Engineer (nos.) • Costing Engineers(nos) • Financial Experts (nos) | |

Signature of the Applicant

Name &
Designation

Place:

Date:

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

| Sl. No. | Name of Partners/Directors/Proprietors | Academic Qualifications | Designation | Address/Phone/Fax/Email |
|----------------|---|--------------------------------|--------------------|--------------------------------|
| | | | | |

Signature of the Applicant

Name & Designation

Place :

Date :

Place:

Date :

Annexure-IV

**LIST OF MAJOR TOWN PLANNING/ARCHITECTURAL/PROJECT APPRAISAL ASSIGNMENTS
INPROGRESS**

| SN | Name of Work/Project in Progress with Address | Short description of Architectural Consultancy | Name and address of Owner | Value of Work / Project | Date of Start of Work/Project | Stipulated time of Completion | Status of Work | Expected Date of Completion | Any other relevant information |
|----|---|--|---------------------------|-------------------------|-------------------------------|-------------------------------|----------------|-----------------------------|--------------------------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation

Place:

Date:

FINANCIAL STATUS

| Sl. No. | Financial Year | Turnover (Consultancy Fee) (Rs.) | Profit/Loss(-) (Rs.) |
|----------------|-----------------------|---|-----------------------------|
| 1. | 2016-17 | | |
| 2. | 2017-18 | | |
| 3. | 2018-19 | | |

Note:

1.Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of the Applicant

Name & Designation

Place :

Date :

AFFIDAVIT

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs 10/- DULY
CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr.S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this 'Expression of Interest for Empanelment of Town Planning & Architecture firm to UPSIDA are genuine and true and nothing has been concealed.
3. I shall have no objection in case UPSIDA verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case UPSIDA demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, UPSIDA at its discretion may disqualify / reject my application for pre-qualification outrightly and also debar me /M/s.from participating in any future tenders/EOIs.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent

Litigation/Arbitration

| Year | Contract Identification and Matter in Dispute | Value of Pending Claim in INR or any other currency |
|-------------|--|--|
| | Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract : | |
| | Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract : | |
| | Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract : | |

Signature of the Applicant

Name & Designation

Place :

Date :