

Expression of Interest (EOI)

**Empanelment of Consultancy Firms for
'Preparation of GIS based Integrated Master Plan for Municipal
Corporations/Development Authorities Of Odisha'**

State Urban Development Agency (SUDA)

Housing & Urban Development Department, Govt. of Odisha

25th, February 2020

EXPRESSION OF INTEREST (EOI):
Empanelment of Consultancy Firms for
'Preparation of GIS based Integrated Master Plan for Municipal Corporations (MC)/Development Authorities
(DA) Of Odisha'

State Urban Development Agency (SUDA)

Expression of Interest (EOI)

ADVERTISE

State Urban Development Agency
(SUDA)

EXPRESSION OF INTEREST (EOI)

Empanelment of Consultancy Firms for
'Preparation of GIS based Integrated Master Plan for Municipal
Corporations (MC)/Development Authorities (DA) Of Odisha'

State Urban Development Agency (SUDA) is in the process of preparing the Master Plan for various ULBs of Odisha. SUDA hereby invites consultancy firms to provide consultancy services for the scope of work mentioned in the EOI document. Interested parties, for further details, may download the EOI document from website : State Govt.

portal www.odisha.gov.in and www.urbanodisha.gov.in and submit their EOI in a sealed envelope by registered post /Courier/Hand on or before 17/03/2020 till

5:00 PM to Additional Director, SUDA.

ADDITIONAL DIRECTOR,SUDA

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Expression of Interest (EOI)

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1. Introduction

This EOI is for empanel suitable Firms/Agencies capable of preparing GIS based Master Plan for large city or for Areas covered under various Development Authorities of Odisha. The shortlisted parties under this EOI will be invited by concerned MC/DA based on their requirements to submit offer for the scope to be notified in the RFP to be invited by them. Brief under is the indicative scope for preparation of Master Plan in Odisha.

1Master Plan Area comprising of..... sq.kms. MC/DA area andnumber of Revenue villages of adjoining rural area , with a population of..... According to the 2011 census and stretches over an area ofsq.kms. As per the statutory provision under the Odisha Development Authority Act 1982 & Rule -1983, Master Plan is required to be prepared to translate broad implementable planning proposals along with detail land-use plans for achieving planned development of the town and its immediate surroundings within the Master Plan boundary.

The Master Plan will also dwell on the identification of the thrust areas, phasing of development, implementation strategies, resource mobilization and prioritization of the development initiatives.

1.2 OBJECTIVE

The objective of the project is to prepare the Master Plan of Town / DA Area for a planned development as envisaged in Odisha Development Authority Act 1982. Hence, Master Plan forTown/ DA shall be prepared taking into account the structural frame of the available Master Plan considering the existing developments in and around of the Master Plan area. The issues relating to proper road infrastructure and drainage are to be dealt meticulously while preparing the Master Plan in addition to other urban problems & their solutions.

THE MAIN OBJECTIVE OF THE MASTER PLAN WILL BE;

- to utilize the existing Land Use Maps of the area prepared from Satellite Images and integrated and geo referred on revenue cadastral maps on GIS platform to be provided by Planning Authority as an input for preparation of the Master Plan. Necessary ground validation, data collection and other thematic map preparation has to be carried out by the bidder.

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- to formulate a meaningful Physical Master Plan to promote regulate and guide the urban growth in the region by 2040 A.D. in a planned and healthy manner as per the relevant provisions of Odisha Development Authority Act 1982 & Rules-1983 made thereunder.

2. Broad Scope of Work

The Master Plan will provide all matters necessary for the proper development of area covered by the Plan.

According to the Odisha Development Authority Act 1982, the Master Plan has the following roles

1. Master Plan shall define the various zones into which the land covered by the Master Plan Area may be divided for the purpose of development and indicate the manner in which the land in each zone is proposed to be used and the stages by which any such development shall be carried out.
2. Master Plan shall serve as a basic frame work within which the Zonal Development Plan for various zones will be prepared.

The preparation of the Master Plan will start with the study of the existing conditions and assessment of the future needs and quantifying the deficiency and accounting for the potential resources and constraints. Based on the above studies development priorities will be set for the particular urban area taking into consideration the physical as well as socio-economic needs.

The formulation of the Master Plan for the development area will start after status analysis and consideration of the prime issues as indicated below.

A. Physical characteristics and natural resources.

- Location and regional setting
- Climate
- Existing plot wise land use translated over digital revenue plan as per interpretation of satellite imagery and field verification. The land use interpretation shall be up to level 3 classifications as specified in TCPO guidelines.

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- Environmentally and ecologically sensitive area
- Heritage sites and buildings

B. Demography

- Existing population its density, sex ratio, age group structure literacy level, ethnic group of population, on the basis of 2011 Census figures.
- Occupational structure as per 2011 census figures.
- Household characteristics

C. Economic base and employment

(a) Formal sector

- Primary: Urban, administration, agriculture, mining and quarrying
- Secondary: Industries
- Tertiary: Trade and commerce, services

(b) Informal sector / Tertiary sector employment

D. Housing and Slum

- Housing and Shelter
- Existing housing stock
- Sectoral share- formal and informal.

E. Transportation

- Network features – 1) Town Level.
2) Regional Level.
- Infrastructure

F. Facilities (Social Infrastructure)

- Health
- Education
- Administration / Institutional

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- Recreation

G. Infrastructure (Physical Infrastructure)

- Water supply
- Rain Water harvesting for implementation by Private/Public Agency.
- Drainage and sewerage
- Power supply
 - 1) Domestic
 - 2) Commercial
 - 3) Industrial
 - 4) Other Purposes.
- Telecommunications
- Police
- Fire Services
- Cremation and graveyards
- Postal services

H. Resources

- Fiscal Resources.
- Manpower/Human Resources
- Land Resources.

I. Environment

- Air
- Water
- Soil erosion
- Sanitation and solid waste management

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J. -Tourist Infrastructure

- Potential tourist places
- Availability of Tourist Infrastructure

K. Development Management

- Institutional set-up
- Legal support
- Sectoral integration and co-ordination
- Phasing of development

3. THE MASTER PLAN SHALL COMPRISE;

- Reports on physical and socio-economic aspects
- Demography and other infrastructure facilities need proportions including having
- Functional plans supported by maps, charts and diagrams on the following heads;
 - a. Land use
 - b. Traffic and Transportation (Intra Town and Regional)
 - c. Housing & slum improvement in coordination with PMAY (Pradhan Mantri Awas Yojana) & Housing for all policy of Odisha -2015.
 - d. Public Utilities
 - e. Environmental Improvement
 - f. Education, Research and other community facilities
both active & passive, organized open spaces,
 - g. Plantations, city forests etc.
 - h. Heritage and Tourism
 - i. Development and Management of water bodies and water fronts.
 - j. Financial implications & its augmentation with source & sectoral phasing
 - k. Administrative structures to implement the proposals envisaged in the Master Plan.

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- I. Zoning Regulation with specific emphasis on natural hazard prone zones, heritage sites, religious monuments and the ecologically sensitive areas..
- Strategies of development, identification of priorities for the city region and peripheral growths and their phasing.
 - Investment Plan and Action Plan
 - Digital proposed land use plan translated over revenue map in GIS format.

4. Eligibility

Interested parties shall comply with the minimum eligibility criteria as mentioned below:

- i) Interested party shall be a registered Consultants / Firms should have valid registration under Companies Act / Registered Firm / Proprietorship / Co-operative / Societies Registration Act / state / central Govt. authority in India / any other (please provide a copy of the registration certificate).
- ii) The bidding firm shall have been established for at least 10 years. Consultant / Firms should have at least 10 years of experience in preparation of Master Plan / Zonal Development Plan / Area Development Plan / Action Plan / Road Development Plan with proficiency in Data collection (primary / secondary), Base map preparation, Field surveys (i.e. Total station / GPS / GPRS / DGPS), Documentation along with preparation of DPR including GIS based maps / Plans.
- iii) The bidding firm shall have an Average Annual Turnover of at least Rs. 2.00 Crores (Indian Rupees two crores Only) during the last three (3) financial years from planning and related consultancy services and Net-worth to be positive.
- iv) The bidding firm shall have prepared or has been contracted to prepare, up to the stage of submission at least one statutory GIS based Development Plan/Master Plan for MC/ULB/ Authority having population of more than 4 lakh as per 2011 census as per the applicable Act/statutory provisions.
- v) The bidding firm shall comply with the following criteria-

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- a) The bidding firm shall have minimum 10 years of experience in Urban Planning, Development Plans/ Master Plans.
 - b) The bidding firm shall have worked or is currently working on at least 5 statutory plans (Development Plans/ Master Plans) for Development Authority/ designated statutory authority/ULB as per statutory provisions in last 10 years.
 - c) The bidding firm shall have submitted 5 urban design projects totalling up to Rs. 500 crores, and at least one affordable housing project complying with RAY or PMAY requirements in last 10 years.
 - d) The bidding firm must have formulated and submitted government policy briefs that indicate a high level of understanding of development/social challenges, and government legal/institutional frameworks
- vi) The bidding firm shall have experts complying following criteria-
- a) Shall have one senior member with minimum 10 years’ experience having pursued graduation in Urban / Regional Planning from recognized institutes
 - b) Shall have one senior member with minimum 10 years’ experience having pursued graduation in Urban Design from recognized institute
 - c) Shall have one senior member with minimum 10 years’ experience having pursued graduation in Architecture from recognized institute
 - d) Shall have one senior member with minimum 3 years of professional experience in GIS and/or mapping having pursued degree/certificate in GIS or relevant subject
- vii) The bidding firm shall, in addition to above-mentioned experts, have 3 members qualified as urban planner/urban design/architect, as support staff.
- viii) Any entity which is blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, and associate firms of such entity would not be eligible.

5. Submission of Expression of Interest

Interested parties qualifying as per the eligibility criteria mentioned hereinabove shall submit Expression of Interest (EOI) in Physical Form in the Format Prescribed at Annexure- A in a sealed envelope containing the documents as mentioned in this EOI to Additional Director SUDA as per the timeline mentioned in this EOI.

The outer envelope must be sealed and labeled with:

Title: Proposal for Empanelment of Consultancy Firms for ‘Preparation of GIS based Integrated Master Plan for Municipal Corporations (MC)/Development Authorities (DA) Of Odisha’

- a) RFP Number;
- b) Last date of bid Submission;
- c) Full address of bid submission authority with contact no and email on the right;

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d) Full address of the Bidder with contact no and email on the left.
On the envelope clearly write/print in bold capital letters "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT'S REPRESENTATIVE AND PRIOR TO 17.03.2020 (05.00 PM) " .

6. Tender Fee

- i) Offer submitted in response to this EOI shall be accompanied by-
 - a) Tender Fee of Rs. 2,000 (Rupees Two Thousand Only) in form of Demand Draft from a Nationalized / Scheduled Bank in favour of "The Additional Director ,SUDA", and payable at Bhubaneswar.
- ii) Submission of Tender Fee drawn from other than Nationalized / Scheduled Banks could result in disqualification of the offer.
- iii) Offers not accompanied with requisite Tender Fee shall be summarily rejected.

7. Documents to be Submitted

Interested parties qualifying as per the eligibility criteria mentioned hereinabove shall submit following documents as part of their Expression of Interest (EOI) along with Annexure-A duly filled in-

- i) Tender Fee as specified in this EOI.
- ii) Copy of documents presenting evidence of incorporation and registration of firm, PAN card, Service Tax No/ GST No, and brief introduction (profile) of firm.
- iii) CVs of Project Team (qualifying the eligibility criteria), along with documentary proof.
- iv) Chartered Accountant's certificate/ supporting evidences specifying firm's annual turnover for last three financial years - 2016-17, 2017-18, and 2018-19.
- iii) Documents supporting the work experience of statutory plans (Development Plans/ Master Plans prepared as per relevant Acts of any States) for Development Authority/ statutory authority/ ULB .
- iv) Document supporting work experience in Designing Urban Projects including Housing for All project. Also detail assignments involving preparing Government Policy briefs/ Programme.
- v) Document presenting the understanding and approach & methodology for carrying out the scope of work of this EOI.

8. EOI Validity Period

The Expression of Interest (EOI) submitted by interested parties shall be valid for 90 days from the EOI Submission Date as mentioned hereinafter.

9. Last Date of Receipt of EOI

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The Expression of Interest (EOI) shall be submitted on or before **17.03.2020 till** 5:00 PM to The Additional Director ,SUDA at postal address as mentioned below.

Address:

The Additional Director
State Urban Development Agency (SUDA)
H & UD Department , Govt. of Odisha
Adjacent to Bhubaneswar Municipal Corporation Office,
Vivekanand Marg, Bhubaneswar
PIN: 751014

10. Evaluation of Offers

Offers received in response to this invitation would be evaluated as mentioned under-

- i) The offers received on or before the last date of receipt of EOI as mentioned hereinabove shall only be considered for evaluation.
- ii) The offers shall be first scrutinized to evaluate whether they meet the eligibility criteria and requirements of the authority as specified in this EOI.
- iii) The eligible offers shall be then evaluated in terms of their relevant experience and capability to carry out the assignment and deliver desired outcomes, and shall be assigned technical score.
- iv) The offers shall be assigned Technical Score (TS) out of 100 marks as per the marking scheme presented below.

Sr. No.	Marking Parameter	Marks Allotted	Marks to be Assigned to Offers
1	Type of Firm	10	
	a. Proprietorship		5
	b. Partnership Firm, Limited Liability Partnership (LLP), Company, Section 8 Firm		10
2	Experience of Firm	20	
	i Years of Experience		
	a. 5 years		10
	For every additional year @2 mark each Max 20		20
ii	No. of GIS based Statutory Plans undertaken in last 10 years for City/Town Population more than 100,000 numbers	20	
	a. 1 plan		10
	For every additional plan 2 mark each Max 20 mark.		20
iii	No. of urban design / affordable housing projects	10	
	a. 1		5
	For every additional plan 1 mark each Max 10 mark.		10

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3	Work Experience of Key Experts		
i	Length of Work Experience for Urban Planner	5	
	a. 10-12 years		3
	b. 12-15 years		4
	b. More than 15 years		5
ii	Length of Work Experience for Urban Designer	5	
	a. 10-12 years		3
	b. 12-15 years		4
	b. More than 15 years		5
5	Understanding of Development Plan/Master Plan preparation, Approach and Methodology for preparing Integrated Master Plan Map as per Scope of Work	20	Based on documents submitted to SUDA and Presentation
6	Odisha related work	10	
	Understanding and Experience of ULBs in Odisha		
	Experience of Statutory Plan in cities/towns of Odisha in last 10 years		5
TOTAL MARKS		100	

v) SUDA intends to shortlist offers that secure Technical Score (TS) of minimum 70 marks out of the 100 marks. However if number of Firms qualifying are more than 6, then top 6 firms shall only be considered for Short listing. The Short listed FIRMS shall be Empanelled for a period of four years for consideration for executing above assignments. The various MC/DAs of Odisha shall invite financial proposal from this empanel list of firms for preparation of Master plan for their Respective MC/DA.

vi) The Firms to be empanelled Will be issued RFP by MC/Authorities based on scope of work relating to specific requirements and will offer financial Proposal.

vii)SUDA shall issue a Letter of Acceptance to the selected consultancy firms as an indication for acceptance of their offer for empanelment for above work.

11. Project Duration, Key Stages, Timeline and Payment Schedule

THE MC/DA while inviting RFP from empanelled consulting Firms shall give the detail scope of work. In general for preparing master plan time linet will be within 24 weeks from the date of award of work. The Key Stages, Timeline and Payment Schedule shall be as mentioned in the following table.

Sr. No.	Key Stages	Timeline (Cumulative)	Fees Payable (% of Total Fees)
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1	Field surveys, data collection, updation of digital base map, and seminars and workshop	12 weeks	30%
2	Preparation of draft master plan, development prioritisation & investment plan	18 weeks	40%
3	Finalisation of draft master plan	24 weeks	20%
4	Delivery of final gis database	28 weeks	10%

The dependencies on government agencies for timely standardized data, and government processes for participation and approval, are outside of the above timelines, and lapses in adherence to stipulated timelines will be evaluated accordingly.

12. Rights of Authority

- i) The Additional Director, SUDA shall accept the EOI which will be best suited in all aspects. The decision of the Additional Director, SUDA shall be final in these aspects and binding to all.
- ii) Authority also reserves following rights without any kind of liability:
 - a) To accept or reject any or part of any EOI/ entire EOI or all the EOIs without assigning any reason thereof.
 - b) Not to proceed ahead in the EOI process at any stage without assigning any reason thereof.
- iii) The Authority may, at any time prior to the Proposal Due Date, for any reason whether at its own initiative or in response to the clarifications requested by a Bidder, modify the EOI document by issuing an Addendum/Amendment and posting it on its Website, and which shall be binding to all Bidders.
- iv) The Authority retains the right to ask for any further information, document or clarification that may be required from the Proposer for evaluation purposes. The Authority shall exclude the offer from evaluation process in case the requested documents are not submitted by the Proposer within the time specified by the Authority or the Authority find the documents submitted by the Proposer are not satisfactory.
- v) Misleading or wrong representation in the forms, statements, and attachments submitted as part of the Proposal in response to this RFP. This shall lead to rejection of offer.
- vi) Any effort to influence or intervene processing of Bids or award decision by Authority, or any officer, agent or advisor thereof may lead to rejection of proposal.
- vii) Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul or revise the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, annulment or revision, and without assigning any reasons thereof.

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Annexure 1: Details of MCs/ DA of Odisha

SL	Name of Authorities	Location
1	Bhubaneswar Development Authority (BDA)	Bhubaneswar
2	Cuttack Development Authority(CDA)	Cuttack
3	Puri Konark Development Authority(PKDA)	Puri
4	Berhampur Development Authority(BeDA)	Berhampur
5	Sambalpur Development Authority (SDA)	Sambalpur
6	Rourkela Development Authority(RDA)	Rourkela
7	Paradeep Development Authority (PDA)	Paradeep
8	Talcher Angul Meramundali Development Authority (TAMDA)	Angul
9	Kalinga Nagar Development Authority(KDA)	Jajpur

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ANNEXURE—A

FORM FOR SUBMISSION OF PROPOSAL-----

From: [Name of Consultant Date
Complete Address of Communication] Place

To

Additional Director,

State Urban Development Agency (SUDA),

H & UD Department , Govt. of Odisha.

Adjacent to Bhubaneswar Municipal Corporation Office,

Vivekanand Marg, Bhubaneswar

PIN: 751014

Subject : Proposal for **Empanelment of Consultancy Firms for 'Preparation of GIS based Integrated Master Plan for Municipal Corporations (MC)/Development Authorities (DA) Of Odisha'**

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated We are hereby submitting our Proposal (As per Appendix-1) in original sealed in an envelope.

We have examined the information provided in your EOI offer to undertake the work described in accordance with requirements specified in EOI.. This proposal is valid for acceptance for 90 days from the last date of submission and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date for empanelment. The empanelment shall be valid for one year from date of acceptance.

We note and accept that MC/DA shall be inviting RFP for Submitting Financial proposal.

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

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to our disqualification.

I confirm that I have the authority of **(Name of the agency/institution)** to submit proposals/tenders and to clarify any details on its behalf.

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

Enclosures:

Yours sincerely,
Signature [In full and initials]: Name and Title of Signatory:

Name of Firm: Address:

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APPENDIX – 1

FORMAT FOR SUBMISSION OF PROPOSAL

A. General Details:

SN	Name of the organization / Firm/ Institute	
1.	Permanent address Tel : Fax : Email id :	
2.	Name of the Authorized person for submitting proposal: Mobile No. : Email id : <i>(Attach Authorization letter of Competent Authority)</i>	
3.	Demand draft Details Tender fee Amount: DD No. : Issuing Date : Name of the Bank:	
4.	Registration Number date of Firm and Type of Firm (Certificate To Be Enclosed)	
5.	Years of Experience in preparing Master plan / Development plans	
6.	Whether the agency was ever blacklisted: Y/N if yes whether that blacklisting was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	
7.	Brief professional background of the organization	<i>(Attached certificate of incorporation , article / memorandum of association, if applicable).</i>
8.	Confirm to accept all term & conditions specified in EOI documents	YES

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B. Financial Details:

SN.	Year	Consultancy Turnover	Net Worth
1.	2016-17		
2.	2017-18		
3.	2018-19		
4.	Avg for 3 years		

(Certificate from Chartered Accountant for the consultancy turn over and Network to be enclosed along with the copies of audited balance sheets including profit and loss statement).

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C. Eligibility Criteria Details :

1 The bidding firm shall have prepared or has been contracted to prepare, up to the stage of submission at least one statutory GIS based Development Plan/Master Plan for MC/ULB/ Authority having population of more than 4 lakh as per 2011 census as per the applicable Act/statutory provisions.

SN	Name of Client and Address	Project details GIS based Plan	Name of City/Authority	Population of the CITY/Town	Work order issued/Agreement signed on (date) (Attach Work Order and Performance Certificate)	Status of implementation

2 Details of the bidding firm minimum 10 years of experience in Urban Planning, Development Plans/ Master Plans:

SL NO for Year	YEAR	Client	Details of Plan	Work Order No. & Date	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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3 Details of bidding firm of submission of 5 urban design projects totalling up to Rs. 500 crores, and at least one affordable housing project complying with RAY or PMAY requirements in last 10 years.

SI No	Client	Detail of Project	Work Order No & Date	Value of Project Submitted	Staus of Project	
1						
2						
3						
4						
5						
TOTAL VALUE OF PROJECT SUBMITTED						

4 Details of The bidding firm having formulated and submitted government policy briefs that indicate a high level of understanding of development/social challenges, and government legal/institutional frameworks

SI No	Client/Govt.	Detail of Policy/Prog	Work Order No. & Date	Date of Submission	Status

5 Details of The bidding firm I having experts complying to criteria specified

SL NO	Position	Qualification	Years of Experience	Deatil CV placed at Page--

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D. No. of GIS based Statutory Plans in last 10 years for City/Town Population more than 100,000

SN	Name of Client and Address	Project details GIS based Plan	Name of City/Authority	Population of the CITY/Town	Work order issued/Agreement signed on (date) (Attach Work Order and Performance Certificate)	Status of implementation

E.WORK Experiences In Odisha

Detail of any work relating to Understanding and Experience of ULBs in Odisha					

Experience of Statutory Plan in cities/towns of Odisha in last 10 years

SL No	Client/ULB	Detail of plan	Work Order Date	Stauts	

F.CVs of Experts, who are in Roll of The Firm (Details of CVs to be enclosed)

Position	Name of the Expert	Qualification	Years Of Experience	Details of Statutory

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			In URBAN SECTOR	Plan handled
Senior URBAN Planning EXPERT				(
Senior URBAN Design EXPERT				
Sr Architecture Expert				
Sr GIS Expert				
JR.URBAN PLANNERS				
Resource -1				
Resource -2				
Resource -3				

G. Methodology including Management Plan

A detailed write-up under the following heads to be submitted along with this offer.

i. Understanding of Development Plan/Master Plan preparation, Approach and Methodology for preparing Integrated Master Plan Map as per Scope of Work
ii. Understanding and Experience of ULBs in Odisha .

H. Presentation to be made on above

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm: Address: