

JABALPUR SMART CITY LIMITED



Expression of Interest for Empanelment of firms for Preparation of DPR, bid process management, Comprehensive Architectural design, engineering consultancy and PMC/SQC works for various Infrastructures, Building construction and projects in Jabalpur

Reference No. JSCL/2019/440/ADM/41 Dated 27/06/2019

Contents

EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS	2
SECTION 1 INSTRUCTION TO CONSULTANTS.....	3
1. Objectives:	3
2. Scope of Work:.....	3
3. Eligibility.....	6
4. Category of Empanelment	6
5. Evaluation Criteria.....	7
6. PREPARATION AND SUBMISSION	10
6.1 AMENDMENT OF DOCUMENTS:	11
6.2 Financial Proposal	11
7. SCHEDULE OF FEES:.....	12
8. Allotment of Work	14
INDEX	15
FORM 1 - LETTER OF TRANSMITTAL	16
FORM 2 – GENERAL INFORMATION.....	17
FORM 3 – FINANCIAL DETAILS	18
FORM 4.....	19
FORM 5.....	20
FORM 6 – Financial Proposal	21

EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS

The Jabalpur Smart City Limited (JSCL), (CIN–U75100MP2016SGC035536) a company incorporated under the provisions of the Companies Act, 2013 and having its registered office at **Manas Bhawan, Wright Town, Jabalpur (M.P.)** would like to invite reputed Architectural & Engineering Firms/Companies to participate for the empanelment of Consulting Firms for providing **Comprehensive Architectural & Engineering Consultancy for Building and Infrastructure Works** executed by JSCL to submit their Expression of Interest (EOI) for three years initially that can be extended on the basis of performance.

Notice Inviting Application No.	JSCL/2019/440/ADM/41 Dated 27/06/2019
Name of the Work	Empanelment of firms for Preparation of DPR, Bid process management, Comprehensive Architectural design, Engineering consultancy and PMC/SQC works for various Infrastructures, Building construction and other projects in Jabalpur in the following groups based on value of projects. Group A: upto Rs. 5.00 Cr. Group B: Above Rs.5.00 Cr.
Brief Scope of Work	Comprehensive Architectural, Design and Engineering Consultancy for Building and Infrastructure Works
Non-refundable processing fee from scheduled / nationalized bank	Rs.5000.00 (Five thousand only) through DD/Pay Order only. (In favour of Executive Director, Jabalpur Smart City Limited payable at Jabalpur)
Last date & time of submission of application in hard copy (in original) of processing fee of Rs.5000/-, Affidavit & monetary group form and other document shall be submitted.	Up to 05.00 PM on 13 th July, 2019
Date & Time of Opening of technical Tender	15 th July, 2019
Contact Details for the Tender	7611136815 & 761116807 (phone & email)
Validity of offer	90 days from the date of opening of application.
Note - The firms already empanelled with JSCL by "letter no JSCL/2018/96 dated 29.01.2018" and "letter no JSCL/2018/99 dated 29.01.2018" need not to submit the technical details and eligibility documents. These firms only need to submit the financial proposal to Jabalpur smart city. The conditions of Financial proposal, schedule of payment, Personnel requirement for PMC/SQC work, and Allotment of Work will be applicable for all the empanelled firms. The required submission should be reach as per the deadlines mentioned above. In case of no submission the finalized financial proposal by Jabalpur smart city will be applicable on all the empanelled firms of JSCL.	

SECTION 1 INSTRUCTION TO CONSULTANTS

1. Objectives:

JSCL (Client) requires the services of suitably qualified and registered Consultant Companies to provide comprehensive architectural & engineering consultancy for building & infrastructure works in order to ensure that construction works are planned, designed and scheduled in accordance with the standard fixed by the National standards and codes to the satisfaction of the JSCL. The consultant company will be required to have Team of suitably qualified & experienced planners, architects, engineers and other professionals with expertise of modern designing, drawing and planning software and facilities, being competent to carry out all of related works and activities.

2. Scope of Work:

The consultant shall faithfully, expeditiously, economically and honestly perform the following service;

- a. Undertaking site visits to collect details/data/information required for planning purpose, holding necessary discussion with the client and obtaining requirements of projects and attending meetings at site of work or Client's Office as and when required by the Client.
- b. Conducting detailed survey and soil investigation for the site of the project.
- c. Preparation and submission of detail project report based on requirement of project and interaction with Client and submission of "cost estimates" indicating specifications to be adopted for various structures/ services for getting necessary approval from the client.
- d. Preparation and submission of detailed "master plan" of entire complex for obtaining necessary approvals from client and statutory bodies wherever required including preparation, submission of models, photographs and other documents required in connection with approval from client and statutory bodies wherever required.
- e. Preparation and submission of preliminary drawings, designs, specifications and preliminary cost estimates for each and every structure including internal services complete for getting necessary approvals from client and statutory bodies wherever required.
- f. Preparation and submission of detailed Architectural drawings, designs and specifications for structure suitable for construction and releasing to site for getting necessary approval from Client wherever required.
- g. Wherever applicable, preparation and submission of detailed designs, drawings and documents for all interior decoration, furniture, furnishing and other similar services for buildings suitable for construction and release at site including getting necessary approvals from client.
- h. Preparation and submission of detailed structural designs drawings, fabrication and erection drawings and detailed bar bending schedule (if required by client) based on approved Architectural drawings.
- i. Preparation and submission of detailed designs, drawings and documents for all internal utility services like plumbing, firefighting, electrification, fire detection, HVAC, lifts, telephones, EPABX, public address system, communication, networking, acoustics and other specialized services as per

the requirements of the project suitable for construction and release to site for getting necessary approval from Client.

- j. Preparation of designs, drawings and documents pertaining to external utility services like water supply, sewerage, storm water drainage, fire hydrants schemes, treatment plants for water and sewerage, water supply in-take arrangements, roads, streets lighting, telephone system, substations, switch yards and other related schemes, landscaping, horticulture, arboriculture, street furniture, paths, boundary walls and any other specialized extra services as per project requirement suitable for construction and release to site for getting necessary approvals from Client.
- k. Preparation and submission of detailed bills of quantities, detailed estimate including preparation and submission of detailed take off calculation sheets, analysis of rates and tender documents for all works covered under above clauses along with 6 sets of drawings for the purposes of inviting tender. Consultant will provide market rate justification in case of non- schedule items based on the pattern of CPWD market rate analysis/ as per Client requirements.
- l. Carrying out all modifications/ deletions/ addition in design/ drawings/ documents as required by client for proper execution of works at site till completion and handing over of the project to the client.
- m. Supervision of works and coordination with client and concerned agencies as required, ensuring adherence on the part of the contractor's execution of work as per detailed drawings and specifications including sorting out problems. Issue of necessary clarification at site including preparation of additional drawings and details for proper execution for work at site.
- n. Preparation and submission of completion reports, completion drawings and documents for the projects as required and acceptable to client and handing over the completed project to the client in a systematic manner.
- o. Site Supervision to review and ensure approved design compliance by the executing agency.
- p. Preparation and planning of all design details. Deliverables and plan the construction program to complete the project.
- q. Preparation of As-Built drawings for the construction.
- r. Submitting PERT Chart/Bar Chart incorporating all the activities required for completion of the project well in time i.e. Preparation of Working Drawings, Structural Drawings, Detailed Drawings, and Calling Tenders etc.
- s. Based on approved concept plan. Preparing Detailed Estimate, Detailed Architectural Working Drawings, Plans, Elevations, Structural Calculations, Structural Drawing & Designs, and Layout Drawings for Water Supply & Drainage, Electrical, Mechanical Utilities, PHE, Parking, HVAC, Landscape etc., required to invite tenders to commence work at site and for the proper execution during construction.
- t. Preparing of detailed composite tender documents after approval of draft bid document for various services viz. general builders work & specialist services such as water supply & sanitary installation, electrical installation etc. complete with articles of agreement, conditions of contract, special conditions, specification, bill of quantities, based on respective SOR including detailed

analysis of rates based on market rates, if required time & progress charts etc. and assisting JSCL, Jabalpur in finalization of construction agencies.

- u. Assuming full and overall responsibilities for supervision & quality control for proper execution of all works by contractor who engaged from time to time including control over quantities during execution on restrict variation, if any.
- v. Identify construction delay and recommend to JSCL, Jabalpur remedial measures to expedite the progress.
- w. To assist the JSCL, Jabalpur in arriving at any cost variation and its impact on design during construction stage, related to drawing & design.
- x. Checking measurement of works at site full and issuing certificate to that effect.
- y. The consultant shall assist the JSCL, Jabalpur in all arbitration proceedings between the contractor and JSCL and defend JSCL in such proceedings.
- z. For SQC and PMC work the selected bidder needs to depute the team of professionals on full time site for monitoring the execution. The requirement will be mentioned below

Technical Personnel required for PMC/SQC work

Category	Development of water bodies including surrounding developments		Development of roads, footpaths and junction development with underground and overhead electrification.		Development of Landscaping, horticulture and place making work including electrification, water supply and other works		Development of Buildings including site development		Development of Nala, Storm water drain, Drainage system, sewerage and other infrastructure works	
	Group A (Upto Rs. 5.00 Cr.)	Group B (Above Rs. 5.00 Cr.)	Group A (Upto Rs. 5.00 Cr.)	Group B (Above Rs. 5.00 Cr.)	Group A (Upto Rs. 5.00 Cr.)	Group B (Above Rs. 5.00 Cr.)	Group A (Upto Rs. 5.00 Cr.)	Group B (Above Rs. 5.00 Cr.)	Group A (Upto Rs. 5.00 Cr.)	Group B (Above Rs. 5.00 Cr.)
Positions										
Project Manager	0	1	1	1	0	1	0	1	0	1
Site Engineer (Civil)	1	1	1	2	1	1	1	1	1	1
Site Engineer (electrical)	0	1	0	1	0	1	0	1	0	1
Site Supervisor	1	1	2	3	1	2	2	3	2	2

3. Eligibility

All participants shall furnish the following information:

- a. Copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of JSCL to commit on behalf of the consultant.
- b. Summary of experience in works of a similar nature and size of each work executed in the last Ten years, and details of works underway or contractually committed; and list of clients with contact nos, email address, against each project who may be contacted for further information on those contracts;
- c. Comprehensive profile of the company
- d. Qualifications and experience of key technical personnel proposed for contract;
- e. The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works The key expertise required as the minimum is presented below:-

Sr.No	Position	Team of the Firm
		Minimum Education /Qualification /Expertise
1.	Architect/Planner-cum Team Leader	Degree in Architecture with minimum 3 years of Experience in Planning / designing/ implementation of Residential/ Commercial/ Landscaping/ Interior Designing/ Layouts, Sites & Services Schemes and all infrastructure works like Roads, Water supply, Drainage, Sewerage, Landscaping etc.
2.	Civil Engineers	In addition to the above key personnel in the study team, the Consultants are expected to deploy adequate number of Support technical staff from various disciplines such as Civil Engineers, Junior Engineers etc. for PMC/SQC planning and designing, quantity surveying, CAD engineers, etc. as required to perform the scope of Services defined in the TOR for all civil works including building and infrastructure works.

4. Category of Empanelment

Consultants shall be empanelled under two categories of Group A and Group B, based on their Technical and Financial capabilities. The empanelled Consultants under a particular group shall be eligible to carry out consultancy work of certain project value as given in the document:

- a) Group - A : General Architectural Services including Detailed Project report (DPR), Bid Process Management, PWC & SQC for Construction of New Buildings (Residential, Commercial, Industrial, IT, Office, Heritage site, Training Center etc.) renovation of offices, beautification of common areas, Designing of Gardens with landscape details & interior designing.(Project Costing up to 5.0 Cr.)

- b) Group - B: General Architectural Services including Detailed Project Planning (DPR), Bid Process Management, PMC & SQC for Construction of New Buildings (Residential, Commercial, Industrial, IT, Office, Heritage site, Training Center etc.) renovation of offices, beautification of common areas, Designing of Gardens with landscape details & interior designing.. (Project Costing above 5.00 Cr).

5. Evaluation Criteria

A. TECHNICAL CAPABILITY

Group	Monetary limits	Past experience in Architectural Consultancy during last 5 years ending on 31.03.2019 (To fulfil either of three options) – (Only Completed Projects will be considered) (Figures are in Cr.)		
		Single project value (in Cr.)	Two projects value (in Cr.) each- at least	Three projects value (in Cr.) each at least
Group A	Up to Rs. 5.00 Cr.	2.5	1.5	1.0
Group B	Above Rs. 5.00 Cr.	5.0	3.0	2.0

B. FINANCIAL CAPABILITY

Group	Project value eligibility for awarding work to empanelled consultant	Average annual turnover during last 3 financial years ending 31.03.2017 (Figures are in Rs-Cr.)
Group A	Upto Rs. 5.00Cr.	Minimum 5 lakhs
Group B	Above Rs. 5.00 Cr.	Minimum 20 lakhs

- The past experience in similar nature of work should be supported by completion certificate(s) issued by the client's organisation.
- No Joint venture or Consortium of firms shall be allowed and the consultants should meet the eligibility criteria by themselves.
- Firms will be eligible to apply for any one category only.
- The applicants will be awarded marks for each of the above parameter on the following Criteria:

5.1 Group A

Sl.No.	Parameters	Marks
1	Capability Statement	
	1.1 Years of Existence (Maximum marks shall be restricted to 10)	
	a) Experience of 5 Years	10

	b) Experience more than 5 years will be allotted 2 point for every additional 1 Years up to additional five years only	10
2	Firm's Experience	
	Relevant Consultancy experience of the Firm in completing projects of similar nature for any State Govt./ Semi Govt./or Private agency in the last 10 years preceding the proposal due date in India, successfully in different categories as mentioned below:	
	Projects Costing more than 2.5 Crores for a Single project or two projects with at least 1.5 Crores each or three projects with at least 1.00 crore each .	10
	Each project costing more than 1.00 crore in addition to the above will be allotted 3 points up to additional 3.00 crores.	9
3.	Firm's Financial Capacity	
	3.1 Average Annual Financial Turnover (Maximum marks shall be restricted to 10)	
	a) Average annual turnover during last 3 financial years ending 31.03.2016 is minimum 5.00 lakhs	5
	b) Additional financial turnover in multiples or part thereof @ 20% of the value indicated in document (1 point for each multiple)	5
4	Strength of Technical Team	
	a) Team Leader [A total of Twelve (12) marks are allocated to Team Leader, Four (4) marks will be awarded for each relevant project experience, subject to a maximum of Sixteen (12) marks.]	12
	b) Graduate Civil Engineer [A total of six (6) marks are allocated to minimum Two (2) nos Graduate Civil Engineers with relevant project experience with various expertise like Project Planning & Management, Electrical works, Air Conditioning, Plumbing and Infrastructure work such as roads, water supply, sewerage, storm water drainage, parks, landscaping etc.	6
	c) Three (3) marks will be awarded for each additional Graduate Civil Engineer with relevant experience to a maximum of six (6) marks.]	6
	d) Junior Engineer [A total of six (6) marks are allocated to minimum Three (3) nos Diploma Civil Engineers with relevant project experience with various expertise like Quality Control, Billing, Plumbing, Electrical, Air-Conditioning and Infrastructure work such as roads, water supply, sewerage, storm water drainage, parks, landscaping etc.	6
	e) Two (2) marks will be awarded for each additional Diploma Civil Engineer with relevant experience to a maximum of Six (6) marks.]	6
	f) Submission pattern of technical bid	6
	g) Office Establishment at Jabalpur	6
	h) Any awarded Project for Smart city in India	3

5.2 Group B

Sl.No.	Parameters	Marks
1.	Capability Statement	
	1.1 Years of Existence (Maximum marks shall be restricted to 10)	
	c) Experience of 5 Years	10
	d) Experience more than 5 years will be allotted 2 point for every additional 1 Years up to additional five years only	10
2	Firm's Experience	
	Relevant Consultancy experience of the Firm in completing projects of similar nature for any State Govt./ Semi Govt./or Private agency in the last 10 years preceding the proposal due date in India, successfully in different categories as mentioned below:	
	Projects Costing more than 5 Crores for a Single project or two projects with at least 3.0 Crores each or three projects with at least 2.00 crore each.	10
	Each project costing more than 2.00 crore in addition to the above will be allotted 3 points up to additional 3.00 crores.	9
3.	Firm's Financial Capacity	
	3.1 Average Annual Financial Turnover (Maximum marks shall be restricted to 10)	
	c) Average annual turnover during last 3 financial years ending 31.03.2016 is minimum 20.00 lakhs	5
	d) Additional financial turnover in multiples or part thereof @ 20% of the value indicated in document (1 point for each multiple)	5
4	Strength of Technical Team	
	i) Team Leader [A total of Twelve (12) marks are allocated to Team Leader, Three (3) marks will be awarded for each relevant project experience, subject to a maximum of Sixteen (12) marks.]	12
	j) Graduate Civil Engineer [A total of six (6) marks are allocated to minimum Three (3) nos Graduate Civil Engineers with relevant project experience with various expertise like Project Planning & Management, Electrical works, Air Conditioning, Plumbing and Infrastructure work such as roads, water supply, sewerage, storm water drainage, parks, landscaping etc.	6
	k) Three (3) marks will be awarded for each additional Graduate Civil Engineer with relevant experience to a maximum of six (6) marks.]	6
	l) Junior Engineer [A total of six (6) marks are allocated to minimum Five (5) nos Diploma Civil Engineers with relevant project experience with various expertise like Quality Control, Billing, Plumbing, Electrical, Air-Conditioning etc. and Infrastructure work such as roads, water supply, sewerage, storm water drainage, parks, landscaping etc.	6
	m) Two (2) marks will be awarded for each additional Diploma Civil Engineer with relevant experience to a maximum of Six (6) marks.]	6
	n) Submission pattern of technical bid	6
	o) Office Establishment at Jabalpur	6
	p) Any awarded Project for Smart city in India	3

5.3 Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their own merits and not as a sum total of their sub-agencies. Joint Ventures/ Consortium / MOU Shall not be entertained in any category.

5.4 Based on the above evaluation, in the order of scoring a minimum of 65 marks shall only be considered for empanelment.

6. PREPARATION AND SUBMISSION

- a. The application documents should be signed and stamped on each page of the application. Additional sheets, if any, added by the consultant, should also be page numbered and submitted as a package with signed letter of transmittal (Form-1).
- b. For the purpose of pre-qualification, parameters like minimum work experience, financial strength, registration with Income Tax (PAN) & Service Tax etc. are to be fulfilled by the applicant.
- c. The intending Consultant should submit the prescribed documents like:
 - i. Letter of transmittal (Form-1).
 - ii. General Information (Form-2)
 - iii. Financial details (Form-3)
 - iv. Detail of works completed. (Form-4)
 - v. Affidavit for correctness of Documents /Information. (Form-5)
 - vi. Financial Proposal (Form-6)
 - vii. CA Certificate for turnover of last three financial years.
 - viii. GST registration & PAN NO.
 - ix. Power of Attorney of the person for signing/submitting the application.
 - x. Empanelment with other Government organization like as NBCC / CPWD etc.
- d. The gross annual turnover, balance sheet and profit & loss account of last 3 years or for the period as specified in the document should be certified by the Chartered Accountant. There is no need to provide entire voluminous balance sheet. In case, no turnover is shown in any particular year, the average turnover would be worked out considering nil turnover in that particular year.
- e. All the applications received, shall be evaluated on the basis of information and documents submitted by the applicant. Applicant must submit hard copies of all the relevant paper to meet the qualifying criteria to get empanelled. All documents should be sealed & signed by the applicants. In case the applicant is not found suitable for the applied Group, his application may be considered for the prequalification in lower monetary group.
- f. The processing fee is required to be submitted through DD/PO mentioned in Notice for Pre-qualification.
- g. All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'NIL' or 'NO SUCH CASE' entry should be made in that column. If any particulars / query are not

applicable in case of an applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing/furnishing false information may result in the applicant being rejected.

- h. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting.
- i. Any information furnished by the applicant found to be incorrect either immediately or at a later date would render him liable to be debarred from pre-qualification / tendering / taking up works in JSCL.
- j. Pre-qualification letters will be sent to the successful applicants.

6.1 AMENDMENT OF DOCUMENTS:

- a. Before the deadline for submission of bids, the JSCL may amend or modify the bid document by publication of the same on the website. The JSCL may, also on its own or in response to clarifications/submissions/suggestions, if necessary, issue interpretations and clarifications and/ or addendum/corrigendum to all bidders. All such clarifications and interpretations, addendum/clarifications issued in writing by the JSCL shall be deemed part of the bid documents. Verbal clarifications and information given by the JSCL or their employees, advisors or representatives shall not in any way or manner be binding on the JSCL.
- b. All amendments shall form part of the Bid Document.
- c. The JSCL may, at its discretion, extend the last date for submission of bids by publication of the same on the website.

6.2 Financial Proposal

- a. Proposal consisting of the Bidders’ financial offer for the Project in the format set out in Form – 6 of document. **The Financial Proposal shall be quoted inclusive of local office cost, site visits, travel, documentation, lodging boarding and inclusive of all other taxes excluding Goods and service tax (GST).** The amount of applicable GST will be paid separately to the bidder with each bill at the time of payment.
- b. JSCL will finalize the percentage of fees for each category after evaluating the submitted financial proposal of the bidders.
- c. The Authority reserves the right to reject any Financial Proposal which is non-responsive.
- d. the envelope shall be addressed to:

DESIGNATION **Executive Director,**
ADDRESS: **Jabalpur Smart City Limited,**
 Manas Bhawan, Wright Town,
 Jabalpur - 482001
Mob **7611136800**

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

7. SCHEDULE OF FEES:

- a) Total fees payable to The Selected bidder in accordance with the scope of services for Comprehensive Architectural Design as enunciated in this document shall consist of fixed bid amount as quoted by the Consultant.
- b) The fees shall be inclusive of all expenses (both direct and indirect) relating to the performance of the Contract for the entire period of Contract except the fees/charges relating to statutory approvals, payable to local bodies and other authorities, and also excluding Goods and service tax (GST) and cess thereon, if any, which shall be payable extra as applicable as reimbursement.
- c) The Selected bidder shall not be entitled to any payment or remuneration, over and above the fees hereinbefore stipulated, on account of any delay caused by any reason, whatsoever.
- d) Deductions on account of Income tax and other statutory provisions shall be made by JSCL, upon payment of fees or any other payments whatsoever to the Selected bidder, as per prevalent rules / provisions.
- e) The stage wise fees as prescribed in para 7.1 shall be payable within 30 days of completion of the specified component of the work to the entire satisfaction of the Authority (taken as per bill approved by the PMC) and in accordance with the terms of Contract and the Scope of Services as enunciated in this document.
- f) Out of pocket expenses: No out of pocket expenses shall be admissible. For short stay of professionals/staff of the Selected bidder visiting Jabalpur in connection with the performance of the Contract. Similarly, all travel and touring, international, domestic, local, to site or for meetings, etc. by any means of transport are all deemed to be included in the fee and shall accordingly be borne by the Selected bidder and their representatives directly.
- g) All payments made by the Authority to the Applicant/Selected bidder for any purpose whatsoever shall be in Indian Rupees only. Compliance with the foreign exchange regulation of India or any other country shall be the sole responsibility of the Applicant/Selected bidder; and JSCL shall in no way be involved directly or indirectly.

7.1 SCHEDULE OF FEES

	Sl. No.	Milestone	Time Schedule	Bill amount, as % of Total Consultancy Fee
Segment 1	1	Stage 1	<ul style="list-style-type: none">On Approval of Final conceptual layout from 3 options and estimated project of cost	○ 5 % of fee
	2	Stage 2	<ul style="list-style-type: none">On approval of final building plans, landscape plans and interior plans	○ 10 % of fee
	3	Stage 3	<ul style="list-style-type: none">On approval of working drawings of civil works and interiors and submission of	○ 10 % of fee

			draft BOQ and tender document	
	4	Stage 4	<ul style="list-style-type: none"> On approval of Building service drawings and landscape drawings On approval of detail cost estimate, rate analysis and bill of quantities 	○ 15 % of fee
Segment 2	5	Stage 5	<ul style="list-style-type: none"> On completion of Tender stage On approval of all drawings Good for Construction 	○ 10 % of fee
	6	Stage 6	<ul style="list-style-type: none"> On execution of work worth 20% of its estimated cost 	○ 10% of fee
	7	Stage 7	<ul style="list-style-type: none"> On execution of work worth 40% of its estimated cost 	○ 10% of fee
	8	Stage 8	<ul style="list-style-type: none"> On execution of work worth 60% of its estimated cost 	○ 10% of fee
	9	Stage 9	<ul style="list-style-type: none"> On execution of work worth 80% of its estimated cost 	○ 10% of fee
	10	Stage 10	<ul style="list-style-type: none"> On completion of Post Execution Stage 	○ 10% of fee
		TOTAL		100%

Note:

- Once any design is approved by the Architect/Proof Consultant/PMC/JSCL any changes in the design specifications shall be initiated only with prior approval of JSCL.
- The payment is divided into two segments
Segment - I Till the approval of DPR (stage 1 to Stage 4)
Segment – II Tender and execution (stage 5 to Stage 10) including SQC works.
- If the project will be discontinued or aborted at any stage of work than the selected bidder will be paid up to the completed stage only.
- 5% will be deducted from each of the payments as performance security which will be refunded without interest after three months of successful completion of project subject to conditions enclosed in the Draft Contract.
- Authority shall deduct taxes at source, from the amounts payable as per applicable laws.
- The Authority would endeavour to provide its comments or approval on documents submitted by the consultant within 15 days from the date of submission and would Endeavour to make the payments within fifteen days thereafter of the submission or approval as the case may be. The above timeline is independent of the time that may be required for approval and providing comment on the document submitted.
- If the floated project is only for SQC work than the payment will be applicable from stage - 6 to stage -10. This means the selected bidder will get 50% payment of the fixed fee percentage in the category.

8. Allotment of Work

- a) Depending upon the requirement, the Client will invite empanelled firms on the type of work and specialization in the field of project from the empanelled Consultants/Architects.
- b) JSCL can float the competition between empanelled firms according to work experience/ categories of empanelment for any type of work. The time for submitting any proposal will be according to the size and scope of given work.
- c) The empanelled firms will be invited for any floated work/ projects according to the category of experience certificates submitted in the EOI.
- d) JSCL can invite the empanelled firms/ organization for presentation of any floated work/project.
- e) JSCL will review the submitted proposals and allot the work to the best proposal.
- f) JSCL, Jabalpur also reserves the right to allot the work to any of the empanelment Consultants/Architects after giving due consideration to the suitability and competence of Consultants/Architects to handle jobs, with due regard to their proven track record, which shall be reviewed by JSCL, Jabalpur (Employer) as found necessary from time to time.

INDEX

Requisite data in following forms are to be filled in and provide with documents.

Sl. No.	Brief description of contents of paragraph	PAGE Nos.
01	Letter of transmittal (Form-1)	
02	Eligibility Criteria Project Information	
03	General Information(Form-2)	
04	Financial details (Form-3)	
05	Details of completed works. (Form-4)	
06	Work experience certificates	
07	Other Documents	

FORM 1 - LETTER OF TRANSMITTAL

[ON THE LETTER HEAD OF APPLICANT]

To,

The Executive Director,

Jabalpur Smart City Limited

Jabalpur

SUB: EMPANELMENT OF CONSULTING FIRMS FOR –

Preparation of DPR, Bid process management, Comprehensive Architectural design, Engineering consultancy and PMC/SQC works for various Infrastructures, Building construction and projects in Jabalpur

Having examined the details given in Notice for Pre-qualification, we hereby submit relevant documents. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. We have submitted the requisite banker's certificate/ performance reports and authorize the JSCL or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation. We hereby confirm that we have read and understood all the stipulations given in this prequalification documents and the decision of JSCL with regard to our pre-qualification shall be final and binding on us.

We have submitted the certificates in support of our meeting the minimum eligibility criteria of completed work(s) for having successfully completed works.

The requisite processing fees of Rs. 5000.00 (Five thousand only) is herewith deposited through Demand Draft/ Pay Order payable at Jabalpur

Thanking You,

Yours faithfully,

Signature of authorized person with seal of agency/firm

FORM 2 – GENERAL INFORMATION

1.	Name of Applicant/Company	
2.	Address for correspondence	
3.	Official mail for communication	
4.	Contact Person: Telephone Nos. Fax Nos. Mobile No.	
5.	Type of Organization: a) A proprietary firm b) A firm in partnership (Attach copy of Partnership) c) A Limited Company (Attach copy of Article of Association) d) Another (mention the type)	
6.	Place and Year of Incorporation	
7.	Details of Registration of Proprietor/Partners/Directors with Council of Architecture	
8.	Name of Directors/Partners in the organization and their status along with their qualifications.	
9.	Name(s) of the persons along with their qualification and designation, who is authorized to deal with JSCL (Attach copy of power of Attorney)	
10.	Organization Chart of Key Personnel	
11.	Bank Details Name of the Bank: Account Number: IFS Code: Name & Address of the Branch: MICR Code:	

Signature of authorized person with seal of agency/firm

FORM 3 – FINANCIAL DETAILS

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account for the last 3 years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (certified copies to be attached)

		FY -2016 - 17 Rs. (In Lacs)	FY-2017 - 18 Rs. (In Lacs)	FY 2018 -19 Rs. (In Lacs)	Average annual turnover. Rs. (In Lacs)
		a	b	c	(a+b+c)/3
(i)	Annual Turnover for the Financial Year (FY)				

1. Summarised Page of Audited Profit & Loss Account of previous three Financial Years duly certified by a Chartered Accountant in practice, is to be submitted
2. Summarised Page of Audited Balance Sheet Figures for FY (ending 31st March of preceding FY), duly certified by Chartered in practice, and is to be submitted.

Signature of Chartered Accountant with Seal & Membership No.

Signature of authorized person with seal of agency/firm

FORM 4

DETAILS OF EXPERIENCE CERTIFICATES FOR THE WORK EXECUTED DURING LAST 07 YEARS

Sl. No .	Name of Work	Name of Clients	Project Cost in Crores	No. And Date of Completion Certificate	Cost of the work on completion in Crores
1.					
2.					
3.					
4					
5					
6					

Signature of authorized person with seal of agency/firm

FORM 5

|| AFFIDAVIT ||

(On Non Judicial stamp of Rs. 100)

I/We _____ who is / are _____
(status in the firm / company) and competent for submission of the affidavit on behalf of M/S _____ do solemnly affirm an oath and state that:

I/We am / are fully satisfied for the correctness of the certificates/ records submitted in support of the following information in bid documents which are being submitted in response to notice inviting expression of interest No. _____ for _____ (name of work) dated _____ issued by the _____ (name of the Department).

I/We am/ are fully responsible for the correctness of following self- certified information / documents and certificates.

1. That the self – certified information given in the bid document is fully true and authentic.
2. That :
 - A. The demand draft for processing fee and other relevant documents provided by the Bank are authentic.
 - B. Information regarding financial qualification and annual turnover is correct.
 - C. Information regarding various technical qualifications is correct.

Signature with seal of the Deponent (bidder)

I/We, _____ above deponent do hereby certify that the facts mentioned in above paras 1 to 2 are correct to the best of my knowledge and belief.

Verified today _____ (dated) at _____ (place).

Signature with seal of the Deponent (bidder)

Note: Affidavit duly notarized in original shall reach at least one calendar day before opening of the bid.

FORM 6 – Financial Proposal

(To be enclosed in a separate cover)

(On the Letter head of the Bidder)

Date:

The Executive Director,
Jabalpur Smart City Limited
Jabalpur

Sub: Financial proposal for Preparation of DPR, Bid process management, Comprehensive Architectural design, Engineering consultancy and PMC/SQC works for various Infrastructures, Building construction and projects in Jabalpur

Sir,

Having gone through this document and the General Conditions of contract and having fully understood the scope of work for the Project as set out in this document, we are pleased to inform that we would charge the mentioned total Consultancy fee (percentage in words and up to 2 decimal only) of the estimated cost or the actual cost of the project whichever is less, inclusive of all taxes and inclusive of all out of pocket expenses, site visits, expenses of travel, documentation, communication and local office expenses excluding service tax incurred by consultants for carrying out the Services envisaged in this document and Draft contract. However the Goods and service tax (GST) would be reimbursed as per actual by JSCL

Sr no	Category	Consultancy fee (in Percentage)	
		Group A (Up to Rs. 5.00Cr.)	Group B (Above Rs. 5.00 Cr.)
1	Development of water bodies including surrounding developments.		
2	Development of roads, footpaths and junction development with underground and overhead electrification		
3	Development of Landscaping, horticulture, and placing work including external electrification, water supply and other necessary works.		
4	Development of Buildings including site development		
5	Development of Nala, Storm water drain, Drainage system, sewerage and other infrastructure works		

We have reviewed all the terms and conditions of the document and undertake to abide by all the terms and conditions contained therein. We hereby declare that there are, and shall be no deviations from the stated terms in the Document.

Yours faithfully,

For and on behalf of.....

(Name of the Bidder)

(Signature of Authorized Signatory)

_____ (Name and designation of the Authorised Person)

(End of the Document)