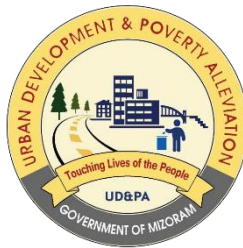




**CREATION OF GEO-DATABASE FOR SERCHHIP TOWN IN  
MIZORAM USING GIS AND DRONE/UAV TECHNOLOGY  
UNDER AMRUT 2.0 GIS SUB-SCHEME ON 'FORMULATION  
OF GIS BASED MASTER PLAN FOR CLASS II TOWNS WITH  
POPULATION OF 50,000 – 99,999'**

**Request for Proposal (RFP)**



**Office of the Chief Town Planner  
Urban Development and Poverty Alleviation Department  
Govt. of Mizoram  
Mineco, Khatla, Aizawl -796001  
[udpa.mizoram.gov.in](http://udpa.mizoram.gov.in)**

AUGUST 2024

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## Section 1. Letter of Invitation

File No.D.13024/11/2022-TCP

Dated: 22<sup>nd</sup> August 2024

1. Office of the Chief Town Planner, Government of Mizoram, Aizawl invites Request for Proposal for "Creation of Geo-Database for Serchhip town in Mizoram under **Amrut 2.0 GIS Sub-Scheme On 'Formulation Of GIS-based Master Plan For Class II Towns with Population Of 50,000 – 99,999'**".
2. The objective of the assignment is to prepare **Geo-Database for Serchhip town using GIS and Drone/UAV Technology** at the functional scales and defined layers as per Design & Standards document of 'Sub-Scheme on Formulation of GIS based Master Plan for AMRUT Cities' and 'Application of Drone/UAV Technology for Formulation of GIS based Master Plan for Small and Medium Towns published by Ministry of Housing & Urban Affairs.
3. A consulting firm will be selected as per procedures described in this RFP.
4. The RFP includes the following:
  - Section 1 - Invitation
  - Section 2 - Terms of Reference
  - Section 3 – Instructions
  - Section 4 - Prequalification - Standard Forms
  - Section 5 - Technical Proposal - Standard Forms
  - Section 6 - Financial Proposal - Standard Forms
  - Section 7 - Standard Form of Contract

Chief Town Planner  
Town & Country Planning,  
Urban Development & Poverty Alleviation  
Govt. of Mizoram, Aizawl



## **Section 2. Terms of Reference**

### **Contents**

1. Introduction
2. Scope of Work
3. Deliverables
4. Time/Payment Schedule
5. Other conditions of Payment
6. Procedure for Monitoring & review of the Assignment
7. Earnest Money & Performance Guarantee
8. Agreement
9. General



## Creation Of Geo-Database for Serchhip town in Mizoram

### 1. Introduction

**1.1** On 25 June 2015, the Hon'ble Prime Minister, had launched the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for 500 cities. Thereafter, as a mandatory reform under the AMRUT Mission a 'Sub-Scheme on Formulation of GIS-based Master Plan for AMRUT cities' was launched by the Ministry of Housing and Urban Affairs (MoHUA) with 100% Central funding. This Sub-Scheme targeted Metro and Class I towns of India.

**1.2** In continuation to the above, the Hon'ble Prime Minister of India launched the Atal Mission for Rejuvenation and Urban Transformation (AMRUT) 2.0 on October 1, 2021. As per Reforms/Milestone no. 13 at Annexure 5 of AMRUT 2.0 Guidelines, a Sub-Scheme for 'Formulation of GIS-based Master Plans of Class-II Towns with a population of 50,000 - 99,999' has been designed and approved by MoHUA.

**1.3** The AMRUT 2.0 GIS Sub Scheme comprises of five components i.e., Geo-database creation, Formulation of GIS-based Master Plans, Capacity Building, Development of National Urban Geo-portal and Development of Integrated Mobile Application. While the first three components will be implemented by the State directly, the latter two components will be developed by MoHUA and have to be put into usage by the States.

**1.4** In this regard, Town & Country Planning Wing (TCP), UD&PA Department is the State Nodal Agency (SNA) in coordination with AMRUT State Mission Directorate for implementing the AMRUT 2.0 GIS Sub-Scheme in Mizoram State. TCP, has intended to hire world class GIS experts and urban planners to formulate GIS-based Master plan for Serchhip Town using GIS and Drone/ UAV technology. Geodatabase creation shall cover the planning area as given below:

Sl. No.	Name of Town	Planning Area (sq.km.)
1	Serchhip	50



Table 1. Schedule of Bid Process

Sl. No.	Key Information	Details
1.	Item Description	RFP for Geo-database creation under AMRUT 2.0
2.	Method of Selection	L1 method as per mentioned in marking criteria in RFP section
3.	Bid processing fee	₹10000/- (Rupees ten thousand only) should be drawn in form of DD in favor of Chief Town Planner, Town & Country Planning Wing, UD&PA, Government of Mizoram, Aizawl, payable at Aizawl from any Nationalized Bank
4.	Earnest Money Deposit (EMD)	₹18,000 (Rupees eighteen thousand only) should be drawn in the form of DD in favor of Chief Town Planner, Town & Country Planning Wing, UD&PA, Government of Mizoram, Aizawl, payable at Aizawl from any Nationalized Bank
5.	Address	Chief Town Planner, Town & Country Planning Wing, UD&PA Building, Top Floor, Mizoram New Capital Complex (MINECO), Aizawl, Mizoram
6.	Contact Details	Email: tcpaizawl@gmail.com Ph: 9862136189
7.	Bid Validity	90 (Ninety) Days
8.	Performance Bank Guarantee (PBG)	PBG shall be an amount equivalent to 10% of total Financial bid value (as per financial bid format of RFP)
9.	Tender Floating Date	26 <sup>th</sup> August 2024
10.	Last Date and Time for Bid submission	9 <sup>th</sup> September 2024, 5:00pm

## 1.5 Description of the Assignment/Project

The major component of the assignment is 'Creation of Geo-Database'. GIS-based base maps shall be created at the functional scales and defined layers as per Design & Standards documents of 'Sub-Scheme on Formulation of GIS based Master Plan for AMRUT Cities' and 'Application of Drone Technology for Formulation of GIS based Master Plan for Small and Medium Towns' published by Ministry of Housing and Urban Affairs (MoHUA) in October, 2020.



## 2. Scope of Work

**2.1 Geo-Database Creation and Updating of Geospatial Data, but not limited to the following aspects:**

- i. Drone Survey may be used for creation of base map for Serchhip Planning area of 50 Sq.km.
- ii. DGPS Survey
- iii. Image Processing for digitization
- iv. Digitization of Base Map
- v. The base map shall contain all key physical features mentioned in Design & Standards for Design & Standards documents of 'Sub-Scheme on Formulation of GIS based Master Plan for AMRUT Cities' and 'Application of Drone Technology for Formulation of GIS based Master Plan for Small and Medium Towns' published by Ministry of Housing and Urban Affairs (MoHUA) in October, 2020.
- vi. Base Map shall be produced on a scale of 1: 4000.

## 2.2 Deliverables and Time/Payment Schedule

Sl. No	Particulars/ Work component	Schedule	Cumulative Time Period
1.	GCP establishment & drone data processing for DEM, contour generation and ortho-rectification	15 days from date of award	15 days
2.	Procurement of Drone Imagery	40 days from date of approval	40 days
3.	Preliminary Base Map preparation & pre-field interpretation of thematic maps	90 days from date of approval of Drone Imagery	145 days
4.	Finalization of Base Map	30 days from date of approval for Preliminary Base Map	175 days

The Consultant will be required to make a presentation before the Consultancy Evaluation & Review Committee (CERC) within a week of submission of each of the above particulars. The Consultant will be required to submit the status/work progress report of each quarter to the Nodal Officer at Town & Country Planning Office. The observations/suggestions of the Nodal Officer will be incorporated in the next stage of data generation and submission.

## 2.3 Procedure for Monitoring & Review of the Assignment

The Consultant's work will be monitored and reviewed by a Consultancy Evaluation and Review Committee (CERC) under the Chairmanship of State Mission Director, AMRUT, Govt. of Mizoram.

The consultants shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the department and the department



shall give their comments and suggestions in the form of feedback. Subsequently, the consultant will incorporate all such comments and suggestions in final stage report.

#### **2.4 General**

- i. The details about the methodology and data outputs in respect of consultancy shall be worked out in the bid offer by the consulting firm.
- ii. All data collected by the Consultant shall be made available to the Client in proper organized format and this data shall remain the property of the Client.
- iii. The data collected and the research results of the Consultancy shall not be divulged to other agencies without the explicit approval of the Client.
- iv. All reports should be submitted in hard and soft copy. Reports should be in Microsoft format, maps and drawings should be in the compatible format of GIS facilities available with the Client.
- v. Monthly Progress Report will be submitted by the consultant to review the progress of the work





### Section 3. Instruction to Consultant

#### 1. Introduction

- 1.1 The Town & Country Planning Wing, UD&PA Department, Government of Mizoram, henceforth referred as Client will select a Firm/Company/Organization for carrying out the assignment on Geo-Database creation for Serchhip Town of Mizoram under AMRUT 2.0 GIS Sub-Scheme using GIS and Drone/UAV Technology.
- 1.2 Interested consulting firms/consortium may submit one proposal only.
- 1.3 Separate proposals are to be submitted for technical and financial bids.
- 1.4 Proposals are to be submitted in English.

#### 2. Method of Selection

- 2.1 Selection will be done on the basis of 3-stage process.

In the first stage, pre-qualification information submitted by interested Consultants in prescribed format will be evaluated. Only those who meet the pre-qualification criteria will qualify 1<sup>st</sup> stage and will be considered for 2<sup>nd</sup> stage. In the 2<sup>nd</sup> stage, Technical Proposals will be opened and evaluated and Technical scores will be given by CERC. In the third stage, Financial Proposals of those Consultants who have a technical score of 80% and above will be opened. The Consultant with the L1 bid will be called for further discussions to sign a Contract Agreement, on the recommendations of the CERC.

- 2.2 Interested consulting firms are requested to submit three-stage documents in separate sealed covers:
  - i) Pre-Qualification
  - ii) Technical Proposal
  - iii) Financial Proposal
- 2.3 Consultants must submit an original and two additional copies of Pre-qualification, Technical Proposal and Financial Proposal along with soft copy.
- 2.4 The proposals must be accompanied with a **non-refundable processing fee of 10,000.00 (Rupees Ten thousand only)** in the form of a bank draft drawn in favor of Chief Town Planner, Town & Country Planning Office, Urban Development & Poverty Alleviation Department, Government of Mizoram, Aizawl, payable at Aizawl from any Nationalized Bank.
- 2.5 The Technical Proposal should be accompanied with an **Earnest Money Deposit (refundable for all non-successful bidders) of ₹18,000 (Rupees Eighteen Thousand only)** in the form of bank draft drawn in favor of Chief Town Planner, Town & Country Planning Office, Urban Development & Poverty Alleviation Department, Government of Mizoram, Aizawl, payable at Aizawl from any Nationalized Bank.



### 2.5.1 Response Evaluation

CERC shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence by bidders may lead to rejection of their Bids.

The decision of the CERC in the evaluation of Bids shall be final and binding on all the Bidders. CERC may ask for meetings or presentation with the Bidders to seek clarifications or confirmations on their Bids.

CERC reserves the right to reject any or all Bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

### 2.5.2 Refund/Adjustment of Earnest Money:

- Earnest money of the successful bidder(s) shall be refunded/ adjusted with the final payment to the Consultant.
- Earnest money of the unsuccessful bidder(s) shall be refunded as early as possible.
- No interest shall be paid on Earnest Money.
- Earnest money shall stand forfeited
  - If the bid is withdrawn at any time before the validity period, or
  - If the successful bidder fails to execute the contract and /or does not execute performance guarantee/ the project within the stipulated time period.

2.6 The outer envelope containing proposal should be marked clearly, "Geo-Database creation for Serchhip town" using GIS and Drone/UAV Technology".

2.7 Address of Submission of bids/proposal  
Chief Town Planner,  
Town & Country Planning Office,  
Urban Development & Poverty Alleviation Department  
Mizoram New Capital Complex (MINECO)  
Aizawl, Mizoram  
796001.

2.8 Submission of the Bids should not later than the following date and time:

Date - 9<sup>th</sup> September 2024

Time - 5:00 pm

2.9 Proposals must remain valid for 90(Ninety) days after the submission date until validity extended by the Consultant. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The client will make the best effort to complete the tendering process within this period. If the client wishes to extend the validity period of the proposals, the Consultants may do so and those who do not agree have the right not to extend the validity of their proposals



### **3. Pre-Bid Conference**

- 3.1 A pre-bid conference will be held on 3<sup>rd</sup> September 2024 at 1:00pm in the office of Chief Town Planner, Town & Country Planning Office, Urban Development & Poverty Alleviation Department, Mizoram New Capital Complex (MINECO).
- 3.2 Clarifications of the RFP may be requested by the consultants in writing (email/post) upto three working days prior to pre-bid conference. The address for requesting clarifications is:
- Zoduailova Zote  
Chief Town Planner  
Town & Country Planning Office,  
Urban Development & Poverty Alleviation Department  
Aizawl - 796001  
Contact: 9862136189  
Email: [tcpaizawl@gmail.com](mailto:tcpaizawl@gmail.com)

### **4. Amendment of RFP Document**

- 4.1 At any time prior to the last date for receipt of bids/proposals, the Client, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment. The Client may at its discretion extend the deadline for the submission of Proposals.
- 4.2 The amendment will be notified in tender document / RFP published on website and the amendments so published will be binding on them. Interested bidders are requested to visit on frequent basis the department website [www.udpa.mizoram.gov.in](http://www.udpa.mizoram.gov.in) to get latest update of the RFP.

### **5. Preparation of Proposal**

#### **5.1 Pre-Qualification Criteria**

- a) Interested Consultants shall submit information in the prescribed Pre-Qualification Forms provided in Section 4 of this document. Only those Consultants whose responses are found satisfactory will be considered for evaluation of Technical Proposal.

#### **5.2 Technical Proposal**

- a) In preparing the Technical Proposal, consulting firms are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.
- b) The Technical Proposal should provide information using the Standard Forms provided in Section 5 of this document only, failing which the proposal may be summarily rejected.
- c) The Technical Proposal shall not include any financial information.

#### **5.3 Financial Proposal**

- a) The Financial Proposal should be submitted in Standard Forms provided in Section 6 of this document only.



- b) The proposal should be complete, i.e., it should list all costs associated with the Assignment.
- c) The Financial Proposal should clearly identify, as a separate amount, the GST of 18% (local taxes including social security and, 1.5% contingency charges to be deducted by the client), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub-consultants, and their personnel.
- d) The financial proposal should be prepared in Indian Rupees.

## 6. Submission, Receipt and Opening of Proposals

- i. The original Proposal (including pre-qualification, Technical Proposal and Financial Proposal) shall be prepared in indelible ink. Any corrections must be initialed by the person or persons who sign(s) the Proposals.
- ii. An authorized representative of the consulting firm shall put his/her initials at all the pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- iii. The original and all copies of the Pre-Qualification shall be placed in a sealed envelope clearly marked "Pre-Qualification".
- iv. Technical Proposal, including original and all copies shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked. 'Financial Proposal', and warning: "**Do Not Open with the Technical Proposal.**" Technical and Financial envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the title "**Technical and Financial Proposal**". This envelope along with Pre-Qualification envelope will be placed in another envelope, sealed and clearly showing the name of the assignment, the submission address, and towns for which the proposal is submitted.
- v. The completed Pre-qualification, Technical and Financial Proposal must be delivered at the submission address on or before the time and date specified.
- vi. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- vii. After the deadline for submission of proposals the Pre-qualification envelope shall be opened immediately by the Consultation Evaluation & Review Committee (CERC). If the CERC desires, the short-listed consultants may be called for presentation. The information will be evaluated. The Technical Proposal of only the qualifying Consultants will be opened after evaluation process. The Financial Proposal shall remain sealed until technical capability statement of all submitted proposals is prepared and consultants short-listed. The consultant's representative may opt to be present during the financial bid opening. The date will be conveyed by the consultant to the client in advance.

## 7. Qualification & Evaluation

### General

7.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.



### Evaluation of Pre-Qualification

The authorized CERC will evaluate the Pre-Qualification Forms on the basis of their audited turnover, experience, projects executed, project experience, qualification and experience of key personnel, applying the evaluation criteria specified.

Sl. No	Pre-Qualification Criteria	Max. Marks
1.	Average audited turnover of the Consulting Firm/ Consortium of the preceding three financial years	10
2.	Experience and Operation of the Consultancy firm	15
3.	Relevant Project experience of the Consultancy Firm	25
4.	Five Major Projects executed	10
5.	Recruitment of regular experts working on GIS based projects	10
6.	Qualification and Experience of key professionals	10
7.	Registration of Company	10
8.	Write-up on "Scope for geo-database creation using application of GIS and Drone/UAV Technology in Serchhip town"	10

The Qualifying Marks will be 70%

### Technical Evaluation

7.2 The Authorized CERC will evaluate the Technical Proposal using the evaluation parameters as below and would select the technically qualified Bidder. All projects to be considered should be successfully completed and completion certificate must be submitted.

7.3 The evaluation criteria/parameters are as follows:

Sl. No.	Evaluation Parameter	Max. Marks
<b>1.</b>	<b>Specific experience of the consultancy firm related to the Assignment</b>	<b>20</b>
a.	Similar assignments in the past 10years (2 of 5marks each)	10
b.	Experience and Professional Capabilities Total Experience in Consultancy – 4 Experience in geo-database creation using GIS and Drone Imagery - 6	10
<b>2.</b>	<b>Adequacy of proposed work plan</b>	<b>30</b>
	Understanding of TOR	10
	Technical demonstration of the specifications mentioned in TOR	20
<b>3.</b>	<b>Qualification and competence of the key professional staff for the assignment</b>	<b>50</b>



	Team Leader/Urban Planner	15
	Image Analyst	10
	GIS Expert	15
	Surveyors	10
	<b>Total Score</b>	<b>100</b>

Illustrative list of "Similar Assignments":

- Generation of geospatial database for a city/ town Total points
- Preparation of revenue/land-use/land-cover maps for the government agencies.
- Preparation of geo-database inventory for New Town/ Industrial Township preparation of project inventory using GIS of urban sector projects like water supply, sewerage, etc., national highway/ metro/ similar large infrastructure projects.

7.4 The percent distribution of points for qualifications and competence of the key professional staff for the assignment are:

a.	Educational qualifications	20%
b.	Relevant experience for the project	60%
c.	Experience in the region	20%

7.5 The minimum required experience of proposed key professional staff is:

S. No.	Key Professional	Qualifications	Area of Specific Expertise
1.	Team Leader/Urban Planner	Post Graduate in Urban Planning with 10 years' experience.	Experience in handling similar projects and formulation of GIS based Master Plans.
2.	Image Analyst	M. Tech in Remote Sensing	
3.	GIS Expert	M.Sc / M.Tech in Geo-Informatics with 7 years' experience or B.Sc (Geography) with P.G Diploma in GIS and Remote Sensing.	Experience in developing and managing geo-database
4.	Surveyors	Diploma in Surveying along with a professional experience of 5 years	Minimum of five years of professional experience of collecting GCP's and terrain features using ETS, DGPS and other surveying equipment.
*Experience of Key-professionals in hilly regions will be given higher weightage			

7.6 The minimum technical score required to pass is: 80%.



## **8. Public Opening and Evaluation of Financial Proposals.**

- i. After the evaluation of Technical Proposal is completed, the Client shall notify only those consultants whose proposals have been short-listed of the same and the date and time for opening of financial proposals.
- ii. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- iii. The Consultancy Evaluation & Review Committee (CERC) will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not the client will cost them and add their cost to the initial price), correct any computational errors, etc.
- iv. The Consultant who has bid the lowest amount (L1) will be invited for discussions/ negotiations / clarifications for the purpose of signing a Contract Agreement.

## **9. Discussions/ clarifications with the successful bidder**

- i. Discussion/clarifications will be held in order to reach agreement on all points and sign a contract.
- ii. Discussion/Clarifications will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Consultant will then work out final Terms of Reference, staffing, staff-months, logistics, and reporting which will be incorporated in the Contract.
- iii. Discussions/ clarifications will be held at the office chamber of The Chief Town Planner, Town & Country Planning Office, UD&PA on date set by mutual convenience.

## **10. Award of Contract**

- i. The contract will be awarded after the tendering process is complete. Awarding the consultancy work will be in accordance with policies of Government of Mizoram including policies on corrupt and fraudulent practices.
- ii. On award of the consultancy, the Consultant should be required to enter into an agreement with Client for the successful completion of the Consultancy as per the Terms and Reference.
- iii. The firm is expected to commence the assignment on the date and at the location specified in the Contract.
- iv. Termination of the Contract will be in accordance with provisions of the Para 2.6 of General Conditions of Contract. In case of dispute the matter will be resolved within the Judicial Jurisdiction of Mizoram.
- v. The Client will provide the relevant data/reports available. Collecting any other data relevant to the assignment will be the responsibility of the consultants. The Client will provide the necessary introductory letter to get information from other concerned agencies/departments, wherever applicable.

## **11. 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.



## 12. Other conditions of payment

- i. No separate TA/DA would be payable in addition to Consultancy fee.
- ii. The GST of 18% and other taxes including 1.5 % contingency charges as applicable under the law would be deducted by the Client from the amount payable as Consultancy fee.
- iii. In case of delay in the conduct of consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to 0.5% (half percent) of total contractual value, which the Consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.
- iv. The successful bidder will have to provide a **Performance Guarantee for 10%** of the Consultancy fee at the time of signing the Contract Agreement as per the following details:
  - The guarantee is to be valid upto one year from date of approval of Submission of the Final report.
  - This shall have to be furnished by the Consultant within 15 days from the date of issue of a letter accepting the offer of the assignment. The performance guarantee shall be submitted in the prescribed form (Section 7, Appendix - F) from any scheduled commercial bank appearing in the second schedule of RBI incorporated in India.
  - The Performance Guarantee Bond and/or any amendment thereto shall be executed on a stamped paper of requisite money value in accordance with Indian laws.
  - No other form of Guarantee shall be acceptable.





#### **Section 4. Pre-Qualification-Standard Forms**

To,

**Subject: Consultancy Services for "Geo-database creation for Serchhip Town of Mizoram" using GIS and Drone/UAV Technology of Pre-Qualification.**

Sir,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date]. We are hereby submitting our Proposal for "Geo database creation for Serchhip town of Mizoram" using GIS and Drone/UAV Technology.

2. The Proposal contains the following documents in separate sealed envelopes:

Pre-Qualification – 1 copy  
Technical Proposal – 1 copy  
Financial Proposal – copy

3. We have gone through the RPF documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

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

Encl:

1. Pre-Qualification (in sealed cover)
2. Demand Draft of ₹10,000.00 towards processing fee
3. Technical & Financial Proposal (in sealed cover)



## Pre-qualification – Standard Forms

### 4A. General

1. Name of the consulting firm
2. In case of consortium, name of other partners of the consortium
3. In case the consulting firm is a subsidiary of a larger organization, please write the name of the parent organization.
4. Consulting firm's registered address in India
5. Consulting firm's address for correspondence regarding this project including phone numbers (mention city code), fax numbers and email address
6. Details of the authorized signatory of the consulting firm for communication regarding this project
  - Name
  - Designation
  - Contact details of the authorized signatory
  - Office Phone (Direct Line/Extension)number
  - Fax Number
  - Mobile Phone Number
  - Email Id
7. Please mention the audited turnover of the Consulting Firm/Consortium Lead in the preceding three financial years (Rs. Crores)

FY 2020-21 \_\_\_\_\_ Cr. INR  
FY 2021-22 \_\_\_\_\_ Cr. INR  
FY 2022-23 \_\_\_\_\_ Cr. INR

**Note: only those firms should apply whose turnover is not less than 20 lakhs for each of last 3 consecutive financial years. For consortium, all firms must conform to this criterion.**

### 4B. Experience of the Consulting Firm

1. Total Experience since the inception of firm (in years) :
2. Main line business :
3. Experience in consultancy (in years) :
4. Experience in consultancy in relevant field (in years) :



#### 4C. Major projects executed

Sl. No.	Name of Project	Client	Types of Project	Location of Project	Value of the Project (in Rs.)	Stage of project execution	
						(Completed/under progress) as on date	Year of completion
1							
2							

#### 4D. Relevant project experience of the Consulting Firm

Sl. No	Title of the project	Client	Whether participated as individual consulting firm. member of consortium or(if member of consortium, mention the consortium lead)	Project cost in Rs.	Stage of project execution (completed/under progress) as on date	Any other relevant information
1						
2						

#### 4E. Qualification and Experience of Key Professionals

Sl. No.	Field of Expertise	Qualifications			Experience			
		PhD	PG	Graduate	Total	In relevant projects	Names of corresponding project	National/International Experience
1	Team Leader							
2	Image Analyst							
4	GIS Expert							
5	Surveyor							

Illustrative relevant fields to be used for ... above:

- Generation of geospatial database for a city/town



- Preparation of revenue/land use/land cover maps for the government agencies.
- Preparation of geo-database inventory for New Town/Industrial Township.
- Preparation of project inventory using GIS of urban sector projects like water supply, sewerage etc., national highway, metro/similar large infrastructure project.

**Note : Only those firms should apply who has, not less than 5 years' experience in the relevant field. For consortium, all firms must conform to this criterion.**

#### **4F. Write-up**

Write-up on the topic "Scopes for Geo-database creation using GIS and Drone/ UAV Technology for Master Plan Formulation in Serchhip Town of Mizoram" in about 1000 words.



## **Section 5. Technical Proposal – Standard Forms**

### **Contents**

- 5A Technical Proposal Submission Form
- 5B Firm's reference
- 5C Comments and suggestions on the Terms of Reference and on data services and facilities to be provided by the Client.
- 5D Description of the methodology and work plan for performing the assignment
- 5E Team Composition and Task Assignment
- 5F Format of Curriculum Vitae of proposed key professional staff and team
- 5G Time schedule for key professional personnel
- 5H Activity (work) schedule



## 5A. Technical Proposal Submission Form

To,

**Subject: Consultancy services for "Geo-Database creation for Serchhip Town of Mizoram" using GIS and Drone/UAV Technology.**

Sir,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date] for "Geo database creation for Serchhip Town of Mizoram" using GIS and Drone/UAV Technology.

1. We are hereby submitting out Technical Proposal and demand Draft of ` \_\_\_\_\_ towards Earnest Money in one envelope and a Financial Proposal sealed under a separate envelope.
2. The Proposal contains the following documents in separate sealed envelopes:  
Technical Proposal – 3 copies with Demand Draft  
Financial Proposal – 1 copy
3. We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

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

Encl: As above.

## 5B. Firm's References

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



**5B (i). Relevant services carried out in the last five years that best illustrate qualifications**

Firm's Name:

Assignment Name:		Country :
Location within Country :		Key professional staff provided by your Firm/(profiles):
Name of Client :		No. of Staff :
Address :		No. of Staff-months : Duration of assignment :
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services (in Rs.) :
Name of Associated Consultants, if any :		No. of months of key professional staff provided by Associated Consultants:
Name of Senior (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your staff :		

**5B (ii). Particulars and Experience of firm(s)**

Relevant services carried out in the five project\* similar to the assignment considered to best illustrate experience and capabilities of the consulting firm/consortium since the inception of the Consultant firm in the format given below:



Sl. No	Field of specialization	Name of consulting firm	Assignment Name	Name of Client	Whether participated as individual consulting firm/member of consortium mention the consortium lead	Project Cost in Rs.	Stage of project execution on ground (initiated/in progress/completed)	Any other relevant information
	2	3	4	5	6	7	8	9

\* Note: If the proposal is being submitted by a consortium, mention the best five relevant projects carried out by consortium or constituent firms.

Illustrative fields of specialization to be in column 2 above:

- Generation of geospatial database for a city/town
- Preparation of revenue/land use/land cover maps for the government agencies.
- Preparation of geo-database inventory for New Town/Industrial Town ship.
- Preparation of project inventory using GIS of Urban sector projects like water supply, sewerage etc. national highway/metro/similar large infrastructure projects.

### 5B (iii). Experience of the Consulting Firm

Sl. No.	Name of consulting firm/consortium	Total Experience since the inception of firm (in year)	Experience in Relevant Field (Years)





### **5C. Comments & Suggestions of Consultants on the Terms of Reference and on Data, Services & Facilities to be provided by the Client**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.



## **5D. Description of the Methodology & Work Plan for Performing the Assignment**



## 5E. Team Composition & Task Assignments

### 1. Technical/ Managerial Staff

Sl. No.	Name	Proposed Position	Total Experience	Relevant Experience in years

### 2. Support Staff

Sl. No.	Name	Proposed Position	Total Experience	Tasks to be performed



## 5F. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

Proposed Position:

Name of Firm:

Name of Expert:

Profession:

Date of Birth:

Years with Firm/Entity:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

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

Education: \_\_\_\_\_

*[Summarize college/university and other specialized education of expert 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 expert 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 client references, where appropriate-]*

Languages:

*[For each language indicate proficiency: excellent, good, fair, 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. If awarded the Contract, I undertake to work with this Firm only on this assignment.

[Signature of expert member]      [Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of expert:

Full name of authorized representative:



**5G. Time Schedule for Key Professional Personnel**

Sl. No.	Name	Position	Reports Due/Activities	Weeks (in the form of a Bar Chart)							No. of Weeks
				1	2	3	4	5	6	7	
											Subtotal (1)
											Subtotal (2)
											Subtotal (3)
											Subtotal (4)

Full-time:

Part-time:

Reports Due:

Activities Duration:

Signature (Authorized Representative):

Full Name:

Title:

Address:



## 5H. Activity\* (Work) Schedule

### A. Field Investigation and Consultancy Items

Sl. No.	Item of Activity (Work)	Weeks from inception of the assignment (in the form of a Bar Chart)								
		1	2	3	4	5	6	7	....	No. of Weeks
										Subtotal (1)
										Subtotal (2)
										Subtotal (3)
										Subtotal (4)

### B. Completion and Submission of Reports

Sl. No.	Reports:	Programme: (Date)
	Procurement of Satellite Data	
	GCP collection & satellite data processing for DEM, contour generation & ortho-rectification	
	Base map preparation & pre-field interpretation of thematic maps	
	Field work & data/sample collection	
	Testing/analysis of samples in the laboratory	
	Traffic Survey & Analysis	
	Post-field interpretation & finalization of thematic maps	
	Generation of perspective land-use & transport plan	
	Report writing	



## **Section 6: Financial Proposal – Standard Forms**

### **Contents**

- 6A. Financial Proposal Submission Form.
- 6B. Summary of Costs
- 6C. Breakdown of Price per Activity
- 6D. Breakdown of Remuneration per Activity
- 6E. Reimbursable per Activity
- 6F. Miscellaneous Expenses



## 6A. Financial Proposal Submission Form

[Location, Date]

To

[name & address]

**Sub: Consultancy Services for "Geo database creation for Serchhip town of Mizoram" using GIS and Drone/UAV Technology - Financial Proposal.**

Sir,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated [Date] for Geo database creation for Serchhip town of Mizoram" using GIS and Drone/UAV Technology.

1. We are hereby submitting our Financial Proposal for the sum of [Amount in words and figures]. This amount is inclusive of the applicable taxes and deductions which we have estimated at [Amount(s) in words and figures].
2. The Financial Proposal contains the following documents in separate sealed envelopes:  
Financial Proposal - I copy
3. Our financial proposal shall be binding upon us subject to the modifications resulting from discussions, up to expiration of the validity period of the Proposal, i.e., [Date].
4. 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".
5. We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,  
Authorized Signature:  
Name and Title of Signatory:  
Name of the Firm:  
Address:





## 6B. Summary of Costs

Sl. No.	Name of Activity	Costs	Amount (Rs.)	
			In Figures	In Words
1.	<b>Remuneration</b>			
	Sub-Total			
	Taxes and Duties Taxes payable on fees for technical services provided by consulting firm			
	Consultancy service tax			
2.	<b>Reimbursable, if any</b>			
	Sub Total			
	Taxes and Duties Taxes payable on fees for technical services provided by consultants			
	Consultancy Service tax			
3.	<b>Miscellaneous Expenses</b>			
	Sub Total			
	Taxes and Duties Taxes payable, Fees for technical services provided by consultants			
	Consultancy service tax 3% Contingency deduction			

**Total Amount of Financial Proposal:**

**Grand Total including all Taxes:**

(In Figures)

(In Words)



### 6C. Break-up of Price per Activity

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_.

Sl. No.	Price Component	Amount (Rs.)
1.	Remuneration	
2.	Reimbursable, if any	
3.	Miscellaneous Expenses	
	Sub Total	

Note: The above form is to be filled up separately for each activity.



### 6D. Break-up of Remuneration per Activity

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_.

Sl. No.	Names	Position	Input*	Remuneration Rate	Amount (in Rs.)
	Regular Staff				
		Team Leader			
		Image Analyst			
		GIS expert			
		Surveyor			
	Local Staff				
	Consultants				
	Grand Total				

- Staff months or days as appropriate

Note: The above form is to be filled up separately for each activity



## 6E. Reimbursable per Activity

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_.

Sl. No.	Description	Unit	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1.	Return Flights				
2.	Miscellaneous travel expenses				
3.	Subsistence allowance				
	Local Transportation Costs				
	Office rent/ accommodation, clerical assistance etc.				
	Grand Total				

*Note: The above form is to be filled up separately for each activity.*



## 6F. Miscellaneous Expenses

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_.


Sl. No.	Description	Unit	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1.	Communication costs				
2.	Drafting, reproduction of reports				
3.	Equipment: Vehicles, Computers, etc.				
4.	Software				
5.	Grand Total				

*Note: The above form is to be filled up separately for each activity.*



## Section 7. Standard Form of Contract

For Official Use Only



**AMRUT 2.0 GIS Sub-Scheme on Formulation of GIS based Master Plans of Class-II Towns with population of 50,000 - 99,999**

# CONTRACT FOR CREATION OF GEO-DATABASE USING GIS AND DRONE/UAV TECHNOLOGY

**BETWEEN**

**TOWN & COUNTRY PLANNING OFFICE,  
URBAN DEVELOPMENT & POVERTY ALLEVIATION  
GOVERNMENT OF MIZORAM  
AND  
[NAME OF CONSULTANT]**



**Town & Country Planning Office  
Urban Development & Poverty Alleviation  
Aizawl, Mizoram  
2024**

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## I. FORM OF CONTRACT

### Lump Sum Remuneration

This CONTRACT (hereinafter called the "Contract") is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2024, between Town & Country Planning Office, Urban Development & Poverty Alleviation (UD&PA) Department, Government of Mizoram (hereinafter called the Client which includes its assigns, executors & administrator) in coordination with State Mission Directorate, and M/s \_\_\_\_\_ (hereinafter called Consultants), a company \_\_\_\_\_, and having its registered office at \_\_\_\_\_ through \_\_\_\_\_, duly appointed its General Attorney, for Creation of Geo-Database for Serchhip in Mizoram under AMRUT 2.0 GIS Sub-Scheme on 'Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999'. Certified photocopy General Power of Attorney is annexed herewith; Consultants include its assigns, executors and administrators.

#### WHEREAS

- (a) the Client has requested the Consultants to provide certain consultancy services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract (hereinafter called "GC");
  - (b) The Special Conditions of Contract (hereinafter called "SC");
  - (c) The following Appendices:

This RFP document and conditions therein shall be deemed to be part of the Contract Agreement.

Appendix A:	Description of the Services	_____
Appendix B:	Reporting Requirements	_____
Appendix C:	Key Personnel and Sub-consultants	_____



Appendix D:	Breakdown of Contract Price in INR	_____
Appendix E:	Services and Facilities Provided by the Client	_____
Appendix F:	Form of Performance Guarantee	_____

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

- (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- (b) The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF Town & Country Planning, UD&PA Department,  
Government of Mizoram

By

(ZODUAILOVA ZOTE)

FOR AND ON BEHALF OF [NAME OF CONSULTANT]

By

(Authorized Representative)



## II. GENERAL CONDITIONS OF CONTRACT

### 1. GENERAL PROVISIONS

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India.
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (d) "Member", in case the Consultants consist of a consortium of more than one entity, means any of these entities, and "Members" means all of these entities; "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract;
- (e) "Party" means the Client or the Consultants, as the case may be, and Parties means both of them;
- (f) "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
- (g) "SC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;
- (h) "Services" means the work to be performed by the Consultants pursuant to this Contract as described in Appendix A; and
- (i) "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.

#### 1.2 Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract, supplemented by general conditions and special conditions annexed to this contract.

#### 1.3 Language

This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

#### 1.4 Notices

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the SC.



### **1.5 Location**

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.

### **1.6 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

### **1.7 Taxes and Duties**

Unless otherwise specified in the SC, the Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties.

### **2.2 Commencement of Services**

The Consultants shall begin carrying out the Services after the date the Contract becomes effective.

### **2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client.

### **2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### **2.5 Force Majeure**

#### **2.5.1 Definition**

For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including:

- i) Acts of God and nature including
  - typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and



- plague or epidemic or quarantine conditions arising therefrom;
- ii) Air crash, shipwreck, train wrecks or failures or delays of transportation;
- iii) Strikes, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;

### 2.5.2 *No Breach of Contract*

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### 2.5.3 *Extension of Time*

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### 2.5.4 *Payments*

During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.

## 2.6 **Termination**

### 2.6.1 *By the Client*

The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (e):

- (a) if the Consultants do not perform their obligations under this Contract, within thirty (30) days of receipt after being notified
- (b) If the Consultants become insolvent or bankrupt;
- (c) If, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.



“Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract.

- (e) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### 2.6.2 *By the Consultants*

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

- (a) if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue; or
- (b) If, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### 2.6.3 *Payment upon Termination*

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultants:

- (a) Remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) Except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

### 2.6.4 *Failure and Termination*

In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract as indicated below:

"To recover from the Consultant as agreed liquidated damages including administration expenses and not by way of penalty, a sum equivalent to 0.5% (half percent) of total contractual agreement, which the Consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price".

## 3. OBLIGATIONS OF THE CONSULTANTS

### 3.1 *General*

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always



act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

#### **3.2.2 Consultants and Affiliates not to be Otherwise Interested in Project**

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### **3.2.3 Prohibition of Conflicting Activities**

Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) During the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or
- (b) After the termination of this Contract, such other activities as may be specified in the SC.

### **3.3 Confidentiality**

The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

### **3.4 Insurance to be taken out by the Consultants**

The Consultants (a) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Consultants' Actions Requiring Client's Prior Approval**

The Consultants shall obtain the Client's prior approval in writing before taking any of the following actions:





- (a) Entering into a subcontract for the performance of any part of the Services,
- (b) Appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Sub-consultants"), and
- (c) Any other action that may be specified in the SC.

### **3.6 Reporting Obligations**

The Consultants shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.7 Documents Prepared by the Consultants to be the Property of the Client**

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultants in accordance with Clause 3.6 shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.



## **4. CONSULTANTS' PERSONNEL**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

### **4.2 Removal and/or Replacement of Personnel**

(a) No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client.

(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.

(c) The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. OBLIGATIONS OF THE CLIENT**

### **5.1 Assistance and Exemptions**

The Client shall use its best efforts to ensure that the Government shall provide the Consultants such assistance and data as specified in the SC.

### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Consultants, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 6.2.

### **5.3 Services and Facilities**

The Client shall make available to the Consultants the Services and Facilities listed under Appendix E.



## **6. PAYMENTS TO THE CONSULTANTS**

### **6.1 *Lump Sum Remuneration***

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

### **6.2 *Contract Price***

The price payable in local currency is set forth in the SC.

### **6.3 *Payment for Additional Services***

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a break-up of the lump-sum price is provided in Appendices D and E.

### **5.4 *Terms and Conditions of Payment***

Payments will be made to the account of the Consultants and according to the payment schedule stated in the SC. First payment shall not be released till the performance guarantee is executed by the Consultant. Subsequent payments shall be made in accordance with the conditions listed in the SC on submission of an invoice by the Consultants.

## **7. SETTLEMENT OF DISPUTES**

### **7.1 *Amicable Settlement***

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **7.2 *Dispute Settlement***

Any dispute between the Parties as to matters arising pursuant to this Contract that 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 in accordance with the provisions specified in the SC.



### III. SPECIAL CONDITIONS OF CONTRACT

#### **GC Clause Amendments of and Supplements to Clauses in the General Conditions of Contract**

1.6 The Authorized Representatives are:

For the Client:

[name & address of Nodal Officer]

For the Consultant:

\_\_\_\_\_

3.2.3 For a period of two years after the expiration of this Contract, the Consultants shall not engage, and shall cause their Personnel as well as their Sub-consultants and their Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Client under this Contract, nor shall they engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.

3.4 The Consultant shall ensure to cover the following risks and take the necessary coverages in this regard:

(a) Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub-consultants or their Personnel, for the period of Consultancy;

(b) Professional liability insurance, with a minimum coverage equal to total contract value for this consultancy; and



- 3.7 The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.
- 6.2 The amount in Indian currency is Rs. \_\_\_\_\_.
- 6.4 Payments shall be made according to the Para 3 of Section 2 (Terms of Reference).
- 7.2 **Dispute Settlement**

Any Dispute or differences whatsoever arising between the parties out of or relating to the implementation, meaning and operation or effect of this agreement or its execution or the breach thereof shall be settled by arbitration in Aizawl, Mizoram. The parties agree that the sole arbitrator shall be appointed by the Chief Town Planner, Town & Country Planning Office, UD&PA. Parties hereto will raise no objection to the arbitration on the ground that the Arbitrator is a Government servant that he had to deal with matters to which the contract relates or that in the course of his duties as Government servant he has expressed views on all or any of the matters in dispute or difference. It is a term of this agreement that in the event of any difficulty arising by reason of death, resignation, retirement, inability or refusing to act as arbitrator or if the award is set aside by any court for any such reason of procedure, it will be lawful for the Chief Town Planner, Town & Country Planning Office, UD&PA to appoint another person as arbitrator in place of the outgoing arbitrator. In every such case it shall be lawful for the new arbitrator to act upon the record of the proceedings as existent at that stage of the arbitration or to commence proceedings de-novo as the arbitrator in his discretion may decide. The provisions of Indian Arbitration and Conciliation Act, 1996 and any modification thereon shall govern the proceedings. The contract and the arbitration shall be governed by Indian Law only. The Award made in pursuance thereof shall be binding on the parties.

The Civil Courts in Aizawl, Mizoram alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.



#### **IV. APPENDICES**

Appendix A — Description of the Services	...
Appendix B — Reporting Requirements	...
Appendix C — Key Personnel and Sub-consultants	...
Appendix D — Break-up of Contract Price in Indian Currency	...
Appendix E — Services and Facilities Provided by Client	...
Appendix F — Form of Bank Guarantee for Advance Payment	...



## Appendix A

### Description of the Services

*[Give detailed descriptions of the services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]*

- i. Generation of 1:4,000 scale Urban Geospatial Database using very high resolution drone image of 1.2 in/px .The feature content, standards, accuracy, geometry, layers, spatial attribute information etc. will be as per the Design & Standards documents of ‘Sub-Scheme on Formulation of GIS based Master Plan for AMRUT Cities’ and ‘Application of Drone/UAV Technology for Formulation of GIS based Master Plan for Small and Medium Towns’ published by Ministry of Housing and Urban Affairs (MoHUA).
- ii. Digitization of base layers like road, bridges, flyover, water bodies, urban land cover, building footprints, administrative boundaries and other boundaries required for master plan formulation. Hazard prone areas and hypsography shall be included in the base map.
- iii. Incorporation of spatial attributes for value addition and for preparation of final Base map. The Client shall make available the spatial attributes to the consultant.



## Appendix B

### Reporting Requirements

*[List format, frequency and contents of reports; persons to receive them; dates of submission, number of copies, etc. If no reports are to be submitted, state here "Not applicable".]*

Sl.No	Component	Cumulative Time Period	Payment Schedule
1	Drone and Reconnaissance survey	26 days from date of award of contract	20% of the project cost
2	Image processing and digitization of geospatial data	45 days from completion of drone and reconnaissance survey	10% of the project cost
3	Delivery of draft base map	-	30% of the project cost
4	Incorporation of spatial attributes	15 days from the date of receiving spatial attribute data from Client	20% of the project cost
5	Delivery of final base map with suggestions/modifications from the Client	-	20% of the project cost





## Appendix C

### Key Personnel and Sub-consultants

(Refer Clause 4.1 of General Conditions of Contract)

List under:

- C-1: Names and Titles, detailed job descriptions and minimum qualifications and experience of Personnel to be assigned to work on the assignment, and staff-months for each.
- C-2 List of approved Sub-consultants [if already available]; same information with respect to their Personnel as in C-1.
- C-3 Same information as C-1 for key local personnel.



## **Appendix D**

### **Breakdown of Contract Price in Indian Currency**

List here the elements of cost used to arrive at the breakdown of the lump sum price:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures

This appendix will exclusively be used for determining remuneration for additional services.



## **Appendix E**

### **Services and Facilities Provided by the Client**

*[Indicative list – State/ULB may ascertain what documents are to be provided to the Consultant for this assignment]*

1. Existing Master Plan/ draft Master Plan, if any.
2. Any reports which are available only with the Client and relevant to the assignment.



## Appendix F

### Form for Performance Guarantee

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref.: Bank Guarantee: \_\_\_\_\_ Date: \_\_\_\_\_

Sir,

In consideration of Government of Mizoram, Town & Country Planning Office, UD&PA Department (hereinafter referred as the 'Client', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) in coordination with AMRUT State Mission Directorate having awarded to M/s \_\_\_\_\_ (hereinafter referred to as the 'Consultant' which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Client's Contract Agreement No. dated and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at Rs. (in words and figures) for **GIS-based Master Plan Formulation for --- Town in --- State under AMRUT 2.0 GIS Sub-Scheme on 'Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999'** (hereinafter called the 'Contract') and the Client having agreed to make payment to the Consultant for performance of the above Contract as per the contract for consultancy service against Bank Guarantee to be furnished by the Consultant as security for the performance of the Consultant's obligation and/ or discharge of the Consultant's liabilities under / and/or in connection with the said contract.

We (Name of Bank) having its Head Office at (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/undertaking to the extent of Rs. \_\_\_\_\_ aforesaid at any time (up to 20% of the contract amount) without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Consultant arising up to and until 12 months from the date of the approval of the Geo-Database on consultancy services provided by the Consultant provided that the Bank shall upon the written request of the Client made within in 6 (six) months of the said date extend this



Guarantee/Undertaking by a further 6 (six) months from the said date, within which the Client may make a demand hereunder.

2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or at any time have in relation to the Consultant's obligation/ liabilities under and/or in connection with the said contract and the Client shall have full authority to take recourse to or reinforce this security in preference to the other security (ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.

3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Consultant.

4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reasons of any dispute or disputes having been raised by the Consultant (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Consultant or any other order or Communication whatsoever by the Consultant stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.

5. Notwithstanding anything contained herein:

(a) The Bank's liability under this Guarantee/Undertaking shall not exceed Rs. \_\_\_\_\_.

(b) This Guarantee/Undertaking shall remain in force up to 12 months from the date of approval of the Geo-Database by the Client.

6. The Bank hereby declares that Shri \_\_\_\_\_ (name & designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)

Name & Designation

Name of the Bank

