

MUNICIPAL CORPORATION, BAREILLY

**REQUEST FOR QUALIFICATION CUM REQUEST FOR
PROPOSALS (RFQ cum RFP)**

FOR

**PREPARATION OF INTEGRATED CITY DEVELOPMENT PLAN FOR
BAREILLY CITY, UTTAR PRADESH AND APPURTENANT PERI-
URBAN AREA INCLUDING CAPACITY BUILDING PLAN**

UNDER

**QUALITY & COST BASED SELECTION (QCBS)
LUMPSUM CONTRACT**


**Municipal Commissioner
Municipal Corporation, Bareilly
Bareilly-243001 (UP), India
Phone No: 91-581-2550074**

Fax No: 91-581-2550074

BAREILLY MUNICIPAL CORPORATION, BAREILLY

TENDER NOTICE FOR THE PREPRATION OF INTEGRATED CITY DEVELOPMENT PLAN AND CAPACITY BUILDING PLAN

Bareilly Municipal Corporation, Bareilly invite bids in two separate for Technical Bid and Financial Bid shall be given and the Envelope marked as Technical Proposal and Financial Proposal shall be placed in a separate Outer Envelope containing the Name of the Assignment and address for the submission of Proposal as mentioned in Data Sheet, for the appointment of Consultancy firm for **the Preparation of Integrated City Development Plan (ICDP) for Bareilly City, Uttar Pradesh and the appurtenant peri-urban area including Capacity Building (CB) plan** are invited from empanelled Consultants of Ministry of Urban Development, Govt. of India. The Request for Qualification cum Request for Proposal (R.F.Q cum R.F.P) document for the same can be obtained from the office of the Municipal Commissioner, Municipal Corporation, Bareilly or downloaded from the website: www.nagarnigambareilly.com. The bid document fee of **Rs.2000/- (Rupees Two Thousand Only)** should be deposited with the bid in the shape of **Bank Draft payable in favor of Municipal Commissioner, Municipal Corporation, Bareilly payable at Bareilly**. The Bid Security is **Rs.50,000 (Fifty Thousand Only)** for each Bid. The last date for submission of bids is **21st of August 2015**. Other Terms & Conditions may be seen from Request for Qualification cum Request for Proposal (R.F.Q cum R.F.P) document.


(Shildhar Singh Yadav)
Municipal Commissioner
Municipal Corporation,
Bareilly

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Letter of Invitation

Dear Mr./Mrs.

1. Bareilly Municipal Corporation (hereinafter 'the Client') invites proposals to provide Services for Preparation of Integrated City Development Plan of Bareilly, Uttar Pradesh and the appurtenant peri-urban area including Capacity Building (CB) Plan. Detailed Scope of Work is provided in the Terms of Reference (ToR).
2. A firm shall be selected under Quality cum Cost Based Selection and procedures described in the Data Sheet.
3. The Request for Qualification cum Request for Proposal (R.F.Q cum R.F.P) includes the following documents:
 - (i) Letter of Invitation
 - (ii) Instructions to Consultants/Bidders and Data Sheet see Annexure A
 - (iii) Technical Proposal, for Standard Forms see Annexure B
 - (iv) Financial Proposal, for Standard Form see Annexure C
 - (v) Terms of Reference (ToR), see Annexure D
4. Please note that while all the information and data regarding this Request for Qualification cum Request for Proposal (R.F.Q cum R.F.P) is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. There are two stage of evaluation process, Technical and Financial Proposals, first technical proposals will be evaluated and the consultancy firms qualifying in Technical evaluation, only there Financial Proposals will be opened. (Detail of Selection process attached)
6. Proposals would be evaluated on the basis of Quality cum Cost based Criteria and firm securing highest marks would be awarded the work.

Instruction to Consultants

<p>1. Introduction</p>	<p>1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.</p> <p>1.2 The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.</p>
	<p>1.3 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the para. 7 of ToR, assist the firm to carry out the services, and make available relevant project data and reports.</p> <p>1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.</p>
<p>Conflict of Interest</p>	<p>1.5 It is required that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.</p>
	<p>1.5.1 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.</p> <p>1.5.2 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their</p>

	official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.
Unfair Advantage	1.5.3 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
Fraud and Corruption	<p>1.6 The consultants and their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers, under the contract, observe the highest standard of ethics during the selection and execution of such contracts.¹ In pursuance of this policy, Nagar Nigam, Bareilly:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;</p> <p>(ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;</p> <p>(iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;</p> <p>(iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any</p>

¹ In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

² “Another party” refers to official acting in relation to the selection process or contract execution. In this context “official” includes City Level Steering Committee Staff and employees of other organizations taking or reviewing selection decisions.

³ A “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ “Parties” refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

		<p>party or the property of the party to influence improperly the actions of a party⁵;</p> <p>(v) “obstructive practice” is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Nagar Nigam, Bareilly’s investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or</p> <p>(bb) acts intended to materially impede the exercise of the Nagar Nigam, Bareilly’s inspection.</p> <p>(b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question; and</p> <p>(c) will cancel the portion of the payment allocated to a contract if it determines at any time that representatives of the Consultancy were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultancy having taken timely and appropriate action satisfactory to the Nagar Nigam, Bareilly to address such practices when they occur;</p>
Eligibility	1.7	The terms of Eligibility are mentioned in the Data Sheet attached.
Eligibility of Sub-Consultants	1.8	In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Data Sheet.
Only One Proposal	1.9	Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.
Proposal	1.10	The Data Sheet indicates how long Consultants’ Proposals must

⁵ “Party” refers to a participant in the selection process or contract execution.

<p>Validity</p>	<p>remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.</p>
<p>2. Clarification and Amendment of RFP Documents</p>	<p>2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client’s address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.</p> <p>2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.</p>
<p>3. Preparation of Proposals</p>	<p>3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.</p>
	<p>3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP cum RFQ document. Material deficiencies in providing the information requested may result in rejection of a Proposal.</p>

	<p>3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:</p> <p>(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.</p>
	<p>(b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.</p>
Language	<p>(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3 of the "Instruction to Bidders".</p>
Technical Proposal Format and Content	<p>3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP). Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Annexure.</p>
	<p>a. Section 1: Covering Letter, subject to maximum of two (2) pages (Format 1);</p> <p>b. Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;</p> <p>c. Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format) (Format 2);</p> <p>d. Section 4: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education,</p>

	<p>experience and languages known), restricted to maximum of two (2) pages as per CV (Format 3);</p> <p>e. Section 5: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 4);</p> <p>f. Section 6: Matters not appropriate in any other section. This includes: i. written confirmation authorizing the signatory of the Proposal to commit the Consultant;</p>
	<p>3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.</p>
Financial Proposals	<p>3.6 The Financial Proposal shall be submitted strictly as per Format 5 given in Annexure C.</p>
Taxes	<p>3.7 The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.</p>
4. Submission, Receipt, and Opening of Proposals	<p>4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be as per Format 5 given in Annexure C.</p> <p>4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".</p> <p>4.3 The Technical Proposal shall be marked "Original" or "Copy" as</p>

	<p>appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.</p> <p>4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" FOR [Title of Consulting Service] Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" FOR [Title of Consulting Service] marked 'FINANCIAL (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] with a warning "Do Not Open With The Technical Proposal." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and [Title of Consulting Service], and be clearly marked "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE' [insert the time and date of the submission deadline indicated in the Data Sheet]". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p>
	<p>4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p> <p>4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.</p>
<p>5. Proposal Evaluation</p>	<p>5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.</p>

		Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
Evaluation of Technical Proposals	5.2	The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
	5.3	After detailed evaluation of the Technical Bid the qualified Consultants would be called for Technical Presentation and Negotiation to conclude the Technical Evaluation criteria. Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.
Financial Proposals for QBS	5.4	Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.
Public Opening and Evaluation of Financial	5.5	After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and ROQ and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

	<p>5.6 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud.</p> <p>5.7 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p>
6. Negotiations	<p>6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.</p>
Financial negotiations	<p>6.2 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's state, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.</p>
Availability of Professional staff/experts	<p>6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of</p>

		invitation to negotiate.
Conclusion of the negotiations	6.5	Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.
7. Award of Contract	7.1	After completing negotiations the Client shall award the Contract to the selected Consultant, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
8. Confidentiality	8.1	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

Annexure A: Data Sheet

1.	Name of the Client: Bareilly Municipal Corporation
2.	Method of selection: Quality and Cost Based Selection (QCBS) 70:30
3.	Financial Proposal to be submitted together with Technical Proposal: Yes Title of Consulting Service is: Preparation of Integrated City Development Plan (ICDP) for Bareilly City, Uttar Pradesh and the appurtenant peri-urban area including Capacity Building (CB) plan.
4.	A Presentation/ Conference will be held: Yes Date: 8 th September 2015 Time:15:00 hours Venue: O/o Bareilly Municipal Corporation The Technically Selected Consultants would be notified for the Presentation/ Conference. However, if the invitee firm wishes to seek clarification it may do so in writing to the Client with copy to the Client's Representative.
5.	Client Representative: Additional Commissioner , Bareilly Municipal Corporation. Bareilly.
6.	Proposals must remain valid for 90 days after the submission date indicated in this Data Sheet.
7.	Clarifications may be requested not later than fifteen (15) days before the submission date. All requests for clarifications will be directed to Client's representative. The Client will respond to requests for clarifications by electronic means within five (5) days prior to the proposal submission date.
8.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant: Yes
9.	Joint Ventures/Associations are permissible: Yes; each partner have to fulfill Eligibility Criteria given below
10.	Bidders Eligibility Criteria: Applicable 1. The applicant must be enlisted with Ministry of Urban Development, Government of India as a consultant for the preparation of City Development Plan. 2. Applicant will be selected in accordance with the Quality Cum Cost Based System (QCBS) procedures described in this RFP and in accordance with the procurement guidelines for the Selection of Experts/Consultants/Advisors, Developers for PPP Projects & Private Partners for Department of Urban Development, Government of Uttar Pradesh. 3. Applicant should have received a minimum of Rs. 1 Crores per annum as Professional Fee during each of the last 3 years.

	<p>4. Applicant should have experience in assignments related to;</p> <ul style="list-style-type: none"> • Preparation of city development plans (minimum 3 nos). • Preparation of DPR's in urban infrastructure projects (minimum 1 nos).
11.	<p>Technical Presentation: Bidders scoring 60 marks out of 80 marks will be invited to make a Technical Presentation. The overall qualifying marks for being eligible to participate in opening of the financial proposal will be 70. Date, Time and Venue of the presentation will be notified to the bidders scoring 70 and more marks.</p>
12.	<p>The Consultant must submit the original and One Copy of the Technical Proposal and the original copy of the Financial Proposal.</p>
13.	<p>For each Bid Financial and Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.</p>
14.	<p>Financial and Technical Proposals should be clearly marked 'FINANCIAL (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.</p>
15.	<p>A Bid Fee and Bid Security must be submitted: Yes</p>
16.	<p>If Yes, the amount of the bid document fee of Rs.2000/- (Rupees Two Thousand Only) should be deposited with the bid in the shape of Bank Draft payable in favor of Municipal Commissioner, Municipal Corporation, Bareilly payable at Bareilly. Bid Security is Rs.50,000 (Fifty Thousand Only) for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Municipal Corporation Bareilly. For unsuccessful bidders the bid security shall be refunded within 15 days of opening of financial proposals</p>
17.	<p>Format for Bid Security: Demand Draft favoring the Commissioner Municipal, Municipal Corporation Bareilly and drawn on a nationalized bank/ scheduled Bank, Payable in Bareilly.</p>
18.	<p>A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract for each Bid. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Commissioner, Municipal Corporation Bareilly and drawn on a nationalized or scheduled commercial bank.</p>
19.	<p>Proposals must be submitted no later than the following date and time: (Date 21st August 2015 time 15:00 Hours)</p>
20.	<p>Address for submission of Proposals: Commissioner, Bareilly Municipal Corporation, Bareilly.</p>

	Date for opening of Technical Proposals: [24 th August 2015]
	Date for public opening of Financial Proposals: [15 th September 2015]
	Date for commencement of consulting services: [1 st October 2015]
	Evaluation of the proposal will be based on the general terms and marks given below.

2. General Terms

- a) Proposals submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected
- b) The Experts will be selected in accordance with the Quality Cum Cost Based System (QCBS) procedures described in this RFP and in accordance with the procurement guidelines for the Selection of Experts/Consultants/Advisors, Developers for PPP Projects & Private Partners for Department of Urban Development, Government of Uttar Pradesh.
- c) The selected consultancies will have to sign an Agreement with Nagar Nigam, Bareilly.
- d) The Proposal shall be valid for a period of 90 days from the date of opening of the Financial Proposal.
- e) No Applicant shall submit more than one Proposal for the consultancy.
- f) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3. Right to reject any or all Proposals

- a) Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation, and
- b) The Authority reserves the right to reject any Proposal if:
 - at any time, a material misrepresentation is made or uncovered, or
 - The Applicant does not provide, within the time specified by the Authority, the supplement all information sought by the Authority for evaluation of the Proposal.

5. Compliance with Regulatory Requirements

The assignment must be conducted in accordance with relevant environmental, social and cultural/heritage laws, regulations, and any other requirements of the Government of India (GoI) and the Government of Uttar Pradesh (GoUP). On Resettlement & Rehabilitation (R&R) issues, the assignment will take into account the provisions of the National Laws and R&R Act 2013.

If the Municipal Corporation, Bareilly obtains information on the conduct of any Experts of consultancies agency which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Department will hold no liabilities towards this misconduct and will inform the Vigilance Office and in addition can initiate disciplinary actions.

Evaluation Criteria and Selection Process

- a) The Municipal Corporation Bareilly adopted a two stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising Technical and Financial proposals

to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified below.

- b) The Authority shall open the Proposals at 15:30 hours on the Proposal Due Date, at the Office of Municipal Corporation Bareilly in the presence of the consultancies firm who choose to attend.
- c) All the proposals will be scrutinized and consultancies shortlisted. The consultancies firm will be evaluated based on appropriate marking system. The categories for marking and their respective marks are as under:

Marking provisions for Technical Evaluation:

S.No	Criterion	Percentage Score (QCBS)
1.	Experience of undertaking following assignments	60
1.1	Preparation of City Development Plans /City Corporate cum Business Plans	20
1.1.1	3 Projects	5
1.1.2	4- 5 Projects	8
1.1.3	6- 10 Projects	10
1.1.4	11 – 15 Projects	15
1.1.5	16 – 20 Projects	20
1.2	Preparation of DPR for urban infrastructure project	10
1.2.1	1 - 2 no. of DPR's	5
1.2.2	3 - 5 no. of DPR's	8
1.2.3	More than 5 DPR's	10
1.3	Preparation of City Sanitation Plan /Slum Free City Plan of Action	10
1.3.1	1 - 3 projects	4
1.3.2	5 - 7 projects	6
1.3.3	More than 7 Projects	10
1.4	Preparation of City Mobility Plan	10
1.4.1	1 - 3 projects	4
1.4.2	5 - 7 projects	6
1.4.3	More than 7 Projects	10

1.4	Preparation of Capacity Building Plan	10
1.4.1	1 - 3 projects	4
1.4.2	5 - 7 projects	6
1.4.3	More than 7 Projects	10
2.	Personnel (CVs)*	10
3.	Methodology/Strategic Plan for ICDP	10
	TOTAL (1 + 2)	80
3.	Technical Presentation	20
4.	TOTAL MARKS	100

- d) Quality and competence of the consulting service shall be considered as the paramount requirement.
- e) The bids are liable to be rejected if information is not provided in the desired formats. The technical bids will be evaluated out of 100 marks.
- f) In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's CV, Work experience and Statement of Interest. Only those consultancies firm who's Technical Proposals get **a score of 70 marks or more out of 100 (St)** will only be considered for financial evaluation. The financial proposal of others will not be considered and returned unopened after completing the technical selection process. The client shall notify the consultants, results of the technical evaluation and invite those who have secured the minimum qualifying mark for opening of the financial proposals indicating the date and time.
- f) In the second stage, the financial evaluation will be carried out. Applicant shall submit the Financial Proposal in the format at **Annexure C** clearly indicating the total cost of the Services excluding Taxes.
- g) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected. The Financial Proposal shall be submitted as per format in this document. Significant lack of clarity on any cost of item as called for above could lead to the bid being rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding Financial bids of all bidders will be opened for which intimation will be given to all bidders who so desire can remain present. The score on price quote will be calculated in the following manner:
- h) The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional.
- i) The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:

$S_f = 100 \times F_m/F$ (F - amount of financial proposal)

- j) Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 70% for technical proposal and 30% for financial proposal.

$S = S_t \times 0.70 + S_f \times 0.30$

- k) The Proposal securing the highest combined score and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.
- l) An Expert Committee comprising of external experts from multidisciplinary background shall be formed by the authority for evaluation of technical proposals received from the applicants. Applicants are advised that the selection of Experts shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and Authority's decisions are without any right of appeal whatsoever.

Instructions to Bidders

1 Introduction

1.1 The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.

1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.4 Eligibility Criteria:

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

1.4.1 A firm declared ineligible by the Government of India or Government of Uttar Pradesh shall be ineligible to provide consulting services under the project.

1.5 Number of Proposals

1.5.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

2 Clarifications of Request for Qualification cum Request for Qualification cum Request for Proposal (R.F.Q cum R.F.P.) Documents

2.1 Consultants may request clarification of any of the R.F.Q cum R.F.P documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the R.F.Q cum R.F.P as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the R.F.Q CUM R.F.P by issuing an addendum in writing, including by standard electronic means.

3 Preparations of Proposals

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

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

4 Instructions for Submission of Proposal

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

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

4.3 Consultants shall submit one sealed envelop, containing the Technical Proposal. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

4.4 Technical Proposal (see Annexure B)

The Technical Proposal shall contain the following:

- a. Section 1: Covering Letter, subject to maximum of two (2) pages (Format 1);
- b. Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;
- c. Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format), subject to maximum of fifteen (15) pages (Format 2);
- d. Section 4: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages as per CV (Format 3);
- e. Section 5: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 4);

f. Section 6: Matters not appropriate in any other section. This includes: i. written confirmation authorizing the signatory of the Proposal to commit the Consultant;

4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

4.6 Financial Proposal (See Annexure C)

The Financial Proposal shall be submitted strictly as per Format 5 given in Annexure C.

4.7 Submission Instructions

4.7.1 Consultants are expected to carefully review the contract provisions attached in the R.F.Q CUM R.F.P for preparation of their Proposals.

4.7.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

4.8 Proposal Validity

4.8.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

4.8.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

4.8.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.9 Format and signing of Proposals

4.9.1 Technical Proposal (original plus the number of copies specified in the Data Sheet) shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL - ORIGINAL + COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

4.9.2 Financial Proposal (One Original only) shall be placed in a separate sealed envelope and clearly marked as "FINANCIAL PROPOSAL".

4.9.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

4.9.4 All bids must contain original copies of the Technical Proposal as described in the Data Sheet.

4.9.5 The Envelope marked as Technical Proposal and Financial Proposal shall be placed in a separate Outer Envelope containing the Name of the Assignment and address for the submission of Proposal as mentioned in Data Sheet.

4.9.6 If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.

4.9.7 Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.9.8 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the R.F.Q CUM R.F.P in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

Annexure B: Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Qualification cum Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Consultants included in the R.F.Q CUM R.F.P, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Format 2: Project Detail Sheet

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

Format 3: Curriculum Vitae (CV) for Proposed Experts

NAME

DATE OF BIRTH

NATIONALITY

EDUCATION [year] [name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND [description]

EMPLOYMENT RECORD [year(s) starting with present position][employer]

PROFESSIONAL EXPERIENCE [month and year start to finish] [Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]

... ..

Certification:

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

(i) This CV correctly describes my qualifications and experience;

(ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

[Name of Expert/Authorized signatory]

Date:

Place:

Format 4: Expert Team and Summary of CV Information

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

Annexure C: Financial Proposal

Format 5: Financial Proposal

To,

Commissioner,
Bareilly Municipal Corporation
Bareilly (Uttar Pradesh)

Dear Sir,

Subject: Preparation of Integrated City Development Plan of Bareilly City in Uttar Pradesh

I/We _____ Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

Our lump sum fee for Providing Consultancy Services is Rs. ----- (Rupees --
----- (in words).

The fee mentioned above is exclusive of all taxes, which shall be payable extra as per the prevailing rates.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., ninety (90) days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)
(R)
(M)

E-mail:

Fax No:

Annexure D: Terms of Reference (ToR)

1 Brief Description of Task

The aim of this exercise is to support Bareilly Municipal Corporation in preparing the Integrated City Development Plan (ICDP) for Bareilly City, Uttar Pradesh and the appurtenant peri-urban area including Capacity Building (CB) plan. The ICDP should provide a comprehensive medium term strategy (Vision 2040) as well as a Financial Operating Plan (FOP)/City Investment Plan (CIP), based on which the concerned ULB will be able to access funds under GoI/GoUP schemes as well as from own and other sources based on priority actions and projects identified in the ICDP. The document should also provide Financial Operating Plan (FOP) to direct the ULBs for mobilizing various financial resources to implement the identified projects. The City development Plan must adhere with the JNNURM's ICDP preparation toolkit and AMRUT Guidelines. The inadmissible components under JNNURM/AMRUT should also be included in the task.

The ICDP should also include Broad Master planning of the town and should be prepared keeping in view the Master Plan (wherever exists) provisions as prepared by Town and Country Planning Department. It is also expected that the ICDP would provide Urban Reform Action Plan for the ULBs as envisaged under JNNURM/AMRUT.

The Capacity Building Plan should be prepared based on a need assessment of Nagar Nigam, Bareilly to perform the assigned roles as brought out in the 74th Constitutional Amendment Act (CAA) and JNNURM/AMRUT Guidelines. The need assessment should be done at two levels: at individual and organizational level. Based on Capacity Need Assessment (CNA) the consultant should then prepare a three year capacity building plan to address the short term and long term capacity building needs. The two year plan should be further divided into annual plan with financial requirement.

2 Background

In the Indian context, a scheme for "Integrated Development of Small and Medium Towns (IDSMT)" was launched during the Sixth Five Year plan (1979-80) and continued till it was subsumed with Urban Infrastructure Development of Small and Medium Towns (UIDSSMT) during 2005-06.

The Objectives of the IDSMT Scheme were:

1. Improving infrastructural facilities and helping in the creation of durable public assets in small and medium towns having potential to emerge as regional centers of economic growth and employment, thereby reducing the incentives for people belonging to rural and smaller urban areas to migrate to bigger cities and towns for jobs.
2. Decentralizing economic growth and employment opportunities and promoting dispersed urbanization while taking due advantage of the functional interlinkages between villages, towns and cities through a regional planning approach.
3. Increasing the availability of serviced sites for housing, commercial and industrial uses and promoting the principles of planned and orderly spatial development
4. Integrating spatial and socio-economic planning as envisaged in the Constitution (74th Amendment Act, 1992) and preparing and implementing Town/City Development Plans.
5. Promoting resource-generating schemes for the urban local bodies to improve their overall financial position and ability to undertake long-term infrastructure development programmes on their own as well, as to repay the borrowed capital and usher in necessary municipal reforms.
6. In order to ensure that available resources are optimally utilized towards the promotion of sustainable economic and social development, with the focus on viable service delivery, municipalities must implement the ICDP process.

2.1 Rationale for ICDP adoption

ICDP will draw on the basic structure and planning process from the revised JNNURM/AMRUT guidelines and toolkit with focus on integrating the current initiatives of various organizations and schemes and developing a strategic framework for undertaking priority developmental actions in the medium term. The ICDP will also prepare the ground for mobilizing funding beyond JNNURM/AMRUT and other existing programmes. It will particularly address the issue of revitalizing local economic development by attracting private sector funding.

Prior to 1992, Municipal Governments in India were mainly concerned with service provision and to some extent implementation of regulations. However, with the adoption of 74th Constitutional Amendment Act, 1992 the functional domain of municipal governments enlarged. Municipalities are now required to develop integrated city developmental approach in their developmental activities.

Municipal governments need to incorporate strategic business principles in its planning and management activities, in order to discharge the developmental functions entrusted to them. Such development should be aimed at the optimization of available resources to alleviate poverty and promote sustained economic and social development. Integrated development planning through the involvement of all relevant stakeholders, a municipality can:

- Identify its key development priorities;
- Formulate a clear vision, mission and values;
- Formulate appropriate strategies;
- Develop the appropriate organizational structure and systems to realize the vision and mission; and
- Align resources with the development priorities.

2.2 Issues to be addressed

The ICDP will also be linked into the overall spatial planning and policy framework of Master Plan and more importantly into the annual municipal budgeting. Linking the investment plan of the ICDP with the municipal budgets will be crucial in ensuring the O&M and thus sustainability of the infrastructure assets created.

Preparation of the ICDP will consist of city development strategies that come out of a structured consultative process. The process will enable elected representatives, key staff of Municipal Corporation department, parastatal agencies and other institutions, policy makers and the citizens to participate and plan for spatial, social and economic development of the concern cities. The Integrated City Development Plan (ICDP) will present both a vision of a desired future perspective for the city and the Corporation strategic framework of sectoral plans translated into actions that define on how the Corporation, together with other stakeholders, intends to work towards achieving their long-term vision in the next 25 years.

2.3 Core Planning Principles

- ICDP process entails an assessment of the existing level of development and the identification of key development priorities.
- Vision and Mission Statements for long term development flow from the aforesaid, with specific reference to critical developmental and internal transformational needs.
- Development strategies and objectives will be directed at bridging the gap between the existing level of development and the vision and mission.

- A very critical phase of the ICDP process is to link planning to the municipal budget (i.e. allocation of internal or external funding to the identified projects), because this will ensure that the ICDP directs the development and implementation of projects.

3 Purpose and Objectives of the Assignment

3.1 Specific Objectives

Integrated Development Plan is “ A participatory approach to integrate economic, sectoral, spatial, social, institutional, environmental and fiscal strategies in order to support the optimal allocation of scarce resources between sectors and geographical areas and across the population in a manner that provides sustainable growth, equity and empowerment of the poor and the marginalized”.

By adopting and Integrated Development Planning, through the involvement of all the stake holders, an ULB can:

- ✓ Identify its key development priorities;
- ✓ Formulate a clear vision, mission and values;
- ✓ Formulate appropriate strategies;
- ✓ Develop the appropriate organizational structure and systems to realize the vision and mission;
- ✓ Align resources with the development priorities.

The Specific Objectives of ICDP are:

- The ICDP will scale up existing urban development and poverty alleviation schemes within a comprehensive and coherent strategic planning framework in order to ensure optimal benefit from available resources for the citizens of the City.
- The ICDP should aim to catalyse new thinking and provoke debate through a consultative stakeholder driven process. The vision and strategic thrusts of the ICDP will be built around the lessons and findings of a comprehensive and rigorous stakeholder consultation and documentation process.
- It is expected that the ICDP will serve the requirements of the UIDSSMT programmes as well as JNNURM/AMRUT and other development schemes.
- The ICDP will generate specific priority actions and projects that can be the basis for mobilizing funding from diverse sources.

4 Description of Task

The consultant will carry out a multi-stage exercise to formulate the ICDP in close collaboration with Municipal Corporation Bareilly. The main stages in the exercise will be:

4.1 Inception

The purpose of this stage is to review and analyse the current status and unique features of the city with regard to the state of its development, systems and procedures, as equally it's institutional and financial context. This stage is meant to identify the strengths and weaknesses in the city's development and to provide an understanding of what impedes service delivery and management within the existing set-up and what contributes to better service provision. This task will consist of:

4.1.1 Reconnaissance

The Consultant will spend their first week with reconnaissance activities, including:

- Introductory meetings with the Mayor/President, Municipal Commissioner/Chief Municipal Officer, Heads of Departments, Councilors, representatives of ongoing urban programmes, etc.
- Obtain base maps, and available secondary data on the city's demographics, master plan, reports prepared under past and current urban development programmes Corporation's annual budget reports, other reports giving status of service delivery, and other relevant documents on heritage listing, data on slums and urban poor, government policy documents, etc.
- Identify the line departments and key stakeholders for urban service delivery and development such as PHED, Town and Country Planning Department, Bareilly Development Authority, local chamber of commerce, NGOs, religious organizations, financial institutions, commerce and industry etc.
- Field reconnaissance to determine growth patterns of the city, characteristics of slums and environmentally sensitive areas etc.
- Identify economic opportunities and blocks in tapping these (eg. Tourism, industry etc.)
- Mapping: Preparation of City level base maps using Auto-CAD/GIS.

4.1.2 Kick-off workshop

The Consultants will organise, with Municipal Corporation Bareilly support, a one day kick-off workshop to familiarize the stakeholders with the purpose, process, and expected outcomes of the ICDP, and build enthusiasm, understanding and commitment to the ICDP. The kick off workshop will help in deriving a consensus along with the stakeholders firming the process and agreeing upon a structured programme to take the ICDP forward. The formation of the Steering Group will also be announced as well as the sectors for which detailed analysis will be carried out.

Stakeholders for the kick off workshop may include:

- Elected representatives, Mayor/President, Municipal Commissioner etc.
- City level planning and service providing agencies viz., ULB, Town and Country Planning Department, Development Authority etc.
- Line Departments of the state government such as pollution control board, health department, and tourism department, PHED, PWD, Traffic and Transportation etc.
- Private sector agencies such as chambers of commerce and industry,
- Non-governmental and community based organisations
- Representatives of the poor communities
- Representatives of ongoing urban development programmes
- Representatives of media, academic institutions, etc.

4.1.3 Submission 1: Inception report

At the completion of this phase the consultants will present their preliminary analysis, methodology in an Inception report. Based on their preliminary analysis, consultations and workshop the consultants will propose special papers (maximum 2) on specific sectors or issues and propose the names of specialists (approved by the client) who may be commissioned to prepare the same as a part of the sector analysis/survey. The inception report will be presented to the Steering Group, who will identify individuals/institutions/working group who will be the local counterparts for the different sectors.

4.2 Assessment of existing situation (opportunities, strengths, risks, weaknesses and gaps)

4.2.1 Sector analysis

The Consultants would interact with various stakeholder groups (meetings, workshops, focus group discussions, etc.) and review relevant publications, reports, GOs, resolutions, procedures, laws etc. to analyse the current situation in each of the sector identified. The sector analysis will be carried out by the consultant's team in consultation with the local counterparts and will be supported by special papers commissioned by the Consultants team. While the team will be expected to prepare its own methodology for the sector analysis, it is recommended that the following are included:

- Study of economic opportunity and potential for Local/regional economic development, with special reference to the poor.
- Physical infrastructure demand and gap assessment (considering service level benchmarking).
- Transport study with emphasis on low cost public transport and livelihoods.
- Heritage conservation and tourism.
- Environmental sustainability.
- Access to housing, employment and social and environmental services by the poor.
- Health and Education services gap in the town.
- Sectoral Issues addressed under the Master Plan (as prepared by the B.D.A.).
- Smart options study for making Bareilly – a smart city.

4.2.2 City profile

The findings from the sector analysis would be used to prepare the City Profile consisting of the assessment of the existing situation in all the sectors identified, emerging issues, SWOT analysis and projection of the present gaps and future requirements. This will be done within the framework of parameters relating to demography, economic base, finance, physical and environmental issues, infrastructure, institutions and universalisation of services especially for the poor.

4.2.3 Capacity Building Plan

The findings from the above analysis would be used to prepare the Capacity Building (CB) Plan defining Capacity Development Strategies and Progress Indicators.

4.2.3.1 Capacity Building Strategies

- Institutional Reforms and Incentives: Process facilitation for change management; functional review; salary supplements; business process (project management and procurement);
- Leadership Capacities: Negotiation and visioning skills; coaching and mentoring; ethics; advocacy; media
- Education, Training and Learning: Training methods; tertiary education circular and investment; vocational education; on-the job skills.
- Accountability and Voice Mechanisms: Peer Reviews; citizen watch; monitoring and evaluation; stake holders feedback; public information campaigns.

4.2.3.2 Define Progress Indicators

Capacity development should be accompanied by indicators against which to measure progress. The challenge is to go beyond monitoring and evaluation that is project or programme based and viewed in terms of inputs and outputs, to monitoring and evaluation that is viewed in terms of outcomes.

- Define indicators for capacity development strategies = Output
- Define indicators for capacity development= Outcome
- Determine baseline and set targets for each indicator

Indicators should be Specific, Measurable, Attainable, Relevant and Time bound.

4.2.3.2

Strategy adopted for capacity building of Municipal Corporation, Bareilly is to strengthen the existing capacities of urban administrators- appointed and elected – and to enhance their knowledge, skills

and awareness to enable them to undertake prevailing and emerging responsibilities efficiently by conducting training programmes in key area like:

- Urban Management and Administration, Financial Management, Service Level Benchmarking, Development and Implementation of PPP Projects, Information Technology, Urban Planning, Operation and Maintenance, Project Planning and Implementation
- Emerging areas in urban management viz. Implementation of Rain Water Harvesting schemes, Recycling and Reuse of Waste water, Disaster Management, Identification and Implementation of measures necessitated in the context of climate change etc.

Other components which form part of the Capacity Building strategy are:

- Promoting awareness of the innovative and best practices in urban service management adopted/initiated by the various institutions to enable urban administrators to explore the feasibility of their replication;
- Undertaking of Case/Research studies and also sponsor Seminars/Workshops at Municipal Corporation Bareilly to reflect the field realities; exchange ideas and sharing of experiences;
- Improving community participation through networking and effective utilization of information, Education and Communication (IEC) techniques;
- Knowledge Management i.e. maintaining National Urban Resource Network for dissemination of data/knowledge relating to urban sector to all stake holders.
- To identify measures to enhance the efficiency of Municipal Corporation, Bareilly and other related agencies to improve their operational performance.

4.3 Development of city vision and sector goals and strategies

4.3.1 Discussion will be initiated on strategies, priorities and major actions that may be required in the next five years to move towards the vision 2040. At this stage local counterparts for the different sectors may be added.

4.3.2 Sector strategies

The Consultants will continue to work in consultation with the local counterparts to develop sector strategies in consonance with the city vision and sector goals. At this stage, Consultants will need to review the relevant cases of national and international best practices and explore if the same can be applied in relevant sectors to bring in improved and efficient ways of working.

4.3.3 Vision, Goal and Strategies

The output expected in the second phase is city vision, sector goals and possible alternate strategies and projects as detailed out below.

4.4 Development of strategies and priority actions

4.4.1 Evaluation of strategies

The strategies will be evaluated from the perspective of their contribution to achieve the vision and sector goals. Criteria will be developed for prioritising the strategies, programmes and projects in consultation with the Steering Group.

4.4.2 Analyse governance framework and reform action plans The Consultants, in consultation with the ULB officials, representatives of reform programmes and local counterparts will examine whether the reforms currently being carried out and proposed at state and local levels are sufficient to support the vision and strategic plan and to sustain the planned interventions if required additional reforms may be proposed.

4.4.3 The output of this phase would be an agreed plan outlining the goals, strategies, priority actions and projects with an estimate of preliminary funding requirements in each sector.

4.4.4 Submission 2: City Profile, Sector Analysis, city vision, strategy and priority projects

4.5 Preparing a City Investment Plan (CIP) and a financing strategy (Financial Operating Plan)

4.5.1 Project costing and determination of funding sources

The Consultants will undertake consultations with different stakeholders to determine types and sources of financing for priority projects from internal resources, state and central governments, local financial institutions, donors, and through public-private partnerships. The implications of each of these will be considered.

4.5.2 Scheduling of priority actions and developing a City Investment Plan (CIP)

Based on the availability of resources, logical sequencing of actions and potential for immediate implementation, the Consultants will prepare a City Investment Plan (CIP) in consultation with ULB that lays out the cost and revenue estimates of all priority projects in the next five years. The preparation of the CIP is a reiterative process requiring adjustments to individual projects as well as changes in scheduling to make the whole package work financially. The City Investment plan would be supported with a Financial Operating Plan (FOP).

4.6 Final ICDP

The Consultants will compile the draft ICDP including the CIP and FOP and will finalise it after feedback from stakeholders and get the same approved from the Ministry of Urban Development to obtain grant under JNNURM/AMRUT and any other Central Government Scheme.

- If MoUD, GOI does not entertain approval of ICDP, being a non mission city, the same shall be deemed approved after applying with MoUD, GOI for its approval.

4.6.1 Second workshop on Draft ICDP

The Consultants with support from Municipal Corporation Bareilly will organize second workshop involving all the stakeholders, who have been part of the ICDP preparation process. The workshop will seek an endorsement of the City Development Plan from the stakeholder group present and agree on procedures for performance monitoring. The 2nd Stage presentation at the City Level would be organized by the Municipal Corporation with technical assistance from the Consultant

4.6.2 Submission 3: Draft ICDP and city level workshop report

4.6.3 Performance Monitoring

The Consultants, in consultation with Municipal Corporation Bareilly will identify performance-monitoring/sustainability indicators to assist ULB to review the progress and outcomes of the ICDP on an annual basis and to enable them in setting the agenda for the future.

4.7 Final ICDP document

Following the Second and final workshop, the Consultants will finalize the ICDP document incorporating the feedback from the workshop and the inputs received at the 2nd Stage State Level discussion. This document will be presented and submitted to council for resolution, along with a summary of the ICDP for publication and wider dissemination by Municipal Corporation Bareilly.

4.7.1 Submission 4: Final ICDP report

4.8 Framework for Preparation of Integrated City Development Plan

The Tool Kit for Comprehensive Capacity Building Programme, 2013 states that the Integrated City Plan should be prepared taking into consideration City Development Plan (CDP), City Sanitation Plan (CSP), City Mobility Plan (CMP), UDPFI, JNNURM and AMRUT guidelines and other Government Guidelines for ICDP. Broadly, the framework for the same could be as follows:

- Chapter 1: General Information of ULB
- Chapter 2: Executive Summary
- Chapter 2: City's Socio Economic Development, Challenges and Strategies
- Chapter 3: City's Spatial Development
- Chapter 4: Urban Infrastructure/Services, Accessibility and Development: Issues and Strategies
- Chapter 5: Vision (with respect to timeframe), Mission, Objective and Goals, Strategies for ICDP
- Chapter 6: IDP and Linkages with other Plans like ULBs sector plans; State and National Plans etc;
- Chapter 7: Spatial Development and Sectoral / Developmental Aspects under ICDP (existing & proposed for timeframe)
- Chapter 8: ULBs Institutional Framework
- Chapter 9: Resource Mobilization Framework
- Chapter 10: ULBs Development Priority, Programmes and Projects
- Chapter 11: Implementation, Monitoring and Evaluation

4.9 Purpose and Objectives of the Capacity Building Plan

The Capacity Building Plan should be prepared based on a need assessment of Nagar Nigam, Bareilly to perform the assigned roles as brought out in the 74th Constitutional Amendment Act (CAA) and JNNURM/AMRUT Guidelines .United Nations Programme's Practice Note on Capacity Development provides details on capacity development strategies which may be applied to address capacity development needs in a variety of sectors that speak of integrated approaches to development. Selection of Capacity Development strategies should be predicated upon finding from the capacity assessment exercise.

5 Expected Benefits of ICDP

5.1 Focused and proactive management

- Integrated development planning mobilizes a municipality to focus itself, to develop a future directed vision and proactively position itself in a changing environment.
- It enables a municipality to gain a better understanding of the changes it encounters and
- To identify effective methods to deal with such changes.

5.2 Institutional Analysis

- One of the key components of the ICDP process is an internal organizational audit or analysis.
- Such an analysis allows the municipality to know and understand its own internal operations.

- On the basis of this understanding, the municipality is in a better position to manage the changes which will be required in order to bring about the desired future.

5.3 Matching Resources and Needs

- Provides an opportunity to establish and prioritize the needs to be addressed by a municipality.
- Municipality will have an opportunity to inform the community about available resources, and to involve them in prioritizing services and service levels.
- Enables the municipality to allocate resources – human and financial – in order of priority.
- Allows for the design of alternative service delivery mechanisms, such as public/private partnerships.

5.4 Realistic Planning

- Enables the community may set an idealistic vision for the future.
- Community involvement in the planning process, acquainting them about the municipality's weaknesses and strengths, and its resources and responsibilities enables the development of a realistic, achievable plan for future development.
- Stakeholders are also more likely to prioritize their needs and expectations realistically when they are involved in the planning process.

5.5 Consensus building

- Provides an opportunity for stakeholders with different needs, priorities and agendas to learn from each other and to negotiate and compromise around their established viewpoints.
- Process is not without disagreement and conflict but, if well managed, it can promote consensus.
- Councilors and officials also gain a better understanding of the municipality and the respective roles they must fulfill.
- Can enhance team work and promote commitment towards achieving the development and operational objectives contained in the ICDP.

5.6 Focused Budgeting

- Facilitates budgeting in accordance with planning – it enables the budget to be linked to the ICDP;
- Provides for strategic management based on a budget, driven by the key development priorities.
- Integrated development planning, if correctly carried out, ensures that realism dictates the budget.

5 Outputs and Deliverables

The following outputs are expected to be delivered in stages in 36 weeks.

Sr.no.	Deliverable	Due date
1	Submission of inception report (including report of Kickoff workshop)	End of Week 6
2	City Profile, Sector Analysis, City Vision, Strategy and priority projects Including Capacity Building Plan	End of Week 20
3	Draft City Development Plan with DPR's and City Level Workshop	End of Week 30
4	Final City Development Plan (Approved from Bareilly Municipal Corporation)	End of Week 36

Above given Time schedule shall be strictly adhered to. In case of any delay, Commissioner, Municipal Corporation may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.

6 Experts and Inputs

Sr. No.	Expert Title	Qualifications and skills	Experience	Marks
1	Team Leader/ Urban Development Specialist	<ul style="list-style-type: none"> • Masters or equivalent in planning/engineering/ economics/ other relevant disciplines • Sound knowledge of urban development issues 	Sector experience of more than 10 yrs and experience of project management of similar projects of at least 5 years 8	8
2	Economist	<ul style="list-style-type: none"> • Degree in economics/relevant development sectors • Expertise in statistical analysis and economic projections 	At least 7 years experience	5
3	Social Development Specialist	<ul style="list-style-type: none"> • Degree or equivalent in social development disciplines • Sound understanding on issues of urban poor 	At least 7 years working experience with urban poor and community development	5
4	Municipal Finance Specialist	<ul style="list-style-type: none"> • Masters or equivalent degree in finance • Good knowledge of municipal financial analysis, municipal budgeting and accounting and 	<ul style="list-style-type: none"> • Knowledge and experience in project feasibility studies At least 7 years experience 	5

		financial projections		
5	Municipal Engineer/ infrastructure specialist	<ul style="list-style-type: none"> • Degree in Civil Engineering • Sound knowledge of municipal services network, design norms, contracting 	<ul style="list-style-type: none"> • At least 7 years experience in municipal engineering. 	5
6	Urban Planner	<ul style="list-style-type: none"> • Bachelors/Masters in Urban Planning / urban Design • Good understanding of spatial planning and experience in data collation and analysis • Good communication and networking skills 	5 years experience of working on urban projects.	5
7	Renewable Energy Expert	<ul style="list-style-type: none"> • Bachelors/Masters in Electrical Engineering • Certified energy auditor 	5 years experience of working on renewable energy projects.	3
8	Urban Designer	<ul style="list-style-type: none"> • Masters in urban design • Fluent in English and communication skills • Certified urban designer 	5 years experience of working on urban design/planning projects	2
9	Environment Expert	Post-graduate in Environmental Engineering Planning/ Science from a reputed institute	8 years of experience in EMP/ESMF and in Urban Development	2
10	Research Support	Relevant qualifications		

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Commissioner, Municipal Corporation, Bareilly may consider request of the bidder but that would attract a deduction of 1% of the fees payable per change.

7 Working arrangements

7.1 Management and counterpart staff

The assignment will be contracted by the Bareilly Municipal Corporation and will ensure the support of government officials, parastatal agencies wherever necessary.

7.2 Items to be provided by the Client

Municipal Corporation Bareilly will:

- Designate an "Officer-in charge" responsible for management and coordination of consultants.
- Constitute multi-stakeholder City Level Steering Committee and working groups.
- As a part of this corporation will nominate officers from relevant sections of the agency to participate in the process of stakeholder consultation and ICDP preparation.
- Provide the Consultant with existing maps (as available with it) and data on Corporation and service delivery.
- Provide the Consultant with necessary authorisation to procure information from line departments.

7.3 Consultant will be responsible to:

- a. Arrange its own office space and equipment
- b. Arrange for all transportation and travelling required
- c. Arrange its own translations, communication, data processing, and printing equipment and necessary stationeries
- d. Work closely with the officer-In charge and the Corporation.

8 Payment Schedule

Sr.No.	Deliverable	Percentage of payment
1	Submission of inception report	20% of the total fees
2	Sector analysis, city profile, strategy and priority projects along with City Development Plan	30 % of the total fees
3	Draft Final ICDP with CIP	30% of the total fees
4	Final ICDP as approved by client	20 % of the total fees