



**GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY DIRECTOR  
TOWN AND COUNTRY PLANNING, DHUBRI**

**REQUEST FOR PROPOSAL (RFP)  
FOR  
PREPARATION OF G.I.S. BASED MASTER PLAN FOR  
DHUBRI-GAURIPUR MASTER PLAN AREA  
PLAN PERIOD UPTO 2045**

**RFP DOCUMENT**

**Date of Issue of RFP Document from: 23/11/2023**

**Last date and time of submission of the Proposal: 08/12/2023 (up to 5:00 p.m.)**

*This RFP Document along with Annexure(s) is issued to*

.....  
.....

Signature and Seal  
of Issuing Officer

## SCHEDULE OF R.F.P. PROCESS

| Sl No. | Event / Activity                                      | Date       | Venue   |
|--------|---|------------|---|
| 1      | Date Issue of RFP                                     | 23/11/2023 | Office of the Deputy Director, Town and Country Planning, District Office, Dhubri, Assam. |
| 2      | Last date of submission of proposal                   | 08/12/2023 | Office of the Deputy Director, Town and Country Planning, District Office, Dhubri, Assam. |
| 3      | Date of pre-bid meeting                               | 29/11/2023 | Office of the Deputy Director, Town and Country Planning, District Office, Dhubri, Assam. |
| 4      | Date and time of opening of Technical bid             | 11/12/2023 | Office of the Deputy Director, Town and Country Planning, District Office, Dhubri, Assam. |
| 5      | Date of opening of Financial bid of qualified bidders | 15/12/2023 | Office of the Deputy Director Town and Country Planning, District Office, Dhubri, Assam.  |

### **N.B to all the bidders**

**Pre-bid queries** shall be submitted through e-mail only at [deputydirectortcpdhubri@gmail.com](mailto:deputydirectortcpdhubri@gmail.com) to the Deputy Director, Town and Country Planning, District Office, Dhubri **till 27<sup>th</sup> November, 2023**. No bid query shall be considered if received after **27<sup>th</sup> November, 2023**.

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*Envelope-1*

**BIDDER'S RFP FORM**

**PART- I: TECHNICAL**

***1.0 NOTICE INVITING RFP***



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY DIRECTOR::TOWN AND COUNTRY PLANNING  
DHUBRI:: ASSAM



Email: [deputydirectortcpdhubri@gmail.com](mailto:deputydirectortcpdhubri@gmail.com)

No: DHU/MP/390/Pt-II/2023/16

Dated, Dhubri the 21<sup>st</sup> November'2023

**REQUEST FOR PROPOSAL (R.F.P.)**

Sealed quotation of Request for Proposals (R.F.P.) affixing Court Fee of Rs 8.25 only is invited by the Office of the undersigned in two bid system (**Technical and Financial bids**) in two separate envelopes from experienced and reputed Town Planning consultants / firms/ consortium for the works related to preparation of G.I.S based Master Plan of Dhubri-Gauripur Master Plan area under Dhubri District, Assam which will be received by the undersigned within the office hours on or before **5:00 PM on 08/12/2023**. Earnest money of **Rs. 50,000/- (Rupees Fifty Thousand)** only in the form of Fixed Deposit duly pledged in favour of the Deputy Director, Town and Country Planning, Dhubri; payable at Dhubri will have to be deposited along with each Bid. The technical bids will be opened on **11/12/2023 from 10:30 AM** and the financial bid of the technically qualified bidders will be opened on **15/12/2023 from 10:30 AM**. If any date specified in the Schedule of R.F.P. process or this notice happens to be holiday, then the next working day will be considered for the activity / event and the time will remain same.

The major scope of the works for the consultants / firms/ consortium will be to prepare and submit the GIS based Final Master Plan of aforesaid Master Plan area under the provision of the Assam Town and Country Planning Act, 1959 (as amended) along with the Maps and reports both in the hard copies and soft copies (editable format) to the Deputy Director, Town and Country Planning Dhubri as specified by agreement.

Detailed bid documents may be obtained from Office of the Deputy Director, Town and Country Planning, District Office, Dhubri during office hours *from 23/11/2023* on payment of Rs.1000 (Rupees one thousand) only to the Office of the Deputy Director, Town and Country Planning, Dhubri which is non-refundable. Detailed bid documents may also be seen in the office notice board as well as in the official website of the Directorate of Town and Country Planning Assam [www.tcp.assam.gov.in](http://www.tcp.assam.gov.in)

Expected time of completion of the work is **180 days from the date of award of final contract.**

All other details can be seen in the R.F.P. document.

(Santanu Das)  
Deputy Director  
Town and Country Planning,  
Dhubri

Memo No: DHU/MP/390/Pt-II/2023/16 -A

Dated, Dhubri the 21<sup>st</sup> November'2023

Copy for information to-

1. Additional Secretary to the Govt. of Assam, Department of Housing and Urban Affairs, Dispur, Guwahati-06.
2. The Director, Town and Country Planning Assam, Dispur, Guwahati-06. He is requested to make necessary arrangement for uploading the RFP document in the official website of Directorate of Town and Country Planning Assam ([www.tcp.assam.gov.in](http://www.tcp.assam.gov.in)).
3. The District Commissioner, Dhubri District.
4. Notice Board, O/O the Deputy Director, Town and Country Planning, Dhubri.

(Santanu Das)  
Deputy Director  
Town and Country Planning,  
Dhubri

## BACKGROUND AND SCOPE OF WORK

### 2.1 BACKGROUND

One of the major objectives of the Directorate of Town and Country Planning, Assam under Department of Housing and Urban Affairs, Government of Assam is to prepare Master Plans for the Urban Centres of Assam as envisaged in Section 9 and 10 of the Assam Town and Country Planning Act, 1959 (as amended). The Directorate of Town and Country Planning, Assam is supported by 25 numbers of District Offices situated at different district Head Quarters and these offices prepare the master plans for various urban centres of the district apart from facilitating and monitoring the implementation of various urban development schemes sponsored by Central as well as State Government implemented by the Urban Local Bodies (ULB).

The Master Plan aims at guiding the development process with judicious distribution and control of the land uses with adequate infrastructure, services and amenities for a horizon of period. **The contents of the Master Plan shall be strictly as per the Assam Town and Country Planning Act, 1959 (as amended).**

The Master Plans maps so prepared in GIS platform shall be supported by respective uses in cadastral maps. Apart from the above, the Master Plan also incorporates a report containing relevant data and information.

The preparation of Plans under Master Planning process presently involves collection of cadastral maps of villages and urban areas proposed to be incorporated within the Master Plan, stitching the cadastral maps and bringing down the same to a suitable scale for final Plans/ Maps, carrying out requisite surveys for verifying the areas and collection of relevant information. The process, being a manual one, takes a long time.

Due to rise in population and consequent pressure on these urban centres and in order to maintain an orderly growth, there is an urgent need to prepare and upgrade the master plan for all these urban centres.

In order to expedite the process, it has now been proposed to prepare the maps as envisaged in the master plan using GIS and latest technology that are presently available. Further, it has also become necessary to convert the existing master plan maps including the cadastral maps into GIS format.

The total estimated area for the proposed GIS based Master Plan of Dhubri-Gaurpur is preliminarily identified as 125 Sq, Km including the Municipal Area and Outgrowth area and the Plan period shall be upto 2045. However, the proposed area is subjected to change several times during the time of preparation of Master Plan until the final Master Plan is approved, notified and published by the Govt.

### 2.2 SCOPE OF WORK

2.2.1 The successful bidder (*Consultant*) has

- a. To collect all the hard copies of relevant cadastral maps (*Revenue maps*) of villages and town areas within the Master Plan Area from the concerned Deputy Director

*(DD) of Town and Country Planning, District office, Dhubri (to be called concerned Deputy Director herein after).*

- b. To do the scanning, geo-referencing and digitizing those maps with minimal scaling errors and return the hard copies of the cadastral maps to the concerned Deputy Director, stitch those scan copies of cadastral maps and to delineate the Master Plan Boundary.

However, where available, concerned Deputy Director may provide scanned copy / copies of cadastral maps sourced from Directorate of Land Records and survey, Assam which may be used by the Consultant.

Where, there is any missing cadastral maps, the consultant has to consult the concerned Deputy Director for those missing maps and to complete the works stated in **2.2.1 b.**

- c. To arrange, geo-reference and digitize the satellite imagery for the master plan area of the concerned urban centre.
- d. To ground truthing the digitized & geo-referenced cadastral maps and the satellite imagery where concerned Deputy Director will accompany the Consultant.
- e. To prepare the base map of the master plan area of the Urban centre in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) after stitching the digitized & geo-referenced cadastral maps and superimposing the same on the geo-referenced and digitized satellite imagery and to show the following on the base map in different layers:
  - (i) Master Plan area boundary
  - (ii) Municipal / Town area boundary
  - (iii) Ward boundaries
  - (iv) Cadastral boundaries with Dag numbers
  - (v) Existing & Proposed roads
  - (vi) River, stream, Jan, water bodies, if any.
  - (vii) Major land marks

- f. To submit base map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet), both in hard and soft copy, to the concerned Deputy Director for detailed verification and marking / recording of existing land use on it.

- g. To collect the duly verified base map in grid-wise printable format with legible dag numbers etc. with marking of existing land use, existing land use Map as per Master Plan, Proposed land use Map as per Master Plan, proposed zoning map as per Master Plan, proposed circulation map as per Master Plan, proposed public utilities plans as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management from the concerned Deputy Director and to create different layers of GIS base land use maps and other maps on the base map in consultation with the concerned Deputy Director and to add attribute and data as provided by Concerned Deputy Director from the Census Abstracts of Census 2011 and House-listing Census 2011, etc., as per the needs of the Master Plan Report.

- h. To provide the Final hard and soft copies of all the maps in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) to concerned Deputy Director prepared based on the direction of concerned Deputy Director which is made after final verification conducted by him for authentication by Director T&CP Assam as stated below -
- Five set of coloured hard-copies of the maps,
  - Soft copies of all the final maps in the format where it is prepared and also in the following formats: (i) .shp, (ii) .pdf and (iii) .jpg
- i. Preparation of Master Plan Report with all kind of illustration and analysis etc as per the S.O.P published by Department of Housing and Urban Affairs, Govt. of Assam.

Thus, at the end of the exercise, the successful bidder (Consultant) shall, as directed by the concerned Deputy Director, prepare and provide the final maps (five sets of coloured hard-copy in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) and soft-copies in pen drive); which shall strictly adhere to the contents of the Assam Town and Country Planning Act, 1959 (as amended). A report containing and illustration and analysis as per the S.O.P published by Department of Housing and Urban Affairs, Govt. of Assam.

- 2.2.2 The successful bidder (Consultant) has to carry out such other activities as may be incidental in terms and technical matter to achieve the aim and objectives of this RFP.
- 2.2.3 The successful bidder shall undertake field-visits as and when required to perform the activities for the purpose of this RFP, cost of which shall be covered by his quoted rates. No extra payment will be made for such visits.
- 2.2.4 Verifications to be done by the concerned Deputy Director, in each occasion, shall be completed within 30 days from the date of receipt of documents and submit to the Consultant for its further works immediately.
- 2.2.5 In case of any interpretation, the consultant has to follow the provisions of the Assam Town and Country Planning Act, 1959 (as amended).
- 2.2.6 A Master Plan will not be considered as final Master Plan unless it is completely approved by the Town and Country Planning Advisory Council and thereafter notified by Govt. and published in the extra-ordinary gazette.
- 2.2.7 The area mentioned in the Master Plan work shall be considered as final area only after the publication of the Final Master Plan.
- 2.2.8 In case of any issue, the decision of the Govt. shall be considered as final.



### 3.0 INFORMATION / INSTRUCTION TO BIDDERS

- 3.1 This RFP along with its Annexure is not transferable. Bidder, to whom it is issued, has to submit the bid. Duly issued Bid forms will only be accepted.
- 3.2 Though adequate care has been taken while preparing the RFP, the bidder shall satisfy himself / itself on receipt of the RFP document that RFP documents is complete in all respect. Each Bidder is expected to examine carefully this RFP document. Failures to comply with the requirements of this RFP document will be at the Bidders own risk. It would be deemed that prior to the submission of the Proposal, the Bidder has – (i) made a complete and careful examination of requirement and other information set in this RFP document (ii) received all such relevant information and (iii) made a complete and careful examination of the various aspects of the project / work.
- 3.3 Intimation of discrepancy, if any, shall be given to the Deputy Director, Town and Country Planning, District office, Dhubri immediately. If no intimation is received from any Bidder on or before the date of Pre bid clarification / queries, it shall be considered that the issued document is correct and complete in all respect and same has been received by the Bidder.
- 3.4 The Deputy Director, Town and Country Planning, District office, Dhubri reserve the right to modify, amend or supplement this RFP document. The Deputy Director, Town and Country Planning, District office, Dhubri may withdraw or cancel the RFP, at any time, without assigning any reason thereof. It may also be noted that the RFP and other documents issued, if modified / amended, such modification (s) / amendment(s), if any, shall be intimated to all the bidders to whom it has been issued.

### 3.5 PREPARATION AND SUBMISSION OF PROPOSAL

- 3.5.1 The Bidder shall provide all the information as per RFP document. The Deputy Director, Town and Country Planning, Assam, District office, Dhubri reserves the right to evaluate only those bids that are received in the required format complete in all respect and in line with the instructions contained herein.
- 3.5.2 The currency for the purpose of this Bid shall be **Indian Rupees**.
- 3.5.3 The proposal shall be submitted in 2 (Two) separate envelopes and put together in 1 (One) single outer envelope along with Bid Submission Form (Covering letter). ***Each envelope should be addressed to the Deputy Director, Town and Country Planning, District Office, Dhubri, and should bear the Name of the Bid (Technical Bid or Financial Bid, whichever is applicable) and name of the Project – “Preparation of GIS based Master Plan for Dhubri-Gauripur Master Plan area under O/O the Deputy Director, Town and Country Planning, District office, Dhubri, Assam” at top of the envelop and Name and address of the consultants / firms submitting the proposal at left bottom portion of the envelopes.*** The contents of both the envelopes are explicitly mentioned below:
- 3.5.3.1 Envelope 1: Technical Bid consist of the following:**
- a. **Earnest Money (EM)** for the amount and form as mentioned in the ***Notice Inviting RFP***.
  - b. Technical Bid Submission forms (Form No. 1 & 2)
  - c. Bidders information form and Index of Submission

- d. Document showing the entity's *incorporation / establishment* such as Registration, legal constitution, etc.
- e. Annual *Income Tax Return* of last three financial years.
- f. *Average Annual Financial Turn over* during last 3 (three) years.
- g. *Experience* of minimum 3 (three) GIS based Master Plans in Assam under Directorate of Town and Country Planning Assam (any district) (*Copies of Work allotment letter / work order, completion certificate/Govt. notification of Master Plan, duly signed with seal by the bidder are to be submitted as proof of his / its experience.*)

#### **h. Eligibility Criteria for the bidder**

##### **(i) General**

- (a) The bidder should be a firm or legal entity registered under Companies Act, Societies Act, or any other law and should have been in operations in India for at least 5 years as on the Bid Due Date with the proof of incorporation/ commencement of business (copy of registration certificate should be attached).
- (b) The Applicant Firm should have been working in the field of Consultancy for Urban Planning related work for more than 5 years as on the Bid Due Date (copy of work orders or completion certificate received during last 5 years should be attached)
- (c) The Annual turnover of the Consultancy Firm for any one year should be minimum INR 30 Lakh in preceding three years.
- (d) The bidder shall have previous experience of Urban Planning related projects under any State Govt./ Authority/ Local Authority/ ULB/ PSU/ AMRUT/ Central Govt. or any other Authority constituted by the Govt. for the same purpose.
- (e) The bidder shall have experience of atleast 3 (three) GIS based Master Plans prepared for Assam as per the Assam Town and Country Planning Act, 1959 (as amended).
- (f) Consortium shall be allowed under the condition of being "Lead Firm" by the firm having highest financial credentials.
- (g) An individual Applicant cannot at the same time be a member of a Consortium applying for the assignment. Further, a member of a particular Applicant Consortium cannot be member of any other Applicant Consortium applying for the Assignment. Bids of such applicant are liable to be rejected.
- (h) Office of the Deputy Director, Town and Country Planning, District Office- Dhubri is not bound to accept the lowest rate of quotation and

reserve the right to reject any of the quotation at a time without assigning any reason thereof.

(i) The bidders have to produce all documents in original at the time of opening of quotation if asked for by the authority

(j) The evaluation shall be done on the basis of Submitted/ uploaded documents only.

(ii) **Team Leader of Proposed Team:** Name, Designation in the Organization, Educational qualifications, Experience of executing works of preparation of Master Plan/ Development Plan/ Regional Plan/ TPS/ LAP or any other similar Town Planning related work experience is mandatory for the proposed Team Leader.

*(Self-attested Documents by the team leader as proof of Team Leader's Educational qualifications, Experience of work of similar nature/ Urban Planning etc should be submitted).*

(iii) **Experts / Professionals of Proposed Core Team:** Name, Designation in the Organization, Educational qualifications, Experience of executing works of preparation of Master Plan/ Development Plan/ Regional Plan/ TPS/ LAP or any other similar Town Planning related work experience is mandatory for each of the Experts / Professionals.

*(Self-attested Documents by each of the Experts / Professional as proof of his / her Educational qualifications, Experience of executing works should be submitted.)*

(iv) Details of *completed and ongoing projects / works* done by the bidder.

(v) Details of *Hardware and Software* available with the bidder.

(vi) Valid GST Registration Certificate

(vii) Self-attested copy of PAN Card in the name bidder.

(viii) Income Tax Return of last three financial years.

### **3.5.3.2 Envelope 2: Financial Bid**

It shall contain Financial Bid Form where bidder has to provide the following information:

i. Name and address of the Bidder with Telephone No., Fax Number, e-mail ID, Website etc.

ii. Name of the Authorized person

iii. Rate quoted for preparation of GIS based Master Plan as stated in the RFP should be *in Indian Rupees (INR) only*.

Bidder has to authenticate this Financial Bid Form with his /her/its signature and seal.

### 3.5.4 Language

The Proposal with all accompanying document and all communications in relation to or concerning the RFP shall be in **English language** and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for. In case, any of the Documents is not in English language, it must be accompanied by an accurate translation of all the relevant page(s) in English duly authenticated by putting signature and seal of the bidder and for all purposes of interpretation of the proposal the translated version in English shall prevail.

3.5.5 Complete proposal in all respect must be submitted with all pages numbered serially, along with index of submissions indicating page numbers **in the Bidders Information and Index of submission Form at ANNEXURE – IV.**

3.6 If Authority feels, the bidder fulfilling the Eligibility Criteria may be asked to give Power Point presentation showing their plan of activity and methodology to complete the GIS based Master Plan preparation work stated in the RFP.

### 3.7 EVALUATION OF PROPOSALS

The evaluation of the Technical Proposal will be done by an Evaluation Committee set up by the Deputy Director, Town and Country Planning, Dhubri, Assam. Evaluation will be carried out in the following steps:

#### 3.7.1 Step-1 Evaluation to confirm Eligibility

3.7.1.1 Eligibility of the bidder shall be ascertained on the basis of the documents submitted as mentioned at the section **3.5.3.1 (Envelope 1)**. Non submission of any of the documents/ supporting documents shall make the Bidder ineligible.

3.7.1.2 Bids may be rejected on any of the following grounds also:

3.7.1.2.1 Bid not accompanied by a valid **EMD**.

3.7.1.2.2 Each page of the Bid is not signed by bidder / authorized signatory.

3.7.1.2.3 Bid not containing all the annexure given as part of the Technical bid.

3.7.1.2.4 Bid being conditional

3.7.1.2.5 Bids having conflicts of Interest

3.7.1.2.6 The Authority reserves the rights to reject any Proposal without assigning any reason.

### 3.7.2 Step - 2 Evaluation of Technical Proposal

The evaluation committee shall assess the Technical Proposal and assign score as mentioned below:

| Sl. No. | Fields to be evaluated  | Marks |
|---------|---|-------|
| 1.      | <b>Last 3 years' average audited turnover of the bidder</b><br>(i) Rs 30 Lakh or more in any one preceding year – 10 marks<br>(ii) Less than Rs 30 Lakh – 0 mark  | 10    |
| 2.      | <b>Experience of the consulting firm</b><br>(i) 5 years or more- 10 marks<br>(ii) Less than 5 years- 0 mark   | 10    |
| 3.      | <b>Experience of the bidder in Urban Planning related work</b><br>(i) 2 projects – 4 marks<br>(ii) 3 to 5 projects - 8 marks<br>(iii) More than 5 projects – 10 marks   | 10    |
|         | <b>Experience of the bidder GIS based Master Plan preparation in Assam</b><br>(i) 3 Master Plans and more – 10 marks<br>(ii) 1-2 Master Plan - 5 marks<br>(iii) Less than 1 Master Plan - 0 mark  | 10    |
| 4.      | <b>Qualification and experience of key professionals</b>  | 30    |
|         | <b>Team Leader/Urban Planner</b><br>(i) Team leader with 15 years' or more experience in the field- 10 marks<br>(ii) Team Leader with less than 15 years but more than 10 years' experience in the field- 5 marks<br>(iii) Team leader with less than 10 years' experience in the field- 0 mark |       |
|         | <b>Formulation of core team of Planners</b><br>(i) 5 Urban Planners or more- 10 marks<br>(ii) 1-4 Urban Planners- 5 marks<br>(iii) Less than 1 Urban Planner- 0 mark  |       |
|         | <b>Formulation of GIS and Survey team- 5 marks</b><br>(i) GIS expert- 2 marks<br>(ii) Surveyor- 2 marks<br>(iii) CAD Draughtsman- 1 mark  |       |
|         | <b>Formulation subordinate team- 5 marks</b><br>(i) Architect- 2 marks<br>(ii) Civil Engineer- 2 marks<br>(iii) Legal Expert- 1 mark  |       |
| 5.      | <b>Adequacy of the proposed work plan in response to the RFP</b>  | 30    |
|         | Understanding the RFP/ToR - 5   |       |
|         | Methodology suggested - 20  |       |
|         | Adequacy of the proposed work plan - 5  |       |

3.7.2.1 Each proposal will be evaluated as per criteria as mentioned above and will be given a Technical Score (TS). The proposals securing TS of minimum 80 shall be considered as technically qualified bidders. Financial Proposals of technically qualified bidders shall only be considered for opening which will be notified to them.

3.7.2.2 All the Financial Proposals of incomplete and unqualified Technical Proposals shall be returned to the bidders un-opened. Earnest Money of such bidder(s) will be released on their application.

### **3.7.3 Step-3 Evaluation of Financial Proposal**

3.7.3.1 The Financial Proposals of the qualified bidders at Step- 2 shall be opened at the place, date and time communicated to them. The rate quoted by the bidders shall be read aloud and shall be recorded.

3.7.3.2 The rate quoted at Financial Proposal shall be all inclusive in respect of the project. It shall include all charges and expenses such as GST, Income Tax, Service Tax and all other taxes, duties, fees, levies, charge for arranging satellite imagery, printing, field work and all other charges as applicable.

## **3.8 NEGOTIATIONS AND AWARD OF CONTRACT**

3.8.1 Counter offer to L1 bidder, in order to arrive at an acceptable rate, shall amount to negotiation.

3.8.2 **After completing the negotiation, the Deputy Director, Town and Country Planning, District Office, Dhubri, shall issue a Preliminary Letter of Award (PLOA).** The selected Bidder (consultant) shall within 7 (seven) days from date of receipt of **Preliminary Letter of Award (PLOA)** shall submit **Performance Security** for an amount of Rs 100000.00 (One Lakh) only in the form of Fixed Deposit duly pledged / Bank Draft payable at Dhubri / Bank Guaranty from a nationalised Bank, covering *100 days more than the entire period of time of completion as stated in Notice inviting RFP*, in favour of the Deputy Director, Town and Country Planning, District Office, Dhubri. After receiving the Performance Security from the selected bidder, the Deputy Director, Town and Country Planning, District office, Dhubri, Assam and the selected bidder will sign the *Agreement (to be called Contract hereinafter)*. After signing of Agreement **Deputy Director, Town and Country Planning, District Office, Dhubri,** will issue **Final Letter of Award (FLOA)**. The process of signing of the Agreement and issue Final Letter of Award (FLOA), as far as possible, will be completed within 7(Seven) days from date of receipt of Performance Security.

3.8.3 EMD of un-successful and successful bidders will be released on application from such Bidder after issue Final Letter of Award.

**3.9 It is also mandated here that the list of experts submitted as the Core team with this bid along with the Team Leader should be available for all major meetings called by the Deputy Director, Town and Country Planning, District Office, Dhubri. The members of the Core team and the Team Leader cannot be changed without intimating the concerned Deputy Director of the same in writing. In case, there is any change in the core team or Team Leader, it must be replaced by equally qualified and experienced person(s).**

**3.10 All the materials and data procured by the Selected Bidder (Consultant), in connection with the work allotted to him/ her/ it, shall be the property of these District offices and cannot be re-produced or utilized in any other works, without prior permission of the Deputy Director, Town and Country Planning, District Office, Dhubri. If any**

such matter comes to the notice, Deputy Director, Town and Country Planning District Office, Dhubri, Assam may initiate legal proceedings against him/ her / it.

### **3.11 CONFIDENTIALITY**

Information relating to examination, clarification and recommendation concerning the process of selection shall be treated as confidential and shall not be disclosed to any person, not officially concerned with the process.

### **3.12 MISCELLANEOUS AND OTHER CONDITIONS**

**3.12.1** The Selection process shall be governed and construed in accordance with the laws of India and Courts at Dhubri shall have exclusive jurisdiction over all disputes arising under pursuant to and/or in connection with the Selection process.

**3.12.2 Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** in its sole discretion and without incurring any obligation or liability reserves the right, at any time, to:

**3.12.2.1** 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.

**3.12.2.2** Consult with any Bidder in order to receive clarification or further information.

**3.12.2.3** Retain any information and /or evidence submitted to **Deputy Director, Town and Country Planning, District Office, Dhubri**, by/on behalf of and /or in relation to any Bidder and /or

**3.12.2.4** Independently verify, disqualify, reject and /or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

**3.12.3** Unless otherwise specified the RFP Document shall mean the complete set of document along with all Annexure and subsequent Addendum/Corrigendum.

**3.12.4 Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** will not be responsible for any delay, loss or non-receipt of bids sent by post/ courier. Further, **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** shall not be responsible for any delay in receiving the Proposal and reserve the rights to accept/reject any or all Bids without assigning any reason thereof.

**3.12.5** All document(s) and other information supplied by the **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** or submitted by the Bidder shall remain or become, as the case may be, the property of Deputy Director, Town and Country Planning, District office, Dhubri.

**3.12.6** The **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** reserves the right to make inquiries in respect of qualification and previous experience record of any / all of the Team Leader or Experts / Professionals listed by the Bidders.

**3.12.7** The Selected Bidder would ensure compliance of all the applicable laws, rules, legislations and guidelines required to be met for the Project / work. Any default to the compliance requirements would be default on part of the Selected Bidder (Consultant) and could lead to termination of the agreement.

**3.12.8** The confirmation and cross checking of the details provided shall be sole responsibility of the Bidders and **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** and /or any of its officers /representatives shall not be held responsible for the same in any manner whatsoever.

**3.12.9 Dispute Resolution:** Any dispute or differences arising out of or in connection with the contract shall be settled by discussions among concerned the parties i.e. **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** and the Consultant and decision of the **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** shall be final and binding on all parties.

**3.12.10 Transfer and Sub-letting:** The bidder has no right to give, bargain, sell, assign or sublet the contract or any part thereof to a third party.

**3.12.11 Payment to Consultant:**

- i. No advance payment will be made to the Consultants. Payments of bills for completed portion(s) of works will be submitted by the consultant to the **Deputy Director, Town and Country Planning, District Office, Dhubri, Assam** and thereafter Deputy Director as convinced by the work submitted by the consultant shall forward the certified bills to the Director, Town and Country Planning Assam for the necessary action of final payment.
- ii. The bill containing 80% of the total work order value (inclusive of all taxes and expenses) can be submitted by the eligible consultant to the Deputy Director, Town and Country Planning, District Office- Dhubri after notification of the Draft Master Plan. The Deputy Director, Town and Country Planning, District office, Dhubri, after examining and satisfying, shall submit such bills duly certified by him to the Director, Town and Country Planning Assam, Dispur, Guwahati-06 for proceeding with the further formalities related to payment to the consultant.
- iii. The eligible consultant shall submit the bill of remaining 20% of the total work order value to the Deputy Director, Town and Country Planning, District Office, Dhubri after the notification and publication of the Final Master Plan by Govt. of Assam.
- iv. Till the time Final Master Plan is notified and published by Govt. of Assam, it will be considered as shared property of the consultant and the Govt. Therefore, the consultant shall keep proper archiving of the data, information and work done for the Master Plan carefully at their end.
- v. After notification of the final Master Plan, the consultant has to provide support for another 100 days for this project.



### **3.12.12 Release of EMD and Performance Security**

- a) The EMD of all the eligible bidders will be released immediately after signing of Final work order by the Deputy Director, Town and Country Planning, District office, Dhubri.
- b) Performance Security amount, deposited by the Consultant, will be released on application after expiry of 100 days from the date of submission of final soft and hard copies of GIS based Master Plan as stated in Terms of Reference.

## 4.0 TERMS OF REFERENCE

4.1 The Consultant shall:

- 4.1.1 collect all the hard copies of relevant cadastral maps (Revenue Maps) of villages and town areas within the Master Plan Area from the concerned Deputy Director, Town and Country Planning, District Office, Dhubri (*to be called concerned Deputy Director herein after*).
- 4.1.2 Do the scanning, geo-referencing and digitizing the Cadastral maps collected from concerned Deputy Director with minimal scaling errors and return the hard copies of the cadastral maps to the concerned Deputy Director.
- 4.1.3 Stitch the scanned, geo-referenced and digitized copies of cadastral maps.

However, where available, concerned Deputy Director may provide scanned copy / copies of cadastral maps sourced from Directorate of Land Records and Survey, Assam which may be used by the Consultant.

Where there is any missing cadastral map, the consultant has to consult the concerned Deputy Director for those missing maps and to complete the works stated in **4.1.2**.

- 4.1.4 Arrange, geo-reference and digitize the satellite imagery for the master plan area of the concerned urban centre.
- 4.1.5 Ground truthing the digitized & geo-referenced cadastral maps and the satellite imagery where concerned Deputy Director will accompany the Consultant during ground truthing.
- 4.1.6 prepare the base map of the master plan area of the Urban centre in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) by superimposing stitched, digitized & geo-referenced cadastral maps over the geo-referenced and digitized satellite imagery. The base map shall have, in different layers, the followings:
  - 4.1.6.1 Master Plan area boundary
  - 4.1.6.2 Municipal / Town area boundary
  - 4.1.6.3 Ward boundaries
  - 4.1.6.4 Cadastral boundaries with dag numbers
  - 4.1.6.5 Existing & Proposed roads
  - 4.1.6.6 River, stream, Jan, water bodies, if any.
  - 4.1.6.7 Major land marks
- 4.1.7 submit base map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) both in hard copy and soft copy (in pen drive) to the concerned Deputy Director for detailed verification and marking / recording of existing land use on it.
- 4.1.8 Collect the duly verified base map in grid-wise printable format with legible dag numbers etc. with marking of existing land use, Existing Land Use Map as per Master Plan, proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public Utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map from the concerned Deputy Director. It is to be noted that the contents of the Master Plan shall strictly as per the Assam Town and Country Planning Act, 1959 (as amended).
- 4.1.9 Create different layers of GIS base land use maps on the base map in consultation with the concerned Deputy Director, add attribute and data as provided by Concerned Deputy

- Director including the Census data provided by Concerned Deputy Director as per the needs of the Master Plan Report.
- 4.1.10 Prepare GIS based draft hard and soft copies of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format ( in single sheet) in consultation with Concerned Deputy Director.
  - 4.1.11 Submit GIS based hard and soft copies (in pen drive) of all the maps - Existing Land use Map as found during the instant exercise, Existing Land use Map as per Master Plan, Proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management map in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format ( in single sheet) to concerned deputy Director for verification
  - 4.1.12 Collect verified maps from Concerned Deputy Director for preparation of final draft maps.
  - 4.1.13 Prepare the hard and soft copies of all the maps - Base map, Existing Land Use Map as found during the instant exercise, Existing Land Use Map as per Master Plan, proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public Utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management as specified by the Assam Town and Country Planning Act, 1959 (as amended).
  - 4.1.14 Submit **one** set of the aforesaid maps in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) of coloured hard-copies and one set of Soft copies (in pen drive) of all the final maps stated below in the format in which it is prepared and also in the following formats: (i) .shp, (ii) .pdf and (iii) .jpg to the concerned Deputy Director for final verification, if any.
    - 4.1.14.1 Existing Land Use Map as found during the instant exercise
    - 4.1.14.2 Existing Land Use Map as per Master Plan
    - 4.1.14.3 Proposed land use Map as per Master Plan
    - 4.1.14.4 Proposed Zoning Map as per Master Plan
    - 4.1.14.5 Proposed Circulation Map as per Master Plan
    - 4.1.14.6 Proposed Public Utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
  - 4.1.15 Collect finally verified maps from Concerned Deputy Director
  - 4.1.16 Correct, if any, of the GIS base master plan maps and prepare the hard and soft copies of **final maps** - Base map, Existing Land Use Map as found during the instant exercise, Existing Land Use Map as per Master Plan, proposed land use Map as per Master Plan, Proposed Zoning Map as per Master Plan, Proposed Circulation Map as per Master Plan, Proposed Public Utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
  - 4.1.17 Submit **five sets of coloured hard copies** in grid-wise printable format with legible dag numbers etc. as well as in comprehensive format (in single sheet) and **one set of Soft copies (in pen drive)** in the format in which it is prepared and also in the following formats: (i) .shp (ii) .pdf and (iii) .jpg **of all the final maps stated below**
    - 4.1.17.1 Existing Land Use Map as found during the instant exercise

- 4.1.17.2 Existing Land Use Map as per Master Plan
- 4.1.17.3 Proposed land use Map as per Master Plan
- 4.1.17.4 Proposed Zoning Map as per Master Plan
- 4.1.17.5 Proposed Circulation Map as per Master Plan
- 4.1.17.6 Proposed Public Utilities Maps as per Master Plan for - Water Supply, Drainage, Sewerage and Solid Waste management
- 4.1.18 Prepare and Submit a report of the Master Plan containing all the data, illustration, analysis, maps etc. which shall be called report of Master Plan as per the S.O.P published by Department of Housing and Urban Affairs, Govt. of Assam or as specified under the Assam Town and Country Planning Act, 1959 (as amended) and submit the hard and soft copies of the report to the Deputy Director, Town and Country Planning, Dhubri.

## **5.0 PAYMENT SCHEDULE**

- 5.1 Bills are to be submitted based on completed activities / works and deliverables as per the section **3.12.11** of this RFP document. No other intermediate bill will be accepted. The procedure of payment shall be done after completion work and submission of deliverables as per the RFP document and agreement by the consultants.

6.0 Documents & Forms

6.1 BID SUBMISSION FORM: FORMAT FOR COVERING LETTER FOR SUBMISSION OF PROPOSAL

No.

Date: \_\_\_\_\_

To

The Deputy Director  
Town and Country Planning,  
District Office, Dhubri.

SUBJECT: ***“Proposal for Preparation of GIS based Master Plan for Dhubri-Gauripur Master Plan area under O/O the Deputy Director, Town & Country Planning, District office, Dhubri, Assam”***.

Ref.:-

Sir

Having examined the details given in RFP document for the above assignment, I hereby submit the relevant information and documents for considering my proposal as Consultant for ***“Proposal for Preparation of GIS based Master Plan for Dhubri-Gauripur Master Plan area under O/O the Deputy Director, Town & Country Planning, District office, Dhubri, Assam”***.

I am / we are submitting proposal as a \_\_\_\_\_  
\_\_\_\_\_ [proprietorship firm / Firm]

- a) I / We do hereby certify that all the statements made, information and documents supplied in the enclosed forms are true and correct.
- b) I / We have furnished all information and details necessary for submission of proposal and have no further pertinent information to supply.
- c) I / We also authorize Deputy Director, Town and Country Planning, Assam, District Office, Dhubri or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
- d) I / We shall be liable to the Govt. of Assam for all my/our obligations and liabilities as per terms outlined in the RFP Documents.

Enclosures:

Env-1: Technical Bid, Env-2 : Financial Bid

Signature and Seal of the Applicant/

Date of submission:

Authorized Representative

6.2 TECHNICAL BID SUBMISSION FORM - 1

Declaration to Adherence to the Terms and Conditions and TOR outlined in the Request for Proposal (RFP) Document

To,

The Deputy Director  
Town and Country Planning,  
District Office, Dhubri.

Sir

I have carefully gone through the Terms and Conditions, TOR and Payment schedule outlined in the RFP Document for ***“Proposal for Preparation of GIS based Master Plan for Dhubri-Gauripur Master Plan area under O/O the Deputy Director, Town & Country Planning, District office, Dhubri, Assam”***.

I do hereby declare that all the provisions of this RFP Document are acceptable to me / my Company. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours truly,

Name:

Designation:

Company:

Address:

6.3 TECHNICAL BID SUBMISSION FORM - 2

DECLARATION REGARDING CLEAN TRACK RECORDS

To

The Deputy Director,  
Town and Country Planning,  
District Office, Dhubri.

Sir

I have carefully gone through the Terms and Conditions, TOR and Payment schedule outlined in the RFP Document for preparation of ***“Proposal for Preparation of GIS based Master Plan for Dhubri-Gauripur Master Plan area under O/O the Deputy Director, Town & Country Planning, District office, Dhubri, Assam”***.

I do hereby declare that my Company has not been debarred / black listed by any Government / Semi Govt. Organization in India. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours truly,

Name:

Designation:

Company:

Address:



6.4. BIDDERS INFORMATION FORM AND INDEX OF SUBMISSION

A. Earnest Money (To be submitted in separate envelope)

| Sl. No. | Information required  | Information based on supporting Documents submitted | Page No. of the self-attested supporting document |
|---------|---|---|---|
| 1       | Name of the firm  |   |   |
| 2       | Document showing / supporting the entity's incorporation / establishment such as Registration, legal constitution, etc.   |   |   |
| 3       | Address, telephone No., fax no. e-mail ID, website  |   |   |
| 4       | Name of the Proprietor / Chief Executive / Managing Director/Partners   |   |   |
| 5       | Contact Person – Name, Designation and address including contact no. and e-mail ID  |   |   |
| 6       | <i>Experience</i> of having successfully completed works in Urban Planning<br><b>(Copies of relevant document shall be submitted as proof of experience)</b>  |   |   |
| 7       | <i>Experience</i> Master Plan work in Assam<br><b>(Copies of relevant document shall be submitted as proof of experience)</b>   |   |   |
| 8       | <b>Organizational profile showing:</b><br>(i) <b>Profile of the Organization/ Bidder</b><br>(ii) <b>Team Leader of Proposed Team: -</b><br>Name, Designation in the Organization, Educational qualifications, Experience, etc.<br><b>(Self-attested Documents by the team leader as proof of Team Leader's Educational qualifications, Experience shall be submitted.)</b><br>(iii) Formulation of Core Team of Planners:<br>Name, Designation in the Organization, Educational qualifications, Experience, etc.<br><b>(Self-attested Documents by each of the Team as proof of his / her Educational qualifications, Experience shall be submitted.)</b><br>(iv) Formulation of GIS and survey team<br>Name, Designation in the Organization, Educational qualifications, Experience, etc. |   |   |

|    |  |  |  |
|----|--|--|--|
|    | <p><b>(Self-attested Documents by each of the Team as proof of his / her Educational qualifications, Experience shall be submitted.)</b></p> <p>(v) Formulation of Subordinate team of Architect, Civil Engineer and Legal Expert<br/>Name, Designation in the Organization, Educational qualifications, Experience, etc.</p> <p><b>(Self-attested Documents by each of the Team as proof of his / her Educational qualifications, Experience shall be submitted.)</b></p> |  |  |
| 9  | Average Annual Financial Turn over during last 3 (three) years authenticated by Chartered Accountant.  |  |  |
| 10 | Valid GST Registration<br><b>(Certified copy of registration certificate is to be submitted)</b>   |  |  |
| 11 | Valid Income Tax Return of the bidder of last 3 Financial years  |  |  |
| 12 | Copy of self-attested PAN Card in the name of bidder   |  |  |
| 13 | Details of <i>completed/ongoing works</i> done by the bidder.  |  |  |
| 14 | Details of <i>Hardware and Software</i> available with the bidder  |  |  |
| 15 | <i>Methodology for preparation of GIS based Master Plan for Assam</i>  |  |  |

NB: Please attach separate sheet, if necessary.

Signature of the Applicant/Authorized representative

**Part II: FINANCIAL BID FORM**

|   |  |  |
|---|--|--|
| 1 | Name of the firm   |  |
| 2 | Address, telephone No., fax no. e-mail ID, website                           |  |
| 3 | Name of the Authorized Person with Designation, Contact Number and e-mail ID |  |
| 4 | Rate Quoted in Indian Rupees (Inclusive of all taxes and expenses)           |  |

Name:

Designation:

Company:

Address

Bank Guarantee No. ....

Dated .....

**PERFORMANCE BANK GUARANTEE**

To,  
The Deputy Director, Town and Country Planning,  
District office: Dhubri.

WHEREAS Sri ..... [Name and address of Consultant] (Hereafter called “the Consultant”) has undertaken, in pursuance of Preliminary Letter of Award (PLOA) No. .... Dated. to prepare **“GIS based Master Plan for Dhubri-Gauripur under O/O the Deputy Director, Town & Country Planning, District office, Dhubri, Assam”** .

AND

WHEREAS it has been stipulated by you in the said PLOA that the Consultant shall furnish you with a Bank Guarantee by a Nationalized bank for the sum specified therein as security for compliance with his obligation in accordance with the Terms of Reference;

AND

WHEREAS we have agreed to give the Consultant such a Bank Guarantee:

NOW, THEREFORE, we hereby affirm that we are the Guarantor and responsible to you on behalf of the Consultant, up to a total of Rs. .... [Amount of guarantee]\*Rupees only (in words), such sum being payable in types and proportions of currencies in which the Performance Security is payable, and we undertake to pay you, upon your first written demand and without cavil argument, any sum or sums within the limits of Rs. (Rupees

Only) [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Terms of reference or of the Works to be performed there under or of any of the agreement which may be made between your hand and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 365 days from the date of issue of this guarantee i.e. up-to ..... (date).

Signature and Seal of the guarantor\_\_\_\_\_

Name of the Bank\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_