



**REQUEST FOR EXPRESSION OF INTEREST  
FOR  
CONSULTANCY SERVICES  
FOR PREPARATION OF GIS BASED COMPREHENSIVE  
DRAINAGE MASTER PLAN AND DETAILED PROJECT  
REPORT FOR GUWAHATI CITY, ASSAM, INDIA**

**Guwahati Metropolitan Development Authority  
3rd Floor, STATFED Building  
G.M.C.H. Road, Bhangagarh, Guwahati-781005**

**REQUEST FOR EXPRESSION OF INTEREST  
(ONLINE)**

**FOR SHORTLISTING OF ELIGIBLE CONSULTANTS TO  
PARTICIPATE IN THE RFP PROCESS FOR SELECTION OF  
MOST SUITABLE OF THEM TO PROVIDE NECESSARY  
CONSULTANCY FOR GIS BASED COMPREHENSIVE  
DRAINAGE MASTER PLAN AND DETAILED PROJECT REPORT  
FOR GUWAHATI CITY, ASSAM, INDIA**

**REFERENCE No: GMDA/DEV/105/2023/5**

**DATED: 18/12/2023**

**Guwahati Metropolitan Development Authority  
3rd Floor, STAFFED Building  
G.M.C.H. Road, Bhangagarh, Guwahati-781005**

## NOTICE INVITING EOI

1. Chief Executive Officer, Guwahati Metropolitan Development Authority (GMDA), Guwahati, Assam, India invites “Expression of Interest” (EOI) from eligible consultants for short listing of them to participate in the RFP process for selection of most suitable among them to provide necessary consultancy service for Preparation of GIS based comprehensive drainage master plan and detailed project report for Guwahati city, Assam, India.
2. The EOI process will be through state e-procurement portal <https://assamtenders.gov.in>.

Sl. No.	Key Information/ Events	Time/Venue/Address
i	Title of the Assignment	Consultancy service for Preparation of GIS based comprehensive drainage master plan and detailed project report for Guwahati city, Assam, India.
ii	Date of issue of the EOI document	<b>Date: 19/12/2023</b>
iii	Last date of download of EOI document	<b>Date: 12/01/2024</b>
iv	Pre-submission meeting	<b>Date: 02/01/2024 Time: 2.00 PM</b> <b>Venue: Conference hall of GMDA</b>
v	Due date and Time of online submission of Eoi.	<b>Date: 12/01/2024</b> <b>Time: 14.00 hrs</b>
vi	Due date and time of submission of hard copies of “Key Documents”.	<b>Date:12/01/2024 Time: 2.00 PM</b> <b>Address:</b> The Chief Executive Officer, Guwahati Metropolitan Dev. Authority, Bhangagarh, Guwahati-781005. Assam
vii	Date & time of online opening of EOI	<b>Date: 12/01/2024 Time: 3.00 PM</b>
viii	Address for Communication	The Chief Executive Officer, Guwahati Metropolitan Dev. Authority, Bhangagarh, Guwahati-781005. Assam, India, <a href="mailto:ceogmdaghy@gmail.com">Email ID: ceogmdaghy@gmail.com</a>
ix	Eoi Processing Fee (non-refundable)	<b>Rs 10,000.00 (Rupees ten thousand only).</b> To be paid through online payment option available at e-Procurement portal i.e., <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>

1. The EOI Documents can only be downloaded from <https://assamtenders.gov.in> portal as per the date mentioned above. The document fee as mentioned above is to be deposited along with EOI documents or else the submission will not be accepted. Tender Documents shall not be sold directly in the office of CEO, GMDA and shall not be sent by Post/ Courier.
2. The bids submitted by the bidders who do not meet the qualification requirements as required or whose Bids are not complete are not valid.

3. Issue/ download of the EOI Documents to/ by the bidder will not automatically mean that the bidder is qualified for the Award of the Contract. The bidders will be required to fulfill the Qualification Criteria given in the EOI Document before being considered eligible for the selection process. No Condition/ Deviation which is either additional or in modification of the tender conditions shall be included in the bid submitted by the bidder. If the bid contains any such conditions or deviations from the tender conditions, the bid will be rejected.
4. In case of any discrepancies, the provisions of this EOI Notice shall take precedence over all other bidding documents.
5. The Bidders are required to upload their documents in <https://assamtenders.gov.in> portal only and submit hard copy to the mentioned address. GMDA shall not be held responsible for the delay, if any, in the non-receipt of the same.
6. Bidders are required to go through the procedure as specified in <https://assamtenders.gov.in> portal to upload the Bid document.
7. GMDA does not bind itself to accept bid and reserves the right to reject any bid or all the bids without assigning any reason whatsoever.
8. In case the date of opening of the EOI as mentioned above is declared to be a holiday, the bids shall be opened on the next working day at the same time and venue.
9. Any revisions, clarifications, addenda, corrigenda, time extensions etc. to this EOI will be posted on <https://assamtenders.gov.in> portal only. Bidders should regularly visit the website to keep themselves updated.

**Sd/**  
**(Anbamuthan M P, IAS)**  
Chief Executive Officer  
Guwahati Metropolitan Dev. Authority  
Bhangagarh, Guwahati-781005

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## **I. INTRODUCTION**

### **1.1 About the Procuring Entity**

- i. The Employer named Guwahati Metropolitan Development Authority (GMDA) under the aegis of Department of Housing & Urban Affairs, Govt. of Assam will select a consulting firm/organization (the Consultant) from those who will submit the required data along with supporting as per the Request for Expression of Interest (REOI).
- ii. GMDA has invited the bids for consultancy services and with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.

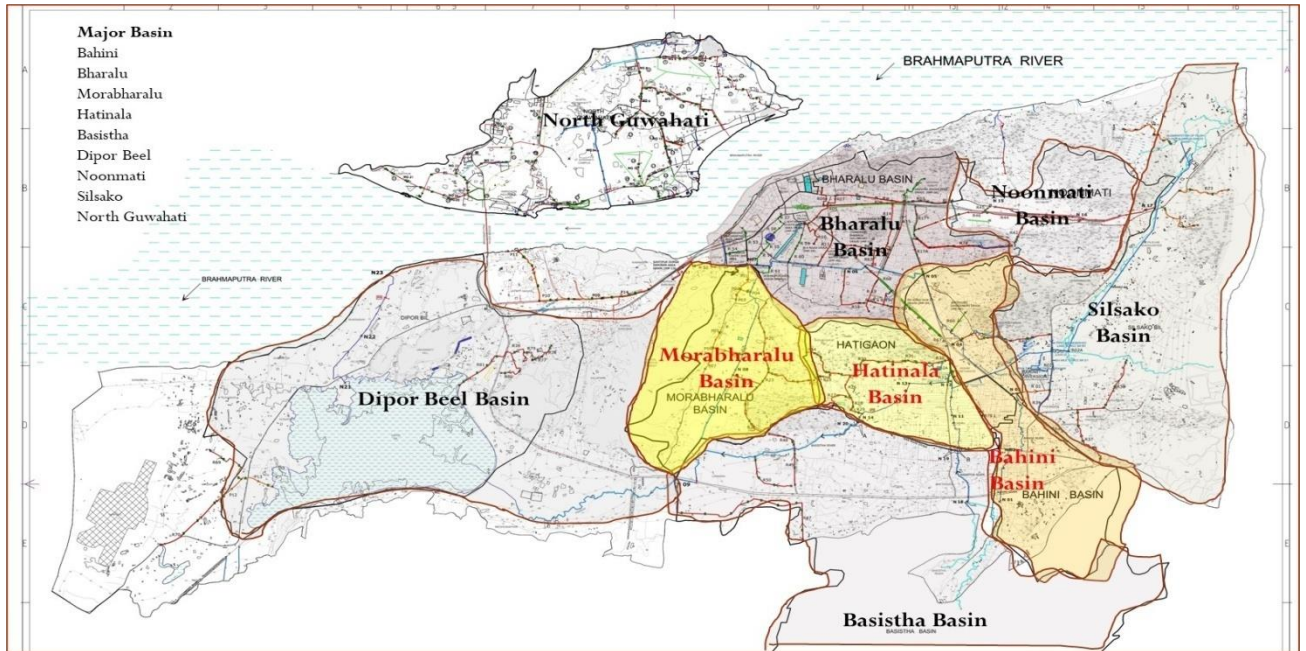
### **1.2 About the Project**

Guwahati city during recent years is experiencing high flood magnitudes and city is getting flooded. To mitigate the urban flooding GMDA have taken up the task to prepare a GIS based drainage master plan and detailed project reports (DPR) for the storm water management of the city.

## **II. TERMS OF REFERENCE**

### **A. Objectives**

This consulting service will be part of the components under the Guwahati storm water drainage improvement of proposed urban sector project under ADB. Considering the necessity to develop more scientific solutions to flooding in Guwahati Metropolitan area including drainage systems, hydraulic modeling will be conducted. During this assignment consultant will adopt innovative approach to conduct hydraulic analysis using the remote sensing satellite data. Also through the implementation of the consulting services, detailed project reports (DPRs) will be developed for potential drainage projects in **Guwahati Metropolitan Area**.



## B. SCOPE OF WORK

1. The proposed project has been taken up for improvement of flooding situation in Guwahati. The consultant will carry out a multi-stage exercise in close collaboration with the ULB, Water Resource Department, GMDA, PWD Department, and other stakeholders. The project will be completed in two stages. These are:

**Stage I Master Plans:** Preparation of master plans of Guwahati to identify the existing conditions of flooding, especially, applying the scientific approach including hydraulic modeling. **This exercise will revalidate the drainage master plan prepared in the year 2008** with due consideration of projected climate change impacts, particularly on the rainfall intensity, and the city's development plan.

**Stage II Detailed Project Reports:** Preparation of DPR for development Options on the basis of technical, economic, and financial viability and environmental and social safeguard consideration. Preparation of DPRs for storm water management for Guwahati.

2. Throughout the tenure of the project the Consultant will maintain records of all discussions, meetings, presentations in the form of Minutes of the Meeting and will circulate the same to all concerned and will include the same in their reports. During this assignment consultant will adopt innovative approach to conduct hydraulic analysis using the remote sensing satellite data. The Consultant will complete the total assignment in above two stages. The following tasks in general will be carried out by the Consultant in each stage:

### **STAGE I – MASTER PLAN PREPARATION (RE-VALIDATION OF STORM WATER DRAINAGE MASTER PLAN 2008)**

#### **Task 1: Mobilization**

The Team Leader of the Consultant will initially mobilize with some key members of the project team following notice to proceed to set up of project office including furnishing and

then will mobilize further manpower, equipment & peripherals.

**Task 2: Submission of Inception Report**

The Consultants will, after initial interactions with the Executing Agency (EA) and concerned agencies, review all reports / data available to identify the data gap and will finally draw and present an action plan for collection of all such data / information. The Consultants at this stage will prepare & present a draft Inception Report and will finalize the same in discussion with the Executing Agency (EA).

**Task 3: Situational Analysis & Collection of Data:**

- i. The Consultants will carry out topographical survey and investigations to develop GIS base maps for analysis with overlay of utilities information for sewerage, water supply, drainage systems, electric cables and telephone cables etc. During such survey following minimum investigations will be carried out along with other investigations:
  - Marking of onsite ground control points to correlate the site topography with remote sensing satellite data
  - Drainage condition assessment
  - Wastewater quality in the existing systems
  - Historical data and information of flooding (area and depth)
- ii. Collect data related to hydrometeorology (elevations, river levels, river flow, rainfall, cyclone frequency and intensity, storm surges, river and urban flooding, temperature, groundwater extraction, etc.), and the outputs of various modeling results from the existing documents and analyses in the target area. Utilize reliable secondary data as much as possible and, where such data are not available, take the direct measurements necessary to develop and calibrate models. In addition to the topographical maps, satellite or airborne data will be used for elevation data, if available, considering the hydraulic modeling requirement. The consultant will have to prepare a plan for purchasing satellite or airborne data in a cost-effective way.
- iii. Review and analyze climate change projections based on existing literature including Assam State Action Plan on Climate Change and general circulation and regional climate model outputs and assess the associated risks. Define the climate scenario to be considered in the project design with due consideration of the planning horizon.
- iv. Assess plausible flooding scenarios with and without climate change using hydraulic modeling (inundation areas, and intensity of flooding, etc.). While analyzing the data and simulation results available, make the best professional judgment in assessing flooding scenarios.
- v. Collect available data and review the status of existing drainage structures and future plans for extending and/or upgrading drainage structures. Data to be collected can include the type, location, and capacity of drainage assets; water service coverage; and coverage of sewage disposal and sanitation systems.



- vi. Collect available socioeconomic and physical data. Socioeconomic data to be collected include population density; population trends; the location of slums; flooding caused by past extreme weather events; and those related to public health, such as the incidence of disease related to extreme weather events, such as waterborne diseases. Data to be collected on physical characteristics include topography, land use, and land subsidence. Collect historical and projected data and, where data are insufficient, take actual measurements as needed.
- vii. Review urban land-use plans and policies and current local practices for coping with flooding variability and extreme weather events, such as early warning systems and evacuation planning.
- viii. Simulate the hydrology of urban watersheds and determine flooding, and other impacts using flooding scenarios identified above. Run the flood model under different return period of rainfall intensity with and without climate change to estimate economic losses due to flood and avoided losses with the project. Adjust project designs to embed structural and nonstructural climate change adaptation measures. Based on the modeling results regarding extent of flooding, assess social and economic impacts on drainage systems, both qualitatively and quantitatively, including their public health implications and impacts on the poor. The results of model estimations for the calibration period will be cross checked with past data to justify and document the robustness of the models.
- ix. Prepare a digital map of the assessment results using geographic information system (GIS) technology. The GIS-based digital map will show flooded areas and duration, and other impacts of flooding under various model results.
- x. Organize seminars and workshops to discuss and present issues and potential measure among relevant stakeholders.

#### **Task 4: Submission of Survey / Investigation Report**

The Consultant will prepare and submit a survey / investigation report to review and for future reference.

#### **Task 5: Preparation and presentation of Draft Master Plans**

The Draft Master Plan will broadly deal the following aspects:

- Highlight the existing conveyance and disposal system for waste water & surface runoff.
- The topography and development pattern of the project area
- The existing population growth as per census and anticipated growth pattern till end of the design period
- Consultant should conduct hydraulic analysis using the satellite and airborne (including drone technology) data with innovative approach as much as possible.
- Analysis of past rainfall data and development of intensity-duration curve to assess the likely storm runoff from different built-up area of the town

- Study of existing water body like pond, lake etc. and its broad rejuvenation plan to integrate with water drainage management plan.
- Reducing capital and recurrent costs such as using existing drains to the greatest extent possible for no retention of water at all or use natural gradient for designing of the drain.
- People's mobility and safety with due consideration for elderly, children, persons with disabilities.
- Description of planning & design norms / criteria for designing of drainage and associated facilities including pumps and retention basins, and nonstructural measures including early warning system, evacuation and emergency plans, flood risk mapping, and land use regulations.
- Assessment of the impact of existing/ proposed sewerage system and solid waste management disposal practices on the drainage system and proposal for the solid waste management plan for the sustainable management of drainage systems.
- Review the present institutional mechanism of operation and maintenance and suggestion on any structural changes if required.
- To develop draft master plans for drainage facilities and suggest various project components to accommodate for the shortfall in drainage facilities to meet the future demand. Also, study and identify the drainage facilities needing rehabilitation, upgrading etc.
- Preparation of preliminary environmental and social impact assessment of the project.
- To develop various conceptual options, preliminary project cost estimates,
- Preliminary whole life cycle cost analysis. To carry out financial analysis and development of decision matrix to select the optimal conceptual solutions.
- Identification and prioritization of sub-projects / components to achieve flood mitigation objective.
- Effect of climate change on the Intensity-Duration-Frequency (IDF) curve and the possible impact on the drainage design has to be considered.
- O&M requirements: Present practices of operation and maintenance including type of tools and equipment available shall be analyzed and necessary alternate options including infrastructure required for effective O&M shall be suggested including institutional arrangements for strengthening the O&M system.
- Draft Master Plan report shall be prepared for the horizon year 2055 and Master plan report shall include project formulation, phasing of works and cost estimation, up to year 2055 including reorganization of existing drainage zones. Identification of project components and phasing of works shall be discussed

before finalization of Master Plan.

#### **Task 6: Finalization of Master Plan**

After such review & interaction the Consultants will then finalize and submit final Master Plan for Drainage systems. Once finalized the recommendations in the Master Plan will be divided into priority sub project components based on an evaluation from social, economic, environment and technical aspects.

### **STAGE II – DETAILED PROJECT REPORTS (DPR)**

#### **Task 1: Preparation & presentation of Alternative Options**

- i. On the basis of the assessments above, identify structural, nonstructural, and other climate change adaptation options for strengthening resilience, focusing on drainage. Provide options on the basis of a review and analysis of international best practices and proposed potential interventions such as the implementation of protection measures, changes in land use, flood risk mapping, early warning system, evacuation plans, emergency response mechanisms, and strengthening the regulatory framework. Consider, for example, optimizing the design of drainage systems.
- ii. Make a preliminary assessment of the feasibility of each option, with due consideration of effectiveness, efficiency, urgency, associated benefits and costs, and social and environmental acceptability and identify the agencies responsible for implementation. Analyze the pros and cons of each proposed intervention and prioritize preferred options through a participatory approach. Environmental and social impacts must be assessed and mitigation measures proposed in accordance with ADB Safeguard Policy Statement (2009).
- iii. Studies will be carried out for all the sub project components to ascertain both the technical and financial viability in the immediate phase and accordingly the listing of packages will be presented on an implementation priority basis. Such studies will assess the technical, social, economic and practical construction feasibility of the project components. The studies will also look into environmental and social impact assessments, staffing, institutional capacity building, organizational structures, and economic and financial aspects. Based on the economic, environmental, social and financial criteria, the various alternative options will be ranked and recommendations proposed for the preferred options. Financial analyses and tariff structures, if applicable, shall also be reviewed with recommendations. The recommended improvements shall include capital investment and annual operation and maintenance costs.
- iv. The Report shall address the following aspects:
  - Evaluation of design alternatives
  - Preliminary design and cost estimation
  - Organization evaluation and capacity building

- Operation and maintenance aspects
  - Financial planning and evaluation
  - Institutional and social capacity
  - Environmental and Social Impact Assessments
  - Formulation of work implementation plan
  - Preliminary procurement plan
  - Preliminary construction schedule
- v. During this stage, it is the responsibility of the Consultant to investigate and carry out relevant technical & financial feasibility studies and, if found necessary, conduct some specific surveys / investigation so that a comprehensive review of drainage need and provisions can be concluded. Concept, framework and design of the facility planning for the project components shall be determined and confirmed. To make framework and design, possible design alternatives including capacity and location of facilities shall be identified and examined, and the most appropriate alternative options shall be selected.

**Task 2: Preparation of Draft Detailed Project Report**

- i. Based on the profiling, data collection and analysis, the consultancy shall work closely with key stakeholders including urban local bodies, experts and communities, to build consensus on the DPR main selected interventions and its components in each location. Right at the outset of the preparation of the DPR, the Consultancy shall check the topographical surveys, and identify additional surveys, such as geotechnical surveys and any analysis required for final design of the proposed works. The DPR shall contain interalia:
- Visuals, engineering designs based on the site requirements in sufficient detail to ensure clarity and understanding by the contractors and other relevant stakeholders.
  - Integrate priority actions into the detailed project designs (DPRs) of future projects to be funded by the government or any potential financial agencies. Assist in identifying other sources of funding for implementing priority actions.
  - Micro detailing of engineering, civil, restoration and rehabilitation works to be financed under the subproject, including special design and materials to be used as well as any soft components (e.g. environmental management).
  - Preparation of environmental, social, physical cultural resources and gender management/action plans as required.
  - Cost estimates including capital costs, nonstructural measures, and operational costs for the subproject activities in each location.
  - Detailed designs will, as a minimum, include construction drawings, detailed cost estimates, necessary calculations to determine and justify the engineering details,

detailed specifications, engineering drawings, bill of quantities (BOQs).

- BoQ will be prepared in accordance to the Schedule of Rates (SoR) and wherever tailor made items in the BoQ are not listed in the SoR, Rate Analysis will be carried out based on market rates.
  - Detailed execution action plan with responsible agencies, timeframe and monitor able schedule of implementation and indicators.
- ii. The number of DPRs has to be grouped into 4 modules, which will be taken up on the basis of priority.

**Task 3: Preparation and submission of Final Detailed Project Report**

- i. The Consultants after adequate interaction and discussion will finalize the DPR incorporating therein all such relevant comments and suggestions as expressed by the ULB and other stakeholders.
- ii. As DPR is the last stage of planning and design prior to preparation of Bid Documents it must contains in addition to other the following sections.
- Detailed specification of works and materials
  - Detailed drawings layout plan, L-section, civil & structural details, P&I diagram, proposed electrical system drawings and standard details for the proposed drainage /sewers system, treatment works, pumping stations and proposed drainage system including outfall structures
  - Engineer’s Estimate in the BOQ format
  - All technical drawings and specifications ready for bidding and award stages.
  - Detailed budget and implementation responsibility and capacity requirements.
  - An implementation and operation and maintenance strategies, including roles of the state and local government as well as of concerned expert agencies, measurable indicators for concurrent monitoring and periodic evaluation.
  - Prepare bidding document based on the procurement policies of the project and help in procurement process (during the period of this consulting assignment) for award of works.
- iii. Consultant will then submit report of such finalized reports to GMDA for future reference and records.

**C. Consultants Requirement**

1. **Experts:** as per the table below:

SI.No.	Key Positions
<b>a. International Experts</b>	
1	Team Leader cum Flood Mitigation Planning Specialist
2	Remote Sensing Specialist
3	Hydraulic Modeling Expert

<b>b. National Experts</b>	
4	Deputy Team Leader cum Flood Risk Assessment Specialist
5	Geographic Information System Specialist
6	Drainage Network Specialist
7	Drainage and Flood-control Engineer
8	Hydrologist
9	Urban Planner and Socio-economic Specialist
10	Safeguards Specialist
11	Economist and Financial Management Specialist
12	Procurement Specialist
13	Structural Engineering Specialist
14	Electro-mechanical Engineering Specialist
15	Climate Change Adaptation Specialist
16	Solid Waste Management Specialist
<b>c. Non Key Support Staff</b>	
17	Support Engineer
18	Quantity Surveyor
19	Draft Man/ AutoCAD operator
20	Manager / Coordinator
	<b>Total</b>

## 2. Terms of Reference of Individual Experts

### a. International Experts

- 1. Team Leader cum Flood Mitigation Planning Specialist.** The Team Leader should be a Civil Engineer graduate with Masters in environmental/public health/water resource or relevant disciplines with working experience about 20 years .The consultant will be an experienced international expert with qualifications and specialization in flood risk assessment in general and, in particular, in hydraulic modeling. The expert should have broad, up-to-date technical knowledge of flood risk assessment, including modeling exercises.

The specialist will:

- Be responsible for ensuring satisfactory performance and all mandatory deliverables and reports of the consultant service as per the 'Scope of Work'.
- Liaise with all the relevant stakeholders for the implementation of the consulting service as per the 'Scope of Work'.
- Identify and collect data and information that are needed for assessing flood risk scenarios.
- Organize seminars and workshops to discuss and present issues and potential measure among relevant stakeholders.
- Assess flood risk scenarios based on the available data and inputs and engaging in the modeling.

- Provide guidance and training on how to strengthen the capacity and raise awareness of various stakeholders regarding flood risk mitigation.
- Identify and evaluate various mitigation options, in particular structural and nonstructural ones, with reference to international best practices.
- Ensure the integration of priority options into future investment projects and other interventions.

**2. Remote Sensing Specialist.** The specialist should have a Master's degree in remote sensing, physics, engineering, image processing or a closely related field. He/She should have a minimum of 10 years of relevant practical experience, including 5 years of recent and hands-on experience in multi sensor imagery analysis, with an emphasis on optical imagery, but demonstrated experience with radar and thermal imagery exploitation as well as *Light Imaging, Detection, and Ranging (LIDAR)* data from airborne or drone technology. Expertise in radar and LIDAR imaging, involving hands-on experience in the acquisition, processing, and analysis of radar and LIDAR imagery, including familiarity with interferometry and coherence techniques is required.

The specialist will:

- Identify and collect data and information that are needed for constructing the hydraulic modeling using satellite and airborne data, considering the cost-effectiveness of collecting and processing data.
- Collect the historical information of inundated areas using historical hydrological data, radar data or other relevant satellite imagery.
- Classify the elevation data usable for the hydraulic modeling including various types of remote sensing satellite data, LIDAR data, etc.
- Provide guidance and training on how to strengthen the capacity and raise awareness of various stakeholders regarding satellite and airborne data for the use in urban development and disaster reduction.

**3. Hydraulic Modeling Expert.** The expert should have a degree in hydrogeology, computer science, civil/water supply engineering preferably a masters which include network modeling, planning & design water supply systems and a thorough knowledge on the use of popular software, namely MIKE11 or equivalent, EPANET, Water-CAD, sewer-CAD etc. He/She should also have preferably 15 years' experience in network modeling of water supplies.

The expert will:

- Collect rainfall data, elevation data, land use data, river flow data, and other data necessary for hydraulic modeling, in close coordination with Remote Sensing Specialist and Hydrologist.
- Carry out computer analysis of the existing drainage networks and identify

existing hydraulic constraints and their rectification for incorporation in the projects.

- Formulate and simulate hydrological and hydraulic models for flooding and flood mitigation measures and calibrate the models using the ground truth data.
- Prepare several scenarios using the modeling for future projects.

**b. National Experts**

- 4. Deputy Team Leader cum Flood Risk Assessment Specialist** The expert should have a master's degree in Disaster Management or related field with experience of 15 years. The expert should have knowledge of flood risk assessment including hydrology.

The expert will:

- Closely coordinate with the national consultants under the supervision and guidance of the team leader, and establish and maintain good coordination with the executing and implementing agencies, other relevant organizations.
- Assist the team leader in ensuring high-quality work and submitting high-quality reports and all national consultants will perform their tasks under the close supervision of the deputy team leader and international consultants.
- Assist in identifying and collecting data and information that are needed for assessing flood risk scenarios.
- Assess flood risk scenarios based on the available data and inputs and engaging in the modeling.
- Assist in organizing seminars and workshops to discuss and present issues and potential measure among relevant stakeholders.

- 5. Geographic Information System (GIS) Specialist.** GIS expert should have a degree in science/ any engineering discipline preferably with a master in GIS. In addition, he/she should have at least 10 years' experience in GIS development in water network/urban planning, among which at least 2 years should be in developing countries. He/she will have experiences in using GSM data logging / other similar methods, downloading/uploading all data recording and calculation of production, export/import etc. recording in field level and any countermeasures required in the event of system interferences.

The specialist will:

- Construct the GIS database for hydraulic modeling by identifying utilities/networks and integrating the existing database.
- Oversee the development, design, and implementation of new applications for flood risk mitigation to existing computer systems and software packages related to GIS.



- Take responsibility for the development, review, and certification of flood risk management procedures and plans.

**6. Drainage Network Specialist.** The Drainage Network Specialist should have a post graduate in Civil Engineering or equivalent and Master's degree in environmental/public health or equivalent with minimum 10 year experience in designing of large integrated drainage projects, waste water projects, sewer lines, wastewater treatment plants, sewer pumping stations etc.

The specialist will:

- Assist in conducting the drainage network modeling and plan the proposed drainage systems in close coordination with Hydraulic Modeling Expert
- Propose drainage networks as effective flood mitigation measures and determine relevant parameters necessary for designing of drainage systems in close coordination with Drainage and flood-control engineer
- Finalize designing, technical specifications, cost estimates and BOQ of the proposed drainage systems.

**7. Drainage and Flood Control Engineer.** The expert should be a graduate in Civil engineering with a Master's degree in hydraulics or other relevant fields. He/ She should have an experience of about 10 years in related field.

The expert will:

- Assist in conducting the drainage network modeling and plan the proposed drainage systems in close coordination with Hydraulic Modeling Expert
- Propose flood control measures as effective flood mitigation measures and determine relevant parameters necessary for designing of flood control measures in close coordination with Drainage Network Specialist
- Finalize designing, technical specifications, cost estimates and BOQ of the proposed flood control measures.

**8. Hydrologist.** The hydrologist should have a minimum of Master degree in Water Resources Engineering/ Hydro informatics/Hydrogeology or similar. S/He should have at least 10 years working experience in drainage development projects. Working experience with tools for statistical analyses will be preferred.

The expert will:

- Collect rainfall data, elevation data, land use data, river flow data, hydrogeology data, and other data necessary for hydraulic modeling, in close coordination with Hydraulic Modeling Expert.
- Assist in carrying out computer analysis of the existing water supply/sewer networks and identify existing hydraulic constraints and their rectification for incorporation in the projects.

- Assist in formulating and simulating hydrological and hydraulic models and calibrate the model using the ground truth data.
- Assist in preparing several scenarios using the modeling for future projects.

**9. Urban Planner and Socio-economic Specialist.** The specialist should have a post graduate degree in the field of urban planning, social sciences/ economics or related field. Outstanding communication, project management and organizational skills. At least 10 years of work experience in relevant field.

The expert will:

- Collect land use data, social data (including population data) and economic data, and other data necessary for hydraulic modeling.
- Formulate non-structural flood mitigation measures including urban planning and institutional measures
- Recommend architectural measures to mitigate the flood risk

**10. Safeguards Specialist.** The social safeguard expert should be a Graduate in Social sciences/ community mobilization or equivalent with at least 10 years of experience in designing relevant customer interaction programs for service delivery.

The expert will:

- Carry out baseline environmental surveys, and prepare Initial Environmental Examinations (IEE) or Environment Impact Assessment (EIA) as required.
- Prepare Environmental Management Plan and Environmental mitigation measures.
- Prepare ADB procedure compliant environmental safeguard actions including impact assessments if any during the design stage.
- Carry out all required socio-economic surveys for safeguards issues
- Facilitate preparation and finalization of due diligence reports and resettlement plans related to all subprojects based on approved frameworks and in accordance with ADB safeguard policies 2009.
- Ensure that all social safeguard documents are approved by ADB, and finalized to confirm that safeguard requirements are included in the bid documents and contracts.
- Ensure a plan for payment of compensation/relocation entitlements to affected persons in sections ready for construction, prior to civil works.

**11. Economist and Financial Management Specialist.** The specialist should be a post graduate in Financial Management/Business administration or related field with at least 15 years professional experience. He/ She should have experience in financial analysis of the project, including design and development of accounting and budgeting systems for public enterprises.

The expert will:

- Make sure operation and maintenance cost of the proposed flood mitigation measures
- Make sure the cost estimates of the proposed flood mitigation measures
- Carry out economic and financial analysis for the proposed flood mitigation measures and formulate the DPR relevant to economic and financial analyses
- Carry out assessment of financial management of the implementing agencies and operation and maintenance for the proposed flood mitigation measures

**12. Procurement Specialist.** The procurement expert should have a degree in any engineering discipline and simultaneously have proven track record of exposure/involvement in the procurement related aspects of development projects and a good familiarity with ADB's procurement guidelines. He/ She should have preferably 10 years of experience in contract management in drainage design projects. He/ She also should have handled preferably one or more projects, which are truly functional in all aspects to full designed capacity.

The expert will:

- Prepare bidding documents for the proposed flood mitigation measures according to the procurement guideline of ADB
- Assist in finalizing designing, technical specifications, cost estimates and BOQ of the proposed drainage systems

**13. Structural Engineering Specialist** The structural engineer should be a post graduate in Civil/ Structural Engineering with at least 10 years' experience. He/She must have experience in drainage system design with modern technologies. He/She must be experienced in designing at least 2 drainage projects.

The expert will:

- Finalize detail design report, BOQ and bid document related to drainage systems and other physical structures relevant to proposed flood mitigation measures in close coordination with Drainage Network Specialist and Drainage and Flood Control Engineer
- Responsible for survey and investigations, structural designing, technical specifications, cost estimates, BOQ, for structures of the second tranche subprojects related to drainage, road, culverts, bridge and building works etc.
- Responsible for designing a suitable operation and maintenance system for all physical structures of the proposed drainage systems and other flood mitigation measures.

**14. Electro-mechanical Engineering Specialist.** The Electro-mechanical Engineering Specialist should be a post graduate in Electrical /Mechanical Engineering with working experience about 10 years in designing of relevant electrical components of such

infrastructure (similar flood mitigation system and drainage system). He/ She must be experienced in designing of electrical component in at least 2 such projects.

The expert will:

- Finalize designing, technical specifications, cost estimates and BOQ of electro-mechanical equipment and systems of the proposed drainage systems and other flood mitigation measures.
- Responsible for designing a suitable maintenance system for all electro-mechanical systems and equipment for the proposed drainage systems and other flood mitigation measures.

**15. Climate Change Adaption Specialist:** The Climate Change Adaption expert should be a Post Graduate in environmental science, geography, earth science or equivalent with at least 10 years of experience in climate related strategy and risk management projects.

The expert will:

- Carry out all required climate base surveys on climate change impacts, vulnerability and adaptation initiatives, including the assessment of qualitative and quantitative information gaps and needs.
- Prepare report on the climate related strategy and risk management.
- Evaluate, capturing and stimulating the uptake of best practices and knowledge, including the development of resource kits and other knowledge materials;
- Process of prioritization of adaptation solutions based on costs-benefit analyses, and lessons learned at the national and international level.
- Facilitate in estimate the costs of implementing the prioritized adaptation interventions.

**16. Solid Waste Management Specialist:** The Solid Waste Management expert should be a Post Graduate in environmental science/ environmental engineering or equivalent with at least 10 years of experience related to solid waste management in urban areas.

The expert will:

- Carry out all required base surveys on solid waste management, vulnerability and adaptation initiatives, including the assessment of qualitative and quantitative information gaps and needs.
- Responsible for survey and investigations, designing, technical specifications, cost estimates of items related to solid water management for the drainage, project.
- Responsible for designing a suitable operation and maintenance system related to solid waste management for the proposed drainage systems and other flood mitigation measures.

## D. Reporting Requirements and Deliverables

The consultants will submit the following reports. The team leader and the consultant firm will ensure high quality of these reports incorporating the comments to be made by ADB and GMDA:

No.	Report Requirements	Format	Timeline for delivery
<b>Master Plan and Hydraulic Modeling</b>			
1	Inception Report indicating methodology of collecting data, conducting models, detailed work plan, and implementation schedule.	3 hard copies and electrical format (e.g. PDF and MS Word/Excel) in compliance with ADB editorial guideline	Within 1 month of the date of formal go-ahead
2	Interim report including outputs (applied methodology, collected data, results of conducted models)	3 hard copies and electrical format (e.g. PDF and MS Word/Excel/PowerPoint) in compliance with ADB editorial guideline for reports, GIS and remote sensing data collected and results of the models (Geo TIFF and shape file or other compatible format) Collected hydrogeological data and other relevant data (MS Excel)	Within 2 months of the date of formal go-ahead
3	Draft final report including all outputs (applied methodology, collected data, results of conducted models, proposed flood mitigation measures)	3 hard copies and electrical format (e.g. PDF and MS Word/Excel/PowerPoint) in compliance with ADB editorial guideline for reports, GIS and remote sensing data collected and results of the models (GeoTIFF and shape file or other compatible format) Collected hydro geological Data and other relevant data (MS Excel)	Within 4 months of the date of formal go-ahead
4	Final report including all outputs (applied methodology, collected data, results of conducted models, proposed flood mitigation measures)	5 hard copies and electrical format (e.g. PDF and MS Word/Excel/PowerPoint) in compliance with ADB editorial guideline for reports, GIS and remote sensing data collected and results of the models (GeoTIFF and shapefile or other compatible format) Collected hydro geological data and other relevant data (MS Excel)	Within 5 months of the date of formal go-ahead

No.	Report Requirements	Format	Timeline for delivery
<b>Detailed Project Reports (DPR) for the flood mitigation measures of the city</b>			
5	Preparation of Draft Detailed Project Report for two prioritized proposed flood mitigation projects namely Bahini and Hatinala Basin	3 hard copies and electrical format (e.g. PDF and MS Word/Excel) in compliance with ADB editorial guideline	Within 5 months of the date of formal go-ahead
6	Submission of Final Detailed Project Report for two prioritized proposed flood mitigation projects	5 hard copies and electrical format (e.g. PDF and MS Word/Excel) in compliance with ADB editorial guideline	Within 6 months of the date of formal go-ahead
7	Preparation of Draft Detailed Project Report for four proposed flood mitigation projects namely Bharalu, Morabharalu, Basistha and Deepor Beel Basin	3 hard copies and electrical format (e.g. PDF and MS Word/Excel) in compliance with ADB editorial guideline	Within 8 months of the date of formal go-ahead
8	Submission of Final Detailed Project Report for remaining proposed flood mitigation projects of the city	5 hard copies and electrical format (e.g. PDF and MS Word/Excel) in compliance with ADB editorial guideline	Within 9 months of the date of formal go-ahead

Apart from the above deliverables the Consultant will, no later than the 10th day of each month, submit monthly progress report summarizing the component wise progress and a quarterly progress report summarizing all activities as cited above at the end of each quarter.

#### **E. PAYMENT SCHEDULE**

On submission of deliverable, payment will be released by the client only on approval from clients' representative. Payment of these deliverables, based on fixed price for each respective component, will be made upon submission of an invoice following approval of the deliverables. The payment schedule is as below:

Activity wise Deliverable	Payment Schedule
The accepted contract amount shall be in the following proportion; (a) Accepted Contract Amount(M)	
<b>LUMP SUM BASED FOR Stage1(TaskNo.1-4)</b>	
Lump sum amount(M <sub>1</sub> )=30%of M	
No.1 Submission of Inception Report and 1 <sup>st</sup> Consultation	25% of M <sub>1</sub>
No.2 Submission of Interim Report No.3 Submission of Collected Data and Results of the Model No. 3 Preparation and presentation of Draft Final Report	50% of M <sub>1</sub>
No.4 Submission of Final Report	25% of M <sub>1</sub>
<b>LUMP SUM BASED FOR Stage2 (Task No.5-8)</b>	
Lump sum amount(M <sub>2</sub> )=70%of M	
For Task No.5 to No. 8 payment shall be made on pro rata basis of the DPRs of the proposed projects For each DPR proposed projects payment shall be <b>(M<sub>3</sub>)=M<sub>2</sub>XN</b> <b>N</b> =Estimated project cost of the completed DPR/ Total cost of all the proposed projects Within the amount calculated above (M <sub>3</sub> ), for the payment will be conducted as follows:	
Preparation and submission of draft DPR	50% of M <sub>3</sub>
Preparation and submission of Final DPR	50% of M <sub>3</sub>

### III. INSTRUCTION TO THE CONSULTANT

#### 1. PURPOSE OF THIS EOI

Purpose of this Eoi is to shortlist qualified Applicants as per the eligibility criteria. After the completion of the Eoi process for shortlisting, the procuring Entity (i.e., Client) shall issue RFP to the shortlisted applicants requesting them to submit a detailed proposal (Financial & Technical) as per the FRP terms and conditions (i.e., RFP Stage). In the RFP stage, the most suitable among the shortlisted Consultants shall be selected for award of contract, based on the evaluation of the proposals submitted as per the RFP terms and conditions.

#### 2. ELIGIBILITY & QUALIFICATION CRITERIA

2.1 The Consultant can either be a company, a partnership firm, or a proprietorship firm. The following are the Pre-Qualification Criteria –

- a) *For the Indian bidder must be a registered company/ registered partnership firm registered/ proprietorship firm under appropriate authority as per Indian Law with registered office in India and have an existence for minimum 7 years in providing technical consultancy services*

- b) *For International bidder, the bidder must be a Company incorporated under the respective countries companies Act and should have incorporation in India to carry out business. The international bidder can also bid through its wholly owned subsidiary company operating in India. The relevant credentials of the parent company shall be accepted subject to issue of authorization for bidding and the parent company undertakes responsibility on behalf of the bidder for completion of the work.*
- c) *The bidder must have minimum 5(Five) similar assignments related to preparation of city drainage master plan or detailed engineering project report for urban storm water drainage / sewerage projects in India for any state or central government agency/ any govt. agency outside India (Copy of Completion certificate, work order/copy of contract or any other which can be verified by the appointing authority).*
- d) *The bidder must have executed minimum 2 (two) similar assignments related to preparation of city drainage master plan/ detailed engineering project report for urban storm water drainage/sewerage projects in India funded by ADB/World Bank /any Multilateral development banks having environmental and social safeguard documentation as part of the deliverables in India for any state or central govt agency/ any govt. agency outside India or any MDB (Copy of Completion certificate, work order/copy of contract or any other which can be verified by the appointing authority).*
- e) *The applicant must have a minimum average annual turnover of Rs. 2.00 Crore over the last three years (i.e. 2020-21, 2021-22 and 2022-23). Copy of CA certificate to be submitted alongwith the audited report.*
- f) *Joint Venture or Association is not allowed*
- g) *The Bidder should not have been blacklisted by any Government Departments/Agency/ Ministries or PSUs. In this regard a Notary attested affidavit is to be submitted.*

### **3. SUBMISSION OF EOI PROPOSAL**

- 3.1 The Applicant must get registered with the e-Procurement portal using valid DSC for online submission of the EoI.
- 3.2 Interested eligible parties must submit their EoI online (scanned copy) on the e-Procurement portal within due date and time of submission in the manner as prescribed in this REoI document. In addition to online submission of EoI, the Applicants must also submit hardcopies of the “**Key Documents**” as given below before due date and time of submission of key Documents as mentions in the Notice Inviting EOI. Delayed submission shall be considered as non-submission.
  - a. Original Power of attorney document authorizing the signatory to this EOI
  - b. Declaration as per **Form-6**



- 3.3 The EOI submission should be along with all documentary proof with respect to pre-qualification and other documents as mentioned in below in form of checklist while uploading online.
- 3.4 Each page of EOI (submissions) should be signed by the representative duly authorised by the applicant executing a Power of Attorney in the format given under Annexure-4. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of Power of Attorney. In case of partnership firm it should be signed by any one of the partner duly authorised by the partnership.
- 3.5 The applicant is responsible for submission of Eoi proposal complete in all respect. The Authority shall ignore the Eoi in case of incomplete or defective submission.
- 3.6 Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted **on-line in the e-Procurement portal i.e. <http://assamtenders.gov.in> and hard copies of “Key Documents” as defined in the address as given below, on or before the due date and time for submission.**

**Address for Submission (Hardcopies):**  
**The Chief Executive Officer,**  
**Guwahati Metropolitan Development Authority,**  
**Bhangagarh Guwahati -781005, Assam, India,**

- 3.7 Submission of hardcopies of the “EOI document” within due date and time is mandatory.**

**Checklist for the EOI submission**

<b>Sl. No.</b>	<b>Documents</b>	<b>Submission Status (Y/N)</b>	<b>Page No</b>
1	Covering Letter ( <b>As per Form-1</b> )		
2	Applicants Date Sheet. In the format given under <b>Form-2.</b>		
3	Average annual turnover of Rs 2.00 Crs (Rupees Two Crores) over the last three years (i.e. 2020-21, 2021-22 and 2022-23). Copy of CA certificate to be submitted along with the audited report ( <b>Form -3</b> )		
4	Minimum 5(Five) similar assignments related to preparation of city drainage master plan or detailed engineering project report for urban storm water drainage / sewerage projects in India for any state or central government agency/ any govt. agency outside India (Copy of Completion certificate, work order/copy of contract or any other which can be verified by the appointing authority). ( <b>Form TECH-4A</b> )		
5	Minimum 2 (two) similar assignments related to preparation of city drainage master plan/ detailed engineering project report for storm water drainage projects/sewerage projects in India funded by ADB/World Bank /any Multilateral development banks having environmental and social safeguard documentation as part of the deliverables in India for any state or central govt agency/ any govt. agency outside India or any MDB (Copy of Completion certificate, work order/copy of contract or any other which can		

	be verified by the appointing authority). <b>(Form TECH-4B)</b>		
6	<b>“Power of Attorney”</b> appointing the signatory, as per para in the format given as <b>Form-5</b> .		
7	Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in <b>Form-6</b> .		
8	Self-attested photocopy of GST Registration Certificate, PAN, PF & ESI Registration Certificate.		
9	Any, other the applicant feels necessary		

#### 4. EVALUATION & SHORTLISTING

##### 4.1 PRELIMINARY SCRUTINY

- 4.1.1 All the EoI submissions received (online & hard copies of Key Documents) within due date and time shall only be considered by the Evaluation Committee.
- 4.1.2 The evaluation committee shall first ensure that the applications are complete in all respect. Only those EoI submissions which are complete in all respect shall be considered for further scrutiny.
- 4.1.3 Evaluation Committee reserves the right to seek further clarifications, explanation or information on any issue relating to the eligibility till such time the Committee is fully convinced.
- 4.1.4 The Client (EoI Inviting Entity) shall finalize the list of the Consultants to be shortlisted to participate in RFP based on the evaluation of the EoI submissions and decision of the Client and the same shall be final and binding.
- 4.1.5 Names of the Consultants shortlisted (for RFP process) as per the evaluation of the EoI responses/submissions will be hosted on the e-Procurement portal on completion of all formalities.

##### 4.2 ISSUE OF RFP AND SELECTION

- 4.2.2 Detailed Proposal shall be invited by the Client from the shortlisted Consultants (Applicants) issuing RFP. In the RFP document all technical and operational details shall be furnished. At RFP stage the parties must submit detailed technical and financial proposal for evaluation and selection of most suitable amongst them, as per the proposal submitted.
- 4.2.3 The selection of the Consultant shall be strictly based on the evaluation of the proposals received from the shortlisted Consultants in response to the RFP, as per the terms and conditions and specifications mentioned therein.

**FORMS**

**Form 1: Covering Letter**

**Covering letter**

*[On the letter head of the Applicant]*

Kind Attention:

[location, date]

The

**<Insert Designation & Address of Eol Inviting Authority>**

Sub: **Eol (Reference No.....)for short listing of eligible applicants to participate in the RFP process for selection of consultant for <insert the name ofthe assignment>.**

Sir,

Having read, carefully examined, and understood the “Expression of Interest” document dated \_\_\_\_\_ issued by <insert Eol Inviting Authority> (“Client”) and all **Annexures** and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the “Eol”), we hereby express our interest to participate in the RFP process, if shortlisted in this Eol stage.

We hereby agree and confirm that our Eol Proposal has been prepared strictly in conformity with the instructions in the Eol document (including the forms set forth therein) and that we shall always act in good faith and abide by the terms and conditions of this Eol.

We agree that we have inspected and examined the Eol documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Eol which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment and participate in the RFP, if shortlisted.

We follow all the terms and conditions of the Eol; there is no information, data or documents which have not been disclosed which may prejudicially affect Client’s evaluation or decision in relation to pre-qualification shortlisting.

We have all the necessary corporate and statutory approvals and authorizations to participate in this Eol.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during this EoI and till completion of ensuing RFP process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this EoI process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in this EoI document.

We have provided details, in accordance with the instructions and in the form required by the EoI and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

**Form 2: Applicant Details**

<b>1. Organizational Details</b>	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
<b>2. Details of Authorised Signatory</b>	
Name	
Designation	
Address	
Contact Details	
<i>(Copy of the document of authorisation to be provided)</i>	
<b>3. Tax Registration Details</b>	
<b>3.1. GST</b>	
<b>3.2. Income Tax</b>	
<b>4. Contact Person for this Proposal</b>	
<b>4.1. Name</b>	
<b>4.2. Address for Courier</b>	
<b>4.3. Office Phone</b>	
<b>4.4. Mobile Phone</b>	
<b>4.5. Fax No.</b>	
<b>4.6. E-mail Address</b>	
<b>5. Certifications, Awards &amp; Accreditations, if any</b>	
<b>5.1.</b>	
<b>5.2.</b>	
<b>5.3.</b>	

Note: attach company profile and type of services provided including list of clients, projects etc

Date:  
Place:

Signature of the Applicant

**Form 3: CA Certificate (Financial Information)**

*On the letter head of Chartered Accountant/Statutory Auditor*

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at ..... pertaining to the financial year 2020-21, 2021-22 and 2022-23 *has not been completed as on the due date of submission of proposal*). Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

**(Amount in INR Crores)**

Financial Information	Financial Year			Average
	2022-2023	2021-2022	2020-21	
	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business				
Turnover from similar consulting business				
Annual Profit Before Tax				

I/We also certify that the Applicant has 7 years of experience in providing technical consultancy services, in India for and on behalf of government or international agencies as on 13.12.2023

Date:  
Place:

Signature and seal of the CA firm

**UDIN** :.....

Note:

- a)** *In case audit of 2022-23 financial statements are not complete, the Applicant may furnish audited financial statements for 2020-21, 2021-22 & 2022-23 and appropriate disclosure shall be made in the certificate.*
- b)** *Documentary evidence in support of at least 7 (Seven) years in providing technical consultancy services , in India for and on behalf of government or international agencies, must be enclosed*

**Form TECH-4A: Bidder's experience in preparation of city drainage master plan or detailed engineering project report for urban storm water drainage / sewerage projects in India for any state or central government agency/ any govt. agency outside India.**

[List projects (not more than 10) in the last five years which are similar to that in the RFP.]  
 [The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

<b>Name of the Project:</b>	<b>Approx. value of the contract (in current `):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of contract (months):</b>
<b>Name of Client:</b>	
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	
<b>Name of joint venture partner or associated partner if any:</b>	
<b>Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services* provided in the Contract:</b>	

*\*Copy of Work order /completion certificate to be submitted*

**Firm's Name:** \_

**Signature of Authorized Representative:**

**Form-4B: Bidder's experience in Specific Experience in preparation of city drainage master plan/ detailed engineering project report for urban drainage projects in India funded by ADB/World Bank /any Multilateral development banks having environmental and social safeguard documentation as part of the deliverables in India for any state or central govt agency or MDB**

[List projects (min. 2) in the last five years which are similar to that in the RFP.]

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

<b>Name of the Project:</b>	<b>Approx. value of the contract (in current `):</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of contract (months):</b>
<b>Name of Client:</b>	
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	
<b>Name of joint venture partner or associated partner if any:</b>	
<b>Name of senior regular full time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services* provided in the Contract:</b>	

*\*Copy of Work order /completion certificate to be submitted*

**Firm's Name:** \_

**Signature of Authorized Representative:**



**Form 5: Power of Attorney**

**Format for Power of Attorney for Signing of Application  
(On a Stamp Paper of Rs 100/-)**

**Power of Attorney**

We, ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms ..... (name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the EoI for shortlisting of eligible applicants to participate in the RFP process for selection of an \_\_\_\_\_ agency to ..... including signing and submission of all documents and providing information to the Client (i.e. ....) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our EoI response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_(Signature)  
(Name, Title and Address of the Attorney)

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

**Note:**

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. *In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. *In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

**Form 6: Affidavit**

**Affidavit**

*(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)*

We, M/s. .... (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the \_\_\_\_\_(Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for Shortlisting of Organisations to participate in the bidding process eligible parties to select most suitable of them to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Eol evaluation or thereafter during RFP and the agreement period.

Dated this .....Day of ....., 20.....

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person