



పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ

Mission for Elimination of Poverty in Municipal Areas

Department of Municipal Administration and Urban Development, Govt of TS



No.519/HFA/Vol- II/2015/TS

Dated: 17-12-2015

Request for Proposal (RFP)
For
Empanelment of Architects/Consultants
Preparation of DPRs for "Providing 2 BHK Housing & Infrastructure
for urban poor under HFA scheme"

MEPMA invites Proposals/~~Bidders~~ for

Empanelment of Architects/Consultants for Preparation of DPRs for "Providing 2 BHK Housing & Infrastructure for urban poor under HFA scheme" in all the ULBs of Telangana State.


Interested and competent Architects / Consultants who are willing to be empanelled can visit and download the RFP Documents from MD, MEPMA website www.tmepma.cgg.gov.in. The last date for submission of RFP is 4.00 pm on 30-12-2015.

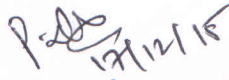
All subsequent information etc. relating to this advertisement will be hosted on the above website from time to time and intending bidders may visit the website.

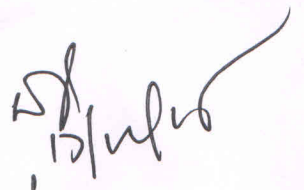
Date: 17-12-2015

Mission Director

3rd Floor, Engineer in Chief, Public Health Complex, Kashana Buildings,
 AC Guards, Hyderabad – 500004 Tel No: 040-23435500, Fax: 040-23301025
 Email: tsmepma@gmail.com,


 17/12/2015
 EE, MEPMA


 17/12/15
 EE, TUFIDC


 17/12/15
 M/D

REQUEST FOR PROPOSALS

for

Empanelment of Architects/ Consultants

for

Preparation of DPRs for

**“Providing 2 BHK Housing & Infrastructure For Urban
Poor Under HFA Scheme” in ULBs of Telangana.**

**MISSION FOR ELEMINATION OF POVERTY IN MUNICIPAL AREAS,
TELANGANA STATE**

Part - I
Information to Bidders



COVER A

TECHICAL PROPOSAL



RFP Activities

Activity	Details
CONSULTANCY DOCUMENT INVITATION FOR TENDER REFERENCE:	EoI No: No.519/HFA/vol II/2015/TS, Dated:17 -12-2015
Issue of RFP Document up to	NA
Time and Date for Pre Proposal Conference	NA
Last Date and Time for receipt of sealed RFP Documents	30.12.2015 up to 4:00PM
Time and Date of Opening of RFP Document.	30.12.2015 up to 4:30PM
Cost of RFP Document	Rs. 2,000/- payable in favor of Mission Director, MEPMA, TS in shape of Demand Draft from scheduled Bank.
TIME AND DATE OF OPENING OF COVER - B OF TENDERS:	Will be intimated to the Qualified Consultants
ADDRESS FOR COMMUNICATION :	Mission Director, MEPMA, TS

OBJECTIVE

The Government of Telangana have taken up the proposal for “Providing 2 BHK Housing & Infrastructure for homeless poor” in the State and proposed to dovetail the funds from Housing For All (HFA) Scheme launched by GoI for the projects to be undertaken in urban areas. The objective of this RFP is to empanel Architects/Consultants for preparation of DPRs for “Providing 2 BHK Housing & Infrastructure for urban poor under HFA scheme” in all ULBs of the State. This RFP is being issued by MEPMA, the State Level Nodal Agency(SLNA) for HFA scheme

Request for Proposal for empanelment

Proposals are invited from Architects/Consultants in response to this RFP.

The Architects/Consultants will be empanelled based on procedure described in this document.

Eligibility Criteria

Sealed bids are invited from the bidders for submission of the proposal for empanelment.

- (i) The Bidder should be in the area of consultancy for Housing & Infrastructure for at least 5 years.
- (ii) The Annual turnover of the bidder should be more than **Rs.20.00 lakhs** in any one financial year during the last five years i.e. from 01.4.2010 to 31.3.2015.
- (iii) Past experience in the similar job.

Your proposal in response could form the basis for future negotiations and ultimately you will be empanelled for taking up the job in any ULB of the state.

The bidder has to enter in to a contract with the respective Commissioner of the ULB for taking up the Job. The necessary consultation fee will be paid by the ULB as per payment schedule indicated in the ToR

Please note that the cost of preparing the proposal and of negotiating the contract, including a visit to the towns and to the Client's offices are not reimbursable as a direct cost of the Assignment.

To enable you to submit a proposal, please find enclosed the terms of reference (ToR) for this Proposal. This includes the purpose and scope of the Proposal, the envisaged tasks, the expertise required along with inputs, the outcomes and deliverables and the reporting schedule, timings and payment terms.

1 PREPARATION OF PROPOSALS

1.1 Technical Proposal

1. Format for the technical proposal is in the TOR including the format for CV's which should be followed. The Bidders are expected to examine the documents in detail before submission of proposals.
2. A brief description of the firm's organizational setup and an outline of recent experience on assignments of similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, and firm's involvement.
3. A description of the methodology and work plan for performing the assignment.
4. The list of the proposed staff team and specialization, the tasks that would be assigned to each staff member, and their timing. CVs of the proposed professional key staff duly signed, should be submitted. Key information should include number of years working for the firm entity, and level of responsibility held in various assignments during the last five (05) years.
5. Each key staff proposed shall be associated with only one consultant
6. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
7. Alternative professional staff shall not be proposed, and only one CV may be submitted for each position.
8. The technical proposal shall not include any financial information.
9. The consultancy firm shall furnish 3 to 4 types model DPRs for Housing & Infrastructure as a sample of their competency.
10. Rs.2,000/- in the form of DD in favour of Mission Director, MEPMA,TS shall be enclosed towards cost of RFP Document.
11. Bid security in the form of DD for Rs.20,000/- in name of Mission Director, MEPMA,TS.

1.2 Financial Proposal

1. The Consultants should submit their financial quote for consultancy fee in the form of percentage on the cost of project. The lowest quote in each category will be frozen and accepted. The consultants who are technically qualified will be offered to work at the lowest rates. The consultants who are willing to work at the frozen rates will be empanelled for preparation of DPRs. If necessary, the Consultants will be allotted District wise on lottery basis for preparation of DPRs in the ULBs of the Districts.
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2. The financial proposal shall be submitted in the form-4A.
3. The following “Financial Quote” ceilings are fixed based on number of Dwellings Units in the DPR. The percentages on the estimate cost of DPR.

No. of Dwelling Units	% of total DPR Cost
Up to 200	0.4%
From 201 to 500	0.35%
From 501 to 1000	0.2%
From 1001 to 1500	0.18%
From 1501 to 2000	0.17%
Above 2000	0.16%

1.3 SUBMISSION , RECEIPT AND EVALUATION OF PROPOSALS

Submission of Proposals:

Proposals should be submitted in one original document. Proposals must be prepared in indelible ink and be signed by the authorized representative of the Consultants.

All technical proposals shall be placed in one envelope clearly marked “Technical Proposal,” For Empanelment of Consultants for Preparation of DPRs for ” Providing 2 BHK Housing & Infrastructure for Urban poor under HFA scheme” and addressed to **The Mission Director, MEPMA,TS, 3rd floor, Engineer -in - Chief (PH) Complex, AC Guards, Hyderabad -500004.**

The financial proposal shall be placed in separate envelope clearly marked financial proposal of For Empanelment of Consultants for Preparation of DPRs for ” Providing 2 BHK Housing & Infrastructure for Urban poor under HFA scheme.

The above Two covers namely technical proposal and financial proposals shall be placed in another cover and addressed to **The Mission Director, MEPMA,TS, 3rd floor, Engineer -in - Chief (PH) Complex, AC Guards, Hyderabad -500004.**

Receipt of Proposal

Your completed technical and financial proposals must be delivered to this address on or before **4:00 PM on 30.12.2015.**

Technical and financial proposals shall be written in English including project/study reports. The Client reserves the right to modify and extend the deadline for the submission of proposals.

1.4 Bid Evaluation

The technical bids will be evaluated by the MEPMA prior to opening of any financial proposals. All the technical bids will be evaluated based on their experience. The MEPMA shall carry out its evaluation applying the following evaluation criteria. The cost of RFP of Rs.2,000/- and Bid Security of Rs. 20,000/- shall be in the form of demand drafts issued by scheduled banks and shall be placed along with technical proposal. The proposals with out valid cost of RFP & Bid Security will not be considered and not evaluated.

S.No	Criterion	Score	
1	Specific Experience of consultant related to the present Assignment		
1.1	Experience in Consultancy/Architect work for Housing & infrastructure works with Central/State Government/Local Government for minimum of 5 years	20	5 – 8 years - 12marks >8 years - 20 marks
1.2	Experience in Consultancy/Architect work for Urban Local Bodies in 3 years	10	3-5 years - 6 marks >5 years - 10 marks
1.3	Preparation of Plans/Model Plans, DPRs for Housing & Infrastructure	10	1-5 jobs - 4 marks 6-8 jobs - 6 marks >8 jobs - 10 marks
1.4	Annual turnover in any one year during the last five years i.e. from 01.4.2010 to 31.3.2015. (Should have minimum Rs. 20.00 lakhs. Certified by Chartered Accountant)	15	> 20 lakhs <30 lakhs – 9 marks >30 lakhs <50 lakhs – 12 marks. >50 lakhs – 15 marks
1.5	Methodology and Sample DPRs furnished by consultants	20	Marks will be awarded by the committee based on the methodology and sample drawings furnished by consultants
1.6	Key Staff		
	i. Team Leader	10	Details given separately
	ii. Other Staff	15	Details given separately

The bidders will be selected based on the technical score. The Minimum score required for qualifying for opening of financial proposal is 60%.

The following are the key professionals to be nominated for the study:

Position	No. of persons	Qualifications & skills	Experience
Team Leader (Planning or Engineering Expert) <i>10.0 Marks</i>	1	Masters or Bachelors Degree in Planning / any branch of civil engineering, Good knowledge of Preparation of Housing & infrastructure plans	Managed infra projects for at least 5 years. >5years <8years – 5 marks >8 years – 10 marks
Dy. Team Leader (Engineering expert) <i>5.0 Marks</i>	1	Bachelors Degree in Engg./Tech and Good knowledge of designing infrastructure	Managed infra projects for at least 05 years. >5 - <8 years – 03 marks >8 years – 05 marks
Planning Expert <i>5.0 Marks</i>	1	B.Arch / B.Tech(Civil) / B.Planning with Masters in Urban & Regional Planning; Knowledge of working in ULBs	Managed similar projects for at least 05 years. >5 - <8 years – 03 marks >8 years – 05 marks
Structural Engineer <i>5.0 Marks</i>	1	B.Tech (Civil) / M.Tech (Structures)	5 years of experience in design of structures >5 years <8 years – 03 marks >8 years – 05 marks

1.5. Bid Validity

The bidders are requested to hold their proposal valid for 90 days from the date of submission, during which time they shall maintain, without change, the personnel proposed for the assignment. The MEPMA reserves the right to accept or reject any or all of the bids. The decision of the Managing Director, MEPMA in this regard shall be final and binding on all the bidders. No correspondence will be entertained in this regard. Furthermore, as quality is the principal selection criteria, the client does not bind itself in any way to select the firm offering the lowest prices.

1.6 Facilities to be provided by the Client

The client will provide the following services to the extent available to the consultant for the duration of the assignment:

Access to the available data including documents, reports, accounts and maps. Permissions to enter works and offices as appropriate and necessary to undertake the proposed study. The consultants shall discuss and highlight the requirements essential for the proposed study.

1.7. Facilities to be provided by the Consultant

The consultant shall include in the financial proposal for all items necessary to complete the work and outputs as defined in the ToR. Any other relevant item with the consent of the client in a manner satisfactory to the client for completion of the study.

1.8 Empanelment of Consultant.

The Consultant who have been technically qualified will be empanelled for developing model layouts/plans and DPRs for Housing & Infrastructure in all the ULBs of the State as per procedure explained already.

The empanelled consultants will be offered to work at the lowest rate quoted and frozen by MEPMA. District wise ULBs will be allotted to the empanelled and willing consultants through lottery.

1.9 CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process until the successful Firm has been notified that it has been awarded the contract.

APPENDIX A

2. TECHNICAL PROPOSAL – STANDARD FORMS

- A. Technical Proposal submission form.
 - B. Firm's references.
 - C. Description of the methodology and work plan for performing the Assignment.
 - D. Team composition and task assignments.
 - E. Format of Curriculum Vitae of proposed professional staff.
 - F. Cost of RFP (Rs.2,000/-) and Bid Security (Rs.20,000/-) in the form of Demand Drafts.
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2A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject :- Hiring of Consultancy Service for _____

_____ Technical Proposal.

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

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

2B. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Employer:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion (Month/Year):	Date
Approx, Value of Services (in Rs)		
Name of Associated Consultants, if any:		No. of months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

2 C.DESCRPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

2D TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical / Managerial Staff

S.No.	Position	Name	Task
1.	Team Leader (Planning or Engineering Expert)		
2.	Dy. Team Leader (Engineering expert)		
3.	Planning Expert		
4.	Structural Engineer		

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, or poor; in speaking, reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the Firm]
Day/Month/Year

Full name of staff member: _____

Full name of authorized representatives:

**2E.FORMAT OF CURRICULUM VITAE (CV) FOR
PROPOSED PROFESSIONAL STAFF (Technical Staff)**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies:

Note: CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

3.Terms of Reference

1. Introduction

The Government of Telangana have proposed to provide 2BHK houses to all eligible urban poor in various ULBs under Housing for All scheme. It is required to prepare Detailed Projects Reports and assist the ULB- department in getting various approvals from both state and central Government. The DPRs shall be in line with guidelines issued by GoI under HFA.

2. Scope of the Job

The scope of the job is broadly indicated as below:

- Survey of site proposed by ULBs for Housing Scheme for open land development/ In-situ development.
- Preparation of layout plans
- Planning of required Environmental, Civic and Social Infrastructure including off site infrastructure facilities.
- Preparation of Dwelling unit plans and obtaining approval from competent authorities.
- Preparation of Detailed designs for both Housing and Infrastructure
- Preparation of Detailed structural designs/drawings.
- Preparation of Detailed estimates, Abstract estimates and cost estimates (Data) for Housing and Infrastructure
- Preparation of Detailed project report
- Assist department in obtaining approvals / Sanctions from the concerned executing departments of State Government
- Facilitating the ULBs in getting approvals from various State and Central committees
- Preparation of BOQ and Bid documents
- Facilitating the ULBs in finalization of tenders.

3. Detailed Tasks :

Preparation of Detail project report for identified projects for providing 2 BHK housing & infrastructure for urban poor under HFA. The consultant need to follow all the guidelines and stipulations fixed by governing authorities/ agencies like CPHEEO/ IRC/ MoRTH / ITPI / NBO /MoHUPA/ MoUD/ MoEF/ MoFPI/ State, Central PCB etc. Preparation of bid documents and BOQ is also part of the DPR. If needed, the consultants also prepare required documents for taking up the work under PPP model.

3.1 LAY OUT PLANS:

Detailed Survey shall be conducted using total station survey, if necessary, for planning the Housing project including infrastructure. The Layout shall be prepared for the site proposed by the ULB as per the existing town planning norms. The layout plan shall be prepared to suit for the required number of dwelling units in G/G+1/G+2 or any other pattern as per the directions of the concerned ULB authorities. The plan of dwelling unit shall also get approval by competent authorities.

3.2 HOUSING

House Plan and design of the house shall be such that each house will have 2 Bed Rooms, Hall, Kitchen and two toilets(bath-cum-WC) with a plinth area of 560 Sqft including stair case & common area, two lofts for storage of house hold goods and Kitchen shall have kitchen platform.

The consultant shall follow the GO 10 (Housing Department) dt 15-10-2015 (or) any other GOs / directions issued by the Government/ MEPMA from time to time.

The consultant shall follow all the norms and guidelines fixed by governing authorities/ agencies like NBO / MoHUPA / State etc.

The consultant shall give the structural designs for the most suitable/viable/economical/disaster resistant/structurally stable structure for the Housing project and shall follow specification/design as per Indian Standards/NBC/State norms. The consultant shall investigate the soil for safe bearing capacity for proposing the foundation type in consent with competent authorities in the ULB and also following NBC Guidelines.

The consultant shall provide all the structural drawings

3.3 INFRASTRUCTURE

The consultant shall design required Civic infrastructure in the proposed site following the relevant State Norms/CPHEEO Norms/IS code/NBC and as per the directions of the ULB authorities The necessity of Offsite infrastructure is also to be examined and made part of the DPR. The infrastructure shall be in the following sectors.

- Roads
 - Storm Water Drains.
 - Water Supply.
 - Sewage & disposal of sewage.
 - Street Lighting.
 - Social Infrastructure
- .
-

3.4 Project Components

The Key components and sub components to be assessed under the DPR are detailed out in the following table.

Sl.No.	Sub – Component
1.	Conducting survey of the site identified by the ULB
2.	Preparation of inception report including layout of proposed dwelling units in best possible way with respect to ventilation and accessibility to near by locality.
3.	Preparation of plan of dwelling Unit with 2 Bed Rooms, Hall, Kitchen and two toilets(bath-cum-WC) with a plinth area of 560 Sqft including stair case & common area, two lofts for storage of house hold goods and Kitchen shall have kitchen platform.
4.	Preparation of structural designs /drawings for all the members and also conducting soil investigation for SBC.
5.	Preparation of cost estimates with current SSR as per APDSS confirming to Indian standards/NBC/State norms for dwelling units and infrastructure on site and off site if necessary.
6.	Preparation of final DPR including all aspects and covering all the items as per standard DPRs

3.5.Time duration

The task is to be completed in all respect including submission of final report within a period of 10 days from the issue of the work order by the ULB

Deliverable	Target time
Inception report along with layout plans & dwelling unit plan.	3 Days.
Submission of DPR in full shape.	10 Days.

3.6.Payment schedule

Submission and Acceptance of	Payment as% total
Final DPR and approval by competent authority.	40%
On submission of Bid documents.	25%
Finalization of tenders & issue of Work Order.	20%
After completion of work.	15%

COVER B FINANCIAL PROPOSAL

APPENDIX B

4 FINANCIAL PROPOSAL – STANDARD FORMS

4A.FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Empanelment of Consultants' Services for _____

_____ Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [*Date*], and out (technical and Financial Proposals). We submit our financial proposal in the format attached:

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e., [*Date*].

Description	Rate in figures * (As a percentage of estimation)	Rate in words
Preparation of DPR as per ToR for providing 2 BHK Housing & Infrastructure for Urban poor under HFA scheme.		
a. Upto 200 Dwelling Units.		
b. From 201 DUs to 500 DUs		
c. From 501 DUs to 1000 DUs		
d. From 1001 DUs to 1500 DUs		
e. From 1501 DUs to 2000 DUs		
f. Above 2000 DUs		

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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


Yours sincerely,

Authorized Signature:
Name and Title of
Signatory:
Name of the Firm:

Address:

- Ceiling of rate is as fixed in information to bidders (under Financial Proposal).


ES. MCPMA


EE. TUPIDC

