



Commissioner of Municipal Administration

Request for proposal for providing Consultancy Services for –

- A) Detailed design, preparation of Detailed Project Report, Tender document, Bid management and
- B) Project Management Services

For

“Underground Sewerage Project using Trench-less Technology in towns in the groups of

**Group 1 : Hosur
Group II : Komarapalayam, Palani, Bhavani, Pollachi,
Group III : Trichirapally Corporation”**

Year 2011 - 2012



Commissioner of Municipal Administration

Notice Inviting Tender

17.12.2011

1. The Commissioner of Municipal Administration, on behalf of respective urban local bodies invites Technical and Financial Proposal for Consultancy Services for Underground Sewerage System
Part A : Detailed Design, Preparation of DPR and Tender Documents, Bid management and Part B: Project Management Services for the following towns in groups—
Group I : Hosur
Group II : Komarapalayam, Palani, Bhavani, Pollachi,
Group III : Trichirapally Corporation
1. The tender will be available on web sites <http://tntenders.gov.in> and <http://municipality.tn.gov.in/tenders>
2. The Request for Proposal [RFP] is open to all eligible firms
3. A firm will be selected under the Quality and Cost based Selection (QCBS) procedures described in this RFP, in accordance with the provisions of the Tamil Nadu Transparency in Tenders Act, 1998
4. The Proposals (Technical & Financial) can be submitted by 'e' tendering procedure as well as sealed hardcopy at the CMA office.
5. Tender will be available on website from **18.12.2011 to 18.01.2012 upto 14.30 Hrs.** and has to be submitted on **18.01.2012 up to 15.00 Hrs** and will be opened on the same day by **16.00 hours.**
6. Pre-bid meeting will be held in the office of CMA on **21.12.11 at 11.00 Hrs.**

Commissioner of Municipal Administration
Chennai



Commissioner of Municipal Administration

Request for proposal for providing Consultancy Services for –

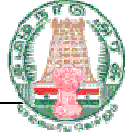
- A) Detailed design, preparation of Detailed Project Report, Tender document, Bid management and
- B) Project Management Services.

For

“Underground Sewerage Project using Trench-less Technology in towns in the groups of

**Group 1 : Hosur
Group II : Komarapalayam, Palani, Bhavani, Pollachi,
Group III : Trichirapally Corporation”**

Year 2011 - 2012

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Name of work:- Underground Sewerage Project using Trench-less Technology in towns of
Group 1 : Hosur
Group II : Komarapalayam, Palani, Bhavani, Pollachi,
Group III : Trichirapalli Corporation

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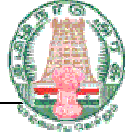


SECTION I

Request for Proposal

1. The Commissioner of Municipal Administration, on behalf of respective urban local bodies invites Technical and Financial Proposal for Consultancy Services for Part A : Detailed Design, Preparation of DPR, Tender Documents and Bid Management and Part B : Project Management Services for the Underground Sewerage System for the following towns in groups of –
Group I : Hosur
Group II : Komarapalayam, Palani, Bhavani, Pollachi,
Group III : Trichirapalli Corporation
2. The Request for Proposal [RFP] is open to all eligible firms.
3. A firm will be selected under the Quality and Cost based Selection (QCBS) procedures described in this RFP, in accordance with the provisions of the Tamil Nadu Transparency in Tenders Act, 1998
4. The RFP includes the following documents:
 - Section I - Letter of Invitation
 - Section II - Instructions to Consultants [including Data Sheet]
 - Section III - Technical Proposal - Standard Forms
 - Section IV - Financial Proposal - Standard Forms
 - Section V - Terms of Reference
 - Section VI - Standard Form of Contract.

Commissioner of Municipal Administration
Chennai

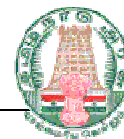


SECTION II

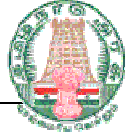
INSTRUCTIONS TO CONSULTANTS

Definitions

- a) "Client" means the agency with which the selected Consultant signs the Contract for the Services.
- (b) "Consultant" means any entity or person that may provide or provides the Services to the Client under the Contract.
- (d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (f) "Day" means calendar day.
- (g) "Government" means the government of the Client's country.
- (h) "Instructions to Consultants" (Section II of the RFP) means the document which provides Consultants with all information needed to prepare their Proposals.
- (i) "RFP" (Section I of the RFP) means the Request for Proposal published by the Client .
- (j) "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof;
- (k) "Proposal" means the Technical Proposal and the Financial Proposal.
- (l) "RFP" means the Request For Proposal prepared by the Client for the selection of Consultants.
- (m) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (n) "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.
- (o) "Terms of Reference" (TOR) means the document included in the RFP as Section V which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.



- 1. Introduction**
- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the towns mentioned by the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- Conflict of Interest**
- 1.6 The Client's policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- Conflicting activities**
- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works



or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

(iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant



nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

- Unfair Advantage** 1.6.4 If a Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
- Eligibility of Consultants** 1.6.5 The Consultants fulfilling all the following criteria will be eligible for participation:
- 1.6.5.1 The firm should be registered in India and have a minimum average annual turnover of Rs 100 Crores during the last three years
- 1.6.5.2 The firm should have prepared, obtained approval and executed at least 3 water supply / sewerage projects from Central and State Government agencies with total project value being not less than Rs. 1000 Crs.
- 1.6.5.3 The firm should have experience in Project Management Services of at least one wastewater scheme of value not less than Rs. 100Crs for central / State Govt.
- 1.6.5.4 The firm should have experience in Bid Process Management of water/wastewater of total value of Rs. 1000 crs.
- 1.6.5.5 The firm should have an engineering office in Chennai. Alternatively, they should give a declaration to the effect that they will open an office in Chennai with 15days of award of Contract.
- The Bidder must qualify as per criteria given in Sr. No. 1.6.5.1 to 1.6.5.4 above and as well score minimum 80 marks as per evaluation criteria mentioned in tender document. Else, financial bid will not be opened.
- Notwithstanding the fact that a firm meets all the above qualifying criteria, the firm's proposal shall be rejected in case the firm has been blacklisted in any project in India / abroad.
- Fraud and Corruption** 1.7 The Client requires that all parties (including beneficiaries), as well as Consultants participating adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the client:



- (a) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
- (c) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the contract;

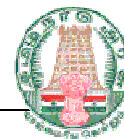
1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

Only one Proposal

1.9 Consultants may only submit one proposal for each group. If a Consultant submits or participates in more than one proposal in any group, such proposals shall be disqualified.

Proposal Validity

1.10 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to



complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be made available to all Consultants and will be binding on them. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals**
- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:
- (a) If a Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with Consultants. However, the JV partner or the sub-consultants must fulfill at least one of the criteria mentioned in 1.5.6.1 to 1.5.6.4; In case of association, there must be a lead firm and in case of a joint venture, all partners shall be jointly and



severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Language

(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet.

**Technical Proposal 3.4
Format and
Content**

Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

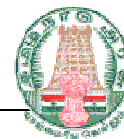
Earnest Money Deposit of the required amount as specified in the Data sheet is to be submitted. Consultants interested to participate in e-tendering may submit the required EMD to the client and upload their Proposal alongwith a copy of the Challan. Alternatively, consultants opting to submit proposal under sealed cover may submit the EMD as specified in Data Sheet

(a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or

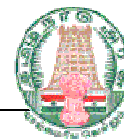


through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).
- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including concept proposed, charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months



- input should be indicated separately for home office and field activities,
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- 3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff, and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; 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.
- Taxes**
- 3.7 The Consultant may be subject to local taxes on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such taxes amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Consultants shall express the price of their services in Indian Rupees.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section III, and FIN-1 of Section IV.



- 4.2 An authorized representative of the Consultants shall initial all pages of the Technical and Financial Proposals, failing which the bid will be disqualified. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- 4.3 The Technical Proposals shall either be uploaded to the website as per specification or be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 In case the consultants submit hard copies in sealed cover, the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]**". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be uploaded to the website specified or be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.
- 5. Proposal Evaluation**
- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its 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 the Consultants' Proposal.

Evaluation of Technical Proposals

5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. Each responsive Proposal will be given a technical score. 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 indicated in the Data Sheet.

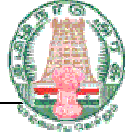
Public Opening and Evaluation of Financial Proposals

5.3 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 mark 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, 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. Consultants' attendance at the opening of Financial Proposals is optional.

5.4 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

5.5 The client will review the detailed content of each Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. Complete (i.e., whether Consultants have priced all items of the corresponding Technical Proposal); arithmetical errors, if any, will be corrected. When correcting computational errors, in case of discrepancy between (a) a partial amount and the total amount the partial amount shall prevail; (b) words and figures, the words shall prevail. The evaluated total price (ETP) for each Financial Proposal will be determined.



- ii. The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$S_f = 100 \times F_m / F \quad \text{where:}$$

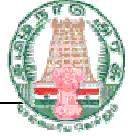
S_f is the financial score of the Financial Proposal being evaluated,

F_m is the ETP of the lowest priced Financial Proposal,

F is the ETP of the Financial Proposal under consideration.

- iii. Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by normally applying a weight of 80%:20% respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After such final ranking, the first-ranked Consultants will be invited for contract negotiations.

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| 6. Negotiations | 6.1 | Negotiations will be held at the date and address indicated in the Data Sheet. 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. |
| Technical negotiations | 6.2 | Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant. |
| Financial negotiations | 6.3 | If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities |



to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, 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. The financial negotiations will involve the remuneration rates for staff as well as other proposed unit rates.

- | | | |
|---|-----|---|
| Availability of Professional staff/experts | 6.4 | Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions 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 or resignation from the company. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate. |
| Conclusion of the negotiations | 6.5 | Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the next ranked Consultant to negotiate a Contract. |
| 7. Award of Contract | 7.1 | After completing negotiations the Client shall award the Contract to the selected Consultant and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants. |
| | 7.2 | The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet. |
| 8. Confidentiality | 8.1 | Information relating to evaluation of Proposals and recommendations concerning awards 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 and may be subject to the provisions of the antifraud and corruption policy. |



Instructions to Consultants
DATA SHEET

Paragraph Reference	
1.1	<p>Name of the Client: Commissioner of Municipal Administration, on behalf of respective Urban Local bodies</p> <p>Method of selection: Quality-cum-Cost Based Selection [QCBS]</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>Name of the assignment is: Consultancy Services for Part A : Detailed Design, Preparation of DPR and Tender Documents and Part B : Bid management, Project Management and Project Management Services for the Underground Sewerage System for the following towns –</p> <p style="padding-left: 40px;">Group I : Hosur</p> <p style="padding-left: 40px;">Group II : Komarapalayam, Palani, Bhavani, Pollachi,</p> <p style="padding-left: 40px;">Group III : Trichirapalli Corporation</p>
1.3	<p>The Client will provide the following inputs and facilities: Copy of the Report on the Project (where available).</p>
1.31	<p>Proposals must remain valid 90 days after the submission date, i.e. until: 17-04-2012</p>
2.1	<p>A pre-proposal conference will be held: Yes. At 11:00 hours on 21-12-2011</p> <p>The Chief Engineer, office of the Commissioner of Municipal Administration, 6th floor, Ezhilagam Annexe, Chepauk, Chennai-600005 Telephone: 044-28412396 Facsimile: 044-28513259 E-mail: ce@cma.tn.gov.in</p>
3.3.(d)	<p>Proposals shall be submitted in the following language: English</p>
3.4	<p>The format of the Technical Proposal to be submitted is: FTP</p>
3.4(a)	<p>The cost of the document is Rs.10,000/- payable by DD at the time of submission of the proposal and DD is drawn in favour of Commissioner of Municipal Administration, payable at Chepauk, Chennai.</p>



3.4(b)	<p>Earnest Money Deposit: Rs. 150,000/- payable by DD/Bank Guarantee drawn in favour of Commissioner of Municipal Administration, payable at Chepauk, Chennai.</p> <p>One EMD is required to be submitted with each Group the consultants choose to participate</p>
3.4 (g)	Training is a specific component of this assignment: Yes
3.6	<ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable communications such as the use of telephone and facsimile required for the purpose of the Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (6) cost of printing and dispatching of the reports to be produced for the Services; (7) other allowances where applicable and provisional or fixed sums (if any); and (8) cost of such further items required for purposes of the Services not covered in the foregoing.
3.7	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes</p> <p>If affirmative, the Client will:</p> <ul style="list-style-type: none"> - reimburse the Consultant for any such taxes paid by the Consultant: Only Service Tax will be reimbursable as per applicable Government Rate at the time of payment. - Consultants are requested to consult tax consultants for guidance and indicate the estimated taxes and duties separately in the financial proposal.

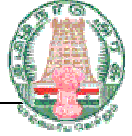


4.3	Consultant must either upload the technical and financial proposal to www.tenders.tn.gov.in or shall submit one copy the Technical Proposal, and the Financial Proposal.																																
4.5	<p>The Proposal submission address is:</p> <p>The Chief Engineer, office of the Commissioner of Municipal Administration, 6th floor, Ezhilagam Annexe, Chepauk, Chennai-600005 Telephone: 044-28412396 Facsimile: 044-28513259 E-mail: ce@cma.tn.gov.in to be submitted no later than the following date and time: 21.01.2012; 1500 hours and the same will be opened on 21.01.12 @16.00 hours.</p>																																
5.2 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the Consultants relevant to the assignment: 10</td> <td></td> </tr> <tr> <td> a) Experience in Water/Wastewater projects of value more or equal to Rs. 100 Crs</td> <td style="text-align: right;">7.5</td> </tr> <tr> <td> b) Experience in Water/Wastewater projects in Tamilnadu (Maximum 10 projects will be considered)</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td> <td style="text-align: right;">30</td> </tr> <tr> <td> a) Understanding of the local conditions</td> <td style="text-align: right;">5</td> </tr> <tr> <td> b) Technical Approach and methodology</td> <td style="text-align: right;">10</td> </tr> <tr> <td> c) Innovativeness in terms of design, construction method, reducing construction cost and time</td> <td style="text-align: right;">10</td> </tr> <tr> <td> d) Work Plan</td> <td style="text-align: right;">3</td> </tr> <tr> <td> c) Organization and Staffing</td> <td style="text-align: right;">2</td> </tr> <tr> <td>(iii) Key professional staff qualifications and competence for the assignment:</td> <td style="text-align: right;">60</td> </tr> <tr> <td> a) Project Manager (Team Leader) - 1 (Full time input throughout the project period is expected)</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Design Phase Team</td> <td></td> </tr> <tr> <td> b) Sewerage Engineer – 1</td> <td style="text-align: right;">8</td> </tr> <tr> <td> c) Electro-Mechanical Engineer – 1</td> <td style="text-align: right;">5</td> </tr> <tr> <td> d) Structural Engineer – 1</td> <td style="text-align: right;">6</td> </tr> </tbody> </table>		<u>Points</u>	(i) Specific experience of the Consultants relevant to the assignment: 10		a) Experience in Water/Wastewater projects of value more or equal to Rs. 100 Crs	7.5	b) Experience in Water/Wastewater projects in Tamilnadu (Maximum 10 projects will be considered)	2.5	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	30	a) Understanding of the local conditions	5	b) Technical Approach and methodology	10	c) Innovativeness in terms of design, construction method, reducing construction cost and time	10	d) Work Plan	3	c) Organization and Staffing	2	(iii) Key professional staff qualifications and competence for the assignment:	60	a) Project Manager (Team Leader) - 1 (Full time input throughout the project period is expected)	10	Design Phase Team		b) Sewerage Engineer – 1	8	c) Electro-Mechanical Engineer – 1	5	d) Structural Engineer – 1	6
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Request For Proposal

	<p>e) Trench-less Technology Expert -1 8 f) Contract Specialist 5 g) Financial Expert (Preferably with Public Private Partnership Projects Experience) 5</p> <p>Construction Phase team h) Project Engineer – 1 8 i) Pipeline Engineer – 1 5</p> <p>It is expected that Sewerage Engineer, Electromechanical Engineer and Trench-less Technology Expert employed during the design phase will continue to provide periodic input during the construction phase. The amount of input considered during this phase should be mentioned clearly in the Staffing Schedule TECH 7 (Section III of the RFP)</p> <p style="text-align: right;">Total points for the three criteria: 100</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">1) General qualifications</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>2) Adequacy for the assignment</td> <td style="text-align: right;">60%</td> </tr> <tr> <td>3) Experience in region and language</td> <td style="text-align: right;">10%</td> </tr> <tr> <td style="text-align: right;">Total weight:</td> <td style="text-align: right;">100%</td> </tr> </table> <p>The minimum technical score required to pass is: 80</p>	1) General qualifications	30%	2) Adequacy for the assignment	60%	3) Experience in region and language	10%	Total weight:	100%
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2) Adequacy for the assignment	60%								
3) Experience in region and language	10%								
Total weight:	100%								
<p>6.1</p>	<p>Expected date and address for contract negotiations: will be intimated later</p>								
<p>7.2</p>	<p>Expected date for commencement of consulting services : will be intimated later</p>								



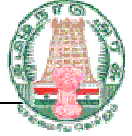
SECTION III.

TECHNICAL PROPOSAL - STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph of the Data Sheet for format of Technical Proposal to be submitted, and Section II of the RFP for Standard Forms required and number of pages recommended.

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A Consultant's Organization
 - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule



FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]¹ as a Joint Venture confirming joint and several liability or as sub-consultants (*strike out which ever is inapplicable*).

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

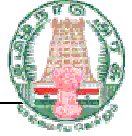
Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

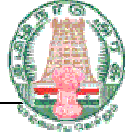
1 [Delete in case no association is foreseen.]



FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

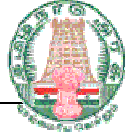
[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]



B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Give only Ten best projects.]

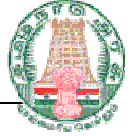
Assignment name:	Approx. value of the contract (in INR)
Country: Location within country:	Duration of assignment (months):
Name and Address: of Client:	Total N ^o of staff-months of the assignment:
Reference Telephone Number, Fax and E-mail	Approx. value of the services provided by your firm under the contract (in INR current)
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	



**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]



**FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (30 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form 3H.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

2. Support Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

-
1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
 2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

 3. **Name of Staff** [*Insert full name*]: _____
 4. **Date of Birth:** _____ **Nationality:** _____
 5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

 6. **Membership of Professional Associations:** _____

 7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

 8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

 9. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

10. Detailed Tasks	11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
---------------------------	--



<p>Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	--

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____



FORM TECH-7 STAFFING SCHEDULE¹

	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input				
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total		
Foreign																			
1		[Home] [Field]																	
2																			
3																			
n																			
													Subtotal						
Local																			
1		[Home] [Field]																	
2																			
n																			
													Subtotal						
													Total						



Request For Proposal

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

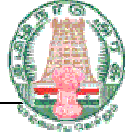
■ Full time input  Part time input



FORM TECH-8 WORK SCHEDULE

N ^o	Activity ¹	Months ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



SECTION IV.

FINANCIAL PROPOSAL - STANDARD FORMS

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided Section II.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Costs Including Reimbursable



FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

To: *[Name and address of Client]* *[Location, Date]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures¹]*. The amount of the local taxes, as identified/estimated is shown in the summary separately.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

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."

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

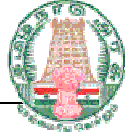
We remain,
Yours sincerely,
Authorized Signature *[In full and initials]*: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.



Request For Proposal

- 2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

**Form FIN 2. SUMMARY OF COSTS**

No.	Description	Amount (LC)*	Amount (FC)*
	<u>Consultants</u>		
I	Remuneration for Key professional staff		
II	Supporting Staff		
III	Transportation		
IV	Duty Travel to Site		
V	Office Rent		
VI	Office Supplies, Utilities and Communication		
VII	Office Furniture and Equipment		
VIII	Reports and Document Printing		
IX	Surveys		
	Subtotal Consultants :		
	<u> Total Cost Net of Taxes indicated below </u> :		
Local Taxes and Duties	Consultancy Services Tax payable in India		
	TOTAL COSTS (Including Tax)		

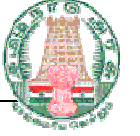
- Note: 1. The ceiling cost of the consultancy is as shown in the Summary of Costs. Payments will be made as per stipulations of the Special Conditions of Contract. The break-up of cost as given in separate formats is to facilitate negotiations in accordance with clause 6 of the Information to Consultants.
2. Modify the items as appropriate.



Form FIN 3: BREAKDOWN OF COSTS (PER ACTIVITY)

REMUNERATION FOR STAFF

No.	Position	Name	Rate*	SM	Amount
	<u>Key professional staff</u>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Sub-Total				
	<u>Sub-Key professional staff</u>				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Sub-Total				
	TOTAL				



Activity = Part A and Part B

SM = Staff Month

** The rates should not include any adjustment for inflation which will be separately paid for in accordance with Clause 6.2 (a) of S.C.C, wherever applicable.*



II. Support Staff[@]

No.	Position	Name	Staff Months	Billing Rate ()	Amount()
1	Office Manager				
2	Bilingual Secretary				
3	Book-keeper				
4	Word Processor Operators				
5	Office Boy				
6	Night Watchman				
				Total :	

III. Transportation (Reimbursable)[@]

- The vehicles provided by the Consultants shall include the cost for rental, drivers, operation, maintenance, repairs, insurance, etc.

Purchases _____

Operation, maintenance, repairs _____

Total _____

IV. Duty Travel to Site (Reimbursable)

- Key professional staff
 ___ x ___ trips x ___ days @ _____
 - Transport ___ x ___ trips @ _____
- Total** _____

[@] Modify the items as appropriate.

V. Office Rent (Reimbursable)[@]

The rent cost includes maintenance,



cleaning, repairs, etc.

___ months x 250 sqm x _____

Total _____

VI. Office Supplies, Utilities and Communication (Reimbursable) @

No.	Item	Months	Monthly Rate	Amount in
1.	Office Supplies			
2.	Drafting Supplies			
3.	Computer Running Costs			
4.	Domestic and International Communication			

TOTAL : -----

@ *Modify as appropriate.*


VII. Office Furniture and Equipment (Reimbursable)

No.	Description(*)	Unit	Quantity	Rate ()	Amount ()
	<u>Office Furniture (Purchase)</u>				
1	Large desks and chairs		set		
2	Medium desks and chairs		set		
3	Computer desks and chairs		set		
4	Double door cupboard		nos		
5	Plan filing cabinet		nos		
6	Filing cabinet		nos		
7	Desk lamps		nos		
8	Meeting table with 12 chairs		set		
9	White board		nos		
10	Sofa set		set		
	<u>Office Equipment (Purchase)</u>				
1	Drawing pen set		set		
2	Lettering set		set		
3	Photocopying machine		nos		
4	Blueprint machine		nos		
5	Word Processor Operator		nos		
6	Computer		set		
7	Printer / Plotter		nos		
8	Facsimile		nos		
9	Ring binding machine		nos		
10	Large stapler		nos		
11	Safe		set		
12	Drafting board, machine, chairs, etc.		set		
13	Video multi system		nos		
14	Camera SLR/Digital OHP				
				<u>Total</u>	

* Modify as appropriate



VIII. Reports and Document Printing

No.	Description*	No. of Volumes	No. of Copies per Volume	Rate per Copy ()	Amount ()
1					
				Total	

IX. Topographical Surveys (example)*

1. Surveying equipment for design will be provided by the consultants. The cost would be included in the overall amount of consultancy.

- Electronic Distance Measurement
6 months @ =
- Theodolite T-2 6 months @ =
- Theodolite T-0 7 months @ =
- Automatic level.....7 months @ =
- Staves, range rods, etc.

Sub total

2. Chainmen
Each surveyor will be assisted by _____ chainmen
for _____ surveyor months : _____ =

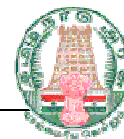
Total

* *Modify as appropriate*



Payment Schedule

No.	Item	Month	Month	Month	Month	Month	Month	Month
	Advance Payment							
I	Remuneration for key Staff							
II	Supporting Staff							
III	Transportation							
IV	Duty Travel to Site							
V	Office Rent							
VI	Office Supplies and Communication							
VII	Office Furniture and Equipment							
VIII	Reports and Document Printing							
IX	Surveys							
Sub-Total Consultants:								
F-II	Mobilization and Demobilization							
F-III	Accommodation for Consultants							
F-IV	Other Costs							
Sub-Total :								
TOTAL PAYMENT :								
ACCUMULATED TOTAL :								



SECTION V.

TERMS OF REFERENCE

1.1. BACKGROUND

1.1.1. Introduction

The Commissioner of Municipal Administration intends to appoint Design and Construction Management Consultants for the following towns

SLN	Town	Area	Population
Group I			
1.	Hosur		
Group II			
2.	Komarapalayam		
3.	Palani		
4.	Bhavani		
5.	Pollachi		
Group III			
6.	Trichirappalli Corporation		

The objectives of the project will include inspection of current facilities and establishment of an integrated efficient and sustainable utility sewerage system and scalable sewage treatment works.

1.1.2. Project Objectives

The primary objective of the Project is preparation of master plans for sewerage and waste water treatment works, with special emphasis on new and innovative technologies to optimize the project implementation period, preliminary design and procurement for actual construction of new networks. .

The objectives of the proposed consultancy assignment are as follows:

- (i) To study & analyze the existing on going system and, review the various engineering & environmental problems faced and to review the concept reports prepared for feasibility and environmental compatibility increased per capita sewage contribution as per CPHEEO norms wherever necessary with drawings, cost estimates, bidding documents etc. it may be borne in mind that the funding under is to be accessed for this project and hence all norms laid down by the guidelines and the relevant norms and specifications of the CPHEEO, PCB and other state and other Central laws relevant to the assignment shall be followed without omission.
- (ii) To prepare the concept DPR for providing underground sewerage system and



preparation of detailed design, drawings, cost estimates and bid documents etc, duly accounting for the modifications/improvements arising out of increased per capita sewage contribution and increased area coverage, revised pumping station locations, etc and assist the client for planning and implementation of the sewerage system.. The existing available records if any shall be studied and levels taken/confirmed for its correctness and correct where necessary correspondingly in all documents.

Administrative/Technical sanction

The consultant shall assist for obtaining administrative/technical sanction from competent authorities by submitting all relevant details then and there including presentations if required by the client.

The objective of the consultancy is to analyze the technical feasibility, financial, economic, environmental and social aspects, prepare revised detailed design, drawings, cost estimates bidding documents, proposals for private sector participation, community/ citizen's participation, etc. and assist the client in bidding process for planning and implementation of a sewerage and sanitation scheme for Erode City Municipal Corporation for the effective collection, conveyance and treatment of the sewage & disposal of treated effluent

The consultancy assignment will also cover preparation of suitable proposals for capacity building & training so as to the strengthen the planning, implementation & maintenance management of the sewerage project, including budgeting, accounting and financial management systems, and FOP for the project.

The project has been envisaged with specific aim to:-

- Provide and promote sustainable basic infrastructure growth and quality services to the population.
- Provide a road map for future development for sewerage and waste water treatment works by preparing a techno-economic feasibility report for the same
- Prepare DPRs for the priority projects
- In the DPRs, to give emphasis to optimally utilizing existing infrastructure facilities, with an objective to increase their quality and life span.
- to generate deliverables and render services of highest order utilizing State of the Art technologies and latest tools and software compatible to local conditions.
- To create projects and facilities taking care of the statutory environmental norms and guidelines.
- The consultant will study various alternatives and will identify possibility of project specific private participation for sub-projects. Emphasis in general will be given to :



- O & M contracts including necessary training consequent to commissioning e.g. in treatment plants, pumping stations.
- Turnkey contract/Design-build-operate contract
- Routine maintenance/annual maintenance contracts

1.1.3. Project Components:

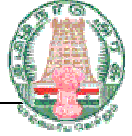
Sewerage: This will include study of the existing system with due survey, preparation of Master Plan suggesting schemes for improvement of sewerage systems, identification of major waste water producers and pollution sources, waste water sampling and analysis and sewage treatment required.

1.1.4. Consultant's role:

The primary function of the CONSULTANT would be to assist the Client in planning, engineering design and Project Management Services. This will be undertaken by carrying out for each project towns survey and field investigations, prepare Concept/Master Plan, prepare preliminary designs of the various investment components, quantity and cost estimation, prepare technical specifications and contract documents, procurement activities, Project Management Services and quality control of the works, contract administration taking measurements, certification of the works completed for acceptability and recommending payments to Contractor, submission of suggestions on contractual variations and claims of payments to Contractors, carry out the technical audit, development of training programme and project monitoring.

1.1.5. Scope of work

- To carryout detailed contour levels and topographical survey.
- To prepare various possible zoning operation by studying the contour map of the town.
- To design a comprehensive sewerage system with detailed drawings following relevant codes of practice and norms
- To prepare the contract packaging plan with bid documents in the World Bank prescribed format.
- Use of relevant technologies for cost optimization ensuring better performance shall be compared and suggestions made.
- Use of telemetry and SCADA systems shall be explored and advised for proper functioning of the system.



- The consultant shall prepare a model plan for execution of the scheme encompassing all relevant factors to enable the client to get the work done through the contract.

4. Permission Required

All the permission from PCB, CMA, TCPA, NH, SH etc., if required shall be obtained by the consultant through assistance from **ULBs**.

5. Responsibility of the consultants.

Tasks to be performed by the design consultant are as under

a. Data

The data furnished by the client and the details given in the technical conditions and specifications, taken in conjunction with the study, is only a reasonable preliminary basis. The nature of the overall contract is such that after the proposal, the consultant shall be wholly responsible for all the design and other details of the proposal, the physical and site conditions, the execution methodology etc. All data utilized in preparation of the proposal shall be presented indicating the sources of the data and also the basis of assumptions, if any. The consultant shall be responsible for all the data or designs and drawings given by them.

b. Project Site Survey and Analysis

The consultant shall conduct his own studies and prepare estimates based on prevailing schedule of rates specified by Government but updated to reflect actual market conditions. The **ULBs** and other agencies 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 shall be responsible for this.

c. Survey

The **ULBs** and other agencies shall indicate the Project sites, their measurements. The consultant shall be responsible for its verification and to carry out an hour levels and detailed Topographical survey.

**d. Soil Investigation and Tests**

Soil tests as per relevant I.S. / IRC Standards have to be done by consultants to arrive at design parameters for the subsoil formation corrosively, water level conditions and safe bearing capacity. Trial pits and trial bores will have to be taken at sufficient locations along the alignment of the collection system and pumping mains, with a view to accurately assess/quantify the type of earth work and also decide on the bedding material for the Sewage pipes. At locations proposed for important installations like pump house, aeration tanks etc. at least one borehole for every such installation should be made to determine the SPTN values at depth specified in the relevant IS codes, soil samples taken from bore holes should be visually classified, index properties should be determined and presented in 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 in (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, bearing capacity of the founding strata etc,

e. Recommendation of suitable method of Trenchless Technology

After completion of soil investigation test, based on the nature of soil, a suitable Trenchless Technology should be discussed and suggested. The consultant should take responsible for conducting survey for finalising the suitable method of Trenchless Technology.

f. Instruments and equipments:

All necessary instruments and equipments to carry out the study shall be arranged and operated by the consultant at their own cost.

g. Project Designs

For the given purpose and functional use of the respective projects, proper design has to be developed. The sewer design shall conform to CPHEEO / JNNURM guidelines



and norms. The consultants have freedom to choose the type of sub structure and superstructure, provided the relevant code specification / CPHEEO/ JNNURM stipulations are met. The drawings and designs shall include a general arrangement drawing and detailed drawings of all components in size A1 or A2. The level of detailing shall be such as to enable check of conformance with code provisions, including detailed construction drawings and bar bending schedules.

Prepare feasibility analysis, preliminary and detailed design, drawings, and estimate, including bill of quantities for the under ground sewerage system after conducting necessary investigation study.

h. 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, based on the current schedule of rates specified by government but updated to relevant actual market conditions. The Commissioner of Municipal Administration as well as the local body concerned shall not be responsible (except as to rates specifically accepted under the condition of contract) for the validity of the project details, design, and estimated. The consultant shall be responsible for this.

i. Tender

Preparation of tender schedules & bidding documents, in the prescribed format for all the identified components of the project individually/ combined.

j. Administrative and Technical Sanction

The Consultant shall assist the **ULBs** in obtaining administrative and technical sanction from competent authority.

A. Planning and Design Phase

- Undertake Data collection, necessary surveys including geo technical survey and detailed engineering investigations including off-site information;
- Procure satellite imagery and prepare GIS maps for the study towns
- Update maps and Plans;
- Preparation of GIS maps
- Review available secondary data and reports required for analyzing the existing infrastructure facilities before commencing design work;



- Prepare feasibility reports of the sewerage works and identify priority projects;
- Carry out baseline surveys with due emphasis on feasibility to take up projects with trenchless technology
- Prepare DPRs of priority projects including preliminary designs, technical specifications, cost estimates, and bid documents for the same;

B. Bid process management Phase

- Assist Client with all aspects of procurement including preparation of bid document, bid invitation, bid evaluation and award of work;

C. Project Management Services

Objective

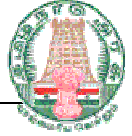
1. Assist the ULB in obtaining utility diversions, connections and any clearances from different service Departments such as Telephone, Electricity Department etc. for the purpose of executing the works.

2. Supervise construction works from start to finish by using the modern methods of control. Verify the setting out of the works done by the contractors and ensure that it is as per drawings. Ensure that the works adhere to the levels, alignment and dimensions specified in the drawings approved by the client.

3. Supervise the works to ensure conformance of construction works and materials to relevant IS standards/ Bid specifications/drawings. Approve materials and quality of works based on test results produced by the works Contractor, factory inspection, site testing etc. (Quality control)

4. Correspond with the Third Party Inspection Agencies for testing the materials and other identified items for Third Party Inspection and take action according to the test reports received.

5. Record measurements in measurement books at various stages of works, carry out check measurement, prepare bills and certify payments based on recorded measurements jointly with the Departmental Officers during each stage. In case of such of those works where measurements are hidden after completion, as in the



case of foundations, reinforcements in RCC structures etc., check measurements are to be carried out immediately after each activity is completed.

6. Monitor and achieve progress with reference to pre-fixed targets drawn up jointly with the Contractors and furnish monthly progress reports in the formats as decided in consultation with the Municipality / CMA

7. Advise on extra claims and time extension on works contract. In case of any need for execution of non-tendered items of works, take advance action to prepare specifications, carry out rate analysis with supporting documents and take further action strictly as per the conditions in the bidding documents.

8. Ensure environmental and social safeguards as per the EAR developed by TNUIFSL.

9. Co-ordinate with all concerned agencies and ULB to be appraised of all developments, bottlenecks and possible solutions then and there.

10. Ensure strict compliance of labor laws by the contractor.

11. Inspect and certify that the works are completed according to the specifications on final completion before final settlement of bills.

12. Prepare completion report for all the works.

13. Obtain as-built drawings from the contractor, verify the correctness and furnish to the local body. Obtain O&M manual from the contractor after completion and before commissioning the scheme.

14. For all practical and record purposes the Municipal Engineer, Dindigul will act as Project Engineer of the said Project.

15. Inspect all the completed works once in two months during the defects liability period of one year and assist the ULB in ensuring that the contractors attend to all kinds of construction defects brought to their notice.



16. Prepare periodic Statement of Expenditure in the World Bank format for getting reimbursement of expenditure.

17. In case of dispute, arbitration arising the PMC will assist the ULB till the final judgement of the dispute / arbitration etc.

- Contract administration and management of the various packages;
- Scrutinize the contractor's detailed work program and guide Contractor in preparation of supervision schedule/ work plan for each package;
- Review and approve contractor's drawings
- Scrutinize construction methods proposed by contractor including environmental, safety, personnel and public issues;
- Monitor the construction method by assessing the adequacy of the contractor's input materials, labour, equipment and construction methods;
- Supervise and Monitor construction work of each contract package;
- Establish Quality assurance system including verification of source of material and certification;
- Carry out necessary quality control activities and certify that the quality of works conforms to the specifications and drawings;
- Supervise the construction of the various contract packages for achieving the expected outputs of the project;
- Record the work measurement and certify the contractor's interim and final bill of payment;
- Assist third party inspections, if necessary, as decided by Client;
- Review and finalize the "as built" drawings submitted by Contractor;
- Assist the Client in issue of completion certificates;
- Assist for resolution of all contractual issues including examining the contractor's claims for variations/ extensions or additional compensations etc and prepare recommendations for approval by the Client;
- Inspect the works at appropriate intervals during defect liability period and certification issue;
- Prepare monthly project progress reports describing the physical and financial progress of each package, highlighting impediments to the quality and progress of the works and remedial actions, for submission to the Client;

1.1.6. Detailed Description of the Tasks

Tasks to be performed by the Design consultant are as under

- (i) Prepare and Verify the contour maps and levels, confirm veracity and accuracy and survey the area and drawing up of a revised contour and leveling maps wherever necessary.



- (ii) Prepare feasibility analysis, preliminary and detailed design, area wise and estimates including bill of quantities for the Under Ground Sewerage System after conducting necessary investigation on soil condition, temperature, existing sewage characteristics etc. study.
- (iii) Division of the city into sewerage zones based on levels to draw up hierarchy of the drain system and their locations, for designing the most cost effective system.
- (iv) Design of sewer lines, Main pumping station, Relay pumping station if required, treatment and disposal methods duly taking into account the defects & deficiencies of the existing treatment methodology and suggest suitable improvements for the same including renewal, replacement / rehabilitation of the existing lines, wherever found necessary. Identify the extent of coverage to poorer segments of the population depending upon location, kind of habitation (eg. Slum areas) and propose alternative options for increasing the coverage with various types of network coverage (individual households, or community coverage) and make provisions for low cost sanitation facilities wherever deemed fit.
- (v) Prepare necessary land plan schedule for locating various facilities such as pumping stations, and lift stations with details of Survey number etc., so as to facilitate land acquisition if any
- (vi) Create a TBM with in the Corporation / Added area premises with respective to a known G.T.S bench marks or a bench mark transferred from G.T.S by department to the public works, Highways etc.
- (vii) Analyze the feasibility and various alternatives and submit the best alternative with justification.
- (viii) Wherever necessary the table of depth of cutting shall be prepared for analysis. In case of tunneling and railway or highway crossing use of appropriate technologies shall be suggested ensuring minimum loss of social cost.



Request For Proposal

- (ix) Prepare project cost estimates including capital, operation and maintenance Costs. Based on this prepare project financial analysis and economic analysis including Internal rate of return / Economic rate of return of the project. Justify the assumptions made with illustrations, which are implementable.
- (x) Estimation of sewer connection charges and the monthly tariff to be collected from the residents along with annual indexation for hike in tariff / connection charges. Conduct a Socio-Economic survey and collect details regarding willingness to pay for sewer connection charges and the monthly tariff including base line health data. This must specify the details regarding gross subsidisation
- (xi) Prepare environmental and social assessment report as per the ESR guidelines developed by the client and prepare necessary Environmental Mitigatory plans (EMP) & Resettlement Action Plans (RAP). The EMP may contain suggestion for types of farm forestry to be developed using the treated effluent finding its way to any watercourse or water bodies and recycling / reuse options. Fodder grass farming is to be avoided, as it is recycled to sewer system. The RAP shall address rehabilitation and resettlement issues, if any.
- (xii) Detailed working drawings and designs with specifications are to be furnished for all components.
- (xiii) Prepare detailed cost estimates based on item rate basis using the latest schedule of rates and rates revised ruling at the time of approval. Estimate necessary road restoration charges wherever needed. The estimates must be administratively / technically approved by the Competent Authority. There should not be any lump sum items in the bill of quantities. For items not covered under schedule of rates, market rates are to be assessed.
- (xiv) Prepare Contract package plan and tender documents based on the model documents prescribed by the client.



- (xv) Draw up project budget with monthly targets, accounting & financial management systems for installation & maintenance furnish network analysis such as CPM / PERT for purposes of effective project monitoring and regular reports.
- (xvi) The consultant should ascertain the progress of work comparing with CPM/PERT charts, scheduled by the executing agency.
- (xvii) To prepare the project implementation schedule for execution and contract packaging plan.
- (xviii) Recommend organizational set up for successful operation and maintenance of the system. Identify any training requirements of staff & capacity building requirements along with costs.
- (xix) To prepare proposals for community participation & citizens involvement in the project in its various implementation an operation maintenance and to prepare proposal for private sector participation in the project / service delivery.
- (xx) Involve the City Engineer / Commissioners, at all stages. A presentation to the council and other stake holders enabling consultation shall be arranged at convenient time of ULBs .
- (xxi) All permission from the pollution control board (PCB), CMA, TCPA, State / Central Government etc, shall be obtained by the consultant through assistance from the ULBs

The major tasks of the Consultant are generally as follows:

1. **Survey, Investigations and Tests:** Review available secondary data and reports and identify requirements of field surveys and other investigations. Based on the requirement assessment, the Consultant, with the agreement of the Client will carry out all the required Engineering surveys and investigations such as total station surveys, geo-technical investigations, soil surveys, construction material survey, wastewater sampling. The survey will incorporate all the necessary features for design of all allied infrastructure.
2. **Feasibility reports:** Prepare technical, social, economic, financial and environmental feasibility reports; and finalization of preliminary designs for the most appropriate options. The preliminary designs will provide technical rationale of the proposed design option, describe design criteria & parameters, design horizon, tentative cost estimates, additional survey and investigation requirements for detailed design, identify statutory requirements and proposed implementation procedures.



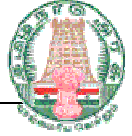
3. **Bidding Documents:** Prepare the necessary bid documentation required. Consultant will assist the Client in issue of bid invitation, addendums/corrigendum etc, issue of clarification to the bidder's query, receiving of bids and evaluation, award of contract and contract signing etc.
4. **Project Management Services and Contract Monitoring:** The consultant, as the Employer's representative or the Engineer under the contract, will supervise construction of all the project components; monitor construction methods and quality control; certify that the quality of works conforms to the specifications and drawings; assess the adequacy of the contractor's input materials, labor, equipment, and construction methods; resolution of contractual issues, furnish all revisions and detailed drawings as necessary during the continuance of the contract; attend third party inspections as necessary; examine the contractor's claims for variations/ extension, additional compensation, etc., assist in preparing planned maintenance procedures; assist; and check installation and commissioning. Record the work measurement, certify the contractor's claim and assist the Client in contract monitoring and in preparation of the "as built" drawings, assist in issue of completion certificates etc.

1.1.7. Expertise and Inputs

The personnel requirement, their required qualifications and the stipulated man-months for each group are given in the table overleaf.



SLN	Key Person	Qualifications	Min. Yrs. Of experience	Min yrs. Of relevant experience	Total Manmonths		
					Home office	Field office	Total Person Months
1.	Project Manager (Team leader)	ME. (Env/PH)	20	10	3	20	23
2.	Sewerage Engineer	ME (Env/PH)	15	10	5	5	10
3.	Electro-Mechanical Engineer	B.E.(Elec/Mech)	10	7	3	10	13
4.	Structural Engineering Specialist	M.E.(Env)	10	7	8	2	10
5.	Trench-less Specialist	B.E.(Civil)	5	5	2	12	14
6.	Contract Specialist	B.E.(Civil)	15	10	4	2	6
7.	Financial Specialist (With PPP Experience)	MBA(Finance) /CA	15	10	3	-	3
8.	Project Engineer	BE (Civil)	10	7	-	18	18
9.	Pipeline Engineer	BE (Civil)	10	7	-	18	18



1.1.8. Outcome and Deliverables

The consultants will produce and submit to the client the following reports:

(A) Planning and Design stage

- a. **Inception Report** within two weeks of mobilization describing the adequacy of the project preparation arrangement and the work programme ;
- b. **Feasibility Reports** – Giving the techno-economic feasibility of projects with preliminary costing and identifying the priority projects;
- c. **Draft Detailed Project Report (DDR)**– Including survey plans, topographic maps, base maps, preliminary design, drawings, estimates and implementation plan for each package;

d. **Final DPR**–Incorporating Client’s comments on the draft DPR;
Final detailed design along with flow chart, drawings, hydraulic particulars of the town, L- section and plan of sewerage networks, contour map of the town and cost estimates, survey details to be geo-terminal investigation data, location of boreholes under prevention of soil characteristics including bearing capacity etc, TBM particulars shall be submitted assurance to this reports.

(B) Bid process management stage

- e. **Draft Bid Documents** – Based on above design, drawing and estimates;
- f. **Final Bid Documents**- After incorporating comments on draft bid documents;
Final Bid document with project implementation schedule (PERT/CPM charts) and phasing of investments
- g. **Technical evaluation reports**

(C) Project Management Services stage

- h. **Monthly Progress Reports** - Describing works and services performed focussing on the designs and tendering process, contractors’ progress and performance, quality of works, financial status and projections highlighting issues encountered and possible remedies during the reporting month and



scheduled activities to be submitted within a week of the end of the reporting period i.e. last day of every month of beginning of supervision phase;

- i. **Quarterly Progress Reports and Annual Reports** - Describing in detail the implementation progress of all project components with issues highlighted to be within a week of the end of the reporting period i.e. every quarter and end of year;
- j. **Contract Completion Reports –Draft completion report and Final Completion Report**
- k. **Project Completion Reports**
- l. **Periodic Statement of expenditure**
- m. **Any other reports as per the contract and as required by the Client.**

The consultants shall obtain the following documents from the works contractor, verify them and furnish to the Client.

1.PERT/CPM chart & project budget (5 copies)

2.O & M Manual (5 copies)

(D) Capacity Building as required by the Client

a.Organizing Workshops and Seminars for capacity building of Client and other stakeholders (max. three).

1.1.9 Review Committee

Each and every stage of report shall be reviewed by the Committee nominated by the Client, Commissioner of Municipal Administration.The payment will be release only after the approval of the report by the Committee.



1.1.10 Timeline

The timeline for submission of reports would be as follows:

Milestone	Time from award of work
Inception Report	2 weeks
Draft Feasibility Report	8 weeks
Final Feasibility Report	1 week from the date of receipt of comments on DFR
Draft DPR	16 weeks
Final DPR	2 weeks from the date of receipt of comments on Draft DPR
Draft bid documents	18 weeks
Final bid documents	1 week from the date of receipt of comments on Draft Bid Documents
Work execution	18 months from the award of work to the contractor

1.2 Remuneration

Remuneration shall be paid to the Consultant in the following manner:

For the design and bid process management stages: based on the rates quoted as lumpsum	
Inception Report	15%
Draft Feasibility Report	20%
Final Feasibility Report	10%
Draft DPR	15%
Final DPR	10%
Draft bid documents	15%
Final bid documents	10%
On award of work to the contractor	5%

In Project Management Services stage – based on the quoted, negotiated and agreed man-month rates and input payable at the end of every calendar months.

1.3Foreclosure: on issue of notice 3 months in advance to the other party, it may be decided to foreclose the work citing reasons. Payments in such cases as due to the implementing agency will be paid after mutually agreed.



1.4 Exit Clause: If the quality of work done by PMC is not up to expectation of ULBs / Client CMA, then after issue of 15 days of notice the PMC will be terminated. The payment for work done till then will be after the verification and taking into account the man months employed by PMC in proportion to the achievement and target fixed.

1.5 In the case of any dispute between the consultant and Client, the nominated Committee will hear the problems and will be sorted out without affecting the TOR as prescribed in the document