

Request for Proposal
for
**Selection of an Urban Planning Consultant for
Preparation of Risk Informed GIS Based Master Plan for
17 ULBs in collaboration with
Town Planning Department, Government of Manipur**

Town Planning Department
Directorate Complex, North A.O.C, Imphal, Manipur
Email: tpmanipur@gmail.com,
Website: www.tpmanipur.mn.gov.in

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy. The Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

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DEFINITION OF TERMS

“Authority” means the Town Planning Department, Government of Manipur.

“Applicant” shall mean organization/consultants submitting the Bid in response to this RFP.

“Approvals” means all approvals, permissions, authorizations, consents and notifications from any Governmental Authority, regulatory or departmental authority and any other regulatory authority, as may be applicable.

“Arbitration Act” means the Arbitration and Conciliation Act, 1996 and shall include modifications to or any re-enactment thereof, as in force from time to time;

“Bid” means the documents in their entirety comprised in the bid submitted by the Applicant in response to the RFP in accordance with the provisions thereof;

“Bid Documents” means the RFP including its Annexure;

“Completed Project” means a project for which the consultant has a completion certificate from the client for the given project;

“Financial Year” shall mean the year commencing from the 1st April of any calendar year and ending on 31st March of the next calendar year.

“Force Majeure” or “Force Majeure Event” shall mean acts, events, conditions or occurrences beyond the control and not arising out of the fault or negligence of the affected Party and shall include acts of God such as earthquake, lightning, tempest, fire etc.

DATA SHEET

No.	Particulars	Details
1	Name of the Client inviting RFP	Chief Town Planner Town Planning Department, Government of Manipur.
2	Name of the Assignment	Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur
3	Mode of Bidding	Online through website https://manipurtenders.gov.in Hard copies of the same are to be submitted at the address given below.
4	Date of Issue of RFP	18.01.2024
5	Last date of receiving Pre-Bid queries	25.01.2024
6	Date of Pre-bid meeting	29.01.2024 at 10:00 AM. Venue: Town Planning Department, Imphal, Manipur
7	Last date and time of Submission of bid online	On or before 08.02.2024 up to 5:00 P.M.
8	Last date and time of Submission of hard copy documents	On or before 09.02.2024 up to 11:30 A.M.
9	Date and time of opening of Technical Proposal & Financial Bids	2:00 P.M of 09.02.2024
11	Place of obtaining RFP Documents	The tender can be downloaded from the following websites: www.tpmanipur.mn.gov.in
12	Validity of Bids	60 Days

13	Signing of Agreement	Within 7 days of award of Letter of Award (LOA).
14	Method of Selection	Quality and Cost Based Selection (QCBS)
15	Earnest Money Deposit (EMD)	<p>Refundable: Rs. 1,00,000/- (Rupees one lakh only) which shall be payable in the form of Demand Draft.</p> <p>Note: The Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in favor of “Chief Town Planner, Town Planning Department, Manipur” payable at Imphal.</p>
16	Tender Fee	<p>Non-refundable: Cost of RFP is Rs. 10,000/- (Rupees ten thousand only) which shall be payable in the form of Demand Draft.</p> <p>Note: The Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in favor of “Chief Town Planner, Town Planning Department, Manipur” payable at Imphal.</p>
18	Name & Address for Correspondences	<p>Chief Town Planner,</p> <p>Town Planning Department,</p> <p>Directorate Complex, North A.O.C, Imphal, Manipur</p> <p>Email: tpmanipur@gmail.com,</p> <p>Website: www.tpmanipur.mn.gov.in</p>

1 INTRODUCTION

1.1 Background of Town Planning Department Manipur

The Town Planning Department Manipur was established in the year 1965-66 to act as an advisory body on the proper and judicious use of land and also to carry out statutory functions as laid down in the Manipur Town & Country Planning Act and Imphal Municipal Corporation Building Bye-Laws. Further the functions and responsibilities of the Town Planning Department have been specified from time to time by State. The Department has been given the task of the preparation of regional plans, sub-regional plans, Area plan, preparation of guidelines for development of urban areas and functions specified under the Manipur Town & Country Planning Act, 1975. Town Planning Department is currently the State Mission Directorate for implementation of AMRUT in the State.

Sustainable Development Goal 6.4 aims to substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity, by 2030. In order to meet (SDG 6), and to extend ease of living in water sector from 500 to all statutory towns, Atal Mission for Rejuvenation and Urban Transformation 2.0 (AMRUT 2.0) has been launched. This will also ensure 100% coverage of sewerage/ septage management in 27 cities of the state.

1.2 Request for proposal

The Authority invites Proposals (the “Proposals”) for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur in conformity with the scope of work as mentioned in RFP. (Collectively “The Consultancy”). The Authority invites proposal for selection of consultants to undertake the above assignment.

1.3 Due Diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Bid by paying a visit to the Authority.

1.4 Downloading of RFP Document

Document can be downloaded from the official website **www.tpmanipur.mn.gov.in**

1.5 Validity of Bid

The Bid shall be valid for a period of not less than 60 days from the Bid due date (the “BDD”).

1.6 Brief Description of Selection Process

The Authority shall constitute a Bid Evaluation Committee to evaluate the bids submitted by the Applicants. The Authority will organize a Pre-Bid meeting after invitation of RFP on 29.01.2024. All the queries related to the document will be reviewed and addressed by Town Planning Department and will inform the applicants in the form of corrigendum.

1.7 Schedule of Selection Process

#	Event Description	Estimated Date
1.	Issue of RFP	18.01.2024
2.	Pre-Bid Meeting	29.01.2024 at 10:00 AM
3.	Authority's response to queries	Within 3 working days after the Pre-Bid Meeting.
4.	Submission of Bid Online	Up to 5:00 P.M. of 08.02.2024
5.	Submission of Hard Copy Documents	Up to 11:30 A.M. of 09.02.2024
6.	Opening of Technical & Financial Bid	At 2:00 P.M. of 09.02.2024
8.	Announcement of the Selected consultant	To be informed later.

1.8 Communications

1.8.1 All communications including the submission of Bid should be addressed to:

Chief Town Planner
Town Planning Department,
Directorate Complex, North A.O.C, Imphal-795001
Email: tpmanipur@gmail.com,

1.8.2 All communications, including the envelopes, should be marked at the top in bold letters as below:

“Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur “

2 INSTRUCTIONS TO APPLICANTS

2.1 General Instructions

- 2.1.1 The applicants shall deposit a Tender fee of Rs. 10,000/-. The tender fee is non-refundable.
- 2.1.2 The RFP document shall not be transferrable to any other applicant.
- 2.1.3 The applicants shall study all instructions, forms, terms, requirement and other information in the RFP documents carefully.
- 2.1.4 The response to the RFP shall be full and complete in all respects. Failure to furnish all information required in the RFP document or submission of a bid not substantially meeting the requirements shall be at applicant's risk and subject to the rejection of its bids.
- 2.1.5 The applicant shall submit the bid at his own cost, Town Planning Department shall not be held responsible for any cost incurred by the applicant. Submission of a bid does not entitle the applicant to claim any cost and rights over Town Planning Department. The Town Planning Department is at liberty to cancel any or all bids without giving any notice.
- 2.1.6 All the amendments/corrigendum made in the document shall be published at Town Planning Department website and shall become part of RFP.
- 2.1.7 The applicants shall visit the aforementioned website on regular basis for checking latest updates of the RFP document. The Town Planning Department also reserves the rights to amend the dates mentioned in the RFP for successful bid process in larger public interest.
- 2.1.8 **EARNEST MONEY DEPOSIT (EMD):** The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (Rupees one lakh) only. The EMD shall be in the form of Demand Draft from any of the Nationalized Bank or Schedule Bank in favour of the Chief Town Planner, Town Planning Department payable at Imphal. The EMD of unsuccessful bidder shall be refunded without any interest after finalization of the successful party by Town Planning Department. EMD of the successful bidders will be retained till the bidders have provided a performance security under the Agreement.

The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or to have submitted false information in support of its qualification.

2.2 Eligibility of the Applicant

2.2.1 For determining the eligibility of Applicant for their qualification hereunder, the following shall apply:

No.	Eligibility Criteria	Supporting documents to be furnished
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> Registered under the Companies Act 2013 Registered under the Indian Partnership Act 1932 Registered under the Indian Trusts Act 1882 Registered under the Societies Registration Act 1860. Registered under the Limited Liability Partnership Act 2008. 	Certificate of Incorporation/Registration
2	The bidder must be at least five years in business (up to the last date of submission of bid)	Certificate of Incorporation/Registration
3	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form – Tech 4]
4	Other Statutory Documents: (Firms without the three Statutory Documents shall be summarily rejected)	Copies of: <ul style="list-style-type: none"> PAN, GSTIN, IT returns for last three assessment years
5	Financial Capability:	Average Annual Gross Revenue of Rs 20 lakh or more over the three financial years (2020-21, 2021-22 & 2022-23) (Tech 2)
6	Joint Ventures are not allowed to collectively bid for the project.	

- 2.2.2 The Authority requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

2.3 Acknowledgement by Applicant

- 2.3.1 It shall be deemed that by submitting the documents, the Applicant has:
- (a) made a complete and careful examination of the RFP;
 - (b) received all relevant information requested from the Authority;
 - (c) acknowledged that it does not have a Conflict of Interest; and
 - (d) agreed to be bound by the undertaking provided by it under and in terms hereof.
- 2.3.2 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.4 Right to reject any or all Bid

- 2.4.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Bid and to annul the Selection Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2.4.2 Without prejudice to the generality of Clause 2.4.1, the Authority reserves the right to reject any Bid if:
- (a) At any time, a material misrepresentation is made or discovered, or
 - (b) The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid.
- 2.4.3 Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

2.5 Amendment of RFP

- 2.5.1 At any time prior to the deadline for submission of Bid, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Corrigendum/ Amendment and posting it on the Official Website.
- 2.5.2 The amendments will be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all Applicants.
- 2.5.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Bid Due Date.

2.6 Language of the Bids

The Bid with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in the English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Bid unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Bid, the translation in English shall prevail.

2.7 Bid Submission Instructions

The entire submission shall be submitted strictly as per the format specified in the RFP. The bids with deviation from the format are liable for rejection. Town Planning Department reserves the right to seek clarification at any stage, from any applicant/consultant until the compliances are made by the applicant/consultant as desired by the Bid Evaluation committee/TPD in conformity with the RFP.

- a. The applicant/ consultant shall submit the bid online through **<http://manipurtenders.gov.in>** only.
- b. To view tender notice, detailed time schedule, RFP document and its supporting documents, the applicant shall visit the website **www.tpmanipur.mn.gov.in**
- c. The applicant/consultant shall ensure that all the required documents as mentioned in the RFP/bidding document are submitted along with the bid and in the prescribed format only. Town Planning Department shall not accept delivery of bid in any manner other than that specified in the RFP. The bid delivered in any other manner shall be treated as invalid and rejected.

2.8 Format and Signing of Bid

- 2.8.1 The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 2.8.2 The Applicant shall upload the Bid along with scanned copy of tender fee along with documents in support of qualifications as specified in the RFP document.
- 2.8.3 The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid. The Bids must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
- a. By the proprietor, in case of a proprietary firm; or
 - b. By a partner, in case of a partnership firm and/or a limited liability partnership; or
 - c. By a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation; or
 - d. A copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (**TECH-3**) shall accompany the Bid.

2.9 Sealing and Marking of Bids

- 2.9.1 The Applicant shall submit the Qualification Proposal in the format specified at **Appendix-I**, together with the documents specified in Clause 2.10.2 and seal it in an envelope and mark the envelope as “Qualification Proposal”. The Applicant shall submit the Financial Proposal online through e-Procurement website of Manipur <https://manipurtenders.gov.in> only.
- 2.9.2 The Applicant shall seal the original Qualification Proposal together with its respective enclosures in separate envelop duly marking the envelope as “**ORIGINAL**”. Similarly, the Applicant shall seal the copy of the Qualification Proposal together with its respective enclosures in separate envelop duly marking the envelope “**COPY**”. Both these ORIGINAL and COPY envelopes shall then be sealed in an outer envelope that shall also be marked in accordance with Clause 2.10.1, 2.10.2 and 2.10.3.
- 2.9.3 Each Qualification Proposal envelope shall contain:
- (a) Qualification Proposal in the prescribed format (Appendix-I) along with Annexes and supporting documents;
 - (b) **Copy of Completion Certificate / Work order / Reference of person under whom jobs are executed / any other document in support of successful completion of job**

- (c) Power of Attorney for signing the Bid as per the format at **TECH-3** of Appendix-I;
- (d) Bid Security and document fees to be prepared in the form of DD in favour of Town Planning Department, Manipur.

“Please don’t send the financial proposal in the form of hardcopy/softcopy while submitting the qualification proposal; it has to be online submission only.”

All the hardcopies of the Bid documents to be send through speed post/ courier or special messenger only. No other forms of submission like Fax, Tele-Fax, E-mail, etc. shall be accepted.

2.9.4 In case of any queries please use below given contact details for correspondence:

ATTN. TO:	Chief Town Planner
AUTHORITY:	Town Planning Department
ADDRESS:	Directorate Complex, North A.O.C, Imphal, Manipur
E-MAIL	Email: tpmanipur@gmail.com

2.9.5 If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Bid and consequent losses, if any, suffered by the Applicant.

2.9.6 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

2.10 Technical Proposal

2.10.1 Applicants shall upload the technical proposal in the formats at Appendix-I (“Technical Proposal Submission Form”)

2.10.2 While uploading the Technical Proposal, the Applicant shall, in particular, ensure that:

- a. The scanned copy of the Demand Draft towards Tender document cost has been attached;
- b. All forms are submitted in the prescribed formats and signed by the prescribed signatories;**
- c. Power of Attorney, if applicable, is executed as per Applicable Laws;
- d. CVs of all Professional Personnel have been included;
- e. Key Personnel have been proposed only if they meet the Conditions of Eligibility;

- f. No alternative proposal for any Key Personnel should be made and only one CV for each position should be furnished;
- g. The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- h. Key Personnel would be available for the full period of assignment; The proposal is responsive in terms of Clause 3

2.10.3 Failure to comply with the requirements spelt out in Clause 3 shall make the Proposal liable to be rejected.

- a. If an individual Key Personnel makes a false statement regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.
- b. The proposed team shall be composed of experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff (the “Support Personnel”) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Clause 3 shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy. The CV of each such Professional Personnel, if any, should also be submitted in the format at **TECH-6** of Appendix-I.
- c. The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
- d. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a

communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Applicant or Consultant, as the case may be.

- e. In such an event, the Authority shall forfeit and appropriate the Earnest Money Deposit (EMD) as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.
- f. The technical proposal shall be prepared as per clause 3.

2.11 Submission of Bid

- 2.11.1 The Applicants shall submit the Bid as per e-tender guideline along with one hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of the RFP. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail. Consultant shall follow the instructions on the portal for submission of e-tender.
- 2.11.2 The Technical Proposal shall be typed or written in indelible ink and signed by the Authorized Representative of the Applicant. All pages of the Technical Proposal must be numbered and initialed by the person or persons signing the Proposal.
- 2.11.3 The completed Bid must be uploaded on or before the specified time on Bid Due Date. Bids submitted by fax, telex, telegram or e-mail shall not be entertained.
- 2.11.4 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, copy of contracts etc. will be entertained.
- 2.11.5 The Bid or its modifications must be uploaded on the portal no later than the deadline indicated in the RFP, or any extension to this deadline. The electronic system will not accept any Bid or its modification for uploading after the deadline.
- 2.11.6 The Consultant shall submit a digitally signed, encrypted and complete Bid comprising the documents and forms as mentioned in RFP (Documents Comprising Proposal). The submission can be done electronically through the website and in accordance with the procedures specified in the RFP as specified in Guidelines to Vendors on the operations of Electronic Tender Management System of Government of Manipur on <https://manipurtenders.gov.in>.
- 2.11.7 An authorized representative of the Consultant shall digitally sign the submission letters in the required format for the Technical Proposal. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Technical Proposal.
- 2.11.8 Consultants should be aware that the electronic procurement system does not allow for any interlineations, erasures, or overwriting.
- 2.11.9 Once the Bid is uploaded on the portal, the system will generate a unique identification number with the stamped submission time. The unique identification number with the time stamp represents an acknowledgement of the Bid submission. Any other system's functionality requirements are specified in the RFP.
- 2.11.10 The Authority's evaluation committee shall conduct the opening of the Technical Proposals online immediately after the Bids' submission deadline and following the procedure described in the RFP.

2.11.11 Tender shall be submitted online on the e-tendering portal in 'two electronic envelopes system' within prescribed schedule.

2.12 Modifications/Substitutions/Withdrawal of Bid

2.12.1 The Applicant may modify, substitute, or withdraw its Bid after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to Bid Due Date. No Bid shall be modified, substituted, or withdrawn by the Applicant on or after the Bid Due Date.

2.12.2 The modification, substitution, or withdrawal notice shall be uploaded prior to Bid Due date

2.12.3 Any alteration / modification in the Bid or additional information or material supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.13 Evaluation of Bid

2.13.1 The Authority shall open the Bids on the date as mentioned in clause 1.7 of RFP, or as specially specified at the place specified in Clause 1.7 and in the presence of the Applicants who choose to attend.

2.13.2 Prior to evaluation of Bids, the Authority will determine whether each Bid is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Bid that is not responsive hereunder. A Bid shall be considered responsive only if:

- (a) The Technical Proposal is received in the **TECH-1** specified at Appendix-I;
- (b) It is received by the Bid Due Date including any extension thereof if any.
- (c) It is signed, sealed, bound together in hard cover and marked as stipulated.
- (d) It contains all the information (complete in all respects) as requested in the RFP.

- 2.13.3 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bids.
- 2.13.4 The Authority shall subsequently examine and evaluate Bids in accordance with the Selection Process specified and the criteria set out in this RFP.
- 2.13.5 Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.
- 2.13.6 Any information contained in the Bid shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

2.14 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Bid, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.15 Clarifications

- 2.15.1 To facilitate evaluation of Bids, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Bid. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.15.2 If an Applicant does not provide clarifications sought under this Clause 2.15 as indicated above within the specified time, its Bid shall be liable to be rejected. In case the Bid is not rejected, the Authority may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

3 CRITERIA FOR EVALUATION

3.1 Evaluation Criteria

- a) The evaluation of the RFP shall be based on Quality and Cost Based Selection (QCBS).
- b) The weightage of Technical Proposal (Technical score) shall be 80 % weightage and Financial Proposal (Financial score) shall have 20 %.
- c) The Total Score of the Applicant = $0.8 \times (\text{Technical Score}) + 0.20 \times (\text{Financial Score})$
- d) The Applicant achieving the highest Total Score shall be invited for negotiations for awarding the contract. In case of a tie where two or more Applicants achieve the same highest Total Score, the Applicant with the higher Technical Score will be invited first for negotiations for awarding the contract.

3.2 Technical evaluation framework

Applications fulfilling the Technical Capacity will be evaluated for technical competency on the following basis:

Sr. No	Evaluation Criteria	Marks
A	Technical competency of the Firm's Experience	30
B	Team Capabilities	70
Overall Technical Score		100

Important:

1. Only the Applicants who get an Overall Technical score of 50% or more will qualify for the financial evaluation stage failing to secure minimum marks shall lead to technical rejection of the Bid.
2. The Authority reserves the right to check/validate the authenticity of the information provided in the Technical Evaluation criteria and the requisite support must be provided by the Applicant.

A. Technical competency of the Firm's Experience– 30 Marks

The Applicants will be marked on the technical competency of the firm's experience in Urban Planning

No	Technical competency of the Firm	Marks	Evaluation Criteria
1	Average annual turnover over the 3 financial years (2020-21, 2021-22 & 2022-23)	10	Financial Turnover Rs. 20 lakhs to 50 lakhs: 5 marks. Above Rs. 50 lakhs: 10 Marks
2	Past experience of the Agency in preparation of DPR for	10	1 project: 5 marks 2 projects: 10 marks

	projects implemented by Urban Local Bodies of North-Eastern Region		
3	LAP with minimum developed land area of 0.50 sq.km or Town Planning Scheme/ Development Scheme with a minimum of 1.0 sq.km. or Statutory Plan (Development Plans/ Master Plan/ Zonal Plan) under prevalent State Planning Act for a minimum 100 sq.km.	10	1 project: 5 marks 2 projects: 10 marks

B. Team Capabilities – 70 Marks

1. The applicant under Team Capability will be marked based on the relevant experience and relevant project experience of each team members.
2. The following table highlights the overall distribution of marks on the basis of Team Capabilities. All personals shall have qualification as mentioned in the table Personnel qualification/ proposal table.

No	Team Member	Total Marks
1	Team Leader/ Urban Planner	
	Post Graduate in Urban and Regional Planning having experience in preparation of published Master Plan of 2 towns/cities as team leader. (2 towns/cities: 5 marks; Above 2 towns/cities: 10 marks) (10-20 years: 5 marks; 20 years and above: 10 marks)	20
2	An Urban Planner acquainted in implementation of urban development missions/programs of the Ministry of Housing & Urban Affairs, New Delhi in the last 10 years for collaboration with Town Planning Department for a period of 3 years from the date of signing of the Agreement. <i>The expert need not be a full-time member of the team but to be available as and when the need arises by the Department for consultation.</i> (5 marks for every mission up to a maximum of 4 missions)	20
3	Socio-economic Expert	
	Urban Planner with Post Graduate in Statistics/Sociology/ Economics/Geography with 10 years' experience (10 marks) or Post Graduate in Statistics/Sociology/ Economics/Geography with 10 years' experience (5 marks)	10
4	GIS Expert	

	M.Tech in Geo-Informatics or Master's Degree in Science with specialization in Geographic Information System or Remote Sensing from a recognized institute. (below 2 years: 2 marks; Above 2 years: 5 marks)	5
5	Transport Planner	
	Post Graduate in Transport Planning (below 2 years: 2 marks; Above 2 years: 5 marks)	5
6	M.Tech in Water Resource Engineering or Master's Degree in Hydrology/Hydrogeology/Geology with specialization in Geographic Information System or Remote Sensing from a recognized institute (below 2 years: 2 marks; Above 2 years: 5 marks)	5
7	Master in Environmental Planning or Master's Degree in Environmental Science with specialization in Geographic Information System or Remote Sensing from a recognized institute with 10 years' experience (below 2 years: 2 marks; Above 2 years: 5 marks)	5

3.3 Financial evaluation framework

- 3.3.1 The Financial Proposal shall be opened in the presence of the shortlisted Applicants who choose to attend.
- 3.3.2 Quality and Cost Based Selection (QCBS) will apply and accordingly the lowest evaluated Financial Bid (L) will be given the maximum financial score (FS) of 100 points. The financial scores (FS) of the other Financial Proposals will be computed as per the formula:

$$FS = 100 \times L/F$$

(Here FS is the Financial Score, L is the lowest Financial Quote and F is the weighted average financial bid of the bidder under evaluation as per financial bid submitted by the bidder.)

Proposals will be ranked according to their combined technical (TS) and financial (FS) scores (TS = the score given to the Technical Proposal; FS = the weightage given to the Financial Proposal; S= Combined Technical and Financial Score) using the formula:

$$S = TS \times 80\% + FS \times 20\%$$

- 3.4 The firm achieving the highest combined technical and financial score will be invited for negotiations

4 SCOPE OF WORK, DELIVERABLES & PAYMENT

4.1 Description of the Assignment

Town Planning Department, Government of Manipur proposes for preparation of Risk Informed GIS Based Master Plan for the following cities/ towns in Manipur.

No.	Name of ULBs	No. of Wards	No. of Households (2011 Census)	Population (2011 Census)	Area of the ULB (Sq/km)
1	Thongkhong Laxmi Municipal Council	11	2,926	14,878	14.4
2	Ningthoukhong Municipal Council	14	2,780	13,078	7.85
3	Lilong (IW) Municipal Council	9	2,668	12,427	4.03
4	Kakching Khunou Municipal Council	9	2,278	11,379	2.19
5	Yairipok Municipal Council	9	2,027	9,569	2.81
6	Kumbi Municipal Council	9	1,859	9,546	5.1
7	Wangoi Municipal Council	9	1,836	9,106	4.66
8	Andro Municipal Council	12	1,669	8,744	6.93
9	Kwakta Municipal Council	9	1,430	8,579	2.67
10	Lamshang Municipal Council	9	1,783	8,130	11.6
11	Wangjing Lamding Municipal Council	9	1,779	8,055	1.82
12	Shikhong Sekmai Municipal Council	9	1,578	7,390	8
13	Oinam Municipal Council	9	1,582	7,161	1.76
14	Sugnu Municipal Council	9	1,094	5,132	0.90
15	Sekmai Municipal Council	9	1,111	5,065	1.94
16	Lamlai Municipal Council	9	924	4,601	4.68
17	Heirok Municipal Council	9	668	2,974	0.30

Preparation of the plan for horizon period of up to 2044/45 will include Demand Assessment, Identification of Issues, Projected Requirements of Urban Amenities and Draft Proposals thereof. The required maps will be prepared on GIS Database derived from Google Earth/Map Imageries.

The deliverables will be in the form of Base Maps, Shape files with attributes collected from various departments and attached in the form of layers, data analysis reports containing existing scenario described on the basis of collected data from different sources duly organized sector-wise etc.

4.2 Map Creation

Town area maps will be prepared on GIS Database derived from Google Earth/ Map Imageries. The deliverables will be in the form of base maps (Shape files with attributes) and maps containing proposals of amenities.

Urban and socio-economic data is an input to be used to study the existing situations, identification of issues and formulation of proposals and projections. While most of the data to be collected is secondary, some crucial data may be required to be collected from primary surveys. Data Analysis will be presented theme wise, in the form of chapters in the plan document.

4.3 Contents of the Master Plan

As per the Manipur Town & Country Planning Act, 1975, the relevant provisions for formulation of master plan are as follows:

- a) A general land use plan, for residential, commercial, industrial, recreational and public and semi-public purposes;
- b) Zoning Plan;
- c) Transportation Plan including roads, railways, canals etc.
- d) Public utilities Plan;
- e) A report giving relevant data and information in respect of the proposals in the plan, zoning regulation and any other matter which the State Government may deem necessary.

4.3.1 The master plan being prepared will include, but not be limited to, the following aspects:

- (a) Location, physiography, linkages, climate, regional setting
- (b) Historical background
- (c) Brief description of city, review of existing Master/ Development Plan, issues related to implementation of existing master plan
- (d) Spatial growth of the town & direction, incorporation of new areas
- (e) Demographic data including population (urban/ rural, ward-wise, male & female), literacy rate, growth of population, workers and non-workers, occupational structure, etc shall be collected – as per current & past Census data.
- (f) Employment generating activities – existing and potential
- (g) Industries—existing and potential, their nature, employment etc.
- (h) Commercial activities including retail and wholesale business, warehousing and godowns, mandis, rural markets, etc.
- (i) Government and semi government offices and government reserved areas.
- (j) Educational facilities (Govt. /Private) including universities, colleges (engineering, medical, arts, science, commerce, law, etc.), schools (higher secondary, secondary, middle, primary, nursery, etc.) vocational training centres, etc.

- (k) Medical facilities (Govt. /Private) including hospitals, dispensaries, primary health centres, veterinary, ayurvedic, homeopathic, etc.
- (l) Social, cultural and other religious activities
- (m) Other community facilities including cremation and burial grounds
- (n) Physical infrastructure – electricity, water supply, sewerage, solid waste management, telephone, etc.
- (o) Recreational facilities including parks, open spaces, mela grounds and playgrounds, semi-public recreation, etc.
- (p) Agricultural use including dairies, orchards, nurseries, reserved forests, etc.
- (q) Circulation facilities including airport/railway stations and yards, road transport terminals, stands for buses and trucks, parking, etc.
- (r) Proposals/ commitments by Central/ State Government, concerned Local Body, development authority, etc.)
- (s) All vacant lands under government ownership (non-built)
- (t) All forest lands
- (u) Places of tourist and heritage importance both natural and manmade including natural areas, fairs and festivals, etc.
- (v) Legislative and Institutional Framework, institutional structure – municipal bodies, development authority, urban improvement trust, etc.
- (w) Action Plan, identification of projects and phasing, resource mobilization
- (x) Rejuvenation and conservation of water bodies
- (y) Environmental Sustainability Plan.

4.3.2 Objectives of RIMP

The ultimate purpose of preparing Risk Informed Master Planning (RIMP) is to undertake preparation of a Master Plan by way of mapping/earmarking of vulnerable areas prone to disasters that should not be in-habited or should not be densified further. Identify highly vulnerable areas like steep slopes, areas near water bodies prone to flooding etc. to avoid construction activities. Recommend slope gradient beyond which a clear ban on undertaking any construction for notification in the building bye-laws.

4.3.3 SCOPE OF RIMP:

In line with the objectives, the Consultants shall carry out the services:

- a. Preparation of Contour Plans
- b. Preparation of Natural Drainage and Watershed boundary Plans
- c. Preparation of Slope maps
- d. History of Earthquake occurrence, Flood occurrence, Landslide occurrence and other natural hazard occurrences
- e. Building footprint map together with building material based classification
- f. Methodology for earmarking of vulnerable areas/disaster prone areas

4.3.4 Draft RIMP shall include:

- a. Earmarking of vulnerable areas/disaster prone areas
- b. Mapping of Low Risk/High Risk areas
- c. Identification of slope gradients where construction is to be permitted or not permitted.
- d. Identification of steep/cutting slopes in order to protect the disaster-prone areas and discourage densification
- e. Provision of Low Rise development (for example one or two floors) in vulnerable areas.
- f. Preparation of mitigation plan
- g. Draft Risk Informed Master Plan

Contents of the master/ development plan document will be as per URDPFI Guidelines and statutory provisions of the Manipur Town & Country Planning Act, 1975.

4.4 Deliverables and Time/ Payment Schedule

The following time schedule/payment schedule is proposed:

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
1	Inception Report	15 days from date of award	15 days	10% of the total cost would be payable on approval of Inception Report
2	Delineation of Municipal including Ward Boundaries for 9 ULBs or more and greater town limit if required.	100 days from date of approval of Inception Report#	115 days	10% of the admissible cost would be payable on completion of delineation of Municipal including Ward Boundaries for 9 ULBs or more as per work done.
3	Delineation of Municipal including Ward Boundaries for the remaining ULBs and	160 days from date of approval of Inception Report#	175 days	10% of the admissible cost would be payable on completion of delineation of Municipal including Ward Boundaries for the remaining ULBs.

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
	greater town limit if required.			
4	Preparation of Base Maps and Socio-economic data collection including analysis for 9 ULBs or more	60 days from date of completion of delineation of Municipal including Ward Boundaries and greater town limit.	235 days plus processing time*	10% of the admissible cost would be payable on approval of Data Analysis Report
5	Preparation of Base Maps and Socio-economic data collection including analysis for remaining ULBs	100 days from date of completion of delineation of Municipal including Ward Boundaries and greater town limit.	275 days plus processing time*	10% of the admissible cost would be payable on approval of Data Analysis Report
6	Spatial attribute data collection and vetting of Base Maps analysis for 9 ULBs or more	60 days from date of approval of Base Map#	295 days plus processing time*	20% of the admissible cost would be payable on vetting of Base Maps
7	Spatial attribute data collection and vetting of Base Maps analysis for remaining ULBs	100 days from date of approval of Base Map#	375 days plus processing time*	20% of the admissible cost would be payable on vetting of Base Maps
8	Projected Requirements, Issues, Potentials and proposal for 9 ULBs or more	70 days from date of vetting of Base Maps	445 days plus processing time*	10% of the admissible cost would be payable on approval of Report

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
	Projected Requirements, Issues, Potentials and proposal for the remaining ULBs	100 days from date of vetting of Base Maps	475 days plus processing time*	10% of the admissible cost would be payable on approval of Report
9	Draft Risk Informed GIS Based Master Plan for 9 ULBs or more	60 days from date of approval of Projected Requirements, Issues & Potentials	535 days plus processing time*	20% of the admissible cost would be payable on approval of draft master plan
10	Draft Risk Informed GIS Based Master Plan for the remaining ULBs	100 days from date of approval of Projected Requirements, Issues & Potentials	575 days plus processing time*	20% of the admissible cost would be payable on approval of draft master plan
11	Final Risk Informed GIS Based Master Plan for 9 ULBs or more	60 days from the date of receiving feedback from the Client	635 days plus processing time*	10% of the admissible cost would be payable on approval of Final Master Plan
12	Final Risk Informed GIS Based Master Plan for the remaining ULBs	100 days from the date of receiving feedback from the Client	675 days plus processing time*	10% of the admissible cost would be payable on approval of Final Master Plan

Note: *processing time is the time between submission of the stage report and issue of the minutes for approval/ modification of the same and would be about 30 days.

The period between the submission of stage report and its processing would not be included in the period of assignment.

#The Client will ensure that the total period for completion for the assignment does not exceed 36 months. The State Government may change the duration of time allotted for various stages as per size of the city.

The payment will become due on approval of the stage reports and on raising of bills/ invoice by the consultant after the approval of the stage report. The processing time of the payment will be 30 days for final payment and 20 days for all other payments.

4.5 Support by Consultant after approval of Draft Master Plan

After approval of Draft Master Plan, the Consultant will provide support for one year from the date of approval of Draft Master Plan for the plan approval process, workshops, discussions and making presentations to various agencies/ departments, incorporating modifications if any, as and when required by the client.

Note: The consultant should identify an experienced employee in its role for collaborating with Town Planning Department for a period of 36 months from the date of signing of the Agreement without any extra remuneration.

4.6 Procedure for Monitoring & Review of the Assignment

The Consultant's work will be monitored and reviewed by a Master Plan Evaluation Committee (EC) under the Chairmanship of Secretary in-charge of MAHUD, Govt. of Manipur. The indicative composition of the EC may be as follows:

1	Secretary in-charge of MAHUD	Chairman
2	Chairperson of the ULB concerned	Member
3	Secretary, PDA, Manipur	Member
4	SE, Flood Management Circle, WRD	Member
5	SE (Urban), PHED	Member
6	Executive Officer of the town concerned	Member
7	Chief Town Planner/ State Mission Director	Member Secretary

The consultants shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the EC within a week, wherein, the EC members shall give their comments and suggestions in the form of feedback. Subsequently, the consultant will incorporate all such comments and suggestions in their next stage report.

5 FRAUD AND CORRUPT PRACTICES

- (1) The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Bid without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Applicant’s Bid.
- (2) Without prejudice to the rights of the Authority under Clause 5(1) hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Applicant or Consultant,
- (3) as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- (4) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Authority in relation to any matter concerning the Project;

- (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

6 PRE-BID MEETING

- 6.1.1 Pre-Bid Meeting of the Applicants shall be convened at the designated date, time and place. Only those Applicants, who have purchased the RFP document or downloaded the same from the Official Website of the Authority, shall be allowed to participate in the Pre-Bid Meeting. A maximum of two representatives of each Applicant shall be allowed to participate on production of an authority letter from the Applicant.
- 6.1.2 During Pre-Bid Meeting, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.
- 6.1.3 Minutes of Pre-Bid meeting and common set of deviations will be part of bid document. Applicant must submit it along with technical proposal otherwise his financial bid will not be opened.

7 MISCELLANEOUS

- 7.1.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Imphal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 7.1.2 The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (i) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - (ii) Consult with any Applicant in order to receive clarification or further information;
 - (iii) Retain any and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 7.1.3 It shall be deemed that by submitting the Bid, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 7.1.4 All documents and other information supplied by the Authority or submitted by a Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 7.1.5 The Authority reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

8 DISPUTE RESOLUTION

8.1 Amicable Resolution

- 8.1.1 Save where expressly stated to the contrary in this RFP, any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this RFP (the "Dispute") shall in the first instance be attempted to be resolved amicably in accordance with the procedure set forth in Clause 8.2.1 below;
- 8.1.2 Either Party may require such Dispute to be referred to the TPO of TPD and Chairman of Board of Directors of the Agency, for amicable settlement. Upon such reference, the two shall meet at the earliest mutual convenience and in any case within 30 (Thirty) days of such reference to discuss and attempt to amicably resolve the Dispute, as evidenced by the signing of written terms of settlement within 30 (Thirty) days of such meeting or such longer period as may be mutually agreed by the Parties. If the Dispute is not amicably settled within 30 (Thirty) days (or such longer mutually agreed period) of such meeting between the two, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 8.2 below.

8.2 Arbitration

8.2.1 Procedure

Subject to the provisions of Clause 8.1, any dispute, which is not resolved amicably, the same shall be referred to the Commissioner (MAHUD), Government of Manipur, who shall act as sole arbitrator. The decision of the sole arbitrator shall be final & binding on the parties. The Arbitration shall be governed by the provisions of the (Indian) Arbitration and Conciliation Act, 1996.

8.2.2 Place of Arbitration

The place of arbitration shall be Imphal only and the jurisdiction of the Courts of Imphal shall prevail.

8.2.3 Language of Arbitration

The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and awards shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.

8.2.4 Enforcement of Award

The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the Parties and shall be enforceable in accordance with the provisions of the Arbitration and Conciliation Act 1956 subject to the rights of the aggrieved parties to secure relief from any higher forum.

8.2.5 Performance during Arbitration

Pending the submission of and / or decision on a dispute and until the arbitral award is published; the Parties shall continue to perform their respective obligations under this Agreement, without prejudice to a final adjustment in accordance with such award.

8.2.6 Fees and Expense

The fees and expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and aid by respective Parties subject to determination by the arbitrators.

8.3 Jurisdiction and Governing Law

The Parties further agree that the terms and provisions of this Agreement will be governed by and construed in accordance with the laws of the Republic of India and in case of dispute the courts of Imphal shall have exclusive jurisdiction.

9 APPENDIX I – TECHNICAL PROPOSAL SUBMISSION FORMS

The applicant shall submit their proposal in the formats provided herein only. A proposal which does not adhere to the formats provided herein shall be summarily rejected.

The technical proposal is to be submitted in a sealed Envelope

Checklist of Submissions

TECH-1	Letter of Proposal
TECH-2	Particulars of the Applicant
TECH-3	Power of Attorney
TECH-4	Format for project undertaking
TECH-5	Relevant project experience (with summary)
TECH-6	Curriculum Vitae (CV) of Key Personnel
TECH-7	Financial Proposal

TECH-1 – Proposal Submission Form

[On the Letter Head of the Applicant]

(Date and Ref)

To,

The Chief Town Planner,
Town Planning Department, Imphal,
Government of Manipur

Sub: Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur

Dear Sir,

With reference to your RFP Document dated 18.01.2024, I/we, having examined RFP documents and all other relevant documents and understood their contents, hereby submit our Proposal/ Bid for " Request for Proposal (RFP) for **Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur.**

1. I/We acknowledge that TPD will be relying on the information provided in the Proposal/ Bid and the documents accompanying the Bid for the aforesaid purpose and I/we certify that all information provided in the Proposal/ Bid is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. I/We shall make available to TPD any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We acknowledge the right of TPD to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project/assignment or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

5. I/We declare that:

- a) I/We have examined and have no reservations to the RFP Documents, including any Addendum which may be issued by TPD;
 - b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in this RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with TPD or any other public sector enterprise or any government, Central or State; and
 - c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP document, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the consultant, without incurring any liability to the Applicants in accordance with the RFP document.
 7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
 8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Department of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 9. I/We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/employees.
 10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by TPD [and/ or the Government of India/Manipur] in connection with the selection of consultant or in connection with the selection process itself in respect of the above mentioned Assignment.
 11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/we shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened or rejected.
 12. I/We agree to keep this offer valid for two months from the Bid Due Date specified in the RFP.
 13. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith in format provided at **Tech-3**.

14. In the event of my firm being selected as Empaneled Consultant, I agree to enter into the Consultancy Agreement with TPD for the said Assignment in such manner as set out in the RFP Document.
15. I have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Consultancy Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by TPD or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Assignment.
16. The Technical Proposal shall constitute the Application made in response to the RFP and shall be binding on us.
17. I agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I submit this Proposal under and in accordance with the terms of the RFP Document.
18. I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.
19. I agree and understand that this Proposal is subject to the provisions of the RFP documents. In no case, I shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our Bid is not opened.
20. I agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this Bid/ Proposal under and in accordance with the terms of the RFP document

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

TECH-2 – Particulars of the Applicant

1.	Name of the Firm:	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Authorized Person:	
4.	Full Address of Registered Office:	Postal Address:
		Telephone No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self-attested copy)	
9.	GSTIN (Attach self-attested copy.)	
10.	Gross Revenue	2020-21:
		2021-22:
		2022-23:

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

TECH-3 – Power of Attorney in case of a Limited Company or a Corporation only.

(On a Stamp Paper of relevant value)

Know all men by these presents, we, (name of Applicant and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for RFP for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur including but not limited to signing and submission of all applications, proposals/bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to Town Planning Department, representing us in all matters before Town Planning Department, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with Town Planning Department in all matters in connection with or relating to or arising out of our Proposal for the said Assignment and/or upon award thereof to us till the entering into of the Agreement with Town Planning Department.

AND GENERALLY to act as our Attorney or agent in relation to the Proposal for RFP for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur and on our behalf to execute and do all instruments, acts, deeds, matters and things in relation to the said Proposal or any incidental or ancillary activity, as fully and effectually in all respects as we could do if personally present.

AND We hereby for ourselves, our heirs, executors and administrators, ratify and confirm and agree to ratify and confirm all acts, deeds and things whatsoever lawfully done or caused to be done by our said Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2022

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarised Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (one hundred) and duly notarized by a notary public.

Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

TECH-4 – Format for Project Undertaking

Request for Proposal for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur

Ref.

Date:

To,
The Chief Town Planner
Town Planning Department (TPD),
Government of Manipur

Sub: Request for Proposal for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur

Sir,

We have read and understood the RFP Document in respect of the captioned Assignment provided to us by Town Planning Department, (TPD). Government of Manipur

We hereby agree and undertake as under:

- a) Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our bid/ proposal, we hereby represent and confirm that our bid/ proposal is unconditional in all respects.
- b) We are not barred by Government of India, Government of Manipur, or any state government or any of their agencies from participating in similar projects.

Dated this _____ Day of _____, 2022.

Name of the Applicant/ Authorized Person

Signature of the Applicant/Authorized Person

TECH-5 – RELEVANT PROJECT (WITH SUMMARY) OF THE APPLICANT

Using the format below, provide information on relevant project(s) experience for which your consultancy was legally contracted for carrying out services similar to the ones requested under this Assignment during last 8 years ending March, 2023.

Sl. No	Relevant Projects	Start Date of Services	End Date of Services	Scope of Work Performed by the Firm	Client Details	Project Completion Certificate (Yes/No)
1						
2						
3						
4						
5						
6						
Note: The Applicant need to submit the notarized copy of the work order and completion certificate from respective client for each project in support their claim						

Notes:

- Use separate sheet in the prescribed format given below for each relevant experience.
- The certification of project experience shall be issued by concerned agency or client. The Applicant should furnish adequate evidence to support its claim of Relevant Experience detailed in Bid Response Sheets. The experience of projects under proposal stage or designing stage shall not be considered for technical qualification. Projects with valid project experience certificate shall only be considered during evaluation.
- The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.
- Only completed projects shall be considered for evaluation.**

TECH-5 (CONTD...)

PRESCRIBED FORMAT FOR EACH RELEVANT PROJECT(S) EXPERIENCE.

Name of Applicant:	
Name of the Project:	
Project Type:	
Description of services performed by the Applicant firm:	
Name of Client and Address: (Indicate whether public or private entity)	
Name and telephone no. of client's representative:	
Estimated Capital Cost of Project (in Rs. lakhs):	
Start date and finish date of the services (month/year):	
Proof / Certificate from client	

Signed by an authorized officer of the firm

Designation of officer

Name of Firm

Date:

TECH-6 – CURRICULUM VITAE (CV) OF KEY PERSONNEL PROPOSED FOR ASSIGNMENT

1. **Proposed Position** *[only one candidate shall be nominated for each position]:*
2. **Name of Firm** *[Insert name of firm proposing the staff]:*
3. **Name of Staff** *[Insert full name]:*
4. **Date of Birth:** **Nationality:**
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
6. **Membership of Professional Associations:**
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:*
8. **Employment Record and Work Experience (Attach a separate sheet)**
9. **Whether a Permanent Employee of the Applicant for more than one year:** Yes / No
10. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature and name of the Key Personnel]

Place & Date:

(Signature and name of the authorized signatory of the Applicant)

Place & Date:

Notes:

1. Use separate form for each Key Personnel.
2. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.

It is allowed to use Scanned Signatures of Personnel and countersigned by the authorized Signatory in original. The originally signed CV shall be produced during negotiations, if successful

TECH-7 – Financial proposal

No.	Name of ULBs	Amount Quoted for preparation of Risk Informed GIS Based Master Plan (in figure)	Amount Quoted for preparation of Risk Informed GIS Based Master Plan (in words)
1	Thongkhong Laxmi Municipal Council		
2	Ningthoukhong Municipal Council		
3	Lilong (IW) Municipal Council		
4	Kakching Khunou Municipal Council		
5	Yairipok Municipal Council		
6	Kumbi Municipal Council		
7	Wangoi Municipal Council		
8	Andro Municipal Council		
9	Kwakta Municipal Council		
10	Lamshang Municipal Council		
11	Wangjing Lamding Municipal Council		
12	Shikhong Sekmai Municipal Council		
13	Oinam Municipal Council		
14	Sugnu Municipal Council		
15	Sekmai Municipal Council		
16	Lamlai Municipal Council		
17	Heirok Municipal Council		
Total Quoted Amount			

Note:

1. The cost above is exclusive of GST.
2. The total quoted amount shall be considered for the purpose of evaluation.
3. The Financial proposal (Tech-7) is for online submission only.

Place:

Date:

(Sign and Seal of Authorized Representative)

DEED OF AGREEMENT

This Agreement is made on this day of 00th February, 2024 at Imphal, Manipur.

BETWEEN

The Chief Town Planner, Town Planning Department, Government of Manipur having its office at Directorate Complex, North AOC, Imphal (hereinafter referred to as the “Authority” or the “FIRST PARTY”) which term shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns, of one part,

AND

..... having its registered address at represented through its authorised representative (hereinafter referred to as the “Service Provider” or the “Second Party”) which expression shall, unless it be repugnant to the context or meaning thereof, includes its administrators, successors and permitted assignees) of the Other Part.

WHEREAS:

A. Town Planning Department, Government of Manipur requires the services of a reputed, well established and registered Urban Planning Consultancy Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur in Town Planning Department, Directorate Complex, Near 2nd MR. Gate, North AOC, Imphal as per the requirement.

B. In order to achieve the above objective, the Town Planning Department had advertised the “Request for Proposal for Selection of an Urban Planning Consultant for Preparation of Risk Informed GIS Based Master Plan for 17 ULBs in collaboration with Town Planning Department, Government of Manipur”.

C. In response to the Request for Proposal under the above RFP, several proposals were received and after evaluating the same, the Proposal submitted by the Consultant has been approved by the Government of Manipur vide letter No..... dated A Letter of Award was issued by the Town planning Department vide letter No. dated

NOW THEREFORE, the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

1.	Appendix-A	:	Scope Of Work, Technical Requirements and General Terms & Conditions
2.	Appendix-B	:	Applicable fees/charges payable to the Service Provider and Payment Term

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

- a. The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- b. That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the office of the Town Planning Department in conformity with the provisions of the terms and conditions of the contract.
- c. That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e. That this Agreement is valid for 3 years only from the date of effectiveness of the contract. The Agreement can be terminated by either party by giving one month’s notice in advance. If the agency fails to give one month’s notice in writing for termination of the Agreement, then one month’s wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- f. The Service Provider after going through the aforesaid conditions and understanding the consequences thereof and being agreed to all details of the conditions in this Agreement and the documents/appendix attached hereto accepts the appointment.

IN WITNESS WHEREOF, the PARTIES hereto have duly executed this Agreement in two originals as of the day and year first above written.

For and on behalf of Firm

**For and on behalf of Town Planning
Department**

(.....)

(N. Benju Singh)

.....

Chief Town Planner

.....,

Town Planning Department

.....

Government of Manipur

APPENDIX- A

Scope Of Work, Technical Requirements and General Terms & Conditions

1. Description of the Assignment

Town Planning Department, Government of Manipur proposes for preparation of Risk Informed GIS Based Master Plan for the following cities/ towns in Manipur.

No.	Name of ULBs	No. of Wards	No. of Households (2011 Census)	Population (2011 Census)	Area of the ULB (Sq/km)
1	Thongkhong Laxmi Municipal Council	11	2,926	14,878	14.4
2	Ningthoukhong Municipal Council	14	2,780	13,078	7.85
3	Lilong (IW) Municipal Council	9	2,668	12,427	4.03
4	Kakching Khunou Municipal Council	9	2,278	11,379	2.19
5	Yairipok Municipal Council	9	2,027	9,569	2.81
6	Kumbi Municipal Council	9	1,859	9,546	5.1
7	Wangoi Municipal Council	9	1,836	9,106	4.66
8	Andro Municipal Council	12	1,669	8,744	6.93
9	Kwakta Municipal Council	9	1,430	8,579	2.67
10	Lamshang Municipal Council	9	1,783	8,130	11.6
11	Wangjing Lamding Municipal Council	9	1,779	8,055	1.82
12	Shikhong Sekmai Municipal Council	9	1,578	7,390	8
13	Oinam Municipal Council	9	1,582	7,161	1.76
14	Sugnu Municipal Council	9	1,094	5,132	0.90
15	Sekmai Municipal Council	9	1,111	5,065	1.94
16	Lamlai Municipal Council	9	924	4,601	4.68
17	Heirolk Municipal Council	9	668	2,974	0.30

Preparation of the plan for horizon period of up to 2044/45 will include Demand Assessment, Identification of Issues, Projected Requirements of Urban Amenities and Draft Proposals thereof. The required maps will be prepared on GIS Database derived from Google Earth/Map Imageries.

The deliverables will be in the form of Base Maps, Shape files with attributes collected from various departments and attached in the form of layers, data analysis reports containing existing scenario described on the basis of collected data from different sources duly organized sector-wise etc.

2. Map Creation

Town area maps will be prepared on GIS Database derived from Google Earth/ Map Imageries. The deliverables will be in the form of base maps (Shape files with attributes) and maps containing proposals of amenities.

Urban and socio-economic data is an input to be used to study the existing situations, identification of issues and formulation of proposals and projections. While most of the data to be collected is secondary, some crucial data may be required to be collected from primary surveys. Data Analysis will be presented theme wise, in the form of chapters in the plan document.

3. Contents of the Master Plan

As per the Manipur Town & Country Planning Act, 1975, the relevant provisions for formulation of master plan are as follows:

- a) A general land use plan, for residential, commercial, industrial, recreational and public and semi-public purposes;
- b) Zoning Plan;
- c) Transportation Plan including roads, railways, canals etc.
- d) Public utilities Plan;
- e) A report giving relevant data and information in respect of the proposals in the plan, zoning regulation and any other matter which the State Government may deem necessary.

3.1 The master plan being prepared will include, but not be limited to, the following aspects:

- (a) Location, physiography, linkages, climate, regional setting
- (b) Historical background
- (c) Brief description of city, review of existing Master/ Development Plan, issues related to implementation of existing master plan
- (d) Spatial growth of the town & direction, incorporation of new areas

- (e) Demographic data including population (urban/ rural, ward-wise, male & female), literacy rate, growth of population, workers and non-workers, occupational structure, etc shall be collected – as per current & past Census data.
- (f) Employment generating activities – existing and potential
- (g) Industries—existing and potential, their nature, employment etc.
- (h) Commercial activities including retail and wholesale business, warehousing and godowns, mandis, rural markets, etc.
- (i) Government and semi government offices and government reserved areas.
- (j) Educational facilities (Govt. /Private) including universities, colleges(engineering, medical, arts, science, commerce, law, etc.), schools (higher secondary, secondary, middle, primary, nursery, etc.) vocational training centres, etc.
- (k) Medical facilities (Govt. /Private) including hospitals, dispensaries, primary health centres, veterinary, ayurvedic, homeopathic, etc.
- (l) Social, cultural and other religious activities
- (m) Other community facilities including cremation and burial grounds
- (n) Physical infrastructure – electricity, water supply, sewerage, solid waste management, telephone, etc.
- (o) Recreational facilities including parks, open spaces, mela grounds and playgrounds, semi-public recreation, etc.
- (p) Agricultural use including dairies, orchards, nurseries, reserved forests, etc.
- (q) Circulation facilities including airport/railway stations and yards, road transport terminals, stands for buses and trucks, parking, etc.
- (r) Proposals/ commitments by Central/ State Government, concerned Local Body, development authority, etc.)
- (s) All vacant lands under government ownership (non-built)
- (t) All forest lands
- (u) Places of tourist and heritage importance both natural and manmade including natural areas, fairs and festivals, etc.
- (v) Legislative and Institutional Framework, institutional structure – municipal bodies, development authority, urban improvement trust, etc.
- (w) Action Plan, identification of projects and phasing, resource mobilization
- (x) Rejuvenation and conservation of water bodies
- (y) Environmental Sustainability Plan.

3.2 Objectives of RIMP

The ultimate purpose of preparing Risk Informed Master Planning (RIMP) is to undertake preparation of a Master Plan by way of mapping/earmarking of vulnerable areas prone to disasters that should not be inhabited or should not be densified further. Identify highly vulnerable areas like steep slopes, areas near water bodies prone to flooding etc. to avoid

construction activities. Recommend slope gradient beyond which a clear ban on undertaking any construction for notification in the building bye-laws.

3.3 SCOPE OF RIMP:

In line with the objectives, the Consultants shall carry out the services:

- a. Preparation of Contour Plans
- b. Preparation of Natural Drainage and Watershed boundary Plans
- c. Preparation of Slope maps
- d. History of Earthquake occurrence, Flood occurrence, Landslide occurrence and other natural hazard occurrences
- e. Building footprint map together with building material based classification
- f. Methodology for earmarking of vulnerable areas/disaster prone areas

3.4 Draft RIMP shall include:

- a. Earmarking of vulnerable areas/disaster prone areas
- b. Mapping of Low Risk/High Risk areas
- c. Identification of slope gradients where construction is to be permitted or not permitted.
- d. Identification of steep/cutting slopes in order to protect the disaster-prone areas and discourage densification
- e. Provision of Low Rise development (for example one or two floors) in vulnerable areas.
- f. Preparation of mitigation plan
- g. Draft Risk Informed Master Plan

Contents of the master/ development plan document will be as per URDPFI Guidelines and statutory provisions of the Manipur Town & Country Planning Act, 1975.

4. Deliverables and Time/ Payment Schedule

The following time schedule/payment schedule is proposed:

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
1	Inception Report	15 days from date of award	15 days	10% of the total cost would be payable on approval of Inception Report

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
2	Delineation of Municipal including Ward Boundaries for 9 ULBs or more and greater town limit if required.	100 days from date of approval of Inception Report#	115 days	10% of the admissible cost would be payable on completion of delineation of Municipal including Ward Boundaries for 9 ULBs or more as per work done.
3	Delineation of Municipal including Ward Boundaries for the remaining ULBs and greater town limit if required.	160 days from date of approval of Inception Report#	175 days	10% of the admissible cost would be payable on completion of delineation of Municipal including Ward Boundaries for the remaining ULBs.
4	Preparation of Base Maps and Socio-economic data collection including analysis for 9 ULBs or more	60 days from date of completion of delineation of Municipal including Ward Boundaries and greater town limit.	235 days plus processing time*	10% of the admissible cost would be payable on approval of Data Analysis Report
5	Preparation of Base Maps and Socio-economic data collection including analysis for remaining ULBs	100 days from date of completion of delineation of Municipal including Ward Boundaries and greater town limit.	275 days plus processing time*	10% of the admissible cost would be payable on approval of Data Analysis Report
6	Spatial attribute data collection and vetting of Base Maps	60 days from date of approval of Base Map#	295 days plus processing time*	20% of the admissible cost would be payable on vetting of Base Maps

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
	analysis for 9 ULBs or more			
7	Spatial attribute data collection and vetting of Base Maps analysis for remaining ULBs	100 days from date of approval of Base Map#	375 days plus processing time*	20% of the admissible cost would be payable on vetting of Base Maps
8	Projected Requirements, Issues, Potentials and proposal for 9 ULBs or more	70 days from date of vetting of Base Maps	445 days plus processing time*	10% of the admissible cost would be payable on approval of Report
	Projected Requirements, Issues, Potentials and proposal for the remaining ULBs	100 days from date of vetting of Base Maps	475 days plus processing time*	10% of the admissible cost would be payable on approval of Report
9	Draft Risk Informed GIS Based Master Plan for 9 ULBs or more	60 days from date of approval of Projected Requirements, Issues & Potentials	535 days plus processing time*	20% of the admissible cost would be payable on approval of draft master plan
10	Draft Risk Informed GIS Based Master Plan for the remaining ULBs	100 days from date of approval of Projected Requirements, Issues & Potentials	575 days plus processing time*	20% of the admissible cost would be payable on approval of draft master plan
11	Final Risk Informed GIS Based Master	60 days from the date of receiving feedback from the Client	635 days plus processing time*	10% of the admissible cost would be payable on approval of Final Master Plan

Sl.	Stage Report	Schedule	Cumulative Time Period	Payment Schedule
	Plan for 9 ULBs or more			
12	Final Risk Informed GIS Based Master Plan for the remaining ULBs	100 days from the date of receiving feedback from the Client	675 days plus processing time*	10% of the admissible cost would be payable on approval of Final Master Plan

Note: *processing time is the time between submission of the stage report and issue of the minutes for approval/ modification of the same and would be about 30 days.

The period between the submission of stage report and its processing would not be included in the period of assignment.

#The Client will ensure that the total period for completion for the assignment does not exceed 36 months. The State Government may change the duration of time allotted for various stages as per size of the city.

The payment will become due on approval of the stage reports and on raising of bills/ invoice by the consultant after the approval of the stage report. The processing time of the payment will be 30 days for final payment and 20 days for all other payments.

5. Support by Consultant after approval of Draft Master Plan

After approval of Draft Master Plan, the Consultant will provide support for one year from the date of approval of Draft Master Plan for the plan approval process, workshops, discussions and making presentations to various agencies/ departments, incorporating modifications if any, as and when required by the client.

Note: The consultant should identify an experienced employee in its role for collaborating with Town Planning Department for a period of 36 months from the date of signing of the Agreement without any extra remuneration.

6. Procedure for Monitoring & Review of the Assignment

The Consultant's work will be monitored and reviewed by a Master Plan Evaluation Committee (EC) under the Chairmanship of Secretary in-charge of MAHUD, Govt. of Manipur. The indicative composition of the EC may be as follows:

1	Secretary in-charge of MAHUD	Chairman
2	Chairperson of the ULB concerned	Member
3	Secretary, PDA, Manipur	Member
4	SE, Flood Management Circle, WRD	Member
5	SE (Urban), PHED	Member
6	Executive Officer of the town concerned	Member
7	Chief Town Planner/ State Mission Director	Member Secretary

The consultants shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the EC within a week, wherein, the EC members shall give their comments and suggestions in the form of feedback. Subsequently, the consultant will incorporate all such comments and suggestions in their next stage report.

APPENDIX B

Contract Price and Payment Term

Town Planning Department, Government of Manipur shall pay the Consultant a fee of **Rs.** per town as per the payment schedule at the following rates:

No.	Name of ULBs	(Amount in figure)	(Amount in words)
1	Thongkhong Laxmi Municipal Council		
2	Ningthoukhong Municipal Council		
3	Lilong (IW) Municipal Council		
4	Kakching Khunou Municipal Council		
5	Yairipok Municipal Council		
6	Kumbi Municipal Council		
7	Wangoi Municipal Council		
8	Andro Municipal Council		
9	Kwakta Municipal Council		
10	Lamshang Municipal Council		
11	Wangjing Lamding Municipal Council		
12	Shikhong Sekmai Municipal Council		
13	Oinam Municipal Council		
14	Sugnu Municipal Council		
15	Sekmai Municipal Council		
16	Lamlai Municipal Council		
17	Heirok Municipal Council		
Total Amount			

Note: The cost above is exclusive of GST.