

**Empanelment of Consultants for project preparation and
supervision of works under GMDA**

NIT No. GMDA/GEN/11/2014/Pt-III/8 Dated: 23/09/2022



**Guwahati Metropolitan Development Authority
Bhangagarh :: Guwahati-5**

Empanelment of Consultants for project preparation and supervision of works under GMDA

A. INVITATION TO BID

1. Guwahati Metropolitan Development Authority invites applications for **Empanelment of Consultants for project preparation and supervision of works under GMDA** who have proven experience in preparation of Concept paper, Detailed Project Report (DPR) etc. in the sectors of infrastructural facilities, buildings, water supply, sewerage & sanitation, roads, drain, bridges, urban-services, surveying, landscaping, electrical design etc as per detailed in scope of services herein under.

2. The detailed documents can be downloaded from GMDA's website <https://gmda.assam.gov.in>

3. Scope of Work

3.1 GMDA intends to empanel competent management consultancy firms capable of providing end to end consulting services for various projects that GMDA works on. Following is the scope which will give you an insight into the kind of work that GMDA expects the firms to do, in sectors listed below (but not limited to):

- i. Architecture, Construction and Other Engineering Services,
- ii. Sewerage & Sanitation
- iii. Roads , drain, culverts, bridges
- iv. Flood mitigation
- v. Water supply
- vi. Engineering surveys
- vii. Data Management and advance analytics
- viii. Accounts and financing
- ix. Risk and Compliance
- x. Electrical and Power Sector
- xi. Sustainable Energy,
- xii. Landscaping, plantation and horticulture
- xiii. Event management and advertising
- xiv. Project supervision

3.2 The scope of services would broadly include:

- a) Preparing Concept paper, Feasibility reports, Detailed Project Reports, and other related reports;
- b) Developing knowledge map(s) including knowledge/databases in identified areas;
- c) Enabling process enhancement and technology enablement for various projects;
- d) Developing frameworks for providing value added information services tailored to the scientific and technological needs of the Project teams.
- e) Undertaking Research studies including carrying out market surveys through

- collection and analysis of data;
- f) Reviewing of existing schemes, proposing improvements and recommendation of new schemes within the overall mandate of the organization/institution.
- g) Reviewing of project funding guidelines and recommend modifications/improvements within the overall framework of the rules and regulations of the organization/institution;
- h) Conducting impact assessment, monitoring and evaluation studies of various programs, schemes, projects; and other activities of the organization /institution;
- i) Development of Software Product Development and end to end process automation;
- j) Providing Project Management Assistance

While the above-mentioned activities are to give an idea about the nature and type of projects, there can be any additional activities of similar nature, which the empanelled firms/companies would be required to undertake, based on the requirements from time to time.

The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

4. Qualification Criteria

Bidders are expected to meet the following qualification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. GMDA shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S.No.	Basic Requirements	Specific Requirements	Documents Required
a.	Legal Entity	A firm may be a private entity in form of company incorporated under Companies Act, 1956 or amended thereof and any other equivalent law abroad, registered partnership firm, society, or registered sole proprietorship; or an educational or research institute/trust established under relevant Act in India. The applicant must have registered/operating office in Guwahati.	Copy of Certificates of incorporation
b.	Turnover	Average Annual Turnover of the	Audited/Certified

		Bidder during the last Three financial years, i.e FY 2018-19, 2019-20, 2020-21 (as per the last published audited balance sheets), should be more than Rs. 10 lakhs	Annual Financial Statements by CA's and Annual Report for the three financial year
c.	Technical Capability & Experience	Firms should have minimum 5 years experience working with Govt./PWD/CPWD/ MES /PSUs/ Development authorities and local bodies. The bidder should have successfully completed assignments of similar nature as listed in the scope of work	Work Order / Work Completion Certificates from the client
d	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
e	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc.	Undertaking in this regard to be submitted.

5. Work Experience:

Category No.	Value of work	Eligibility Criteria	Documentary proof for the eligibility
(i)	Upto Rs.5.00 Cr	Work experience during last 05 years: Should have completed composite consultancy (planning, design & estimation) in respect of minimum (i) 2 works of project value not less than Rs. 2.00 crore each or (ii) 4 works of project value not less than Rs. 1.00 Cr each or (iii) 6 works of project value not less than Rs. 50.00 lakhs each.	Certified copy of consultancy orders and completion certificates issued by the clients.

(ii)	Above Rs.5.00 Cr upto Rs.10.00 Cr	Work experience during last 05 years: Should have completed composite consultancy (planning, design & estimation) in respect of minimum (i) 2 works of project value not less than Rs. 4.00 Cr each or (ii) 4 works of project value not less than Rs. 2.00 Cr each or (iii) 6 works of project value not less than Rs.1.00 Cr.	Certified copy of consultancy orders and completion certificates issued by the clients.
(iii)	Above Rs.10.00 Cr	Work experience during last 05 years: Should have completed composite consultancy (planning, design & estimation) in respect of minimum (i) 1 works of project value not less than Rs. 10.00 Cr and above or (ii) 2 works of project value not less than Rs. 5.00 Cr each	Certified copy of consultancy orders and completion certificates issued by the clients.

6. Technical Evaluation

The firm should specifically mention the sectors (as mentioned in scope of work) for which they wish to apply. The Technical Evaluation would happen on the basis of bidder's relevant experience and key personnel as described under. Only those applicants who score 70 marks or more out of 100 shall be qualified for empanelment.

SN	Criteria	Marks
1	Past Experience in work of similar nature	40
1.1	Number of years' experience of the firm/bidder > 10 years - 10 marks >7 to 10 years - 8 marks >5 to 7 years -6 marks	10
1.2	Experience of similar nature of services specified in scope of work within last 5 (Five) years ≥10 projects –30 marks ≥6 to 9 projects – 20 marks For 2- 5 projects –15 marks	30
2	Personnel Details	40

2.1	Quality of personnel (minimum 3 person) : weightage as below i. Professional/Educational Qualifications – 30% ii. Adequacy for the Assignment- 70% • Total Length of experience - 30% • Professional experience specific to the assignment – 40%	30
2.2	Full time professional staff engaged in related consulting services (Number of Staff)	10
3	Awards and Regional Spread Regional Presence including infrastructure manpower and other resources at each location of the presence and awards if any. This may be substantiated by bidder through documentary evidence.	20
	Total	100

Note: For all the above submission bidders shall submit documentary evidence.

7. Based on the above evaluation, the consultants / firms will be empanelled. For each work, competitive bidding will be done among the empanelled consultants for the respective category. Consultant who has submitted the lowest bid will be considered for award for consultancy work. If more than one consultant become lowest, Department reserves the right to finalize the consultants as below:
 - i. Split up and issue the work among lowest consultants
 - ii. To seek the best from lowest consultants based on project experiences.
8. The authority reserves the right to allot the works at the Scale of Charges of Consultancy as notified by Assam Public Works Department from time to time.
9. All eligible and qualified applicants through this notice shall be kept on the Employers empanelment list for a period of **3 years** and subject to renewal of empanelment thereafter at the discretion of Authority.
10. The Authority may revise the empanelment so as to include new firms or exclude those whose performance is not good or blacklisted.

11. General Terms and Conditions

- i. The empanelment letter shall not confer any right to engagement. The vendor or its associates/companies who are empanelled with GMDA as a result of this empanelment process are not allowed to use the name of GMDA, its logo, service marks or any document for any purpose without the prior written approval of GMDA.
- ii. GMDA reserves the right to (a) reject any / all proposals without assigning any reasons thereof, (b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of GMDA and the objectives

- of the project without assigning any reasons thereof and (c) include any other item(s) in the Scope of work at any time after consultation.
- iii. **Intellectual Property Rights:** All intellectual property rights developed as a consequence of any allotment of work to the subsequent empanelled vendors shall be the sole property of GMDA and shall be governed by the provisions of the agreement/work order issued thereto.
 - iv. **Blacklisting/debarring:** GMDA reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
 - v. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, GMDA reserves the right to seek further information or a presentation from the Organizations for evaluation purpose.
 - vi. **Amendment to RFE:** At any time prior to the last date for receipt of applications, GMDA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, GMDA may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the Tenders Section of GMDA website for any changes or amendments in the RFE before submitting their Applications.
 - vii. **Ethics:** GMDA expect all consultants, shortlisted bidder(s) to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favour/gifts) is brought to the notice, GMDA shall take necessary action (to the extent of expulsion/removal) of the shortlisted bidder(s). GMDA is absolved of any liability/claim arising out of any such above situations.
 - viii. During evaluation, GMDA may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by GMDA.
 - ix. GMDA may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - a. Submitted the proposal after the response deadline
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
 - d. Submitted more than one proposal
 - e. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

- x. The application is liable to be rejected if:
 - a. Not in prescribed forms and not containing all required details.
 - b. Not properly sealed and signed as per requirements.
 - c. Received after the expiry of due date and time.
- xi. In case the date of opening of the tender as mentioned above is declared to be a holiday, the bids shall be received on the next working day at the same time.
- xii. Any revisions, clarifications, corrigenda, addenda, time extensions etc. to this tender will be posted on the GMDA's websites only. Applicants should regularly visit the website to keep themselves updated.

12. Proposal Submission

- i. The response submitted to this tender and all correspondence shall be written in English and shall conform to the **Forms I to VI**. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorised person signing the tender.
- ii. The sealed envelopes should be super scribed with **Empanelment of Consultants for project preparation and supervision of works under GMDA** and submit to along with an application duly signed by an authorised signatory and must reach the address below before the due date.

**The Chief Executive Officer,
Guwahati Metropolitan Dev. Authority,
Bhangagarh, Guwahati-781005 (Assam)**

13. Confidentiality:

Information relating to the examination, clarification, comparison and evaluation of the bid submitted shall not be disclosed to any of the responding applicants or their representatives or to any other persons not officially concerned with such process until the evaluation process is complete. Undue use by any applicant of confidential information related to the process may result in rejection of its bid.

14. Disclaimer

- i. The information submitted in response to this bid may be subject to the public release (as per RTI norms). Therefore, do not include proprietary or confidential business information in your response. Applicants responding to this invitation assume the risk of public disclosure if confidential information is included.
- ii. This invitation is for information purposes only and does not constitute a solicitation or Request for Empanelment (RFE). This notice is not to be construed as a commitment by the Authority to contract for services. Please be advised that the Authority will not pay for any information provided as a result of this invitation and will not recognize or reimburse any cost associated with any tender submission.

- iii. This bid does not entail any commitment on the part of GMDA, either financial or otherwise.
- iv. The Authority reserves the right to accept or reject any or all bids without incurring any obligation to inform the effected applicant/s of the reasons.
- v. The Authority empanelment of the consultants does not create any obligation on the part of GMDA in terms of providing business or in any other area.

Sd/
(Kausar J. Hilaly, ACS)
Chief Executive Officer,
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati-781005

Form I: Application

Date:

To,

**The Chief Executive Officer,
Guwahati Metropolitan Dev. Authority,
Bhangagarh, Guwahati-781005 (Assam)**

Subject: Empanelment of Consultants for project preparation and supervision of works under GMDA

Dear Sir,

Having examined the document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with GMDA for project preparation and supervision of works under GMDA.

The proposal is made by me/us on behalf of.....

(Company/Firm/Association of individuals) in the capacity of.....duly

authorized to submit the proposal.

I/We understand that GMDA reserves the right to reject any proposal without assigning any reasons thereof.

I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY

(Name and
Designation)
Name of Firm:

Address:
E-mail ID:
Contact details:

Form-II: Details of the Consulting Firm

Sl. No	Particulars Remark	Documents to be attached
1	Name of Firm	As mentioned in the Registration Certificate
2	Registration	Registration Certificate
3	Address of Head Office Telephone E-Mail Fax number (if any) Name(s) of Contact person(s)	Full Address Proof
4	Corresponding office address (if different from the above address) Telephone Number Name(s) of contact person(s) along with mobile number and email-id	Full Address Proof
5	Year of Establishment of the organization	Mention the date of registration and enclose the certificate of registration
6	PAN No.	Pan No. to be mentioned and photo copy to be attached.
7	Tax Payer GST	GST No. to be mentioned and photo copy of GST to be attached
8	Service Tax Registration	Please attach documentary evidence

FORM – III (FINANCIAL DETAILS)

Sl No.	Financial Year	Turn Over (in INR)
1	2021--2020	
2	2020--2021	
3	2021--2022	
	Total	

(Enclose copy of audited balance sheet)

FORM – IV (EXPERIENCE DETAILS)

Sl. No	Name of the Project & Location	Name & address of Client with contact details (Please mention if Government projects)	Project Cost (in lakhs)	Status of the Project		Scope of Services provided	Any other information
				Completed	Ongoing		

All documentary evidence of experience including client's references and certificates must be enclosed in support of the same

Form-V: Details of Manpower:

Minimum Key personnel's

(1) Team Leader

(2) Senior Consultant

(3) Junior Consultant

Sl No.	Name	Designation	Educational Qualification	Name of the Projects involved and responsibilities	Remarkable achievement

(Enclosed detailed CV's with documents)

Form VI: Other Information

Sl No.	Name	Documents
1	Extent of operations in India (national spread) i.e number of offices in India (client specific/project specific offices should not be taken into account)	Document to provide
2	Any Certification	Provide a copy

Note: Extra sheet to be added if required