

-Tender Notice-

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF
THIRD PARTY QUALITY MONITORING AGENCY (TPQMA)
UNDER PRADHAN MANTRI AWAS YOJANA – HOUSING FOR ALL (URBAN)
FOR ALL THE 89 ULBS OF UTTARAKHAND

STATE URBAN DEVELOPMENT AGENCY (SUDA)
Dehradun, Uttarakhand

Phone: 0135 - 2741544 Website: www.udd.uk.gov.in

RFP No :..... /291/HFA-TPQMA/SUDA/TC-1/2018 Date: MAY , 2018

1. State Urban Development Agency (SUDA) invites technical and financial proposals from eligible Consultancy Firms for appointment of Third Party Quality Monitoring Agency (TPQMA) for all the ULBs of Uttarakhand with respect to Reference guide TPQM 2017 of Pradhan Mantri Awas Yojana – Housing for All (Urban).
2. Participating Agencies must fulfill the following pre-requisites:
 - a) The consultancy/Agency must have been in operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
 - b) The Agency should have experience of Third Party Quality Monitoring in civil works during the last 3 years.
 - c) The TPQMA should not have incurred any loss for the last 3 financial years which is mandatory clause as per reference guide of TPQM 2017 issued by MoHUA, Govt. of India. Bidders should submit audited statement showing their net balance / Profit for last three financial years
 - d) The TPQMA deploys optimum number of experts as per the need of the projects.
 - e) The Agency should deploy a team of experts i.e. Senior Engineer, Civil as Team Lead and Engineer Electrical/Mechanical having experience of similar kind of projects and expertise in the concerned sectors as given in clause 9 Annexure-E of this document.
 - f) No conflict of interest prevails in the engagement.
 - g) Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 50 Lakhs.
 - h) The Consultancy/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number.
 - i) Registered firms/Consultancies/Agencies under Indian Partnership act/ Societies Registration Act or Registered companies under companies registration act are only eligible to participate in this RFP.

Note: Proposals without these documents will be treated as ineligible.

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://www.udd.uk.gov.in> from **08.06.2018**. The eligible bidders may submit their bids through Speed post/Registered Post Only.
4. A pre-bid meeting is proposed on 18.06.2018 at 02:00 pm.

5. Interested Agencies may submit their proposals along with a non-refundable demand draft of Rs. 5,000/- (Rupees Five Thousand only) as cost of RFP and an EMD/Security Deposit of Rs. 200,000/- (Rupees Two lakh only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
6. Proposal received without Cost of RFP document & EMD/Security Deposit is ineligible.

Key dates:

Sr. No.	Description	DATE	TIME
1.	Date of online publication	08-06-2018	11:00 AM
2.	Date of Pre-bid Meeting	18-06-2018	03.00 PM
3.	Last date of Submission of tender	29-06-2018	02:30 PM.
4.	Date of opening of Technical Bid	29-06-2018	03:00 PM
5.	RFP Document Fee	Rs. 5,000/- in form of Demand Draft in favour of Director, State Urban Development Agency, Dehradun which is Non Refundable	
6.	Amount of EMD	Rs. 2,00,000/- in form of Demand Draft in favour of Director, State Urban Development Agency, Dehradun	
7.	Web Address to download RFP	http://udd.uk.gov.in	
8.	Representative/Contact person of SUDA, for further information	Mr. Jagbir Singh (+917533907988) Mr. Rajiv Pandey, Project officer, SUDA (+917533907966)	
9.	Address where bidder must send proposals	Director, State Urban Development Agency 31/62, Rajpur Road, Opposite Sai Institute Dehradun-248001 Uttarakhand	

The tenderers are required to download their tender for the above from <http://www.udd.uk.gov.in> and submit it by Hand/Speed post/Registered Post Only. All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The tenderers should regularly visit the website to keep themselves updated.

Director,
State Urban Development Agency,
31/62 Rajpur Road Dehradun.

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Letter of Invitation

1. State Urban Development Agency (hereinafter 'the Client') invites proposals for appointment of Third Party Quality Monitoring Agency (**TPQMA**)/ **Consulting Firm** with respect to Reference guide TPQM 2017 of Pradhan Mantri Awas Yojana - Housing for All (Urban) for all the 89 ULBs of Uttarakhand. Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under **Least Cost Based Selection (LCB)** method and as per procedure described in this RFP.
3. The RFP includes the following documents:
 - Letter of Invitation
 - Data Sheet , Refer Annexure A
 - Instructions to Bidders, Refer Annexure A
 - Technical Proposal, for Standard Forms Refer Annexure B
 - Financial Proposal, for Standard Form Refer Annexure C
 - Terms of Reference (ToR), Refer Annexure E
4. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. Bidders are requested to submit original of following documents along with their proposals:-
 - a. Document Fee (Non-Refundable) of Rs. 5,000/- (Five Thousand only) in the shape of demand draft of scheduled bank.
 - b. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 2,00,000/- (Rupees Two Lakh only)
 - c. Copy of certificate of Incorporation/Registration Certificate.
 - d. Audited Statement of Annual Turn Over of last 3 years to be enclosed along with ITR.
 - e. Certificate/Work order/MOU from employer regarding experience in third party quality monitoring of civil works should be furnished.
 - f. Original draft of EMD in the name of Director, State Urban Development Agency and Document fee shall also be submitted physically before the scheduled date.
 - g. A certificate stating that no conflict of interest prevails in the engagement.

Yours Sincerely
Director,
State Urban Development Agency

Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the SUDA Uttarakhand or any of its employees or advisers, is provided to Bidder 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 or an offer by the SUDA Uttarakhand to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the SUDA in relation to set up the RFP for "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under PMAY of Uttarakhand under Pradhan Mantri Awas Yojana - Housing for All. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the SUDA Uttarakhand, 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 Bidder 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 Bidder may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The SUDA Uttarakhand accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The SUDA Uttarakhand, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder 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 to 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 SUDA Uttarakhand also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The SUDA Uttarakhand 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 SUDA Uttarakhand is bound to select Bidder or to appoint the Selected Bidder, as the case may be, "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under Pradhan Mantri Awas Yojana - Housing for All" and the SUDA Uttarakhand reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

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

Definitions

- a) "SUDA UTTARAKHAND" means State Urban Development Agency, Uttarakhand; the State Level Nodal Agency (SLNA) for planning, monitoring and implementation of projects proposed/approved under PMAY.
- b) "Client" means the Director, State Urban Development Agency, Uttarakhand and its representative with which the selected Consultant signs the Contract for the Services.
- c) "Consultant" means any entity or person or association of persons that may provide or provides the Services to the Employer under the Contract.
- d) "ULB" means Urban Local Body, local government of a town/city.
- e) 'Data Sheet' means such part of the Instructions to Consultants used to clarify the relevant clause of instructions to Consultant or to replace certain clause of the instructions to Consultant specific to the assignment.
- f) "Day" means calendar day.
- g) "Employer or Client" means the State Urban Development Agency, Uttarakhand who have invited the bids for consultancy services and/ or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.
- h) "HFA" Housing for All scheme funded by Government of India.
- i) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their proposals.
- j) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- k) "LOI" means the Letter of invitation being sent by the Employer to the consultants.
- l) "Personnel" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof.
- m) "Proposal" means the Technical Proposal and the Financial Proposal.
- n) "RFP" means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the RFP.
- o) "Services" means the work to be performed pursuant to the Contract.
- p) "Standard Electronic Means" includes facsimile and email transmissions.
- q) "Terms of Reference" (TOR) means the document included in the RFP as Annexure E which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

Annexure A: Data Sheet

1.	Name of the Client: State Urban Development Agency, Uttarakhand
2.	Method of selection: Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 70% marks in technical evaluation.
3.	Financial Proposal to be submitted along with with Technical Proposal: Yes
4.	Title of Consulting Service is: Third Party Quality Monitoring (TPQM) with respect to TPQMA guidelines of PMAY-HFA (Urban), Uttarakhand.
5.	A pre-bid Meeting will be held: Yes Date: 18.06.2018 Time: 03:00 PM Venue: 31/62 RAJPUR ROAD, STATE URBAN DEVELOPMENT AGENCY, DEHRADUN
6.	Client Representative: Director or Official nominated by Director, State Urban Development Agency
7.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
8.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
9.	Bidders Eligibility Criteria: Applicable The consultant/ Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. It should have minimum 3 years experience in providing comprehensive consultancy services for quality assurance of civil works. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 50 lakh. The Consultant/ Agency should have experience of third party quality monitoring in civil works during last 3 years. The Consultant/ Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under Companies act 1956/2013 are only eligible to participate in this RFP. No conflict of interest prevails in the engagement.
10.	Financial Proposal should be clearly marked '(FINANCIAL) PROPOSAL to be submitted in separate envelope with Technical Proposal along with EMD and Cost of tender documents by 29.06.2018 till 02:30 PM.
11.	Technical Proposals should be clearly marked '(TECHNICAL) PROPOSAL FOR [Title of Consulting Service] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE'. Both Financial and Technical Proposal to be put in common envelop clearly marked "TENDER INVITED FOR SELECTION OF TPQMA UNDER PRADHAN MANTRI AWAS YOJNA : HOUSING FOR ALL (URBAN), TECHNICAL AND FINANCIAL PROPOSAL"

12.	A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs. 5,000/ (Five thousand) only Demand Draft favoring the Director, State Urban Development Agency, Dehradun and drawn on a Nationalized bank/ Scheduled Bank, Payable at Dehradun.
13.	A Bid Security must be submitted: Yes An Earnest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the Earnest Money Deposit (EMD)/ Bid Security is Rs. 2,00,000/- (Rupees Two Lakh only) Demand Draft favoring the Director, State Urban Development Agency, Dehradun and drawn on a nationalized bank/ scheduled Bank, Payable at Dehradun.
14.	The amount of the EMD/Bid Security is Rs. 2, 00,000/- (Rupees Two Lakh only) for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Director, State Urban Development Agency, Dehradun, For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder.
15.	A Performance Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 5% of the contract value; This may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: DIRECTOR, STATE URBAN DEVELOPMENT AGENCY, DEHRADUN and drawn on a nationalized or scheduled commercial bank.
16.	Currency for Proposals is: Indian National Rupee (INR)
17.	Address for communication/ submission of Proposals: Director, State Urban Development Agency, Dehradun, 31/62 Rajpur Road, Dehradun. Ph: 0135-2742885, Email: pmayurbanuk@gmail.com
18.	Expected date for public opening of Financial Proposals: can be communicated to you separately through email and also publish on website www.udd.uk.gov.in [Will be uploaded separately]
19.	Expected date for commencement of consulting services: (Within 7 days of signing the agreement with Director, Urban Development)
20.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.

Status of the work (Phase -wise)

The Projects are being sanctioned from time to time as per the guidelines and timelines fixed by the GoI as per targets

This assignment is for 110 project (15000 DUs), [106 nos are BLCs Single Story 11860 DUs and 04 Nos. AHP (Dehradun - 2 (464 DU s), Rudrapur (1872), Haridwar (528) of Multistory nature], spread over 88 Urban Local Bodies of the State. Cluster approach can be adopted for selection of DUs. List of Cluster attached. It is to be made sure that in the Projects/ULBs with less than 20 Sanction DUs, all the DUs Should be inspected.

Instructions to Bidders

1. Introduction

- 1.1 The Consultants are invited to submit/upload a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.
- 1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- 1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.4 Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents.

- 1.4.1 A firm declared ineligible by the Government of India or Government of Uttarakhand shall be ineligible to provide consulting services under the project.
- 1.4.2 No Conflict of interest prevails in the engagement as explained in Para 5.
- 1.4.3 The agency black listed or debarred by the Government would not be eligible for TPQM.
- 1.4.4 The Terms of Reference (TOR) are as per the prescribed Scope & Deliverables.

1.5 Number of Proposals

Consultants can only submit one proposal. If a Consultant submits or participates in more than one proposal, such additional proposal(s) shall be disqualified except the one received first.

2. Clarifications of RFP Documents

- 2.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard

electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the date(s) for submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

3. Preparations of Proposals

3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English/Hindi language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version i.e. English language shall govern.

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

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal along with the DD of the cost of tender and EMD.

4.4 Technical Proposal (see Annexure B)

I. The Technical Proposal shall contain the following:

- a) Covering Letter (Format 1);
- b) Legal Constitution & Number of Years of Existence; (use Format 2);
- c) Financial Standing (Annual Turnover) of agency; (use Format 3);
- d) Project detail sheets outlining Consultant's background and general experience in the field of Quality Assurance of Civil Works in similar types of assignments completed during the past years .List of relevant Completed Projects executed by the Consultant in the preceding 3 years (in prescribed format), (use Format 4);

- e) CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
- f) List of proposed expert team and summary of CV particulars relevant to the project, Subject to maximum of two (2) pages (use Format 6);
- g) Description of Approach, Methodology and Work Plan for Performing the Assignment/Job: Technical approach, methodology and work plan are key components of the Technical Proposal. (use Annexure D, Format 8);
- h) Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Consultant.
- i) No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

4.5 Financial Proposal(See Annexure C)

The Financial Proposal shall be submitted strictly as per Format 7 given in Annexure C.

4.6 Submission Instructions

- 4.6.1 Consultants are supposed to carefully review the contract provisions attached in the RFP for preparation of their Proposals.
- 4.6.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B, C & D. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested. No change/ deviation in the tender document and/or the attached format will be accepted.

4.7 Proposal Validity

- 4.7.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.
- 4.7.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client out rightly.

- 4.7.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.
- 4.7.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.8 Format and signing of Proposals

- 4.8.1 Technical Proposal (One Original only) shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL - ORIGINAL".
- 4.8.2 Financial Proposal (One Original only) shall be placed in separate envelope clearly marked "FINANCIAL PROPOSAL - ORIGINAL".
- 4.8.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal. An initial on each page of document by authorized personnel/ representatives is mandatory.
- 4.8.4 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Conflict of Interest

- 5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment or their own corporate interests and act without any consideration for future work.

5.2 Conflict of interest for a TPQMA is defined as:

Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case may be).

The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.

5.3 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. **Conflicting activities:** A firm that has been engaged by the Employer to provide goods, works or Assignment other than consulting Assignment for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment related to those goods, works or Assignment. Conversely, a firm hired to provide consulting Assignment for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment other than consulting Assignment resulting from or directly related to the firm's consulting Assignment for such preparation or implementation. For the purpose of this paragraph, Assignment other than consulting Assignment are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- ii. **Conflicting Assignment:** A Consultant (including its Personnel) or any of its affiliates shall not be hired for any Assignment that, by its nature, may be in conflict with another Assignment of the Consultant to be executed for the same or for another Employer. Similarly, a Consultant hired to prepare Terms of Reference for an Assignment shall not be hired for the Assignment in question.
- iii. **Conflicting relationships:** A Consultant (including its Personnel) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.4 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to

the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

6. Evaluation of Technical Proposals

6.1 Evaluation of Technical Proposals

6.1.1 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals.

6.1.2 The State Urban Development Agency will constitute a Tender Evaluation Committee for evaluation of Proposals received.

6.1.3 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

6.1.4 A Technical Proposal may not be considered for evaluation in any of the following cases:

- I. The Consultant that submitted the Proposal failed to make a proper statement effect in the cover letter; or
- II. The Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
- III. The Technical Proposal was submitted in the wrong format; or
- IV. The Technical Proposal reached the Urban Development after the submission closing time and date specified in the Data Sheet.

6.1.5 When the technical evaluation is completed, the State Urban Development Agency shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened.

6.2 Criteria for Evaluation of Technical Proposals

6.2.1 Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria Illustrated at 6.3.3.

6.2.2 Technical proposals of all the Applicants will be evaluated to know the responsiveness of the proposal based on obtaining minimum 70% marks to be eligible for opening of their financial bid.

6.2.3 Criteria :

S. No.	Criteria	Score	Evaluation Criteria
I. Past Experience of Agency			
1.	Specific Experience of consultant related to the present assignment. Company/firm should have executed at least 3 (three) such works in last 5 (five) financial years i.e. 2012-2013 to 2016-2017 , (for completed projects, completion certificate from client to be attached, for ongoing projects , work orders issued by the client to be attached))	35	Max. 10 marks for 1 completed project each + 5 marks for other ongoing project.
2.	Past Experience of agency handling works of Government of India / State Governments in the past (work orders and completion certificates to be attached)	15	>3 & <=5 Years=10 marks >5& <=10 Years=12 marks >10 Years =15 marks
II. Approach, Methodology for the proposed Assignment/Job			
A Understanding of Objectives			
	General Understanding	5	General understanding of the project requirements;
	Components coverage - proposed approach covers all requirements of ToR	5	Coverage of principal components as requested in TOR; and site visit assessment
B	Quality of Methodology/ Approach	3	The degree to which the presented written methodology / approach addresses the requirements of the TOR.
C	Innovativeness/Comments on Terms of Reference	2	Relevance and innovativeness of comments w.r.t project.
D	Team Composition	5	Relationship between required person-months and proposed work program.
III Team structure (Personnel (CVs))*			
a.	Team leader (Senior Engineer, Civil) Relevant experience of Senior engineer(s) as given in clause 9 under Annexure E of the proposal (detail documents of qualification and experience along with the thorough knowledge of the subjects is to be enclosed categorically)	20	Total marks will be obtained on submission of all required documents for qualification and experience as per reference guide for TPQM 2017 by MoHUA , GoI as given in clause 9 under Annexure E of the this document.
b.	Engineer (Mechanical /Electrical) Relevant experience of Engineer engineer(s) as given in clause 9 under Annexure E of the proposal (detail documents of qualification and experience along with the thorough knowledge of the subjects is to be enclosed categorically)	10	Total marks will be obtained on submission of all required documents For qualification and experience as per reference guide for TPQM 2017 by MoHUA , GoI as given in clause 9 under Annexure E of the this document.
	Total	100	

* For evaluation of each of the key professionals the following sub-criteria can be followed:

a) Educational qualifications (30%)

b) Adequacy for the assignment / job (70%) (Experience in carrying out similar assignment/job).

The Technical Proposal must include an undertaking by the bidder (lead firm in case of consortium/association and both bidders in case of Joint Venture) stating that none of the Consultant proposed in the present proposal have been de-mobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

Any bidder which proposes to use a consultant who is already committed on any other project/contract and whose deployment on the new contract would be in conflict with the working of any existing contract shall be scored zero against that position.

The Consultant shall submit the details of full team while submitting the bids and no changes in key professionals during implementation of the assignment is allowed. However, in case of exigencies like health reasons, the changes in key professionals will be admissible provided they are equivalent or better than the original CVs, in which case, one time penalty of Rs. 5,000 for the first change, Rs. 10,000 for the second change and Rs. 15,000 thereafter shall be levied.

6.3 Public Opening and Evaluation of Financial Proposals

6.3.1 Public Opening of Financial Proposals -

6.3.1.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend will sign an Attendance Sheet.

6.3.1.2 The client's representative will download the financial proposal of each consultant/Agency who only qualified technical Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Client's representative.

6.4 Evaluation of Financial Proposals

6.4.1 Financial proposals shall be downloaded publicly and read out;

6.4.2 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of State Urban Development Agency designated by the Director, SUDA involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. Complete, to see if all items of the corresponding Financial Proposal are priced,
- ii. Computational errors if there are will be corrected;

Necessary taxes as per prevailing government regulations will be deducted from the fees. The upper limit of professional fee per project per visit (including all taxes and management cost) will be considered as Rs 40000/- (Rupees Forty Thousand only) in total. The bidders quoting more than the upper limit will not be considered for evaluation.

7 Method of Selection

The price bids of only those consultants who qualify technically (Minimum Qualifying Marks: 70%) will be opened and then the proposal with the lowest cost quote will be considered for award of contract and will be called for negotiations, if required. SLNO of SLNA will enter into agreement with the agency thus selected and the agency will be engaged as Third Party Quality Monitoring Agency for all PMAY (U) projects (ongoing and future) in Uttarakhand.

In response to the EoI, the selected TPQM agency should accept the letter of acceptance subsequent to which the agreement will be signed between SLNO of SLNA, Uttarakhand and TPQMA in 15 days on receipt of performance Bank Guarantee as per point 15 of data sheet. In case of disagreement the next eligible bidder will be selected.

8 Award of Procurement Services

State Urban Development Agency will issue Letter of Intent (LoI) in favour of bidder who will be declared lowest by Least Cost Based Selection method. A Letter of Award (the "LOA") shall be issued, in duplicate, by State Urban Development Agency to the Selected Agency and the Selected Agency shall,

within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

9 Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract Agreement on submission of performance bank security within the period of 7 days from the date of issuance of LOA.

10 Property Data

All documents and other information provided by State Urban Development Agency, Uttarakhand or submitted by an Applicant to State Urban Development Agency, Uttarakhand/Concerned ULB shall remain or become the property of State Urban Development Agency, Uttarakhand/Concerned ULB. All information collected, analyzed, processed, or in whatever manner provided by the agency to Urban Development, in relation to the Consultancy shall be the property of State Urban Development Agency, Uttarakhand/Concerned ULB.

11 Penalty

In case of any delay in execution of works beyond the stipulated period, penalty @ 0.5% for every week of delay, subject to a maximum of 10 % of contract value shall be recovered from the successful consultant, before release of final payment.

12 Settlement of Disputes

12.1 Amicable Settlement

12.1.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

12.2 Dispute Settlement

12.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996.

12.2.2 All disputes and differences between the parties arising shall be referred to state government who will be sole arbitrator. The decision of sole arbitrator shall be final and binding on both.

12.2.3 The place of Arbitration shall be at Dehradun only.

Annexure B: Technical Proposal Submission Forms
(To be submitted online as well as physically)
Format 1: Covering Letter

[Location, Date]
To: Director,
State Urban Development Agency,
31/62 Rajpur Road, Dehradun.

Dear Sir,

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal in sealed envelope.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking

Format 2: Legal Constitution & Number of Years of Existence

Organization Name	
1. Status / Constitution of the Organization : 2. Name of Registering Authority : 3. Registration No.: 4. Date of Registration: 5. Place of Registration:	

For and on behalf of: (Company Seal)
Signature:
Name:
Designation:
(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Format 3: Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 50 lakh for the last 3 financial year ending of month 31st march 2018. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2015-16:	
2016-17:	
2017-18:	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years.

Format 4: Project Detail

Sheet (Please fill separate assignment wise)

Assignment name:	Approx. value of the contract (in current Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Format 5: Curriculum Vitae (CV) for Proposed Experts

Proposed Position
 (Please fill separate format 5 for proposed all proposed experts)

1.	Name of Staff: [Insert full name]:
2.	Mobile No & Email Id:
3.	Date Of Birth:
4.	Nationality:
5.	PAN Card & Aadhar No.
6.	Education: [year] [name of institution and degree]
7.	Membership of Professional Associations:
8.	Other Training:
9.	Countries of Work: [List countries where staff has worked in the last ten years]
10	Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11	Professional Background [Description]
12	Employment Record [starting with present position, list in reverse order every employment held member by staff since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions here.]: From [Year]: To [Year]: Employer: Positions held:
13	Professional Experience [Month and year start to finish] [Name of project and client] [Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]
14	Detailed Tasks Assigned [List all tasks to be performed under this Assignment/job]
15	Work Undertaken that Best Illustrates capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has information been involved, indicate the following for those

	<p>Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 14.]</p> <p>Name of Assignment/job or project: Year:</p> <p>Location:</p> <p>Employer:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities performed:</p>
--	--

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

_____ [Name of Expert/ Authorized signatory].

Format 6: Expert Team and Summary of CV Information

Family Name, First Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time)	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Annexure C: Financial Proposal (to be submitted online only)

Format 7: Financial Proposal

To

Director,
Urban Development Department,
31/62, Dehradun, Uttarakhand - 248001.

Dear Sir,

Subject: Appointment of Third Party Quality Monitoring Agency under PMAY-HFA (U) in Uttarakhand.

I/We Consultant herewith quote Rs. (In Words.....) per visit including taxes as applicable. The amount quoted above is inclusive of all out of pocket expenses, travelling and no further amount shall be claimed to us over and above rate quoted for per visit.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax No:

Annexure D

Description of Approach, Methodology and Work Plan for Performing the Assignment/Job

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology,
 - b. Work Plan, and
 - c. Organization and Staffing,
- a) Technical Approach and Methodology: In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
 - b) Work Plan: The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the TPQMA Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule of format 8.
 - c) Organization and staffing: The consultant should propose and justify the structure and composition of your team. You should list main disciplines of the Assignment / job , the key expert responsible ; and proposed technical and support staff]

Annexure E: Terms of Reference (ToR)

1 Project Background

The Ministry of Housing Urban Poverty Alleviation, Government of India has launched Pradhan Mantri Awas Yojana (PMAY) - “Housing for All by 2022” a comprehensive urban housing scheme to achieve the objective that “By the time the Nation completes 75 years of its Independence, every family will have a pucca house”

The scheme seeks to address the housing requirement of urban poor including slum dwellers and will be implemented through four verticals, giving option to beneficiaries & ULBs. A beneficiary family in this mission will comprise husband, wife, unmarried sons and/or unmarried daughters. The beneficiary family should not own a pucca house either in his/her name or in the name of any member of his/her family in any part of India.

The four verticals of the PMAY-HFA (Urban) as per guidelines are:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through credit linked subsidy
- Affordable Housing in Partnership with Public & Private sectors
- Subsidy for beneficiary-led individual house construction (New +Enhancement)
-

The Pradhan Mantri Awas Yojana (PMAY) will be implemented as a Centrally Sponsored Scheme except for the component of Credit Linked Subsidy which will be implemented as a Central Sector Scheme. The scheme also prescribes certain mandatory reforms for easing up the urban land market for housing, to make adequate urban land available for affordable housing. The scheme will cover the entire urban region and will be implemented in phased manner.

Need for Third Party Quality Monitoring (TPQM):

Effective monitoring of ongoing project(s) is a key to successful completion of any project with monitoring of quality being most significant aspect. A State level mechanism for Third Party Quality Monitoring of projects sanctioned under PMAY has been evolved with the following objective:

1. Review and monitoring of quality of all PMAY projects implemented by ULBs/ Implementing Agencies.
2. Provide a structured report on the quality of projects under PMAY.

The visits by third party agencies to the project site and to monitor and advise State and Urban Local Bodies/ Implementing Agencies on quality related issues.

On the basis of quality assurance report by such agencies, States and ULBs/IAs should take both preventive and curative measures to ensure that standard quality houses and infrastructure are constructed under the mission.

The independent reports from TPQMA will help to identify the constraints and issues in the project implementation and enable a corrective action if necessary.

TPQMA would enable the following :

- Review of land requirement/ availability, Site preparation & other statutory clearances.
- Review of Project Implementation Plan and procurement process.
- Review of approved quality monitoring plan.
- Review of Safety and Health aspects.
- Examine Convergence with the Central/ State scheme.
- Beneficiary participation/ satisfaction in the project.
- Report on Quality Assurance. (Indicative formats are at Annexure-2, 2A &3)
- Remedial measures to improve quality of the project.

PMAY projects are approved by Central Sanctioning & Monitoring Committee at the Centre after Detailed Project Reports (DPRs) prepared by ULBs are approved by State Level Appraisal Committee (SLAC) and State Level Sanctioning and Monitoring Committee (SLSMC). At each stage, there may be suggestions and recommendations and TPQMA would ensure that these points are incorporated in the implementation of the projects. TPQMA would ensure periodic feedback to all key stakeholders. It is, therefore, imperative that each project is covered by TPQM and periodic feedback is given to all stakeholders at ULB/Town/City, State & Central level.

2 Scope of Work

1. This Terms of Reference is to support State Urban Development Agency, Uttar Pradesh in the implementation of Pradhan Mantri Awas Yojana (PMAY) as per the TPQMA guidelines issued by Ministry of Housing Urban Poverty Alleviation, Government of India and to achieve the ultimate objective of providing Housing For All by 2022. The terms of reference shall be liable to adapt to subsequent amendments in the guidelines by MoHUA. For Mission Strategy, Mission Components, TPQMA guidelines and further details available at <http://mohua.gov.in/upload/uploadfiles/files/6GUIDELINE1%242017Jun15111335.pdf> may be referred.
2. The overall scope of work of the Consultant shall cover the following:

The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction. Site visits will be organized at different stages as indicated by the implementing agencies as 'milestones' in their work plan, which may consist of intermediate stages of development of work or contracting packages. These visits shall be preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress with the objectives as under:

- i. Schedule the field visits in the cities across the State/UT after proper coordination at State/ ULB level.
- ii. Examine project documentation with respect to sanctioned covenants.
- iii. Review of land requirement/ availability, Site preparation & other statutory clearances.
- iv. Review of project implementation plan and procurement process.
- v. Review of approved quality monitoring plan.
- vi. Review of Safety and Health aspects.
- vii. Examine Convergence with the Central/ State scheme.
- viii. Beneficiary participation/ satisfaction in the project.

- ix. Report on Quality Assurance. (Formats are at Annexure-2,2A & 3)
- x. Remedial measures to improve quality of the project.
- xi. File report in a timely manner.
- xii. Follow-up action of the report, which would be as curtailed in the next report.

TPQM will be done for all projects which are being constructed under ISSR and AHP components of PMAY (U). In case of BLC projects, a systematically selected sample of houses may be monitored. The sampling should be done through a transparent and well- defined process to cover all the BLC Projects in the city in a holistic way, leading to selection of a representative sample.

The recommended sample size for monitoring BLC houses is 10% of DUs or 50 DUs, whichever is more. In cities where there are multiple 'BLC projects' with less than or equal to 500 DUs, the SLNA/TPQMA may consider forming of clusters of around 500 or more DUs which could then be considered as a single unit/project to draw bigger samples of more than 50 DUs which can be covered under one TPQM. In towns where there are less than 50 DUs, all shall be covered in TPQM.

3 Conflict of Interest:

- Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case maybe)
- The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.
- The agency black listed or debarred by the Government would not be eligible for TPQM.

4 Time Frame:

The services of the TPQMA are required to for 4 years. The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress. The report to be submitted within a week time after the visit to project site.

S. No.	Nature of Review	Frequency of Reports	Format
1	<i>At the beginning of Construction i.e. 10-15 % of progress,</i>	Once	Annexure 2& Annexure 2A & Annexure 3
2	<i>Mid of construction i.e. 50-60 % of progress</i>	Once	
3	<i>Finalstage Construction 85-100 % of progress</i>	Once	

Time Duration and Submission of Report:

The consultant will have to undertake the visit at each stage as mentioned above upon receipt of intimation from Director, SUDA or any authorized representative in this regard,

and submit the reports in the prescribed formats annexed in this RFP both in Hard copy and soft copy alongwith relevant documents, within a period of 15 days from the date of issue of the Letter of visit intimation

5 Outcome and Deliverables:

TPQM agencies will undertake field visits for ascertaining quality of construction at various stages of construction as per PMAY (U) TPQM Reference Guide. 'Visits' include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing.

TPQM Agency/ Consulting Firm will undertake following activities for submitting Third Party Quality Monitoring Report of ISSR/AHP/BLC projects under PMAY.

Third Party Quality Monitoring Report of ISSR/AHP projects under PMAY (as also listed in Annexure 2 &2A)

- i. Examine project documentation with respect to sanctioned covenants as in description of Work viz. Carpet/ Built up area of EWS house, No. of EWS houses in one block, No. of blocks, Total no. of houses, Type of Structure (G, G+1, G+2, G+3 etc.) etc including date of Award of work, date of commencement and date of completion of project.
- ii. Review of land requirement/ availability, site preparation & other statutory clearances.
- iii. Review of project implementation plan and procurement process.
- iv. Review of approved quality monitoring plan.
- v. Review of Safety and Health aspects by making site visits to check the availability of drinking water facility onsite, adequacy of toilets provided & maintained for site staff/workers, use of adequate safety gear by the site staff like safety helmets, safety shoes, safety goggles, safety jackets, proper securing excavation trenches /upper floors/ducts/lift well by safety railings & safety tapes around them and other safety measures as listed in Annexure 2.
- vi. Examine convergence with the central/ state scheme.
- vii. Beneficiary participation/ satisfaction in the project.
- viii. Report on Quality Assurance : To check and report the availability of authenticated copy of DPR, contract document, structural drawings and copies of specifications at site ; To check if the inspection registers, site order book and quality control test registers are maintained at the site properly and endorsed by the Engineer-in-charge; Availability of list of ISI marked/approved materials to be used at site; to check provision in Contract/Tender to provide "Test facilities on site"; To check and report the availability of testing facilities to check quality of material at site; To verify the approving authority for structural design; To check and report if the work is being executed as per the approved drawings fit for execution. To check whether all

mandatory tests of construction material, road work, sanitary work, plumbing work, electrical work and concrete in foundations, beams, columns and slabs etc are carried out at stipulated frequency; Whether regular tests of materials and construction products are being got done from accredited labs also.

- ix. Report on beneficiary participation
- x. Report on progress of Housing Components: To report the progress of houses constructed vis-à-vis number of houses sanctioned in the project; Overall physical progress of Housing.
- xi. Report on progress of civic infrastructure components: Report on the status of award of contracts for infrastructure components (i.e. Water supply, Sewerage, Drainage, Roads, SWM etc); Quality of construction of Infrastructure works, etc.
- xii. Report on progress of social infrastructure components: Report on the status of award of contracts for infrastructure components (Community center, Livelihood center etc.); State the progress of work in%.
- xiii. Report on physical progress of the project/packages: Check and report whether schedule of work has been made and the availability thereof on site. Details of milestones as per contract vis-à-vis their achievement. Report on projection of the progress in the projects, scheduled completion or installments to be claimed by the beneficiaries.
- xiv. Report on Financial progress and Fund utilization of the project: Record and report the sanctioned fund for entire project, Amount of funds received up to date, Amount of funds Utilized (out of received) Amount of Expenditure by ULB (ULB Contribution + Beneficiaries contribution) Balance funds Expected/due from various stakeholders, Package wise Expenditure.
- xv. Report on variations with respect to sanctioned covenants: Record any major variations due to cost variation and time overruns.
- xvi. Suggest appropriate remedial measures to improve the progress and quality: Report the feedback of beneficiaries regarding provision of physical and social infrastructure; Record and report the overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable) including the actions suggested to the SLNA and IA.
- xvii. Submit detailed report on proposed works: The TPQMA shall submit detailed report on progress and inspection status of proposed works viz. Building work, civil infrastructure works, Social Infrastructure works (Annexure 2A).
- xviii. File report in a timely manner: TPQMA shall report the progress with respect to implementation as per the appropriate stage of the project under development;
- xix. Submit follow-up action of the report, which would be ascertained in the next report. Submit the action taken report on the previous report clearly mentioning the

observations of TPQMA, actions suggested thereon and actions taken by the IA. Submit the TPQMA's overview of the project.

2.1. Third Party Quality Monitoring Report of BLC projects under PMAY (as also listed in Annexure3)

- i. Examine particulars of the project viz. date of approval by SLSMC, commencement and date of completion, status of data upload in MIS etc.
- ii. Report on Quality Assurance: To check and report the status of capacity building activities to sensitize the beneficiary about quality, construction methods; adherence to disaster resistant technologies etc ; Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution ; the work is being executed as per the approved drawings fit for execution; Whether cement is free from lumps and is stacked properly to prevent contact with moisture ; Quality of water being used for construction ; Report whether foundation, plinth height has been laid as per drawing is as per drawing/ adequate , Horizontal bands (as applicable) have been provided; report on the Quality of work and workmanship, Report with comments on RCC work , Masonry, Shuttering ,Bar bending and stirrups bending , placement and cover to reinforcement bars, plastering, doors and windows, seepage, cracks, honeycombing etc. Whether dampness/leakages noticed, whether remedial measures are undertaken by IA/ ULB to Report on Overall assessment of quality Minimum 500 words (To be enclosed separately).
- iii. Report on progress of Housing Components: To report the progress of houses constructed vis-à-vis number of houses sanctioned in the project; Overall physical progress of Housing ; Stages of progress, numbers of houses not started , Reason for non-start of house construction, if any , numbers of houses occupied by the beneficiaries , reasons for non- occupation of houses (If any)-specific reasons to be given, Whether the progress of houses has been ensured through geo-tagged photographs at various construction level, Whether DBT of fund to individual beneficiary is ensured in the project ; Whether the building plan(s) conform to NBC norms? Whether authenticated building plans and revisions if any, are available? Deviation, if any.
- iv. Report on progress of civic infrastructure components :Report on the status of provision of civic infrastructure components(i.e. water supply, Sewerage, Drainage, Roads, SWM etc.);status of civic infrastructure (whether independent or integrated with civic infrastructure)
- v. Report on progress of social infrastructure components: Report on the status of provision of social infrastructure components (school, anganwadi, health center livelihood center etc.);
- vi. Report on Financial progress and Fund utilization of the project: Record and report the Sanctioned fund for entire project; Amount of funds received up to date, Amount of funds Utilized (out of received) Amount of Expenditure by ULB ; Amount of Expenditure by Beneficiaries Balance funds Expected/ due from various stakeholders,
- vii. Report on variations with respect to sanctioned covenants: Record any major cost variation and reason thereof; Record any major time overrun and reason thereof.
- viii. Suggest appropriate remedial measures to improve the progress and quality: Report on remedial measures to improve the progress and quality undertaken by implementation

- agency to improve the physical and financial progress and quality management of the project.
- ix. Report whether any innovative/ cost effective/ green technology has been used.
 - x. Record feedback of beneficiaries regarding provision of physical & social infrastructure; Reasons for delay in completion of housing and Infrastructure; Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable); Critical observations including the actions suggested to the SLNA and IA.
 - xi. File report in a timely manner: TPQMA shall report the progress with respect to implementation as per the appropriate stage of the project under development;
 - xii. Submit Follow-up action of the report, which would be ascertained in the next report; Submit the action taken report on the previous report clearly mentioning the observations of TPQMA, actions suggested thereon and actions taken by the IA. Submit the TPQMA's overview of the project.

6 Mechanism:

SLNA shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation, sharing of information and all necessary assistance to TPQM Agencies..

7 Proposals - Content and Evaluation:

The technical proposal will comprise profile, credentials and experience of the firm, the proposed team and their detailed CVs, methodology and tasks assigned. Financial proposal should mention fees for per site visit in the prescribed Financial Bid format. All applicable taxes should be indicated separately. Evaluation of proposals shall be carried in two stages. Technical bid will be evaluated first and financial bid will be opened only for Agencies qualifying the technical TPQMA benchmark. The maximum charges as stipulated in

'Reference Guide for Third Party Quality Monitoring 2017' will be applicable. In case lower rates are obtained through RFPs, the same will apply as terms of payment.

8 Experts and Their Duration in the Project

Sr. No	Position	Job Description	Qualification & Experience
1.	Team Leader (Senior Engineer, Civil)	<p>To lead the team of professionals engaged to carry out the job of monitoring of housing and infrastructure projects.</p> <p>Responsible for ensuring the overall outcome and activity based support envisaged for the TPQMA. Co-ordinate with team member and report to the SLNA on progress of outcomes.</p> <p>Be responsible for the overall management of the Agency and budget, and for the timely and efficient delivery of outputs.</p> <p>Closely monitor the performance in collaboration with the SLNA to ensure that requirements related to PMAY are fully addressed.</p> <p>Liaise with external stakeholders as per the requirements of the scheme</p>	<p>Post Graduate in Civil Engineering with at least 15 years of experience.</p> <p>Experience in the urban sector, of which at-least 3 years should have been on leading monitoring agencies.</p> <p>Shall have a thorough knowledge of :</p> <p>Latest specifications pertaining to Building & infrastructure works</p> <p>Related publications according to which the works are required to be carried out and the tests to be conducted to ensure a good quality work.</p> <p>Knowledge of Codes IS, SP, CP etc.</p>
2	Engineer (MEP)	<p>Shall be required at site as directed by the SLNA and shall inspect and monitor implementation of the project, find deficiencies and suggest suitable remedial measures.</p> <p>Support Team Leader / Senior Engineer to document and communicate reports to States and Cities and necessary follow-up actions</p>	<p>Post Graduate in Electrical / Mechanical Engineering with at least 7 years of experience or Diploma in Electrical / Mechanical Engineering with at least 10 years of experience.</p> <p>At least 3 years of experience in the urban housing and infrastructure sector.</p> <p>Shall have exposure to quality assurance in new construction and subsequent Maintenance aspects</p> <p>Must be familiar with:</p> <p>Modern methods of construction of building.</p> <p>Design standards and technical specification of Electrical and Mechanical works in the building and infrastructure.</p> <p>Knowledge of Codes IS, SP, CP etc.</p>

Note: The Bidder has to submit the CVs of Serial No. 1 to 2 of Para 9 only. The persons whose CVs are proposed in the bid shall not be allowed to change ordinarily. In case of any urgency, Director, State Urban Development Agency may consider request of the bidder. The decision of Director shall be final and binding.

9 Payment Schedule

The payment will be made subject to work executed/ invoice submitted by the consultant as per TOR.

Note:

- The consultant will submit the invoice only after completion of the visit, submission of TPQM report to SUDA and approval of the same by GoI.
- Contract Value is inclusive of GST.
- Performance guarantee will be released only after the allotted work is successfully completed for all 3 visits and its reports are duly submitted and approved by SUDA and GoI.