

GOVERNMENT OF MIZORAM  
OFFICE OF THE SUPERINTENDING ENGINEER: PWD: BUILDING CIRCLE  
MIZORAM: AIZAWL

No.E/SE - 148/2006/45 : Dated Aizawl the 18<sup>th</sup> Jan 07

PUBLIC WORKS DEPARTMENT  
BUILDINGS CIRCLE  
AIZAWL

**REQUEST FOR PROPOSAL**

**PUBLIC WORKS DEPARTMENT, Government of Mizoram Invites Request for Proposal (RFP) for the preparation of: C-2/1**

1. Consultancy Service for Preparation of Feasibility Report, DPR and Bid Document for Construction of Road Safety and Control Device for Road Safety and Traffic Management of Aizawl City under JNNURM.

2. Consultancy Service for Preparation of Feasibility Report, DPR and Bid Document for Construction of Underground Utility line & road side drain along the road under JNNURM.

3. Preparation of DPR for Construction of Underground Pedestrian Subway under JNNURM

The Request for Proposal are invited from, experienced, well established, and reputed consultants who have been shortlisted after Evaluation of Expression of Interest by the Public Works Department, Govt of Mizoram to prepare Detailed Project Reports for the projects proposed under (i) Transport and Communication Sector, for Aizawl City.

The proposed consultancy works involve in-depth analysis of the existing situation, covering the demographic, economic, financial, infrastructure, physical, environmental and institutional aspects and preparation of detailed project reports for the specific projects above to be implemented subsequently.

Intending applicants from the shortlisted Consultants shall furnish the following information and Documents:

**A Completeness**

1. Letter of Application
2. Firm's Bona Fide
3. Firm's Registration for EPF
4. VAT/Sales Tax Clearance Certificate
5. Copy of Enlistment with International/Central/State Authorities
6. Certificate of Incorporation
7. PAN
8. Structure & Organization
9. Company Profile
10. Balance Sheet (Last three years) indicating Annual Turnover

B. **Relevant Experience**

1. Firm's General Experience
2. Project Description Sheet along with Proof of Relevant Experience Sheet
3. Specific Experience

C. **Key Personnel**

1. Consultant's Organization
2. Personnel
  - a) List of Permanent Staffs of the Firm/Consortium
  - b) List of Proposed Staffs
  - c) Curricula Vitae of the Proposed Key Staffs
  - d) Ensurance of proposed Key Staffs Availability

D. **Others**

- a) Support Facilities
- b) List of Survey equipments/computer aided design facilities etc., available with the firm
- c) The approach strategy and the quality of the methodology proposed

The applicant should be able to prepare DPR for the above stated sectors as per DPR preparation Toolkit for JNNURM Projects. Also the consultancy includes appraisal and attending of any clarifications raised by the Ministry and finally obtaining the approval of the project from the Government of India.

Please note that the job is time bound demanding high quality investigations/ data collection/ reporting.

The Public Works Department, Mizoram reserves the right to accept or reject any application for consideration without assigning any reason whatsoever.

The Terms of Reference are sent to the Shortlisted Consultants and enclosed herewith. Any other information related to this can be downloaded from the following Website:

Log on to <http://www.jnnurm.nic.in> for tool kit for DPR  
Log on to <http://www.mizopwd.nic.in> for TOR & project brief  
E-mail us at: [duhsaka@yahoo.com](mailto:duhsaka@yahoo.com)

(VANLAL DUHSAKA)  
SUPERINTENDING ENGINEER, PWD  
BUILDING CIRCLE,  
AIZAWL

Memo No. No.E/SE - 148/2006/45 'A' : Dated Aizawl the 18<sup>th</sup> Jan 07

Copy to:

- 1) The Secretary to Govt. of Mizoram PWD, for favour of information.
- 2) The Engineer in Chief, PWD, for favour of information,
- 3) The Chief Engineer, P.W.D., Building for favour of information.
- 4) The Director UD&PA, Mizoram, Aizawl for favour of information
- 5) The Executive Engineer , Aizawl Road North Division, P.W.D., for information.
- 6) The Executive Engineer , Aizawl Road South Division, P.W.D., for information.
- 7) All Shorlisted Firm of **C-2/1** Encl: TOR & Project Brief

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SUPERINTENDING ENGINEER, PWD  
BUILDING CIRCLE,  
AIZAWL

## TERMS OF REFERENCE

1. A consulting team will be appointed for a period of about **12 months**. The team leader will be bearing the overall responsibility for the whole scope of the assignment and delivery of agreed outputs.

### 2. SCOPE OF THE CONSULTANCY SERVICES:

The Scope of the consultancy service is to:

- i) Prepare strip plan showing the existing road land width, utility services(both above and below ground level), trees, electric poles, telephone poses, water pipeline, sewage line, bridges culverts, junctions, adjoining land use, encroachment etc.
- ii) Collect socio-economic data for state and project area.
- iii) Identify homogeneous section for traffic.
- iv) Conduct 7 days traffic (Volume count) survey at one location in each homogeneous section.
- v) Gather information on accidents showing type of accident, frequencies and to identify accident prone locations/sections.
- vi) Conduct origin and destination survey for one day at each intersection.
- vii) Determine vehicle-wise growth rates based on socio-economic data and available past traffic data and also estimate annual growth of traffic.
- viii) Determine Pedestrian growth rates based on socio-economic data and available past traffic data and also estimate annual growth of traffic.
- ix) Collect information about hydrology e.g. catchments characteristics, rainfall stream channel characteristics, design discharge, linear waterway scour depth etc. for all cross drainage works.
- x) Do drainage studies indicating general drainage patter, HFL, water level, seepage, flow, etc. and Prepare drainage designs as per IRC guidelines.
- xi) Do investigation for naturally occurring materials and to identify suitable quarries for these materials.
- xii) Carry out geo-technical investigation and sub surface exploration at the proposed location of Underground utility lines and Pedestrian Subway (generally one boring may be done).
- xiii) Carry out topographic survey i.e. with total station method and establish one B.M. in each intersection and at 200m interval along the alignment.
- xiv) Suitable for diversion of traffic route by passes and other re-alignment and suggest suitable alignment based on merit/demerits of alternatives for traffic control during construction.
- xv) Prepare alignment plan, longitudinal and cross section (The consultant shall prepare complete plan showing improvement proposals Horizontal control points, bench marks and reference

points shall be established as required and indicated on the drawings).

- xvi) Prepare land plan and re-location plan based on proposed design.
- xvii) Identify level crossing which require upgradation or construction of entrance and exit of vehicle for both direction for the elevated roads.
- xviii) Identification of suitable location for lay bye, taxi/bus pickup and dropping zone i/c pedestrian access from the below roads for the elevated roads.
- xix) Carry out environment, rehabilitation and resettlement studies as per guidelines of MOEF.
- xx) Prepare Detailed Design and Working Drawing.
  - To design the junction and inter section in all respect including traffic signal, signage and road safety measures.
  - To design rehabilitation improvement repair measure of existing structures, if any.
  - To recommend suitable design requirement and specifications requirements for entire work and other structures.
  - Detailed drawings, good for construction, shall be prepared to international standards, using CAD. It will contain all details required for execution of the project.
- xxi) Prepare Bill of Quantities and estimates on current S.O.R. (based on standard Data Book) by MORT/CPWD/State PWD.
- xxii) Conduct economic analysis and sensitivity tests for the project as per DPR Preparation Toolkit of JNNURM.

### **3. Data base**

The Public Works Department, Govt of Mizoram will provide required available data / documents relevant for the preparation of Projects and the consultants will have to do the remaining surveys and generate details / documents as required for the completion for preparation of Detailed Project Report for Aizawl City as per the guideline given by Ministry of Urban Development, Government of India.

### **4. Surveys, Analysis, Recommendation, Solutions / Implementation, Solutions**

Preparation of the Project is a multi phase / level exercise, involving the following process;

(i) In-depth analysis of the existing situation, condition covering the demographic, economic, financial, infrastructure, physical, environmental and institutional aspects: The purpose of this stage is to review and analyze the current status of the city with regard to the state of its development, systems and procedures.

(ii) Development of a perspective and a vision of the city: Using the results of the first stage of analysis combined with consultations with Public

Works Department, Aizawl City, this stage is meant to develop a vision for the future development - a shared vision of where the city wants to be in a medium-term perspective. It is a collection vision of the future direction expressed in terms of expectations and often-even goals.

(iii) Formulating a strategy for bridging the gap between where the city is and where it wishes to go: It is in this stage that strategies and interventions are identified for attaining the vision and future development perspectives. This stage is used to first identify the options and strategies and second, to evaluate the strategies from the perspective of their contribution to the goals and objectives of the schemes under JNNURM. The chosen strategies are translated into programmes and projects in this stage. This is the phase where the city needs to decide which programmes would contribute most to the vision and medium-term perspectives. It is at this stage where criteria are selected, with appropriate consultative processes, for prioritizing the strategies, programmes and projects.

(iv) Implementation:

- a) Priorities - Essential, Necessary, Acceptable and desirable, Deferrable
- b) Phasing & Implementation Agenda - Identification of projects / schemes by phase.

## 5. Survey

The Public Works Department, Govt of Mizoram shall indicate the Project sites. The consultant shall conduct his own studies and prepare estimates based on the current schedule of rates specified by Government but updated to reflect actual market conditions. The Public Works Department, Govt of Mizoram shall not be responsible (except as to risks specifically accepted under the conditions of contract) for the validity of the project details and designs and estimates. The Consultant will held be responsible for this.

## 6. Soil Investigation and Tests

Soil tests as per relevant I.S./IRC Standards have to be carried out by consultants themselves to arrive at design parameters for the subsoil formation corrosivity, water level conditions and safe bearing capacity. Trial pits and trial bores will have to be done in suitable locations along the alignment of the collection system and pumping mains, with a view to accurately assessing /quantifying the type of earth work and also decide on the bedding material for the Sewerage pipes. At locations proposed for important installations, at least one borehole for every such installation should be made to determine the SPTN values at the depth specified in the relevant IS codes, soil samples taken from bore holes should be visually classified, index properties should be determined and presented along with the final report. These bore holes should be normally be taken to a depth whose 'N' value is greater than 100 plus 3 (to account for any drastic fall in 'N' value below this strata). The subsurface water at each borehole be sampled and a chemical analysis carried out, to recommend appropriate cement /admixture for use in foundations. Recommendations of a

geo technical expert should be furnished in the soil report and should cover aspects like appropriate soil stabilization measures if required.

## **7. Project Designs**

The consultants have to do cost effective and to adopt latest technologies in the design of each component of the projects with relevant code specification /JNNURM stipulations. The drawings and designs shall include a general arrangement drawing and detailed drawings of all components in size A0 or A1. The level of detailing shall be such as to enable check of conformity with code provisions, including detailed construction drawings and bar bending schedules.

## **8. Estimation of Quantities**

Based on the surveys and designs evolved by the consultants, within the framework and the requirements of the project, the consultants have to prepare detailed items and quantity schedules and subsequently work out the cost estimates, including optimization of life cycle costs.

## **9. Tender**

Preparation of tender schedules & bidding documents, in the prescribed format prescribed by the client.

## **10. QUALITY ASSURANCE PLAN:**

The Consultant should have to ensure quality assurance in his work. All his work should be checked by a quality assurance team, which will be different from the team for the project. The consultant should submit the quality assurance plan and his team to the PWD for approval at the time of submission of inception report.

## **11. SEQUENCING OF PROJECT PREPARATION:**

Project preparation activities will be split into stages as brought out below. Each stage will cover a set of activities and shall be followed with a detailed report in respect of each stage. Time schedule in respect of all such stages will be as indicated. Consultant shall be required to complete, to the satisfaction of the client all the different stages of study within the time frame indicated in the schedule of submission.

The stages are:

### **Stage I:**

Inception Report

A comprehensive inception report of the following:

- (i) Survey and Investigation methodology.
- (ii) Approach for traffic studies.
- (iii) Project engineering.
- (iv) Cost benefit and economic analysis
- (v) Schedule of works indicating various activities

- (vi) Schedule of payment
- (vii) Quality assurance plan and team

**Stage II:**

**Preliminary Report containing.**

- (i) Strip Plan
- (ii) Alignment plan showing proposals for the alignment etc.
- (iii) Need/Justification for any bypass and requirement of additional land.
- (iv) Road inventory and pavement condition assessment survey in the prescribed computer based format at selected feeder of junction and intersection.
- (v) Type of pavement proposed.
- (vi) An indicative proposal for future expansion.

In nutshell this preliminary report shall contain information/proposals which need approval of client for enabling further detailed project preparation to meet the requirement of JNNURM DPR Preparation toolkit.

**Stage III:**

**DETAILED PROJECT REPORT**

**Volume I**

1. Sector background context & broad project rationale
2. Project definition, concept and scope
3. Project cost
4. Project institution framework
5. Project financial structuring
6. Project phasing
7. Project O&M framework and planning
8. Project financial viability/sustainability
9. Project benefits assessments

**12. SERVICES AND FACILITIES TO BE PROVIDED BY THE GOVERNMENT.**

The Govt. shall not provide any services and/or facilities to the appointed consultant during the feasibility studies and detailed engineering. The consultants will have to arrange for all facilities/services required to carry out the assigned work on this project at their cost. However, introductory/recommendation letters shall be provided to the consultants and request for obtaining desired services and facilities from concerned authorities for which the consultants shall make payments to the concerned authorities directly. Toposheet of restricted areas if required will be arranged by the client.

### 13. REPORTS

The consultants shall furnish to the client the following report and documents All reports and documents shall be in English.

- i) Inception report 6 Copies
- ii) Preliminary report 6 Copies
- iii) Draft DPR 6 Copies
- iv) Final DPR 15 \* Copies
- v) Contract documents 6 Copies

\* Note : 15 Hard copies of approval Final Report along with soft copy in CD format shall be submitted. This includes relevant maps in appropriate scales

### 14. SCHEDULE OF SERVICES:

- 1. Submission of inception report = 1 month from the date of start
- 2. Submission of Preliminary Report = 3 month from the date of start
- 3. Submission of draft DPR = 9 month from the date of start
- 4. Submission of final DPR including Document / drawing etc. = 12 month from the date of start

### 15. PAYMENT SCHEDULE

All inclusive consultancy fee quoted by the firm shall remain constant and not eligible for escalation under any circumstances. Mobilization Advance is not permissible. Payment schedule for the work will be as follows:

- 1) Submittal of inception report 10% of the total bid amount.
- 2) Submittal of Preliminary Report 15% of the total bid amount.
- 3) Approval of Preliminary Report 15% of the total bid amount.
- 4) Submission of draft DPR 50% of the total bid amount.
- 5) Approval of DPR by JNNURM 20% of the total bid amount.

Any under prepared, incomplete/inadequate or part submittal shall be deemed as invalid submittal. The adequacy of the submittal shall be determined at the sole discretion of the client. Client will, generally accord approval with-in 1 to 2 weeks of submission of PRELIMINARY/FINAL REPORT.

### 16. PERFORMANCE SECURITY.

Within 21 days of the letter of acceptance, the consultant shall deliver to the employer a performance security in the form of bank guarantee for an amount equivalent to 20% of the contract price. The bank guarantee will be released at the time of final payment to the consultant.

### 17. RESPONSIBILITY FOR ACCURACY OF PROJECT PROPOSALS

The consultants shall be responsible for accuracy of all the data used in project preparation and the designs/drawings and estimates prepared by him as part of the project. Permanent location marks adequate for identification

during execution shall be kept at the site at the cost of consultant. He shall indemnify the client against any inaccuracies in the work which might surface out at the time of ground implementation of the project including staking out and for this purpose, he shall furnish bank guarantee for an amount to the extent of 10% of the total consultancy fees to be received by him. In such cases, the consultant is responsible to correct the drawings including any re-surveys/investigations (including correcting the layout etc.) as required. The bank guarantee shall be valid for a period of 3yrs from the date of submission of the final DPR. The bank guarantee of 5% of the bid amount will be furnished at the time of signing of the agreement and 5% of the total bid amount at the time of submission of the final DPR. The final installment of 20% of the fees shall be released only on receipt of this bank guarantee.

#### **18. Start Date and Start Up Actions**

- a) Submission of curriculum vitae of Team Leader within 10 days from the date of issue of order of appointment.
- b) Appointment of Team Leader within 15 days from the date of receipt concurrence from the Officer-in-charge.
- c) Actual start of the work within 15 days from the date of appointment of Team Leader.

#### **19. Obligation of the Consultant**

The selected consultant will have to enter into an agreement with the Department in Form 6, 7/8 of CPWD Work Manual Vol II consisting of:

- a) Inception report: General discussion about the existing system and macro level details
- b). Interim report: Feasibility analysis and preliminary design based on specifications of Para 13 of TOR, including alternate cost effective proposals
- c). Draft Final Report: Draft design & cost estimate based on specifications indicated in Para 13 of TOR
- d). Final Report Final detail design along with flow chart, drawings, all proposals contour map of the town and cost estimates
- e). Draft Bid Document
- f). Final Bid document with project implementation schedule (PERT/CPM charts) and phasing of investments. The consultant should submit 6 copies of all reports and drawings up to the final detailed design stage. Soft copies of all final reports should also be handed over (MS-WORD for documents and AUTOCAD for drawings)

On acceptance of the bid, the name, designation and address of the accredited Team Leader who would be responsible for the whole job shall be communicated in writing to the officer-in-charge along with his curriculum vitae for concurrence of the Department. Further the consultant shall employ and provide such qualified and experienced personnel as are required to

carryout the services. The Public Works Department reserves the right to call for the bio-data of any personnel engaged by the consultants on the job.

Preferably, the consultant will open an office at Aizawl City and place personnel who will be available for consultations / clarifications. If this is not possible, at least the main responsible officer of the firm will be available in Aizawl City for contacting whenever necessary.

The consultant has to make presentation before the local government and other bodies as well as Ministry of Urban Development, as and when required till the approval of the Project by Government of India.

## **20. Composition of Review Committee To Monitor Consultant's Work**

1. The Secretary Public Works Department
2. The Chief Engineer, Public Works Department, Building
3. The Director, Urban Development & Poverty Alleviation Deptt
4. The Superintending Engineer, Building Circle
5. Representative from Aizawl Development Authority, Aizawl
6. The Executive Engineer, Road North Division
7. The Executive Engineer, Road South Division
8. The Executive Engineer, Building Division

## **21. Force Majeure**

In the case of delay in completing the Project is due to the administrative reasons of the Government, the committee or any officer appointed by the committee may grant extension of time without any financial repercussions. In the case of extension of time is sought by the successful bidders to cover the delay in completing the project and obtaining the approval from Government, the committee or any officer appointed by the committee may serve notice to the bidders and after giving opportunity of being heard, may grant extension of time by levying a fine at the rate of 2.5 per cent of consultancy fee for the delay of every one month and proportionate fine for the part thereof, and the same may be deducted from the consultancy fee.

## **22. Arbitration**

All disputes or differences between the parties arising out of or in connection with these Terms of Reference / Agreement shall be first tried to be settled through mutual negotiation.

In the event of such differences or disputes between the parties not being settled through mutual negotiation within 90 days of such dispute, the consultant shall make an application to the Chief Engineer, Building, Public Works Department, Aizawl requesting for the appointment of arbitrator. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996, the decision of the arbitrator shall be final and binding on both the parties. The conditions of contract as detailed in the Form 6, 7, 8 of CPWD shall be followed.

### 23. Modifications

Any modifications to the terms of reference and terms of contract in the Agreement shall be subject to mutual consent of the parties.

### 24. Language

English shall be the governing language for the purpose of operation of this agreement.

### 25. Final Report

The consultant shall furnish to the department 15 hard copies of the Final Report along with one soft copy in CD format after attending the comments of the department on the Draft Final Report. Five soft copies of other reports shall also be furnished. If no comments are received within 60 days of submission of Draft Final Report; the same shall be deemed to have been approved and finalized accordingly.

### 26. Intellectual Property

The ownership right rests with the Public Works Department and the consultant could use it only with the prior approval of the Department. The Public Works Department reserves the right to make any modifications / alterations in the contents of the approved final report at any stage.

### 27. 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". The "Technical" and "Financial" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants. The first envelope marked "Technical proposal" should include the description of the firm/organization, the firm's experience in the field of this kind of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope 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 break down of costs and fees as follows:

- o Staffing billing rate plus overheads;
- o Travel and accommodation;
- o Report reproduction

Both the sealed envelopes should again be placed in a sealed cover, which should be submitted to the office of The Superintending Engineer, Public Work Department, Building Circle, Aizawl upto **15.00 hours on 15.03.07**.

## 28. Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Superintending Engineer, Public Work Department, Building Circle, Aizawl or his authorized representative in his office at **15.30 hours on 15.03.07**, in the presence of such consultants or their authorized representative who may choose to be present. It may please be noted that the second envelope containing the detailed price offer will not be opened until, technical evaluation has been completed and the result thereof approved by the Evaluation Committee appointed for this assignment.

## 29. Evaluation

- i) From the time the Proposals are opened to the time the Contract is awarded, a Consultant should not contact the Client on any matter related to each Technical and or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of Consultant's proposal.
- ii) The evaluation committee shall evaluate Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and points system as specified in the following paras (A to D). Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference or if it fails to achieve the minimum technical score of 50%.
- iii) After the Technical evaluation is completed the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose proposals did not meet the minimum qualifying marks or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark and the date, time and location for opening the Financial proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultant's attendance at the opening of Financial Proposals is optional.
- iv) The Financial Proposals shall be opened publicly in the presence of the Consultants representatives who choose to attend. The name of Consultants and the Technical scores of the Consultant shall be read

out aloud. The Financial proposals of the Consultants who made the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financials Proposals shall be then opened, and the total prices read aloud and rerecorded. Copy of the record shall be sent to all consultants.

- v) The Evaluation committee will correct any computational errors. When correcting computational errors, incase of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para d, activities and items described in the technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- vi) In this RFP QCBS, the lowest evaluated financial proposal ( $F_m$ ) will be given the maximum financial score ( $S_f$ ) of 100 points. The Financial Score( $S_f$ ) of the other financial proposal will be computed as indicated in the Terms of Reference. Proposals will be ranked according to their technical ( $S_t$ ) and financial ( $S_f$ ) scores using weights ( $T$ =the weight given to the technical proposal;  $P$ = the weight given to the financial proposal;  $T + P = 1$ ) indicated in the Terms of Reference  $S = S_t \times T\% + S_f \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiation.
- vii) Negotiations will be held at the date and address indicated in the Terms of Reference. The invited consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked consultant. Representatives conducting negotiations on behalf of the consultant must have written authority to negotiate and conclude a contract.
- viii) Negotiations will include a discussion of the technical proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestion made by the consultants to improve the Terms of Reference. The Client and the Consultant will finalized the terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated and the contract as "Description of Services". Special attention will be paid to clearly defined the input and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare a minute of negotiation which will be signed by the Client and the Consultant.
- ix) If applicable, it is the responsibility of the consultant, before starting financial negotiation, to contact local tax Authorities to determine the local tax amount paid by the consultant under the contract. A financial negotiations will includes a clarification(if any) of the firm's tax liability in the Client's Country, and the manner in which it will be reflected in the contract; and will reflect the agreed technical

modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiation will involve neither the remuneration rates for staff nor other proposed unit rates.

- x) Having selected the consultant on the basis of, among other things, and evaluation of proposed professional staff, the kind expects to negotiate a contract on the basis of the professional staff named in the proposal. Before contract negotiations, a Client will require Assurances that the professional staff will be actually available. The Client will not consider substitution during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, a consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidates and be submitted by the consultant within the period of time specified in the letter of invitation to negotiate.
- xi) Negotiations will include with a review of the draft contract. To complete negotiations the client and the consultant will invite the consultant whose proposal received the second highest score to negotiate the contract.
- xii) After completing negotiations the client shall award the contract to the selected consultant and promptly notify all consultants who have submitted proposals. After contract signatures, the client shall return an opened Financial Proposals to the unsuccessful consultants.
- xiii) The Consultant is expected to commence the assignment on the date and at the location specified in the Terms of Reference.
- xiv) Information relating to evaluation of proposals and recommendations concerning award shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any consultant of confidential information related to the process may result in the rejection of its Proposal.
- xv) The Technical Score (St) will be based on the following criterion:

**A. Completeness (Total 170 Points)**

- 1. Letter of Application (10 Points)
- 2. Firm's Bona Fide (10 Points)
- 3. Firm's Registration for EPF (10 Points)
- 4. VAT/Sales Tax Clearance Certificate (10 Points)
- 5. Copy of Enlistment with International/Central/State Authorities (30 Points)

6. Certificate of Incorporation (10 Points)
  7. PAN (10 Points)
  8. Structure & Organization (20 Points)
  9. Company Profile (30 Points)
  10. Balance Sheet (Last three years) indicating Annual Turnover (30 Points)
- B. Relevant Experience (Total 120 Points)**
1. Firm's General Experience (20 Points)
  2. Project Description Sheet along with Proof of Relevant Experience Sheet (50 Points)
  3. Specific Experience (50 Points)
- C. Key Personnel (Total 170 Points)**
1. Consultant's Organization (30 Points)
  2. Personnel (Total 140 Points)
    - a) List of Permanent Staffs of the Firm/Consortium (20 Points)
    - b) List of Proposed Staffs (50 Points)
    - c) Curricula Vitae of the Proposed Key Staffs (30 Points)
    - d) Ensuring Proposed Key Staffs Availability (40 Points)
- D. Others (Total 150 Points)**
1. Support Facilities (50 Points)
  2. List of Survey equipments/computer aided design facilities etc., available with the firm (50 Points)
  3. The approach strategy and the quality of the methodology proposed (50 Points)

Please note that the cost of preparing a proposal and of negotiating a contract, including the required visits to Aizawl City if any, is not reimbursable as a direct cost of the assignment.

Assuming that the contract will be satisfactorily concluded during end fortnight of **March 2007**, you will be required to take-up / commence the assignment in the **1<sup>st</sup> week of April 2007**.

We would like to remind you of the fact that any manufacturing or construction firm, with which you might have been already associated with, will not at all be eligible to participate in the bidding for any goods or works arising from or associated with the project of which this consulting assignment forms a part. We would like to remind you that if you are awarded with the design consultancy of this project, you will not at all be eligible to participate in the bidding for supervision, monitoring and management consultancy of this project that may be floated subsequently.

Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However,

joint ventures between firms on the shortlist are not permitted except with the prior approval of the Superintending Engineer, Public Works Department, Building Circle, Aizawl . The request for a joint venture should be accompanied with full details of the proposed association.

Please note that the remuneration, which you may receive out of the contract, will be subject to normal tax liabilities in India. You may kindly contact the tax authorities concerned for further information in this regard, if required

We would appreciate if you choose to inform us by Telex/Facsimile:

- a) Your acknowledgement is taken of having received this letter of invitation; and

**Yours faithfully,**

**(VANLAL DUHSAKA)  
SUPERINTENDING ENGINEER,PWD,  
BUILDING CIRCLE,  
AIZAWL : MIZORAM**

## Disclaimer

The Agreement can be terminated by the Government if the consultant fails to fulfill the terms and condition of the contract and in the event of such termination due to default of the consultant, the Department will not be responsible for any financial loss to the consultant or legal implications.

Consultants are requested to submit their "Technical proposal" and "Financial offer" strictly in accordance with the Terms of Reference and not to stipulate any pre-conditions / deviations. Should it, however, become unavoidable, the comments / conditions / deviations shall be furnished separately. The department reserves the right to evaluate the bids containing comments / conditions / deviations having financial implications after adding the cost arising out of such comments / conditions / deviations as determined by the Department.

### PROJECT BRIEF FOR C-2/1

- a) **ROAD SAFETY AND CONTROL DEVICE** : The present traffic problem is leading Aizawl City almost to a halt. The roads are narrow and the topography so steep restricting its scalability. There are no Control Device nor Road Safety measures under taken. The traffic is managed manually by the Police. This item of work envisages better and improved traffic modern traffic signaling system. Re-routing the traffic after thorough survey employing modern management system. And also to reduce erroneous manual system. This item will include capacity building to the owner, police and stakeholder. This service will focus future improvement of urban transport and infra-structure and the proposed system is expected to be scalable.
- b) Underground utility duet will be provided in selected routes after survey of assessed users. It is expected to cater
- water supply and waste water
  - power line and street lighting cable
  - gas supply line
  - Cable T.V.
  - telephone cable and IT networking line
  - road side drain etc.

As it involves multi-discipline for the survey apart from sub-soil investigation the Consultant is expected to collect enormous data.

- c) Aizawl City roads is not properly provided with pedestrian side-walk mainly due to limited land availability. The pedestrian and vehicles are using the road which is a safety hazard apart from creating traffic congestion. The busy pedestrian crossing here to be either constructed under-ground or over head. In this item also pedestrian traffic survey of its origin and destination here to be done. Due to limited land availability (caused by encroachment) the road and building have to be re-established. This can be achieved through coordinating various Govt. agencies.

d) List of key professional positions whose CV and experience would be evaluated.

SI No	Key Professional	No of Persons	Experience
1	Project Manager & Team Leader	1	A graduate in Civil Engineering with a doctorate / post graduate degree in relevant branch of Engineering, with minimum of 15 years experience in designing Traffic and Transportation projects.
2	Traffic & Transportation Engineering	5	A graduate in Civil Engineering with a post graduate degree / Post diploma in Traffic & Transportation Engineering, with minimum of 10 years experience in the field mentioned above including tendering and execution of work.
3	Urban Planner	1	A graduate in Urban Planning with 10 years experience.
4	Road Safety Specialist	1	A post-graduate in Road Safety degree and a minimum of 10-year experience with adequate exposure Urban Transport Management and Road Safety work
5	Financial Specialist	1	A post-graduate in commerce, with CA degree and a minimum of 10-year experience with adequate exposure to municipal accounting systems & financial analysis of roads, bridges, and related works.
6	Economist/Expert on Capacity building	3	A post-graduate in Economics / personal management with 10 years experience in techno-economic surveys, training and capacity building programmes.
7	Sr. Engineers (Structural Designs and Electrical / Mechanical Engineering -1)	2	Post graduates in Structural Engineering, designs, Architecture, with PG Diploma in these subjects / Mechanical Engineering with about 10 years experience in designing and executing the roads, highways, fly-overs etc., and Electrical / Mechanical installations and allied Electrical works.
8	Site Supervisors / Engineers	3	Graduates in Civil Engineering with 5 years experience in roads / traffic / transportation projects

Other adequate technical support staff should be employed to assist the above team in field investigation and technical works, design works and drawings works persons should support the above team especially by environmental and social specialists to ensure that the stipulated safeguards in these sectors are effectively complied with.

## **SUPPLEMENTARY INFORMATION FOR CONSULTANTS**

### **Proposals**

(1) Proposals should include the following information:

#### **(a) Technical Proposal**

(i) A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last 3 years in the format given in Annexure-2

(ii) Any comments or suggestions of the consultant on the Terms of Reference (TOR)

(iii) A description of the manner in which consultants would plan to execute the work. Work plan time schedule in Annexure 3 and approach or methodology proposed for carrying out the required work.

(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 Annexure 4.

(v) Curricula Vitae of the individual key staff members to be assigned to the work and of the learn leader who would be responsible for supervision of the team. The curricula vitae should follow the attached Format (Annexure 5) duly signed by the concerned personnel.

(vi) The consultant's comments, if any, on the data, services and facilities to be provided by the Corporation indicated in the Terms of Reference (TOR).

(vii) The consultant's Works program and time schedule for key personnel in Annexure 7.

#### **(b) Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Annexure-6 with cost break-up for the work program indicated in Annexure 7.

(2) Five Copies of the technical proposals and the copy of the financial proposals should be submitted to Public Works Department, Govt of Mizoram.

### (3) Contract Negotiations

The aim of the negotiation is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the Field and Office, man-months, and reporting schedule.

(4) Review of Man-Months Rates, Public Works Department, Govt of Mizoram is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds Public Works Department, Govt of Mizoram is, therefore, concerned with the reasonableness of a Firm's financial proposal and, during negotiations, expects to be able to review data backing up a consultant's man-months rates. Consultants submitting proposals for contracts should be prepared to support such data.

From To

Sir,

Hiring of Consultancy services for \_\_\_\_\_ of \_\_\_\_\_  
Regarding.

I/We \_\_\_\_\_ consultant/consultancy firm/organization herewith  
enclose Technical and Financial Proposal for selection of my/our firm as  
consultant for \_\_\_\_\_. We undertake that, in competing for  
(and, if the award is made to us, in executing) the above contract, we will  
strictly observe the laws against fraud and corruption in force in India namely  
"Prevention of Corruption Act 1988".

Yours faithfully,

Signature : \_\_\_\_\_

Full name : \_\_\_\_\_

And address : \_\_\_\_\_

(Authorized Representative)

ANNEXURE 2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST  
3 YEARS

Sl. No	Name of Assignment	Name of Project	Owner or Sponsoring authority	Cost of Assignment	Date of Commencement	Date of Completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

1. Brief Description of the Firm/Organization:

2. Outline of recent experience on assignments of similar nature:

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent).

## WORK PLAN TIME SCHEDULE

**A. Field Investigation**

Sl. No.	Item Month wise Programme				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>

**B. Compilation and submission of reports**

1. Inception Report

2. Interim Status Report } As indicated under TOR

3. Draft Final Report

4. Final Report

5. Draft and Final bid documents

C. A short note on the approach strategy and methodology, duly outlining innovative ideas and steps for performing the result-oriented study.

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

## ANNEXURE 4

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	Experience in the relevant field
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### 2. Support Staff

Sl.No.	Name	Position	Task assignment	Experience in the relevant field
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**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

Proposed Position : \_\_\_\_\_

Name of Firm : \_\_\_\_\_

Name of Staff : \_\_\_\_\_

Profession : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Years with Firm/Entity : \_\_\_\_\_ Nationality \_\_\_\_\_

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify (that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me. I also give my consent to be ..... for the firm ..... in work or preparation of Detailed Project Report for .....

(i) \_\_\_\_\_ Date: \_\_\_\_\_

(ii) \_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the Firm]  
Date/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of the authorized representative: \_\_\_\_\_

SCHEDULE OF PRICE BID

Items Amount

In figures.

In words

1. Consultancy services for

2. Consultancy Service

Tax @ % .....%

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) Team Leader	_____		
c) Team Leader	_____		
Sub-Total (Staff)	_____		

**Out-of-Pocket Expenses**

a) Per Diem <sup>1</sup>	Room	Subsistence Cost	Total	Days
			_____	_____
b) Air fare:				_____
c) Lump Sum Miscellaneous Expenses <sup>2</sup> .			_____	
Sub-Total (Out-of-Pocket)				
			_____	
Contingency Charges:			_____	
<b>TOTAL COST ESTIMATE</b>			_____	
<b>CONSULTANCY SERVICES</b>				
<b>TAX @.....%</b>			_____	

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 communications expenses, porter age fees, in-and-out expenses, airport taxes, and such other travel related expenses as may be necessary.

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL MONTHS

Name	Position	1	2	3	4	5	6	7
	Number							
	Months							
	Total of Months							

Reports Due/Activities and Duration

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

Field	Full Time	Part Time
Reports Due	_____	_____
Activities Duration	_____	_____