

RFP No. 01/NKGSCCL/Admn/2018-19

REQUEST FOR PROPOSAL (RFP)

**Appointment of Project Management Unit
For
NKGSCCL.**

NKGSCCL

5th Floor, Utility Building, Near Tank No - 3
New Town Kolkata – 700156

Memo No: 05/NKGSCCL/Admn-03/2018

Date : 05/11/2018

Request for Proposal (RFP) No : 01/NKGSCCL/Admn/ 2018-19

As per the G.O No. 2203 – T&CP/ C-2/1P-05/2018 dated 27.08.2018 of Urban Development & Municipal Affairs Department, Govt. of West Bengal, the SPV namely NKGSCCL intends to appoint a Project Management Unit (PMU) for the said SPV. The said PMU shall be appointed for implementing the Area Based and Pan City solutions as mentioned in the SCP of New Town Kolkata. The successful bidder will be selected based on Quality Cost Based Selection(QCBS) by NKGSCCL after evaluating both Technical and Financial Criteria.

More details about the bid submission procedure, applicant's experience and the selection methodology are available in the Request for Proposal (RFP) document.

NKGSCCL thereof invites bids from firms having experience as envisaged in the Request for Proposal(RFP) document. Interested Bidders may download the RFP document from the website of WB Tender (<http://wbtenders.gov.in>) and NKDA (www.nkdamar.org).

(Submission of Bid through **online**)

SL No	Name of work	EMD (Rs)	Contract Period
1	Appointment Of Project Management Unit (PMU) for NKGSCCL	Rs 1,00,000/-	24 Months or till project completion period whichever is earlier.

Rights to reject any or all tenders without assigning any reasons thereof are reserved by NKGSCCL, whose decision will be final and legally binding on all the parties.

Chief Executive Officer, NKGSCCL

Note: All presentations of the submitted proposals must be rendered by the proposed on site Project Director.

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Consultants, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to Consultants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Consultants or any other person. The purpose of this RFP is to provide interested Consultants with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Consultant may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Consultant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Consultants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Consultant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Consultant upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Consultant or to appoint the Selected Consultant, as the case may be, for the Consultancy and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Consultant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or relating to its Proposal. All such costs and expenses will remain with the Consultant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Consultant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

A. General Provisions

1. Definitions

- a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- b) “Applicable Law” means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
- c) “Client” means New Town Kolkata Green Smart City Corporation Ltd. (NKGSCCL), the implementing agency that signs the Contract for the Services with the selected Consultant. However, all functions of the ‘Client’ before the signing of the contract will be undertaken by NKGSCCL on behalf of the Client.
- d) “Consultant” means a legally-established professional consulting firm or an entity who submit their proposal that may provide or provides the Services to the Client under the Contract.
- e) “Contract” means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in the RFP.
- f) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- g) “Day” means a calendar day.
- h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- i) “GoWB” means the Government of West Bengal.
- j) “GoI” means the Government of India.
- k) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- m) “NKGSCCL” means the SPV New Town Kolkata Green Smart City Corporation Ltd. (NKGSCCL) to whom the selected PMU will be transferred, once the SPV is incorporated and is functional..
- n) “ITC” means the Instructions to Consultants that provide the Consultants with all information needed to prepare their Proposals.
- o) “LoI” means the Letter of Invitation being sent by the Client to the Consultants.
- p) “MoHUA” means Ministry of Housing and Urban Affairs, Govt. of India.
- q) “Module” means group of projects.
- r) “Non-Key Expert(s)” means an individual professional and support staff provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- s) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
- t) “RFP” means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SRFP.
- u) “SRFP” means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- v) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- w) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.
- x) “SPV” means Special Purpose vehicle which is New Town Kolkata Green Smart City Corporation Ltd. (NKGSCCL).
- y) “TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

2. INTRODUCTION

1.1. Background

As per the guidelines G.O No. 2203 – T&CP/ C-2/1P-05/2018 dated 27.08.2018 of Urban Development & Municipal Affairs Department, Govt. of West Bengal, a Special Purpose Vehicle (SPV) for New Town Kolkata, namely New Town Kolkata Green Smart City Corporation Ltd. (the “NKGSCCL”) has been incorporated as a company under the Indian Companies Act 2013. The Authority will receive funding from Government of India (GoI) and Government of West Bengal (GoWB) for the development of Green smart city in New Town Kolkata and proposes to use a part of this funding for the said assignment. The NKGSCCL is a government-owned company with its share held by New Town Kolkata Development Authority (NKDA), West Bengal Housing Development Corporation Ltd. (WB HIDCO) and GoWB in Department of Urban Development & Municipal Affairs.

In pursuance of the above, the NKGSCCL has decided to carry out the process for Appointment of Project Management Unit for New Town Kolkata. The area identified for ABD includes Action Area – IA, IB & IC. Details of the area chosen for the Area Based Development proposal can be obtained from the Smart City Proposal of the NKGSCCL. In addition the smart city proposal includes several Pan City components.

1.2. Request for Proposal

NKDA invites proposals (the “Proposals”) from firms for selection of a Consultant (the “Consultant”) who shall assist in implementation of Smart City Project in conformity with the TOR (collectively the “Consultancy”). NKGSCCL intends to select the Consultant through an open competitive bidding in accordance with the procedure set out herein.

1.3. Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the NKGSCCL, sending written queries as per specified format to the NKGSCCL, and attending a Pre-Bid Meeting Conference on the date and time specified in the important timelines.

1.4. Details of the Bidding Process

NKGSCCL has adopted a two stage process (referred to as the "Bidding Process") for selecting Consultant for the award of the Project through the online bidding (e-tendering). The Bidding Process shall comprise of two steps, the first relating to technical qualification of the Bidder and the second relating to the Commercial Proposal of the Bidder. The Bidder shall have to deposit Rs. 1,00,000/- (Rupees One lakh Only) as the *Earnest Money* Deposit (EMD).

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

1.5. Validity of the Proposal

The Proposal shall be valid for a period of not less than 120 days from the Proposal Due Date (the “PDD”).

1.6. Brief description of the Selection Process

Entire bidding has been divided into two stage selection process (collectively the “Selection Process”) for evaluating the Proposals comprising of technical bids and financial bids to be submitted by the Applicant. For avoidance of doubt, the technical proposal and financial proposal shall be submitted only in soft copy online through the e-tendering portal (www.wbtenders.gov.in) .

In the first stage, a technical evaluation will be carried out. Based on the technical evaluation, a list of applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked

according to their combined technical and financial scores. The first ranked Applicant (the “Selected Applicant”) shall be selected for award.

1.7. Payment

All payments to the Consultant shall be made in Indian Rupees in accordance with the provisions of this RFP.

1.8. Important Timelines

Sl. No.	Particulars	Date & Time
1.	Date of uploading of R.F.P & other Documents (online) (Publishing Date)	05/11/2018 at 5:00 pm
2.	Documents download start date (Online)	05/11/2018 at 5:00 pm
3.	Documents download end date (Online)	05/12/2018 at 3:00 pm
4.	Date of Pre-Bid meeting	19/11/2018 at 12:00 noon
5.	Bid submission start date (Online)	23/11/2018 at 10:00 am
6.	Bid submission closing date (Online) [Proposal Due Date (PDD)]	05/12/2018 at 3:00 pm
7.	Submission of EMD :	Within 07/12/2018 at 3:00 pm
8.	Bid opening date for Technical Proposals (Online)	07/12/2018 at 4:00 pm
9.	Technical Presentation	Will be informed
10.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be informed
11.	Date for opening of Financial Proposal (Online).	Will be informed

Location for Pre-Bid Meeting : Conference Room of New Town Kolkata Development Authority
01, Major Arterial Road, New Town Kolkata – 700156
(opposite Nazrul Tirtha / Coal India Building)

Submission of EMD : Office of Finance Officer, NKDA
03, Major Arterial Road, New Town Kolkata – 700156
(opposite Nazrul Tirtha / Coal India Building)

1.9. Bid- Clarification

All queries from the bidders relating to this RFP must be submitted in writing both in soft and hard copy exclusively to the contact person / email id notified by NKGSCCL. All communications seeking clarification should be in the following format only. All queries seeking clarification must reach NKGSCCL at least one day before the Pre Bid Date.

<<Name & Address>>			
BIDDER’S REQUEST FOR CLARIFICATION			
S No	Bidding Document Reference(s)(section number/ page)	Content of RFP requiring Clarification	Points of clarification Required
1			
2			

2. INSTRUCTIONS TO APPLICANTS

2.1. Scope of Proposal

(A) **General**

- 1) Detailed description of the objectives, scope of services, and other requirements relating to this Consultancy are specified in this RFP. In case a firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the “Sole Firm”) or as a member of a consortium of firms in response to this invitation. The term applicant (the “Applicant”) means the Sole Firm or the Consortium, as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. A maximum of two members including lead member shall be allowed in a consortium.
- 2) Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the NKGSCCL through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the NKGSCCL’s decisions are without any right of appeal whatsoever.
- 3) The Applicant shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the form at APPENDIX – I – TECHNICAL PROPOSAL FORMAT and the Financial Proposal shall be submitted in the form at APPENDIX – II.
- 4) The duration of this assignment is 24 (Twenty Four) months or till project completion period whichever is earlier.

5) **Personnel**

The Consultant’s team (the “Consultancy Team”) shall consist of (i) Key Personnel (on site Expert Core team) and (ii) the Expert Support Team for Core onsite Personnel. Key Personnel team shall provide full person man days/ months’ time on the project (field), no home input will be considered in this category. However for Expert Support Team for Core onsite Personnel input may be considered into home and field. The support team shall be on the need basis of the assignment, if any

Onsite Expert Core Team		Man months
1	Project Director	24
2	Urban Planner	24
3	Urban Designer	24
4	Traffic Control Expert	24
5	Project Architect	24
6	Social Mobilization / Community Engagement & Communication Expert	24
7	IT cum Hardware Expert	24
8	Procurement Expert	24
9	Finance cum Compliance Expert.	24
10	Content/ Creative Writer/Expert	24

11	Civil Engineer	24
Partially Onsite Expert team		
1	GIS Expert	3 Months Onsite- 6 Months Offsite
2	Landscape Architect	3 Months Onsite- 6 Months Offsite
3	Opinion survey and market research expert	3 Months Onsite- 6 Months Offsite
4	Digital Marketing Expert	3 Months Onsite- 6 Months Offsite
5	App developer	3 Months Onsite- 6 Months Offsite
6	Electrical Engineer	3 Months Onsite- 6 Months Offsite
7	IOT/AI Expert	3 Months Onsite- 6 Months Offsite
8	Cyber Security Expert	3 Months Onsite- 6 Months Offsite
9	Urban Designer and Signage & Street Furniture Expert	3 Months Onsite- 6 Months Offsite
10	GIS Expert	3 Months Onsite- 6 Months Offsite
11	Landscape Architect	3 Months Onsite- 6 Months Offsite
12	Opinion survey and market research expert	3 Months Onsite- 6 Months Offsite

2.2. Conditions of Eligibility of Applicants

- 1) Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.
 - a. The Client permits consultants (individuals and firms, including Joint Venture / Consortiums and their individual members) from all countries to offer consulting services.
 - b. Furthermore, it is the Consultant’s responsibility to ensure that its Experts, Joint Venture / Consortium members, agents (declared or not), service providers, suppliers and/or their employees meet the eligibility requirements as established by the Client.
- 2) To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following (all members of consortium):
 - (A) **Basic Eligibility Criteria:**
 - a. The Applicant shall be a company incorporated in India under the (Indian) Companies Act 1956/2013 or Limited Liability Partnership (LLP) incorporated in India under the Limited Liability Partnership Act, 2008. The Applicant shall be required to submit a true copy of its Incorporation Certificate along with Technical Proposal as annexure.
 - b. Applicant in the case of Sole Member and Lead Member in case of a Consortium must have a valid Goods and Service Tax registration in India.
 - c. The Applicant must have at least an office in India and Kolkata which has been operational since a period of last three years or more.

Note: Each member of the consortium shall independently qualify for all the Basic Eligibility Criteria mentioned above, unless stated otherwise.

(B) Technical Capacity:

The Applicant shall have, in the last ten years immediately preceding the Proposal Due Date (PDD) demonstrated experience in the following categories:

1. Experience of Project Management in urban development smart projects for new city / towns, retrofitting / redevelopment of the existing city, industrial park, Special Economic Zone (SEZ), integrated townships.
2. Experience in at least six (6) project management assignments in any four (4) of the following sectors (10 Points);
 - (1) Water supply;
 - (2) Storm Water drainage;
 - (3) Sewerage System;
 - (4) Urban Design & Landscape;
 - (5) Urban Transport;
 - (6) Streetlights,
 - (7) Power / Energy;
 - (8) Solid waste management;

(C) Financial Capacity:

- The Applicant should have received a minimum average annual turnover from professional fees: INR 500 Crores in each of the last three financial years including 2014-15, 2015-16, and 2016-17. Professional fees hereunder refer to fees received by the Applicant for providing advisory or consultancy services to its clients within this country.
- Applicant should have individual positive net worth and should not be black listed anywhere.

Note:

3. *In case of Consortium Each member of such consortium shall independently qualify for Financial Capability Criteria mentioned above and both should have individual positive networth and should not be black listed any where.*
4. Availability of Key Personnel:
The Applicant shall offer and make available all Key Personnel, meeting the requirements specified below.

Key Personnel / On Site Core Team and the Expert Support Team for Core onsite Personnel –

Core Team Onsite :

Sr No	Key Personnel	Estimated Inputs (man month)	Qualifications and Skills	Minimum experience in years	Minimum Experience
1	Project Director	24	Post-Graduation in Business Administration / Project Management / Construction Management and Graduation degree	15 years	Should have relevant exposure / experience of Project Management in large scale government programme in Urban Planning & Development / Infrastructure Projects/ Technology Solutions / e-Governance

			in engineering/urban planning or equivalent		Should have experience of providing advisory and PMU services (DPR/RFP preparation, procurement, etc.) services in large government projects in India. Certified in Project Management certifications like PMP, Prince 2 etc. preferred
2	Urban Planner	24	Post Graduate in urban planning	10 years	Experience demonstrated by work experience in/related to formulating area plans, smart city proposals, detailed master plan, development control regulations, detailed project reports, City Development Plans, and Comprehensive Mobility Plan. Also, have experience in working with GIS software.
3	Urban Designer	24	Post Graduate in Urban Designing	10	Demonstrable Experience in City level holistic Urban Designing in at least 5 Urban Areas at city level (both existing and green field developments).
4	Traffic Control Expert	24	Graduate in any discipline with a Police background.	05 years minimum experience in urban traffic and transport management.	Must be from Police background with substantial experience in urban traffic management and coordination.
5	Architect	24	B.Arch/M.Arch	10 years	Experience in design, management and supervision of public amenities such as indoor cum outdoor sports facilities, health & education related amenities, etc.
6	Social Mobilization / Community Engagement & Communication Expert	24	Master's Degree in Social Work or equivalent in applied relevant social development disciplines	5 years	5 years' experience in community engagement /community mobilization/ and other related fields.
7	IT cum Hardware Expert	24	Post Graduate or BE/B. Tech in Information Technology / Computers / Electronics Engineering	3 years	<ul style="list-style-type: none"> • Minimum 3 years of experience in working in Technology led projects with at least 2 years of experience in IOT led interventions covering various facets of technology and ICT based smart solutions. • Minimum 2 years of experience in working with

					<p>the GoI/State Government/ ULB (Municipal)/ government agencies/ public sector undertaking or similar institutions for designing and implementation of e-governance projects.</p> <ul style="list-style-type: none"> • Experience in planning hardware Architecture.
8	Procurement Expert	24	Degree in Engineering/ Management/ law with advanced degree, diploma or training in contracts and procurement administration.	10 years	<ul style="list-style-type: none"> • 10 years experience in the area of public procurement • Experience in construction contract procurement /management in infrastructure projects. • Experience in optimal contract design for complex infrastructure projects or public procurement at state, central or ULB level in infrastructure • Experience in getting on-board technical consultants to create DPR, and then awarding these packages to different vendors based on package strategy • Experience in contract drafting & negotiating well to get the best possible contracts along with performance guarantees.
9	Finance cum Compliance Expert.	24	CA	10 years	<ul style="list-style-type: none"> • Experience in project finance for infrastructure projects • Experience of working with Central government / State government/ ULBs (Municipal)/ government agencies/ public sector undertaking for conducting financial feasibility and project structuring of large area based development/ redevelopment projects .
10	Content/ Creative Writer/Expert	24	A good Graduate degree in Social Sciences , Preferably with qualifications in relevant sector with excellent writing skills in English and	5 yrs	Experience in communication/ outreach for relevant Programmes with 3 years demonstrable experience in Content/ Creative writing in media including popular social media platforms.

			Bengali		
11	Civil Engineer	24	Graduate in civil engineering/ Construction management	07 years	Experience demonstrated by work experience in/related to formulating block cost estimates, schedule of rates, and tender packaging for road and civil works projects

Expert Support Team for Core onsite Personnel

Sr No	Key Personnel	Estimated Inputs (man month)	Qualifications and Skills	Minimum experience in years	Minimum Experience
1	GIS Expert	3 Months Onsite- 6 Months Offsite	Post Graduate in Planning / Spatial Geography / or equivalent	10 years	Relevant experience in working on GIS systems and improving workflow through development of an integrated GIS databases, Experience in developing and maintaining MIS is also essential.
2	Landscape Architect	3 Months Onsite- 6 Months Offsite	Graduate Degree in Architecture and Post Graduate Degree in Landscape	15 years	Should have worked on relevant area of expertise in at-least 2 relevant projects Exposure in planning, designing for all River/Canal Front Development projects. Conceptualizing, Planning, designing, including knowledge of species of plants. Experience in - <ul style="list-style-type: none"> • Execution and monitoring of green spaces development projects including preparation of tender documents. • Appraisal of DPRs for development of green spaces • Foot path and Cycle Tracks • Improvement of gardens, parks and open spaces
3	Opinion survey and market research expert	3 Months Onsite- 6 Months Offsite	Graduate Degree in Statistics	10	Demonstrated Experience in collection and analysis of data on demographics, preferences, needs, and habits to identify issues and factors. Monitor urban statistics and follow trends Monitor important indicators. Conducting research on consumer opinions and strategies, collaborating with marketing professionals, statisticians, pollsters, and other professionals.

4	Digital Marketing Expert	3 Months Onsite- 6 Months Offsite	Master's Degree in Business Administration or equivalent in social development disciplines with excellent written skills in English and Bengali	05 years	5 years experience in digital marketing in all different social media.
5	App developer	3 Months Onsite- 6 Months Offsite	B.Tech/ M.Tech in Computer Science/ IT/ Electronics	05 years	Should have worked on relevant area of expertise in at-least 5 year as a App developer .
6	Electrical Engineer	3 Months Onsite- 6 Months Offsite	Post Graduate in Electrical Engineering	15 years	Should have worked on relevant area of expertise in at-least 2 relevant projects such as electrical equipment, plants, utilities etc. Exposure to supervision of works related to electrical equipment, plant & utility, Street lighting facility, Power Distribution improvement through substations and allied infrastructure like Cabling and other related urban utilities.
7	IOT/AI Expert	3 Months Onsite- 6 Months Offsite	Post Graduate or BE/B. Tech in Information Technology / Computers / Electronics Engineering	07 years	<ul style="list-style-type: none"> • Minimum 15 years of experience in working in Technology led projects with at least 7 years of experience in IOT/AI led interventions covering various facets of technology and ICT based smart solutions. • Minimum 5 years of experience in working with the GoI/State Government/ ULB (Municipal)/ government agencies/ public sector undertaking or similar institutions for designing and implementation of e-governance projects • Experience in developing and maintaining MIS is also essential.
8	Cyber Security Expert	3 Months Onsite- 6 Months Offsite	MCA/ B Tech / M Tech in IT with certification in CISSP/ CCSP	07 years	10 years experience in similar field

9	Urban Designer and Signage & Street Furniture Expert	3 Months Onsite- 6 Months Offsite	Relevant Graduate Degree in Architecture with Specialization in Urban Designing	15 years	10 years experience in the relevant field with demonstrable experience in designing urban street furniture and signages.
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Note:-

- 1) The Applicant may add any additional resource category man months effort (with adequate details) in the proposed Team Composition Form (towards the end of the table), that an Applicant feel is required to fulfill the RFP obligations (ToR) in totality and shall provide a single lump sum cost, in its financial bid, for such additional resources man month efforts.
- 2) The Applicant shall be responsible to submit the CV's with proof of education and experience certificates for all the proposed positions, which are considered as part of technical evaluation, before mobilization to the project location.
- 3) The Applicant shall upload with its Proposal, certificate(s) from a Chartered Accounting firm stating its annual turnover from professional fees during each of the past three financial years preceding the PDD.
- 4) The Applicant should submit a Power of Attorney as per the format at Form - 4 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Proposal is signed by a partner or Director (on the Board of Directors) of the Applicant.
- 5) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- 6) The applicant shall submit the assignment work orders or client certificates as documentary evidence of the eligible assignments for which the Applicant is claiming credit for basic eligibility criteria and evaluation under this RFP.
- 7) An Applicant during the last three years, should neither have failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.
- 8) While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.
- 9) The key Expert support team must be available on filed as an when so need.

3. Conflict of Interest

- 1) The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 2) The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions from the Authority.
- 3) Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting activities

Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently

providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

(ii) Conflict among consulting assignments: A Consultant (including its Experts) 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 for the same or for another Client.

c. Conflicting relationships

(iii) Relationship with the Client's staff: A Consultant (including its Experts) that has a close business or family relationship with a professional staff of the Client, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the 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.

4. Unfair Competitive Advantage

Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

5.1. The Client requires compliance in regard to corrupt and fraudulent practices as set forth mentioned in the RFP.

5.2. In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, services providers, or suppliers to permit the Client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

(B) Preparation of Proposals

6. Number of Proposals

No Applicant and consortium member, if any, shall submit more than one Proposal for the Consultancy.

6.1. Visit to the Authority and verification of information

Applicants are encouraged to submit their respective Proposals after visiting the office of the Authority and ascertaining for themselves the availability of documents and other data with the Authority, Applicable Laws and regulations or any other matter considered relevant by them.

6.2. Acknowledgement by Applicant

- 1) It shall be deemed that by submitting the Proposal, the Applicant has:
 - a) made a complete and careful examination of the RFP;
 - b) received all relevant information requested from the Authority;
 - c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in above;
 - d) satisfied itself about all matters, things and information, including matters referred herein above, necessary and required for submitting an informed Proposal and performance of all of its obligations thereunder;
 - e) acknowledged that it does not have a Conflict of Interest; and
 - f) agreed to be bound by the undertaking provided by it under and in terms hereof.

- 2) The Authority shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

6.3. Right to reject any or all Proposals

6.3.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

6.3.2 . The Authority reserves the right to reject any proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

(C) DOCUMENTS

6.4. Contents of the RFP

This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued:

Request for Proposal

1. Introduction
2. Instructions to Applicants
3. Criteria for evaluation
4. Fraud and corrupt practices
5. Pre-proposal Conference
6. Miscellaneous

Schedules

1. Schedule 1 – Terms of Reference
2. Schedule 2 - Form of Agreement
3. Guidance Note on Conflict of Interest
4. Appendices

APPENDIX-I: TECHNICAL PROPOSAL

Form 1 : Letter of Proposal

Form 2 : Particulars of the Applicant

Form 3 : Statement of Legal Capacity

Form 4 : Power of Attorney

Form 5 : Financial Capacity of the Applicant

Form 6 : Description of Approach, Methodology, and Work plan

Form 7 : Team Composition, Assignment and Key Expert's Inputs

Form 8 : Particulars of Key Personnel

Form 9 : Abstract of Eligible Assignments of the Applicant

Form 10: Eligible Assignments of Applicant

Form 11: CVs of Professional Personnel
Form 12 : Scan copy of EMD.

APPENDIX-II: FINANCIAL PROPOSAL

Form 1 : Financial Proposal

6.5. Amendment of RFP

- 1) At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website of wbtenders.gov.in & www.nkdamar.org.
- 2) In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the PDD.

(D) PREPARATION AND SUBMISSION OF PROPOSAL

7. General Considerations

In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of Proposal

The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. 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 Consultant.

9. Language

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client shall be written in the language(s) specified in the Data Sheet.

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

10. Documents Comprising the Proposal

- 10.1. The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 10.2. If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country’s laws against fraud and corruption (including bribery).
- 10.3. The Successful Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form at the time of agreement.

11. Only One Proposal

- 11.1. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant’s staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

12. Proposal Validity

- 12.1. **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.
- 12.2. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- 12.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions
- 12.4. Extension of Validity Period**
- 12.5. The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- 12.6. If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 12.7. The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

Substitution of Key Experts at Validity Extension all during the term of contract

- 12.8. If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.
- 12.9. If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected by the Client the replacement of any key expert during the term of contract is permitted only in accordance with the data sheet with reverse penalty.

Sub-Contracting

- 12.10. The Consultant shall not subcontract any part or whole of the Services.**

13. Clarification and Amendment of RFP

The Consultant may request a clarification of any part of the RFP during the period indicated in the Timeline on or before the pre-bid meeting. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the Timeline as per prescribed format. The Client may at its discretion respond in writing, or by standard electronic means, and will upload the response (including an explanation of the query but without identifying its source) or the clarifications shall be uploaded on the Client's website. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below: a) At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendments shall be uploaded on the Client's website & e-Tender website and will be binding on them. The Consultants shall update themselves by visiting the Client's website regularly, for not being updated by the Consultants themselves, Client bears no responsibility. b) If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals – Specific Considerations

- 14.1. While preparing the Proposal, the Consultant 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 the form of a Joint Venture/Consortium, it may do so with eligible Consultants. The members of

the Consortium shall enter into a MoU for Joint Bidding and Power of Attorney on the name of lead partner for the purpose of making the Application and submitting a Bid . The MoU for Joint Bidding and Power of Attorney is to be submitted along with the Application. The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFP and the Contract Agreement. If Consultants associate with each other, any of them can be a lead member.

- (b) The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.
- (c) If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.
- (d) For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed.

15. Format and signing of Proposal

- 1) The Applicant shall provide all the information sought under this RFP. NKGSCCL would evaluate only those Proposals that are received in the specified forms and complete in all respects. The proposals shall be submitted **online**
- 2) Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the NKGSCCL, and that evaluation will be carried out only on the basis of Documents uploaded as per eligibility criteria.

15.2. Technical Proposal

- 1) Applicants shall submit the technical proposal in the formats at Appendix-I (the "Technical Proposal").
- 2) While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
 - a) Earnest Money Deposit (EMD) is provided as per the provisions laid down in the RFP.
 - b) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
 - c) Power of attorney, if applicable, is executed as per Applicable Laws;
 - d) CVs of all Key Personnel and sector experts (Onsite Team) have been included with educational qualification and experience certificate;
 - e) Key Personnel have been proposed only if they meet the Conditions of Eligibility.
 - f) No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
 - g) CVs have been recently signed and dated, by the Applicant.(Scanned copy of the same is also permissible)
 - h) CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
 - i) Key Personnel proposed have good working knowledge of English and Hindi language;
 - j) Key Personnel would be available for the period indicated in the TOR;
 - k) No Key Personnel should have attained the age of 70 years at the time of submitting the proposal; and
 - l) The proposal is responsive in terms of Clause.
- 3) Failure to comply with the requirements spelt out in this shall make the Proposal liable to be rejected.
- 4) If an individual Key Personnel makes a false statement regarding his qualification, experience or other particulars, he shall be liable to be debarred for any future assignment of the Authority for a period of 3 (three) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.
- 5) The Technical Proposal shall not include any financial information relating to the Financial Proposal.

- 6) The proposed team shall include key and sector experts (Expert Team) (the “Professional Personnel”) in their respective areas of expertise such that the Consultant should be able to complete the Consultancy within the specified time schedule. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (where applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the format at APPENDIX-I - FORM- of Appendix-I.
- 7) An Applicant may, from time to time, if it considers necessary with prior written approval from the authority, propose suitable Sub-Consultants in specific areas of expertise (where applicable). Credentials of such Sub-Consultants should be submitted by the Applicant in Note.
- 8) Use separate form for each On Site Core Team and the Expert Support Team for Core onsite Personnel.
 - a) The CV shall be signed in ink by the Authorised Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.
 - b) All CVs shall be signed by ink by the respective proposed personnel at the time of execution of the agreement
 - c) CVs of each person of On Site Core Team shall not exceed 5 pages and Expert Support Team onsite Personnel CV shall not exceed 3 pages.
 - d) All CVs should be with proof of educational qualification and experience certificates.
- 9) The Applicant, shall not substitute any Key Personnel without prior consent of the Authority. Only those Key personnel whose CVs have been submitted will be posted onsite. Under no condition they should differ and this may result in initiation of suitable penal measures.
- 10) NKGSCCL reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the NKGSCCL to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the NKGSCCL thereunder.
- 11) In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Selected Applicant or Consultant, as the case may be.

In such an event, the NKGSCCL shall forfeit and appropriate the Performance Security, if available, as mutually agreed pre-estimated compensation and damages payable to the NKGSCCL for, inter alia, time, cost and effort of the NKGSCCL, without prejudice to any other right or remedy that may be available to the NKGSCCL.

15.3. Financial Proposal

While submitting the Financial Proposal online, the Applicant shall ensure the following:

- (a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), accommodation, air fare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- (b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt,

it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal including Goods and Service Tax. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

(c) Costs (including break down of costs) shall be expressed in INR.

15.4. Submission of Proposal

- 1) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- 2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per terms and condition of this RFP.

15.5. Earnest Money Deposit (EMD)

All the bidders will have to submit Earnest Money of Rs 1,00,000/- (Rupees One lakh only) by a Demand Draft / Banker's Cheque to be issued from any scheduled bank in favor of the "New Town Kolkata Green Smart City Corporation Limited" payable at "Kolkata" within the timeline.

In case failure of submission of EMD within the timeline bids will be rejected.

15.6. Performance Security

- 1) The Bid security Rs 1,00,000/- will be converted as Initial Security Deposit for successful bidder.
- 2) The Successful Vendor will have to deposit an amount calculated as 2% of quoted price less initial security deposit of Rs 1,00,000/- within 07 days from the date of issuing Letter of Intent (LOI), by a Demand Draft / Banker's Cheque to be issued from any scheduled bank in favor of the "New Town Kolkata Green Smart City Corporation Limited" payable at Kolkata.

16. INSTRUCTIONS TO APPLICANTS

16.1. Evaluation of Technical Proposals

- 1) NKGSCCL intends that the PMU shall showcase expertise and experience on assignments and operates as per leading practices for the development of the ABD & Pan City projects. With this objective, the technical evaluation of the bids would be carried out by applying the evaluation criteria specified below.
In the first stage, the Technical Proposal will be evaluated on the basis of basic eligibility criteria, Applicant's experience, financial capacity, and the experience of Key Personnel & expert team and Proposed Approach and Methodology. Only those Applicants whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST). These applicants scoring minimum of 70 and above marks will be technically qualified for opening of financial bids.
- 2) The evaluation criteria to be used for evaluation shall be as follows:

SL No	Conditions of Eligibility of Applicants		Marks
(i)	Specific experience of the Consultant (as a Firm) relevant to the assignment		30
	(a)	Experience of Project Management in urban development smart projects for new city / towns, retrofitting / redevelopment of the existing city, industrial park, Special Economic Zone (SEZ), integrated townships. (10 Points) 1 Point for one project of > Rs.500 Cr. (max. to 10 points) Projects having Value < Rs.500 Cr. - 0 Point	Max. 10
	(b)	Experience in at least six (6) project management assignments in any four (4) of the following sectors (10 Points); (1) Water supply; (2) Storm Water drainage;	Max. 10

		<p>(3) Sewerage System; (4) Urban Design & Landscape; (5) Urban Transport; (6) Streetlights, (7) Power / Energy; (8) Solid waste management; (Projects encompassing multiple sectors will be counted as one project) 1 point for each Project having Value > Rs.500 Cr. (max. to 10 points) Projects having Value < Rs.500 Cr. - 0 Point</p>	
	(c)	<p>Experience in atleast one project in the areas of Information Communication & Technology (ICT), E-Governance, Smart Solutions (5 Points). 1. No. of Projects – 1 Point per Project (max. to 5 Points)</p>	Max. 5
	(d)	<p>Experience in at least One Project in PPP in infrastructure. (5 Points) 1. No. of Projects – 1 Point per Project (max.to 5 Points) Note: While assessing the relevant experience importance and weightage will be given to the size, value and complexity of such projects and their closer relevance to the specific components of the Smart City Proposal of NewTown Kolkata.</p>	Max. 5
(ii)		Adequacy and quality of the proposed methodology, and work plan in responding to the terms of Reference (TORs) and power point presentation	35
	(a)	Technical Approach & Methodology	
	(b)	Work Plan	
	(c)	<p>Technical Presentation <i>Notes to Consultant: The Client will assess whether the proposed technical approach and methodology is clear, responds to the TORs as applied to the New Town Kolkata Smart City Proposal (SCP), whether the work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix to convert the SCP to successful modules/projects; and the work plan has right input of Experts.</i> <i>The approach, methodology, work plan, organization and staffing should reflect a clear understanding of the details of all key components of NewTown Kolkata Smart City Plan, NewTown Kolkata City's demographic, socio-economic attributes.</i></p>	
		<p>Key professional staff qualifications and competence for the assignment <i>Notes to Consultant: each position number corresponds to the same for the Key Experts in Form -6 to be prepared by the Consultant}</i> 1) Project Director(7 Points) 2) Urban Planner(3 Points) 3) Urban Designer(3 Points) 4) Traffic Control Expert (3 Points) 5) Architect(3 Points) 6) Social Mobilization / Community Engagement & Communication Expert(3 Points) 7) IT cum Hardware Expert(3 Points) 8) Procurement Expert (3 Points) 9) Finance cum Compliance Expert(2 Points)</p>	35

		10) Content/ Creative Writer/Expert(3 Points) 11) Civil Engineer (2 Points)	
		Sub Criteria	
		Total Points	100

Each Key Professional will be evaluated as below:

a. Educational Qualification

(Higher weightage will be given to education / training from premier institutes)

b. Adequacy for the assignment*(relevant education, training and experience in sectors / similar assignments)*

[Apart from the number of years of experience, adequacy for the assignment will be assessed based on the Quality of experience: viz, scale and complexities of projects undertaken, level of role played in such projects, commendation certificates, awards, citations, etc.]

The minimum technical score (St) required to pass is: 70

In case of a consortia bid, the combined technical experience would be considered. The projects executed by sub-consultants shall not be considered for technical evaluation.

16.2. Technical Presentations

The selection committee will invite each bidder to make a presentation at a date, time and venue decided by NKGSCCL and to be communicated to the bidders. The purpose of such presentations would be to allow the Consultant's to present their work plan, methodology. NKGSCCL will assess whether the proposed technical approach and methodology is clear, responds to the TORs as applied to the New Town Kolkata Smart City Proposal (SCP), whether the work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix to convert the SCP to successful modules/projects; and the work plan has right input of Experts.

*The overall presentation to be delivered by the proposed Project Director along with presence of at least 3 onsite key personal.

The bid with the highest Technical score (T1) will be assigned 100%.

Technical Scores for other bids will be normalized using the following formula:

Normalized Technical Score of a Bid(Tn) = {(Technical Score of the Bid/ Highest Technical Score (T1)) X 100} %(adjusted to 2 decimals)

16.3. Evaluation of Financial Proposals

In the second stage, the financial evaluation will be carried out as per the clause mentioned earlier. Each Financial Proposal will be assigned a Financial Score (SF) as specified in Clause.

The bid with the lowest bid price (L1) will be assigned 100%.

Normalized Commercial Score of a Bid (Fn)= {(Commercial Bid price of L1/Commercial bid price of the Bid) X 100} %(adjusted to 2 decimals)

17. Taxes

The Client's evaluation of the Consultant's Financial Proposal shall be inclusive of taxes (as applicable) and duties.

(E) APPOINTMENT OF CONSULTANT

18. Award of Consultancy

The contract will be awarded to the who will get the highest Total Normalized Score.

The Total Normalized Score will be calculated in the form of 70:30 QCBS Method as given below:

Total Normalized Score of a Bid (Ln) = 0.7 * Tn + 0.3 * Fn

Where Tn = Normalized Technical Score of a Bid.

Fn = Normalized Commercial Score of a Bid.

After selection, a Letter of Intent (the "LOI") shall be issued, the Selected Applicant.

The Selected Applicant whose bid is accepted shall make formal agreement along with bid documents in triplicate, within 15 (fifteen) days from the date of issue of LOI by NKGSCCL. If the Selected Applicant fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Bid Security will be forfeited.

On completion of formal agreement, formal work order shall be issued to the Selected Consultant.

19. Commencement of Assignment

The Consultant shall commence the Consultancy within seven days of the date of the work Order, or such other date as may be mutually agreed. The Consultant shall also be responsible for providing laptop and internet connectivity (data card services) to all its resources at its own cost.

20. FRAUD AND CORRUPT PRACTICES

1. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
2. Without prejudice to the rights of the Authority hereinabove and the rights and remedies which the Authority may have under the LOI or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
3. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a) "**corrupt practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising thereof, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOI or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOI or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;
 - b) "**fraudulent practice**" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

- c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
“undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

21. MISCELLANEOUS

- 21.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Kolkata shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 21.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- 1) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - 2) consult with any Applicant in order to receive clarification or further information;
 - 3) retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Applicant; and/or
 - 4) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 21.3. It shall be deemed that by submitting the Proposal, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
- 21.4. All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 21.5. The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

22. SCHEDULE 1 – TERMS OF REFERENCE

22.1. Background

NKGSCL is seeking to implement the New Town Kolkata SCP which includes area-based development (ABD) & selected pan city components cover a wide range of sectors like GIS, Emergency Services/ Disaster Management, CCTV Surveillance, Command Control Centre, e-Governance, Wi-fi, Non-motorized transport, e-Buses, Smart Parking, Vehicle Tracking - Buses/Autos/e-rickshaws, Passenger Information System, Common Smart Card/ Fare Collection System, Solid Waste Management, Solar Farm/ Solar City, Street Lighting, Digital Employment Exchanges, Incubation Centres, Telemedicines & Kiosks.

As part of the SCP, the city of New Town Kolkata has set its vision for smart city as follows: “New Town Kolkata Smart City aspires to leverage its existing and future investments to create a livable city that is economically vibrant and takes pride in itself”.

This vision has been expressed in the form of the following goals:

A1. IMPROVED QUALITY OF LIVING

Goal 1 - Provide basic health and education services utilizing ICT and community based solutions to ensure that 100% of the residents have access to these facilities within 8 kms

Goal 2 - Create vibrant, active and inclusive public spaces which are pedestrian friendly to ensure 10% area reservation for pedestrian walking with barrier-free access in next 5 years from existing level of 6.8%

Goal 3 - Target increasing share of renewable based electricity consumption from existing level of 1% to 10% in next 5 years

Goal 4 - Maintain existing collection levels and ensure a 30% segregation at source of solid waste generated in next 5 years from existing level of 0% segregation

Goal 5 - Develop and deploy ICT tools & systems for citizen service delivery to ensure 70% of transactions are facilitated online without need for visiting Government offices in next 5 years vis-à-vis existing level of 17%

Goal 6 - Promote local architectural forms/ elements/ art forms while designing streetscapes, open spaces or other public spaces to create a distinct branding for the area

A2: ENHANCED MOBILITY AND CONNECTIVITY

Goal 7 - Leverage existing footpath width to create dedicated 120 km track for walking with street furniture and 100 km for bicycling in next 5 years vis-à-vis current state none

Goal 8 - Ensure reliable, affordable, environment-friendly and predictable public transportation services for last and first mile connectivity with ICT-based solution in order to reduce average wait time from existing level of 20 minutes to 10 minutes across the city in next 5 years and increase share of NMT from current level of 13% to 20% within next 5 years

Goal 9 - Develop smart infrastructure backbone with 60 number of wi-fi points (from present 14) within next 5 years along with applications for providing various G2C, G2B and G2G services in time-bound manner while ensuring 100% compliance levels in next 5 years

A3: INCREASED SAFETY & SECURITY

Goal 10 - Improve safety and security leveraging ICT based solutions and requisite infrastructure with 12% of total city area having a safety & surveillance system in next 5 years (presently none)

A4: CREATING ECONOMIC OPPORTUNITIES

Goal 11 - Create a business friendly environment including policies, processes and enabling infrastructure to promote start-ups and attract businesses, with issue of all licenses/sanctions provided by NKGSCL through single window system within average 21 days of receipt of application (currently no such single window system exist).

Goal 12 - Creation of at least 50,000 sq. ft. of incubation facility with at least 80% occupancy in the next 5 years (currently none)

Goal 13 - Enable partnership with industries, academic institutions and government for creating industry ready talent pool, with training of additional 1000 people through municipal level skill development centers in next 5 years with at least 80% placement (presently none)

A5: FORMULATION AND SUPPORT IN IMPLEMENTATION OF ENABLING POLICIES

Goal 14 - Fifteen new enabling policies in areas like littering, recycling and reuse of water using dual piping, waste recycling, energy efficient building, vending zones, street design, multi-modal transport, compulsory tree plantation and construction monitoring to be formulated and implemented in the next 5 years with regards to the above mentioned 4 strategic areas.

22.2. Objective of the Assignment

The objective of this consulting assignment is to establish a project management unit (PMU) to pursue the following four functions:

1. To facilitate institutional development of the SPV & preparation of master project schedule and business plan for the SPV.
2. To design & develop, manage, implement, and oversee area-based development & selected pan city components under the Smart City Mission (SCM) in New Town Smart City.
3. To adapt innovations and identify smart solutions to implement the projects.
4. To coordinate for integration of all convergence projects with the Smart City Project.
5. To provide project management, monitoring and evaluation services to the SPV.
6. To provide the support by preparing the DPR, Plan and estimates as per applicable schedule/s, Tender Documents, conducting pre-bid meeting, reply all the pre bid query, Selection of agency, monitoring the progress of work as the scope of work, providing advise on the acceptance of completion of work etc.

22.3. Scope of Services

Projects identified under New Town Kolkata SCP require diverse skill sets and cross-sectoral expertise for project implementation. Further, project implementation ought to be done in an integrated and well- coordinated manner.

Under the PMU, the Consultant shall provide assistance and advice to NKDA & SPV in planning & designing, procurement, implementation, project management, co-ordination with various line departments, and institutional development of the SPV to facilitate timely implementation of the ABD & selected Pan City components in the identified in the Smart City proposal.

The scope of PMU under the proposed mission will be divided into three broad components namely

- i. Institutional Development & Preparation of Business Plan & Program Management Schedule for the SPV
- ii. Design, Development, Implementation & Project Management of the ABD components.
- iii. Conceptualization and operationalization / deployment support of the selected Pan City components.
- iv. Visual improvement with an added layer of smartness where ever possible
- v. Programme Management & Monitoring support.
- vi. Preparation of following milestones for each selected projects mentioned under Smart City Proposal which includes ABD & PAN City.
 - a) Preparation of DPR .
 - b) Preparation of Tender Document & BOQ.
 - c) Conducting Pre-Bid and helping Authority for replying pre-bid queries.
 - d) Selection of Agency.
 - e) Oversight implementation and monitoring of work.
 - f) Others

Under this assignment the consultant is required to review projects identified by the NKGSCCL & SPV as part of its Smart City Proposal can be downloaded from the website of Smart City mission. The projects identified in the Smart City proposal are to be vetted in consultation with stakeholders with regard to the technical and economic feasibility and sustainability etc. Therefore projects may change so as to align and adapt with mission objective in consultation with the stakeholders/employer. For the ABD projects, the consultant will carry out required investigations, design, prepare feasibility report, Preliminary Design Report/ Detail Design Report (PDR/DPR), and assist in procurement of implementing partner/agency (ies) expeditiously for the indicative list of projects and any other project which may be envisaged for making city smart. For the selected Pan City components, the PMU shall assist SPV in conceptualization, system design, and operationalization of the selected digitally enabled Pan City projects

The PMU shall also assist the New Town Kolkata Green Smart City Corporation Ltd. (NKGSCCL) in monitoring of the work of implementing agencies and shall be responsible for overall management and delivery of the project.

The PMU's scope of work will involve implementing the following components of the Smart City Proposal which have been structured into modules:

Module 1: Facilitation of the Institutional Development of the SPV, Preparation of the Project Development Schedule and Business Plan for the SPV, Programme Management & Monitoring Support.

Module 2: Design, Development, Implementation & Project Management Area-based development:

This will include all projects forming part of the area-based development component as tabulated below.

A1 - IMPROVED QUALITY OF LIVING

1. Project SUSTAINABLE ENVIRONMENT:

i. AT LEAST 10% OF AREA'S ENERGY REQUIREMENT COMING FROM SOLAR

- Semi-transparent solar panels with net metering system on the roof tops of 5 markets and 14 NKDA/HIDCO buildings with vegetable and flower garden below the solar panels,
- Solar panels on top of a 1.7 km stretch of Link canal, 3.4 km long pathways on both sides
- Solar powered LED lights in 11 parks & playgrounds, 6 bus terminus/ stands, 30 Auto/Toto stands and 3 traffic signals , 145 kms of walkways

ii. ENERGY EFFICIENCY

- Replacement of conventional lights in all existing government offices with LED lights; build all new government buildings with LED lights; Eliminating filament lamp from all houses in next 5 years; Ensure all 14 government buildings use 5 star rated appliances

iii. SENSOR BASED AIR POLLUTION MONITORING:

- Installing sensors on the light poles for air quality monitoring and display the real time readings on LED display boards set up at strategic locations of the area. Leverage the Command and Control center developed at Pan City level as part of One-NKDA Intelligent Government Services project for analyzing and displaying the information connected through this sub-project.

2. Project SAVE AND SAFE WATER:

iv. WATER QUALITY MANAGEMENT, STORM WATER REUSE AND RAIN WATER HARVESTING:

- storm water recycling by capturing runoff water from all roads and ensure re-use of storm water using drainage pumping stations and water treatment plant
- Ensure rain water flowing through the storm water drains is pumped to a water treatment plant and re-distributed in the township for secondary use
- Installation of SCADA including sensor based transducers and flow meters in the distribution lines (Monitoring at Control Center developed at Pan City level)
- Install sensors to monitor the water quality and transmit the quality data to the Control Centre at Pan City level for analytics

v. IT BASED SEWERAGE AND DRAINAGE MONITORING

- Install sensor based drainage covers which will send remote signal to a control room on the quantity of rain fall in the area and will enable pumps to be started before water logging sets in (Control Center at Pan City level to be leveraged)
 - Install sensors to monitor the sewerage & drainage and transmit the quality data to the Control Centre at Pan City level for analytics
3. Project ZERO:
- vi. SOLID WASTE MANAGEMENT
- Introduce waste segregation practice by formalizing tie-ups with private third party who shall facilitate the same either through sensitizing at household level or mobilizing waste collectors
 - Convert all waste collection vehicles to GPS enabled ones in a time bound manner; the vehicles to be tracked utilizing the Command Center at Pan City level
 - Installation of sensor-based e-bins at public places and tracking through Off-Site Real-Time Monitoring (OSRT)
 - Setting up an Integrated e-Waste recycling facility
 - Develop an app based solution for ensuring construction waste is collected by a private vendor after reaching a critical mass
4. PROJECT SMART METERING:
- vii. SMART ELECTRIC METERS:
- Replace all conventional meters at the consumer's premises with smart meters. Key benefits accruing include i) two way wireless communication facility between the Control Centre at Pan City level and the said smart meter installed, ii) energy management and implementation of "time of use tariff", iii) remote meter reading, monitoring of load profile, monitoring of tampering/ pilferage by consumer to be done from the Control Room, iv) real time data analysis on power consumption and share it with police to keep special attention on vacant houses
- viii. SMART WATER METERS:
- HIDCO has already undertaken a Rs. 450 crore water supply project to ensure the availability of surface water to all citizens through underground pipelines. To manage the water supply, smart water meters will be installed at the user's premises for automatic meter reading. Leverage Command & Control center at Pan City level for analytics
5. PROJECT ONE-NKDA:
- ix. ROBUST IT CONNECTIVITY AND DIGITALIZATION:
- The city aims to have zero visitors at the NKDA main buildings. City proposes to develop 4 common service centers (One-NKDA centers) providing all municipal service delivery modules through e-governance/ m-governance (One-NKDA Intelligent Government Service developed and wifi at Pan-City level to be leveraged) and 15 e-kiosks for improving reach to municipal services to all.
6. PROJET SOCIAL AND CULTURE:
- x. HEALTH- EMERGENCY RESPONSE SYSTEM FOR ELDERLY
- 6 Telemedicine kiosks to address the deficit in primary health care delivery. One-NKDA Intelligent Government Service developed and wifi project at Pan-City level to be leveraged for implementing this sub-project
 - Listing of all apps relating to healthcare and details of all medical professionals residing on website (to be part of One-NKDA Intelligent Government Service developed at Pan City level)
 - Partnering with NGO for supporting elders through a smart watch mechanism backed by volunteers. The emergency response system being developed as part of One-NKDA Intelligent Government Service developed at Pan city level to be leveraged.
- xi. EDUCATION:
- Partnering with NGO using specialized proprietary software for delivering formal education and

- performing arts
- 6 virtual classrooms for Community based virtual teaching operated by senior citizens. Wifi project developed at Pan City level to be leveraged.

xii. PUBLIC INTERACTION/ CULTURE:

- Gateway of Kolkata: develop an iconic structure at the junction of Action Area 1B, 1C and 1D and transform it to a tourist attraction and a place for socializing
- Set up an Music, Art and Dance School to promote cultural activities in the area

A2 - MOBILITY & CONNECTIVITY

7. PROJECT MOBILITY & CONNECTIVITY

xiii. SMART BUS STANDS AND TERMINUS:

- Develop 5 smart bus terminus and 1 airport ambience type bus terminuses in the chosen area with seating arrangement, newspaper stand, LED displays, self-service kiosks, wi-fi facility and mobile charging stations.
- Provide CCTV camera based surveillance facility connected to the Central Control Room at Pan City level
- Partnering with a private party to provide newspaper kiosks and maintain its cleanliness

xiv. CAR POOLING PROGRAM:

- Develop an app based carpooling program (part of Pan City Mobility Solution also).
- Develop an application for enabling citizens to check the availability of seats in the vehicle and to block / reserve a seat (part of Pan City Mobility Solution also)

xv. BI-CYCLE TRACK AND RENTAL PROGRAM: IIT Kharagpur is assisting in developing a plan for bi-cycle track and a bi-cycle rental program

- Develop dedicated bi-cycle lanes along identified roads of the area (120 KMs)
- Develop ramps along bi-cycle tracks for the benefit of the differently abled
- Develop 20 bi-cycle stands / shelters near to the bus stands, metro stations and major crossings
- Partner with private agencies to provide bi-cycles on rental basis to citizens for commuting based on an hourly charge on the condition

xvi. PEDESTRIAN FRIENDLY PATHWAYS AND NON VEHICLE STREETS/ ZONES:

- Leverage the existing footpaths and develop well designed pedestrian friendly walkways along all roads (145 kms) with street furniture including seating, singages, water fountains, plantations, ramps, curbs, light posts among other elements.
- Develop landscape gardening with smart street furniture using digital technology in 18 locations
- Develop 20 wi-fi hotspots and LED / Solar panel lighting
- Develop pedestrian only citizens plaza (2,450 sq. m) in the CBD area of Action Area 1

xvii. SMART PARKING:

- Develop smart parking areas leveraging parking sensors in light poles and data analytics utilizing the Pan City level Command & Control centre.

xviii. NON-MOTORIZED TRANSPORT OR BATTERY OPERATED VEHICLES FOR PRIVATE AND PARA-TRANSIT MODES:

- Electricity Operated Vehicles and Auto-Rickshaws: Electricity operated vehicles (Toto) and auto-rickshaws providing last mile connectivity is already present in the chosen area.
- Improve availability at all times of e-rickshaws and other e-vehicles through mobile app (part of Pan City Mobility solutions also)
- Develop a GPS assisted application for enabling citizens to check the availability of the Buses owned

- by HIDCO, 3 – Electric buses, Autos and Totos (part of Pan City Mobility solutions)
- Develop 30 Toto/ Auto stands in close proximity to housing clusters and to the main arterial roads / bus stands with charging stations, water fountains, seating arrangement, waiting zones and e-Kiosks.
- Battery Swap/fitting stations in Pumps & Fuel Stations.
- Electric Vehicle Charging infrastructure.

A3 – SAFETY & SECURITY

8. PROJECT SAFE CITIZEN:

- xix. City is covered under the Safe City Program and proposes to achieve convergence with the same. Initiatives include:
- Mount CCTV cameras on light poles for 24/7 surveillance and video analytics for enhanced safety & security. Leverage Pan City Command & Control Centers and wifi project to analytics and emergency response.
 - Introduce a single point emergency response system ensuring ambulance & police to reach citizens. The initiative will benefit citizens by providing a better quality of life by introducing 24/7 monitoring and an emergency response system wherein citizens will get immediate attention in case of an emergency. Leverage the Pan City Command & Control center.
- xx. INTELLIGENT STREET LIGHTING, IMMEDIATE RESPONSE-PANIC BUTTON:
- City shall install 2000 intelligent street lights with panic buttons at key points. Leverage the Pan City Command & Control center for immediate response during emergency

A4 – ECONOMIC OPPORTUNITIES

9. PROJECT ECONOMIC OPPORTUNITY:

- xxi. Setting up 1 Business incubation cell covering an area of 26,000 sq. ft. for start-ups, leveraging the existing financial/ legal/education/ health/ IT hub.
- xxii. Creation of 3 nos. of smart vending zones in the area.
- xxiii. Setting up 4 Common Service Centers in each of the three blocks with an aggregate area coverage of 12,000 sq. ft. Leverage the One-NKDA Intelligent Government Services system developed at Pan City level for service delivery.
- xxiv. Setting up 1 skill development center (5,000 sq. ft.) for undertaking skill upgradation programmes leveraging Skill India mission

A5: FORMULATING & IMPLEMENTING SUPPORTING POLICIES

- Earmarking of vending zones in identified areas in the area plans.
- Enhancing ground water recharge & rainwater harvesting; modification of relevant policies for enhancing ground water recharge and rainwater harvesting.
- Formulating policy incentives for undertaking waste water recycling and re-use at all commercial buildings using dual piping system and promoting green buildings
- Policy formulation on covering construction sites with flex print of proposed façade for better street scape and to control emission of SPM
- Develop construction material storing and disposal policies for regulating construction activities including provisions for penalizing builders/ construction companies/ owners in case of non-compliance.
- Develop policy initiative for preventing littering in the city by imposing spot fines.
- Provide incentives for undertaking decentralized composting at residential and commercial establishments
- Policy incentives in term of providing concession on sanctioned fee to encourage citizens/developers use contemporary green architectural design
- Develop Street design manual highlighting signage, footpath design, plantations, street furniture, lighting, finishing of pedestrian walkways among other elements.

Module 3: Conceptualization and operationalization / deployment support of the Pan City components

This will include a few selected projects from the pan-city development component of the Smart City proposal for New

Town Kolkata as tabulated below.

- A. **ONE-NKDA INTELLIGENT GOVERNMENT SERVICE (One-NKDA IGS):** One-NKDA IGS will act as an axle providing ICT based solutions for various aspects identified at pan city level and integrate with the solutions at area level, to achieve the desired city goals.

One-NKDA IGS is structured in 6 modules

- i. CITY GOV - including ICT based service delivery, administration of user charges including proposed property tax, monitoring of city services, grievance redressal mechanism, analytics of feedback
- ii. CITY VOICE – including call center Anandababu; the 24x7 phone helpline - a human face to technology simulated grievance redressal mechanism and information provision
- iii. CITY BIZ- including interactive maps for business, new town employment exchange portal, single window clearance system, gateways to other relevant business portals
- iv. CITY LIVING – app based information of health and educational facilities; eTelemedicine centers; air quality monitoring; app for open space and recreational facility locating
- v. CITY SAFETY- incident reporting for safety & security issues, tracking, escalation and emergency management system
- vi. CITY MOBILITY – Bus Locator, ToTo/ Auto app, app for ride pooling, Bike Taxi App.

- B. **PAN CITY SMART & SAFE MOBILITY SOLUTION:** Smart public information systems; GPS based intra-city e-Bus tracking system; Integrated smart card based fare system for e-Buses, HIDCO operated buses & Auto/ ToTos; Planned intermodal integration by inter-linked design of the upcoming Metro stations, Bus stands, Auto and Toto Stands.

The above mentioned solutions will be assisted by Pan City support infrastructure as well as enabling policies & regulations including:

- Command and control center with data center infrastructure to be used for hosting the service for both Pan City and Area Based solution
- 12 One-NKDA centers and 120 eKiosks created across the city
- GIS based maps including utility maps
- Hi-speed wi-fi facility along with shared hosting facility: City administration to extend the facility already existing across the 11 kms of the MAR. Since optical fiber ducts are already available across the city, service providers will be invited for providing the wi-fi facility on PPP basis.
- Capacity building of government officials mandated to use the system along with mass scale digital literacy drive across the city to ensure ease of using the new system
- Policies on zero littering, recycling & reuse of water using dual piping, waste recycling, energy efficient buildings, vending zones, street designs, multi-modal transport,
- waste segregation, air quality monitoring and construction monitoring.
- The Pan City solutions are well integrated with the ABD solutions aimed at achieving the overall strategic vision of the city.

22.4. Detailed Scope of Work:

Module 1: Facilitate Institutional Development of the SPV, Preparation of the Project Development Schedule and Business Plan for the SPV, Programme Management & Monitoring Support

The PMU shall initially mobilize the key personnel team following notice to proceed to set up project office along with equipment and peripherals and then mobilize further manpower as per requirement for each module.

Institutional development and strengthening will be a key consulting input to the SPV's functioning. The SPV would require robustness as well as flexibility of functioning to be able to implement ABD & PAN city projects in an effective and timely manner with visual improvement with an added layer of smartness where ever possible. This robustness and flexibility will be lent by a defined organizational framework, institutional polices and guidelines, and a performance

monitoring mechanism. In this context, the PMU's scope of work shall include:

- Assist the SPV in recruitment and capacity building for the SPV's employees.
- Assist the SPV to define/review the SPV's organizational policies including Human Resource policy and draft code of conduct for employees, vendors/contractors/service providers/design and supervision consultants.
- Assist the SPV in empanelment of vendors/contractors/service providers/design and supervision consultants.
- Supervise the development/drafting of procurement manuals, governance structure, and financial reporting mechanisms of the SPV.
- Prepare the strategy and framework for citizen engagement and mass communication, and ensure compliance with smart city mission guidelines in this regard of all stakeholders of ABD & selected Pan City components.
- Provide knowledge support to SPV in organizing workshops, events, and other such events for both knowledge sourcing and dissemination.
- Support the SPV in engaging knowledge partners to include national and international academic and research institutions, experts, specialists, think-tanks, and other relevant organizations that build and strengthen the SPV's capacities to consistently implement and showcase the ABD projects.
- Prepare a Project Development Schedule for the SPV which includes a review and updation of the SCP projects, packaging / bundling of the projects into different project packages, developing a master schedule for project implementation
- Assist SPV in preparing a business plan and raising, regulating, utilizing, and managing various funds and grants allocated by various bodies/schemes to the SPV and simultaneously manage accessing of funds by the SPV from other sources including debt, user charges, taxes, tolls, surcharge and others, Prepare the SPV's future cash flow statement for the next five years to identify annual or quarterly funding requirements
- Establish and operate a performance monitoring method for both, the PMU as well as the SPV. In this, the PMU shall be responsible to develop a monitoring scale of agreed parameters of tasks or activities of the PMU and the SPV. The PMU would develop bi-monthly and quarterly reports on tasks accomplished by itself and the SPV to be able to differentiate performance and develop future activity plans basis these monitoring reports. The objective would be to make the functioning of the PMU and the SPV efficient and accountable.

22.4.1 Module 2: Assist SPV to develop, manage, implement, and oversee Area-Based Development projects:

The PMU's scope of work shall include:

Task 1: Project Management:

- From the projects identified under the ABD of the SCP, the PMU shall be responsible to sequence and/or group/cluster the implementation (under functional heads, as required) of the projects in a logical manner and such that the implementation plan and sequencing of projects would cause minimal disruption to daily life in the identified area, during implementation.
- Prepare timeline-based procurement and implementation plans for the ABD & selected Pan City components.
- Assist the SPV in identifying key stakeholders, (such as from citizens, eminent persons, sector experts, RWAs, market associations, government entities, institutions, etc., etc.) and
- conducting regular meetings to discuss progress and issues related to smart city projects, and prepare minutes for recording and circulation;
- Establish a project MIS which would include all necessary records and the procedures of maintaining/ updating such records for each package and for the entire project.
- Develop and implement procedure for timely payments to the contractors and monitor for compliance;
- Monitor implementation of mitigation measures for the project, and update the Plan as per requirement.
- Review the project costs and financing plan/project financing options for each project and assess the need for additional fundraising to bridge gaps between capex required and allocable funds. The consultant shall be

responsible for advising the most optimal financing option and tie up the funds required by the projects.

Task 2: Project Design and Development:

PMU shall scope out all ABD projects and provide individual terms of reference, covering below indicative activities:

- Develop As Is and Gap Analysis report
- Feasibility Study Report
- Create Resource, Project and Finance plan
- Prepare Quality & Risk Assessment Framework
- Coordination & Communication with all the stakeholders

Situation Analysis Report

- Integrated Projectization - The consultant will review and re-verify the integrated modules (group of projects) in the smart city proposal and regroup them into modules in consultation with the SPV.
- Consult the available documents such as city development plans /strategy plans, sanitation plans. Mobility plan and review feasibility study etc.
- Review existing status of physical Infrastructure and other available secondary data.
- Identify requirements of surveys, studies and investigations;
- Coordinate with SPV appointed agency for necessary surveys & investigations and then PMU shall prepare situational analysis, cost benefit analysis and preliminary project cost estimates.
- Preparation of situation analysis report for each module.

Feasibility Report

- Prepare feasibility study report of modules (group of projects) to ascertain both technical and financial viability based on financial models. The feasibility report should describe the various technical options with recommendation for most appropriate option
- Preparation of project development and implementation road map, project prioritization, carryout project phasing matrix and risk mitigation plan.
- Review land availability, & environmental issues for identified projects
- Coordinate with stakeholders and other departments of central and state governments wherever convergence is required, to facilitate integration with AMRUT, Digital India, Skill India, Make in India etc. as applicable and develop module wise action plan for completion of work
- Identify the possibility of private / public participation in the service delivery, as feasible and applicable and prepare contract document for such packages.

Preliminary/Detailed Project Report (PPR/DPR)

- Based on the approved feasibility report prepare module wise preliminary/detailed designs report (PPR/DPR) as per requirement of the project in accordance with established engineering practices, tender drawings, and cost estimates etc.
- For preparing DPR, the consultant will conduct required engineering surveys and investigations, in consultation & with approval of the SPV, such as total station/LiDAR survey, geotechnical investigation, soil survey, construction material survey, ground water investigation i.e. hydro-geological investigations, rainfall data collection, identification of underground utilities and their mapping, water sampling and analysis etc. including sufficient off-site information to allow relationship with possibly useable off-site infrastructure to be established.
- The PPR/DPR should also include assessment of utility shifting requirements and costs estimations including O&M requirements and estimates; preparing document required for statutory clearances and other clearances like Railways, Forest, National Highways etc. including environment management plan (EMP) and mitigation measures;
- Assist the SPV on technical, commercial, financial, and legal aspects for project development as per requirement.

Bid Process Management (preparation of Bid documents and award of contract):

- Based on discussions with all stakeholders and approval from SPV, the consultant shall Prepare consolidated bid documents, technical specifications, contract drawings, final bills of quantities, EMP and any other necessary information required for successful tendering and implementation of contracts. The Bid document should be in accordance with the Government of India / State Government guidelines. Under this task the Consultant is required to do the following:
- Assist SPV in all aspects of procurement including issuing bid invitation, addendum/corrigendum, and clarifications to the bidders queries, assist in bid evaluation, selection of contractors/ implementing agencies;
- Prepare contract documentation to include Letter of invitation, conditions of contract, specifications, design parameters; bills of quantities, etc. for all modules in close coordination with the SPV.
- The draft contract to be included in the bid documents shall, among other things, clearly define the obligations of the implementing agency with respect to financing (if applicable), design, construction, O&M, and tariffs; equitably allocate risks between the parties; and specify rules and procedures to address non- performance of contractual obligations.
- Assist in preparation of replies of the pre-bid queries, contract negotiations and award of contract(s).
- Finalize arrangement for contracting including exploring options for PPP/ Service Level Agreements;
- Provide transaction advisory and bid process management support including preparation of bid documents, managing bid process including assist in issuing of bid invitation, addendum/corrigendum, and clarifications to the bidders queries, bid evaluation, selection of contractors, award of contract and signing of contract(s);
- The draft contract to be included in the bidding document shall among other things, clearly define the obligations of the implementing agencies including specifying rules and procedures to address non-performance of contractual obligations.
- The SPV may get the bid document certified/accredited by Independent Agency.

Task 3: Project Implementation and Supervision

During the project implementation of the module(s) (group of projects), the Consultant shall:

- Assist SPV to conduct stakeholder consultation during design and implementation process.
- Provide advice and guidance to the SPV for modern procedures and guidelines for project implementation and management in general.
- Contract administration and management of the modules
- Develop technical specifications for each Module
- Supervise and monitor construction work of each contracted module;
- Scrutinize the implementing agency's detailed work program and guide implementing agency in preparation of supervision schedule/ work plan for each module
- Scrutinize construction methods proposed by implementing agency including environmental, safety, personnel and public issues
- Assess the adequacy of the contractors' inputs in material, labor and construction methodology and provide advisory whenever required;
- Implementation of Social safeguards & environmental standards, as required.
- Carry out necessary quality control activities / test and certify that the quality of works conforms to the specifications and drawings; and the relevant codes prescribed.
- Supervising the construction of various contract packages for related outputs of the Program
- Record the work measurement by PMC and certify the contractor's bill and recommend for making payments to the SPV.
- Assist the SPV in interim and final certification of the bills of payment;
- Furnish the detailed construction drawings as necessary during continuance of the contract or checking and recommendation of drawings for approval as required;

- 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 SPV;
- Assist third party inspection of work carried out by implementation agency(ies), if necessary, as decided by the SPV
- Assist SPV in obtaining all necessary permissions and complying with statutory requirements as required prior to construction, such as permissions from line departments’ viz. Railways, Road Transport, Highways, and Department of Forests etc.
- Review and issuance for execution of contractors’ design and drawings with approval of SPV for lump sum turnkey contracts and review the project documents and give recommendations as required
- Review and finalize the “as built” drawings submitted by Contractor;
- Assist the SPV in issuance of completion certificates;
- Inspect the works at appropriate intervals during defect liability period and certification issue;
- Prepare on behalf of the SPV monthly project progress reports describing the physical and financial progress of each subproject, highlighting impediments to the quality and progress of the works and remedial actions.
- Assist SPV in monitoring of progress as per the Program Performance Monitoring System (PPMS) or as required by the SPV
- Develop and maintain project management information system (PMIS) to track project progress and generate MIS progress reports such as physical and financial progress.
- Develop and implement procedure for timely payments to the implementing agency (ies) and monitor for compliance.
- Support SPV in overall Project Management and coordination with implementing agencies, government agencies, private players, technology service providers and others.
- Support SPV to meet compliance requirements as and when required.
- Support SPV in documentation and presentation of outputs
- Prepare Capacity building plan and Change Management Plan
- Monitor and maintain issue tracker and keep on updating the status of all risks and issues from time to time.

22.4.2 Module 3: Assist SPV to develop, manage, implement, and oversee selected Pan City Components:

(A) **ONE-NKDA INTELLIGENT GOVERNMENT SERVICE (One-NKDA IGS):** One-NKDA IGS will act as an axle providing ICT based solutions for various aspects identified at pan city level and integrate with the solutions at area level, to achieve the desired city goals.

One-NKDA IGS is structured in 6 modules

- vii. CITY GOV - including ICT based service delivery, administration of user charges including proposed property tax, monitoring of city services, grievance redressal mechanism, analytics of feedback
- viii. CITY VOICE – including call center Anandababu; the 24x7 phone helpline - a human face to technology simulated grievance redressal mechanism and information provision
- ix. CITY BIZ- including interactive maps for business, new town employment exchange portal, single window clearance system, gateways to other relevant business portals
- x. CITY LIVING – app based information of health and educational facilities; eTelemedicine centers; air quality monitoring; app for open space and recreational facility locating
- xi. CITY SAFETY- incident reporting for safety & security issues, tracking, escalation and emergency management system
- xii. CITY MOBILITY – Bus Locator, ToTo/ Auto app, app for ride pooling, Bike Taxi App.

This focuses on developing a unified and live spatial data-base for the New Town Kolkata.

- a. Existing process’, documentation, gap assessment and conceptualization
The consultant is expected to assess and document the existing process’ for measuring and documenting spatial information. Further, the consultant is expected to develop a concept plan for managing the city’s spatial data effectively.
- b. Detailed system design

Conceptual design of the system showcasing entire database management, from data generation to retrieval of data shall be prepared.

- c. Co-ordination with the software developer and operationalization
The consultant shall assist the corporation in the selection of the software developer co-ordinating with the developer to ensure that the system in line with the project objectives.
- d. Hand-holding support
The consultant shall also support the client for implementing the project and achieving the objectives as per milestone.

(B) **PAN CITY SMART & SAFE MOBILITY SOLUTION:** Smart public information systems; GPS based intra-city e-Bus tracking system; Integrated smart card based fare system for e-Buses, HIDCO operated buses & Auto/ToTos; Planned intermodal integration by inter-linked design of the upcoming Metro stations, Bus stands, Auto and Toto Stands.

The above mentioned solutions will be assisted by Pan City support infrastructure as well as enabling policies & regulations including:

- Command and control center with data center infrastructure to be used for hosting the service for both Pan City and Area Based solution
- 12 One-NKDA centers and 120 eKiosks created across the city
- GIS based maps including utility maps
- Hi-speed wi-fi facility along with shared hosting facility: City administration to extend the facility already existing across the 11 kms of the MAR. Since optical fiber ducts are already available across the city, service providers will be invited for providing the wi-fi facility on PPP basis.
- Capacity building of government officials mandated to use the system along with mass scale digital literacy drive across the city to ensure ease of using the new system
- Policies on zero littering, recycling & reuse of water using dual piping, waste recycling, energy efficient buildings, vending zones, street designs, multi-modal transport,
- waste segregation, air quality monitoring and construction monitoring.
- The Pan City solutions are well integrated with the ABD solutions aimed at achieving the overall strategic vision of the city.

This focuses on developing Smart Mobility Solutions for the New Town Kolkata.

- e. Existing process', documentation, gap assessment and conceptualization
The consultant is expected to assess and document the existing process' for measuring and documenting spatial information. Further, the consultant is expected to develop a concept plan for managing the city's spatial data effectively.
- f. Detailed system design
 - Conceptual design of the system showcasing entire database management, from data generation to retrieval of data shall be prepared.
 - Detailed design for infrastructure.
- g. Co-ordination with the software & infrastructure developer and operationalization
The consultant shall assist the corporation in the selection of the software & infrastructure developer co-ordinating with the developer to ensure that the system in line with the project objectives.
- h. Hand-holding support
The consultant shall also support the client for implementing the project and achieving the objectives as per milestone.

22.5. Terms of Agreement, Deliverables, and Payment Terms

The Professionals required for this assignment are categorized as (i) Core Team Onsite and (ii) Expert Support Team for Core onsite Personnel. Core Team shall provide full person man days/ months' time on the project (field), no home input will be considered in this category. However for Expert Support Team input may be considered into home and field.

Payment will be made on monthly basis on Submission of bill in triplicate along with worksheet showing details of work perform for each day which to be counter sign by Project Director and NKGSCCL.

23. APPENDIX – I – TECHNICAL PROPOSAL FORMAT

23.1. APPENDIX-I - FORM-1 – Letter of Submission of Technical Proposal

TECHNICAL PROPOSAL
Letter of Proposal

(On Applicant's letter head)

To,

(Date and Reference)

Sub: Appointment of Project Management Unit for New Town Kolkata Green Smart City Corporation Ltd

Dear Sir,

With reference to your RFP Document dated, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of Project Management Unit for New Town Kolkata Green Smart City under the New Town Smart City Project for New Town Kolkata Green Smart City Limited. The proposal is unconditional and unqualified.

1. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the PMU for the aforesaid Project.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We declare that:
 - a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
 - b) I/We do not have any conflict of interest in accordance with Clause of the RFP Document;
 - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause of the RFP document.
8. I/We declare that we are not a member of any other Consortium applying for Selection as a Consultant.
9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates

have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
13. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
14. I/We agree to keep this offer valid for 120 (one hundred and twenty) days from the PDD specified in the RFP.
15. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in
- 16.
- 17.
- 18.
- 19.
20. APPENDIX-I - FORM-4.
21. In the event of my/our firm being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at SCHEDULE 2 – FORM OF AGREEMENT of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
22. In the event of my/our firm being selected as the Consultant, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and that the Project Manager shall be responsible for providing the agreed services himself and not through any other person or Associate.
23. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
24. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Proposal which shall be binding on us.
25. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory) (Name
and seal of the Applicant/ Lead Member)

23.2. APPENDIX-I - FORM-2 – Particulars of the Applicant

1	Title of Consultancy:
2	Title of Project
3	State whether applying as Sole Firm or Lead Member of a consortium: Sole Firm or Lead Member of a consortium
4	State the following: Name of Firm: Legal status (e.g. sole proprietorship or partnership): Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business: Name, designation, address and phone numbers of authorised signatory of the Applicant: Name: Designation: Company: Address: Phone No. : Fax No. : E-mail address:
5	If the Applicant is Lead Member of a consortium, state the following for each of the other Member Firms: (i) Name of Firm: (ii) Legal Status and country of incorporation (i) Registered address and principal place of business.
6	For the Applicant, (in case of a consortium, for each Member), state the following information: In case of a non-Indian Firm, does the Firm have business presence in India? Yes/No If so, provide the office address (es) in India. Has the Applicant or any of the Members in case of a consortium has been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years? Yes/No Has the Applicant or any of the Members in case of a consortium has been blacklisted by any Government department/Public Sector Undertaking in the last five years? Yes/No Has the Applicant suffered bankruptcy/ insolvency in the last five years? Yes/No Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.
6	(Signature, name and designation of the authorised signatory)
7	For and on behalf of

23.3. APPENDIX-I - FORM-3 – Statement of Legal Capacity

(To be forwarded on the letterhead of the Applicant)

Ref. Date:

To,

Dear Sir,

Sub: Request for Proposal (RFP) for Appointment of Project Management Unit for New Town Kolkata Smart City Project

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, the constitution of which has been described in the Proposal), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert Applicant's name) will act as the Lead Member of our consortium.

I/We have agreed that (insert individual's name) will act as our Authorised Representative/ will act as the Authorised Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory

For and on behalf of

23.4. APPENDIX-I - FORM-4 – Power of Attorney

Know all men by these presents, We, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at, who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal (RFP) for Appointment of Project Management Unit for New Town Kolkata Project, being implemented by the New Town Kolkata Green Smart City Corporation Limited (the “**Authority**”) including but not limited to signing and submission of all Proposals, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20**

For

(Signature, name, designation and address)

Witnesses: 1.

2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

23.5. APPENDIX-I - FORM-5 – Financial Capacity of the Applicant

S. No.	Financial Year	Annual Turnover (Rs. in Million)¹
1	2016-17	
2	2015-16	
3	2014-15	

Certificate from the Statutory Auditor²

This is to certify that (Name of the Applicant) has registered an annual turnover shown above against the respective years.

Note:

In case of consortium, Form-5 shall be submitted by all members of the consortium.

1. In the event that the Applicant does not wish to disclose its Annual Turnover, it may state that it has received more than the amount specified in the aforesaid certificate.

2. In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

23.6. APPENDIX-I - FORM-6 – Description of Approach, Methodology and Work Plan

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing

Suggested structure:

- a) **Technical Approach and Methodology (A&M):** Explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in this section.
- b) **Work Plan:** Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations and tentative delivery dates of the progress 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 work plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.
- c) **Organization and Staffing:** Describe the structure and composition of your team, including the list of the Key Personnel, Sector Experts, Support Team and relevant technical and administrative support staff.

Prescribed format:

Strictly follow the page limit of 5 pages for describing your A&M, font type: Arial, font size: 11, line spacing of 1.2 and normal margins. Non-conforming submissions may be disqualified.

23.7. APPENDIX-I – Form-7 – Team Composition, Assignment and Key Expert’s Inputs

N°	Name	Key Personnel & Expert Team input (in person days per month)								Total time-input (in days)		
		Position		M 1	M 2	M 3	Month.		Home	Field	Total
KEY PERSONNEL / SECTOR EXPERTS / SUPPORT TEAM / OTHER STAFF												
1	{e.g., Mr. aaaa}	[Team Lead]	[Home]	[2 days]								
			[Field]	[20]								
2												
3												
4..												
	Subtotal											

Note:

- 1 For Key Personnel & Expert Team, the input should be indicated individually for the same positions as required under this RFP.
- 2 Months are counted from the start of the assignment/mobilization. One working day shall be not less than 8 (eight) working-hours.
- 3 “Home” means work in the office of the expert’s place of residence or Applicant’s office. “Field” work means work carried out in the Authority’s office or any place assigned by the Authority to carry out the PMU’s services.

23.8. APPENDIX-I - FORM-8 – Particulars of Key Personnel

(Key Personnel & Expert Team Only)

S. No.	Position Assigned	Name	Educational Qualification	Length of Professional Experience	Present Employment	
					Name of the firm	Employed since
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						

23.9. APPENDIX-I - FORM-9 – Abstract of Eligible Assignments of the Applicant

Abstract of Assignments of the Applicant³

S. No.	Name of the project	Name of the Client	Professional fee received by the Applicant (in Rs. Lakhs)⁴
(1) ⁵	(2)	(3)	(4)

The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

^{\$\$} Exchange rate for conversion.

Certificate from the Statutory Auditor^{\$} of [Name of Company]

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Applicant and/or the clients.

(Signature, name and designation of the authorised signatory)

Date:

Name and seal of the audit firm:

^{\$} In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Note: In case of consortium, Form-9 for each consortium member shall be submitted .

³ The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

⁴ In the event that the Applicant does not wish to disclose the actual fee received for any particular assignment, it may state that it has received more than the amount specified for eligibility under this RFP. For example, it may state: "Above Rs. 5 (five) lakh" in respect of a particular project.

4 The names and chronology of Assignments included here should conform to the project wise details submitted in Form-8 of Appendix-I.

23.10. APPENDIX-I - FORM-9A – Abstract of other Relevant Experience of the Applicant Abstract of other relevant experience of the Applicant⁶

S.No	Name of Project	Name of Client	Estimated Capital Cost of the project (in Rs. Crore)	Professional fee ⁷ received by the Applicant (in Rs. Lakhs) ⁸
(1) ⁹	(2)	(3)	(4)	(5)

⁶The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

⁷Exchange rate should be taken for conversion to Rupees.

⁸ In the event that the Applicant does not wish to disclose the actual fee received for any particular assignment, it may state that it has received more than the amount specified for eligibility under this RFP. For example, it may state: “Above Rs. 5 (five) lakh” in respect of a particular project.

⁹ The names and chronology of the projects included here should conform to the project-wise details submitted in Form-8A of Appendix-I.

23.11. APPENDIX-I - FORM-10 – Eligible Assignments of Applicant

Name of Applicant:	
Name of the Project:	
Description of services performed by the Applicant firm:	
Name of client and Address:	
Name, telephone no. and fax no. of client's representative:	
Estimated capital cost of Project (in Rs crore):	
Payment received by the Applicant as professional fees (in Rs. Lakhs) ¹⁰ :	
Start date and finish date of the services (month/ year):	
Brief description of the Project:	

Note:

1. Use separate sheet for each Assignment.
2. Each Eligible Assignment shall not exceed 2 pages, and following format shall be used: font: Arial, font size: 11, normal margin.

¹⁰ In the event that the Applicant does not wish to disclose the payment received by it as professional fees for any particular assignment, it may state that it has received more than the amount specified in this statement.

23.12. APPENDIX-I - FORM-11 - CVs of Professional Personnel

1	Proposed Position	:			
2	Name of Staff	:			
3	Name of Firm	:			
4	Date of Birth	:		Nationality	
5	Years of Experience	:			
6	Key Qualifications	:			
7	Education	:			
8	Trainings	:			
9	Languages Known	:			
10	Presentations; Submitted	Paper	:		
11	Countries of Experience	Work	:		
12	Employment Record				
	From: Employer: Position Held:				
12	Awards Achievements	&	:		
13	Detailed Assigned	Tasks	Work Undertaken which Best Capabilities	Illustrates for Similar Projects	
	Name of assignment or project: Year: Location: Client: Positions held: Main project features: Activities performed:				

Note:

1. Use separate form for each Key Personnel and each Sector Expert.
2. Each page of the CV shall be signed in ink by the Authorised Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.
3. All CVs shall be signed in ink by the respective proposed personnel at the time of execution of the agreement.

Each Key Expert CV shall not exceed 5 pages and sector expert CV shall not exceed 3 pages.