

Request for Proposal

RFP Version 1.1 , Dated 26/09/2018

Name of Assignment: DEVELOPMENT OF PARKING POLICY AND
PARKING MANAGEMENT PLAN FOR
BHUBANESWAR CITY & PMU FOR
IMPLEMENTATION SUPPORT



**Bhubaneswar Smart City Limited
Block 1, 5th Floor, BMC-Bhawani Mall, Saheed Nagar
Bhubaneswar-751007**

26 September' 2018

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to the Bidders 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 Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, 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 Bidder 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 Bidders 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 Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder 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 Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Client 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 Client is bound to select a Bidder or to appoint the selected Consultant, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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

Section1: Instructions to Bidders and Data Sheet

A. General Provisions

1. Definitions:

- a) "Affiliate" means, in relation to a Bidder, a person who controls or is controlled by such Bidder, or a person who is under the common control of the same person who controls such Bidder.
- b) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time.
- c) "BSCL" means Bhubaneswar Smart City Limited.
- d) "Bidder" means any person that submits a Proposal pursuant to this RFP. The Bidder may be a single company/partnership firm/ consortium of firms.
- e) "Category A Assignment" means an assignment which meets the criteria set out in Clause 41(ii) of the Data Sheet
- f) "Category B Assignment" means an assignment which meets the criteria set out in Clause 41(ii) of the Data Sheet
- g) "Category C Assignment" means an assignment which meets the criteria set out in Clause 41(ii) of the Data Sheet
- h) "Category D Assignment" means an assignment which meets the criteria set out in Clause 41(ii) of the Data Sheet.
- i) "Clause" means a clause of the ITC.
- j) "Client" means Bhubaneswar Smart City Limited (BSCL), the implementing agency that will sign the Contract for the Services with the selected Consultant.
- k) "Companies Act" means the (Indian) Companies Act, 1956 or the (Indian) Companies Act, 2013, to the extent applicable.
- l) "Consultant" means the successful Bidder selected by the Client in accordance with this RFP to enter into the Contract to provide the Services.
- m) "Contract" means the legally binding written agreement to be executed between the Client and the selected Consultant. A draft of the Contract is set out in Section 7 and includes all the documents listed in clause 1 of the draft Contract (i.e., the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- n) "Control" in relation to a Person, means: (i) the ownership, directly or indirectly, of more than 50% of the voting shares of such Person; or (ii) the power, directly or indirectly, to direct or influence the management and policies of such Person by operation of law, contract or otherwise. The term "Controls" and "Controlled" shall be construed accordingly.
- o) "Data Sheet" means the data sheet set out in Part E of Section 1 with specific details and information to supplement (and not override) the general provisions set out in Part A of the ITC.
- p) "Day" means a calendar day.
- q) "Eligible Assignment" means either a Category A Assignment or a Category B Assignment or a Category C Assignment or a Category D Assignment which meets the criteria set out in Clause 27(ii) of the Data Sheet
- r) "Eligibility Criteria" means, collectively, the financial eligibility criteria and the technical eligibility criteria specified in the Data Sheet and the other eligibility criteria specified in Clauses 3, 4 and 5, which a Bidder is required to satisfy to be qualified as an eligible Bidder for award of the Contract.
- s) "EMD" shall have the meaning ascribed to it in Clause 20.

- t) "Project Team" means the team of Key Experts proposed to be engaged by a Bidder, if selected as the Consultant, to perform the Services, which at a minimum must include such number of Key Experts, as specified in Table 2 of the Terms of Reference and Form FIN-3 of the RFP.
- u) "Financial Proposal" means the financial proposal of the Bidder comprising the documents set out in Clause 19.
- v) "GoO" means the Government of Odisha
- w) "GoI" means the Government of India.
- x) "Key Expert" means an individual proposed to be engaged by a Bidder, if selected as the Consultant, who must have the minimum qualification and experience as specified in Table 2 of the Terms of Reference for the position that such individual is proposed to hold. As the experience, knowledge, skill and qualification of each Key Expert is critical to the performance of the Services, the curriculum vitae (CVs) of each Key Expert, submitted by a Bidder as a part of its Proposal, will be taken into account in the evaluation of the Technical Proposals.
- y) "ITC" mean the Instructions to Consultants set out in Section 1 of the RFP that provides the Bidders with all the information needed to prepare their Proposals.
- z) "Person" means any individual, company, corporation, firm, and partnership, trust, sole proprietor, limited liability partnership, cooperative society, Government Company or any other legal entity.
- aa) "Personnel" means, collectively, Key Experts, Support Team, and any other personnel proposed to be engaged by a Bidder, if selected as the Consultant, to provide the Services.
- bb) "Performance Security" shall have the meaning ascribed to it in Clause 25.
- cc) "Proposal" means the submissions made by a Bidder pursuant to the RFP, which will include the Qualification Documents, Technical Proposal and the Financial Proposal.
- dd) "Proposal Due Date" means the last date for submission of the Proposals, as specified in the Data Sheet.
- ee) "Qualification Documents" means the documents submitted by the Bidder to demonstrate its eligibility in accordance with Clause 18.
- ff) "Reimbursable Expenses" shall have the meaning ascribed to it in Clause 36 of the Data Sheet.
- gg) "RFP" means this, request for proposal dated along with its schedules, annexures and appendices and includes any subsequent amendment issued by the Client.
- hh) "Services" means the work to be performed by the Consultant pursuant to the Contract, as described in greater detail in the TOR and the Smart City Proposals.
- ii) "Technical Proposal" means the technical proposal of the Bidder comprising the documents set out in Clause 18.
- jj) "TOR or Terms of Reference" means the terms of reference set out in Section 6 of the RFP that explain the objectives, scope of work, activities, tasks to be performed, respective role and responsibilities of the Client and the Consultant ,and expected results and deliverables of the Project.

2. Introduction

2.1 Background

Bhubaneswar is one of the fastest growing cities in the country with its population increasing by 30% between 2001 and 2011. The city, which has a current population of over 8,00,000, is expected to grow to 20,00,000 by 2030. To facilitate such growth in a sustainable manner, Bhubaneswar aims to be one of the country's premier Smart City, with a range of initiatives to develop the city's infrastructure through coordinated policy, planning and technological

interventions. A key area of focus for Bhubaneswar Smart City project is sustainable urban mobility. Increase in the city's population has led to an increase in urban mobility within the city. As per Bhubaneswar CDP (2008), 49% of the registered vehicles are two-wheelers and another 11% are cars. Over the last 5 years almost 3 lakhs vehicles have been added on the roads of Bhubaneswar, with growth rate far more than national average. Such vehicular growth has resulted in an increase in road congestion, safety and parking demand.

Lack of parking facilities is emerging as a crucial issue in the city. 90 percent of authorized public parking spaces in the city are on-street, occupying valuable road space and worsening road congestion and safety. This issue is compounded by prevalence of unauthorized or unregulated parking on the streets. The city of Bhubaneswar recognizes the need to cater to the increasing demand in parking in a balanced and sustainable manner, such that parking management becomes a powerful tool in managing parking needs, as well as use of private vehicles. Hence, Bhubaneswar Smart City Limited (BSCL) wants to develop a two pronged approach to address parking issues - a) develop a city level Parking Policy; and b) develop a Parking Management Plan.

The aim of the Parking Policy of Bhubaneswar would be to guide the development of planned parking facilities such that they are in line with the city's Smart City goals, urban transit objectives and are integrated with the city's development plans. The policy should be to identify areas of policy intervention, recommendations to guide development, management, identify stake holders and their responsibilities for the effective parking policy implementation and time lines for the implementation of recommendations in phased manner. Likewise, the aim of the Parking Management Plan should be to assess the existing parking scenario in the city, identify existing parking issues, and develop a phased plan to manage existing and future parking demand and supply (on-street and off-street), keeping in mind development of mass transit facilities, smart technologies, land use integration and transit oriented development in the city over short, medium and long terms, and, determine an optimal pricing policy for sustainable parking management.

BSCL intends to engage consultancy services for developing the proposed Parking Policy and Parking Management Plan & PMU for implementation support for the city. Provided below is the detailed scope of work and other criteria for selection of the same.

2.2 Miscellaneous

- a. The Contract (appended to the RFP at Section 7), which will be signed between the Client and the Consultant is for a term of 24 months, which term may be extended on mutually acceptable terms and conditions.
- b. The Client has adopted a single-stage bid process for selection of the Consultant. Bidders who are eligible in accordance with Clauses 3, 4,5 and 6 of the RFP are invited to submit their Proposals for providing the Services, which will consist of three parts: (i) Qualification Documents; (ii) Technical Proposal; and (iii) Financial Proposal, each in the formats specified in Section 2 and 3.
- c. The evaluation of the Proposals will be carried out in three sub-stages:
 - i. The first sub-stage will involve qualification of the Bidders based on evaluation of their Qualification Documents to determine compliance with the Eligibility Criteria. Only those Bidders who are found to meet the Eligibility Criteria will be qualified for the next sub-stage.
 - ii. In the second sub-stage, the Technical Proposals of the eligible and qualified Bidders will be evaluated to determine compliance with the requirements of this RFP, including the TOR. Only those Bidders who score at least the minimum qualifying technical score, as specified in the Data Sheet, on their Technical

- Proposals will be eligible for evaluation of their Financial Proposals in the third and final sub-stage.
- iii. In the third and final sub-stage, the Financial Proposals of the eligible and qualified Bidders who's Technical Proposals have received at least the minimum qualifying technical score will be evaluated and scored in accordance with the formula specified in the Data Sheet. The Proposals of the qualified Bidders will be finally ranked on the basis of their combined weighted technical score and financial score, with 80% weightage being assigned to the Technical Proposal and 20% weightage to the Financial Proposal.
 - d. The first ranking Bidder will be invited to participate in negotiations with the Client in accordance with Clause 32. Thereafter, upon completion of the negotiations, the Client will issue a letter of award to the first ranking Bidder, declaring the first ranking Bidder to be the selected Consultant. Following receipt of the letter of award, the Bidder will furnish the Performance Security in accordance with Clause 25, fulfil any other conditions specified in the letter of award and execute the Contract with the Client.
 - e. The Bidders should familiarize themselves with the local conditions and take them into account in preparing their Proposals. Bidders may attend the pre-bid meeting, which will be held on the date specified in the Data Sheet, during which the Bidders will be free to seek clarifications and make suggestions to the Client on the scope of the Services or otherwise in connection with the RFP. Attending any such pre-bid meeting is optional and is at the Bidders' expense.
 - f. The statements and explanations contained in the RFP are intended to provide the Bidders with an understanding of the scope of the Services. Such statements and explanations should not be construed or interpreted as limiting in any way or manner: (i) the scope of the rights and obligations of the Consultant, as set out in the Contract; or (ii) the Client's right to alter, amend, change, supplement or clarify the rights and obligations of the Consultant or the scope of the Services or the terms of the Contract. Consequently, any omissions, conflicts or contradictions in the RFP are to be noted, interpreted and applied appropriately to give effect to this intent. The Client will not entertain any claims on account of such omissions, conflicts or contradictions.
 - g. The Client will endeavour to provide to the Bidders, in a timely manner and at no additional cost, the inputs, relevant project data, responses to queries and reports required for the preparation of the Proposals as specified in the Data Sheet.
 - h. The Client will endeavour to adhere to the timelines set out in the Data Sheet for carrying out the bid process and award of the Contract.
 - i. It will be assumed that Bidders will have accounted for all relevant factors, including technical data, and applicable laws and regulations while submitting the Proposals.

3. Conflict of Interest

- 3.1 The Bidder is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2 The bidder has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the bidder or the termination of its Contract and/or sanctions by the Client.
- 3.3 Without limiting the generality of the foregoing, a Bidder shall be deemed to have a conflict of interest and shall not be hired as the Consultant under the circumstances set forth below:

a. Conflicting activities

Conflict between consulting activities and procurement of goods, works or non-consulting services: a bidder that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a bidder hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting assignments

Conflict among consulting assignments: a bidder (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder for the same or for another Client.

c. Conflicting relationships

Relationship with the Client's staff: A bidder (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

4. Unfair Competitive Advantage

Fairness and transparency in the selection process require that the bidder or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet, if any and make available together with this RFP all information that would in that respect give the bidder any unfair competitive advantage over competing Consultants.

5. Corrupt and Fraudulent Practices

- 5.1 The Bidder (including its officers, employees, agents and advisors), its Personnel and Affiliates shall observe the highest standards of ethics during the bid process. Notwithstanding anything to the contrary in this RFP, the Client shall reject a proposal without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has directly or indirectly through an agent engaged in any corrupt practice, fraudulent practice, coercive practice, collusive practice, undesirable practice or restrictive practice, as defined in Section 5.
- 5.2 To this end, the Bidder shall permit and shall cause its agents and Personnel to permit the Client to inspect all accounts, records, and other documents relating to the submission of the Proposal and in case of the Consultant, the performance of the Contract and to have them audited by auditors appointed by the Client.

6. Eligibility

- 6.1 A company incorporated under the Companies Act or an equivalent law outside India or a firm or limited liability partnership registered in India or in any other jurisdiction, which meets the Eligibility Criteria shall be eligible to submit a Proposal. In case of consortium, the Lead Member of the consortium must be operational in India since last 10 years. However, the bidder must have a valid GST registration in India.
- 6.2 Consortium with a maximum of two members will be allowed for the project.

7. Acknowledgement by Bidder

- 7.1 It shall be deemed that by submitting the Proposal, the Bidder has:
- i. made a complete and careful examination of the RFP and any other information provided by the Client under this RFP;
 - ii. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Client;
 - iii. Satisfied itself about all things, matters and information, necessary and required for submitting an informed Proposal, and performing the Services in accordance with the Contract and this RFP.
 - iv. acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the RFP or ignorance of any matter in relation to this assignment shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations or loss of profits or revenue from the Client, or a ground for termination of the Contract; and
 - v. Agreed to be bound by the undertakings provided by it under and in terms of this RFP and the Contract.

8. Rights of the Client

- 8.1 The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- i. suspend the bid process and/or amend and/or supplement the bid process or modify the dates or other terms and conditions relating thereto prior to the issuance of the letter of award to the Consultant;
 - ii. consult with any Bidder in order to receive clarification or further information;
 - iii. retain any information, documents and/or evidence submitted to the Client by and/or on behalf of any Bidder;
 - iv. independently verify, disqualify, reject and/or accept any and all documents, information and/or evidence submitted by or on behalf of any Bidder, provided that any such verification or lack of such verification by the Client shall not relieve the Bidder of its obligations or liabilities, or affect any of the rights of the Client;
 - v. reject a Proposal, if: (A) at any time, a material misrepresentation is made or uncovered; or (B) the Bidder in question does not provide, within the time specified by the Client, the supplemental information sought by the Client for evaluation of the Proposal.
 - vi. Accept or reject a Proposal, annul the bid process and reject all Proposals, at any time prior to the issuance of the letter of award to the Consultant, without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons whatsoever to any Bidder.

- 8.2 If the Client exercises its right under this RFP to reject a Proposal and consequently, the first/highest ranked Bidder gets disqualified or rejected, then the Client reserves the right to:
- i. Invite the next ranked Bidder to negotiate the Contract, except in the case where the rejection is for the reason mentioned in clause 8.1 (vi); or
 - ii. Take any such measure as may be deemed fit in the sole discretion of the Client, including inviting fresh Proposals from the qualified Bidders or annulling the entire bid process.

B. Preparation of Proposals

9. General Considerations

In preparing the Proposal, the Bidder is expected to examine the RFP in detail. The RFP must be read as a whole. If any Bidder finds any ambiguity or lack of clarity in the RFP, the Bidder must inform the Client at the earliest to seek clarity on the interpretation of the RFP. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

10. Cost of Preparation of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of the Contract, without assigning any reason and without incurring any liability to the Bidder.

11. Language

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the Client shall be written in the language(s) specified in the Data Sheet.

12. Documents Comprising the Proposal

- a. The Proposal shall consist of 3 parts: (a) Qualification Documents; (b) the Technical Proposal; and (c) the Financial Proposal. Each part will comprise the documents and forms listed in Clauses 18 and 19.
- b. The Bidder shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Form FIN-1).

13. Only One Proposal

The Bidder shall submit only one Proposal. If a Bidder submits or participates in more than one Proposal, all such Proposals shall be disqualified and rejected. Further, a Bidder's proposed Key Experts and Support Staff are also precluded from participating as Key Experts and Support Staff in more than one Proposal.

14. Proposal Validity

- a. Each Proposal must remain valid for the period specified in the Data Sheet.
- b. During the Proposal validity period (as specified in the Data Sheet), the Bidder shall maintain its original Proposal without any change, including in the proposed project team and the Financial Proposal.
- c. If it is established that any Key Expert nominated in the Bidder's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be rejected and may be subject to sanctions specified in Section 5 for corrupt and fraudulent practices.

Extension of Validity Period

- d. The Client will make its best effort to complete the bid process and select the Consultant within the Proposal's validity period specified in the Data Sheet. However, should the need arise, the Client may request, in writing, all Bidders who submitted Proposals prior to the Proposal Due Date to extend the Proposals' validity.

- e. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the continued availability of the Key Experts.
- f. The Bidder has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated, and the EMD of such Bidder will be returned in the manner set out in this RFP.
- g. In the event a Bidder agrees to extend the validity of its Proposal, the validity of the EMD submitted by such Bidder along with the Proposal (where the EMD is submitted in the form of a bank guarantee) will also be extended for an equivalent period.

15. Project Team

The Consultant must have the requisite skill and experience to undertake the range of tasks specified in the TOR and the Contract. For this purpose, the Consultant shall constitute a project team of Key Experts and Specialists with the minimum qualification and experience, as specified in Section 6 (Table 2 – Consultants' Team) of the Terms of Reference.

16. Clarification and Amendment of the RFP

- a. The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries, as indicated in the Data Sheet. Any queries or requests for additional information in relation to the RFP should be submitted in writing or by fax or email. The envelope or communication must clearly bear the following subject line - "**Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support: Queries or Request for Additional Information**" and sent to the address/number/e-mail address indicated in the Data Sheet.

The Client shall make reasonable efforts to respond to the queries or request for clarifications on or before the date specified in the Data Sheet. The Client's responses to Bidder queries (including an explanation of the query but without identifying its source) will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification. The Client may, but shall not be obliged to communicate with the Bidders by e-mail, notice or other means it may deem fit about the issuance of clarifications. The Client reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this RFP shall be taken to be or read as compelling or requiring the Client to respond to any query or to provide any clarification. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

- i. At any time before the Proposal Due Date, the Client may amend the RFP by issuing an amendment. The amendments shall be uploaded on the Client's website and will be binding on the Client and the Bidders. The Bidders shall update themselves by visiting the Client's website regularly and the Client bears no responsibility for any Bidder's failure to do.
 - ii. If the amendment is substantial, the Client may extend the Proposal Due Date to give the Bidders reasonable time to take an amendment into account in their Proposals.
 - iii. Verbal clarifications and information given by the Client or any other Person for or on its behalf shall not in any way or manner be binding on the Client.
- b. The Bidder may substitute, modify or withdraw its Proposal at any time prior to the Proposal Due Date. No Proposal shall be substituted, withdrawn or modified after the time specified in the Data Sheet on the Proposal Due Date.

17. Preparation of Proposals – Specific Considerations

While preparing the Proposal, the Bidder must give particular attention to the estimated Key Experts' time input (expressed in man-month) as set out in Table 2 of the Terms of Reference. This estimate is indicative and the Proposal shall be based on the Bidder's own estimates of the time to be spent on providing the Services.

18. Qualification Documents, Technical Proposal Format and Content

- a. The Qualification Documents and Technical Proposal are un-priced proposals and shall not include any financial information. A Qualification Documents and Technical Proposal containing material financial information shall be declared non-responsive.
- b. The Qualification Documents submitted by a Bidder shall comprise the following:
 - i. The Qualification Documents Proposal Submission Form in the form attached at Appendix 1;
 - ii. Details of the Bidder in form set out at Appendix 2;
 - iii. The bid document processing fee in the form of a demand draft drawn in favour of the Client;
 - iv. The EMD: If the Bidder is submitting the EMD in the form of a bank guarantee, it must be in the format set out at Appendix 3;
 - v. A power of attorney for signing the Proposal in the format set out in Appendix 4;
 - vi. Financial qualification of the Bidder in the format set out in Appendix 5 along with copies of duly audited financial statements for the financial years being considered for the purposes of evaluation of the Bidder's financial capacity;
 - vii. Certificate from statutory auditor regarding the annual turnover of the Bidder in the format set out in Appendix 6;
 - viii. Technical qualification of the Bidder in the format set out in Appendix 7 along with supporting certificates from clients;
 - ix. Duly certified copy of the Bidder's certificate of incorporation/certificate of registration issued under its applicable laws.
- c. The Technical Proposal submitted by a Bidder shall comprise the following:
 - i. Comments and suggestions on the TOR and facilities to be provided by the Consultant in the format set out in Form TECH-1;
 - ii. Description of approach, methodology, and work plan in the format set out in Form TECH-2;
 - iii. Work schedule for Deliverables in the format set out in Form TECH-3;
 - iv. Team composition and Key Experts' inputs and curriculum vitae of Key experts and Specialists in the format set out in Form TECH-4; and
 - v. If applicable, undertaking regarding availability of Key Experts in the format set out in Form TECH-5.
 - vi. The Technical Presentation in MS PowerPoint format written on a CD/DVD and marked & sealed in a cover. The Bidder shall not propose alternative Key Experts. Only one CV shall be submitted for each position as indicated in the TOR. Failure to comply with this requirement will make the Proposal non-responsive.

19. Financial Proposal

- a. The Financial Proposal submitted by the Bidder shall comprise the following:
 - i. Financial Proposal Submission Form in the format set out in Form FIN-1;
 - ii. Summary of costs in the format set out in Form FIN-2; and
 - iii. Breakdown of remuneration in the format set out in Form FIN-3.

Reimbursable Expenses as set out in the Data Sheet will be reimbursed to the Bidder on an actual basis on production of supporting documents and approval of such Reimbursable Expenses by the Client. The Reimbursable expenses should not be the part of Total Value of Contract.

Taxes

- b. The Consultant and its Personnel are responsible for meeting all tax liabilities arising out of the Contract. Information on taxes in the Client's country is provided in the Data Sheet.

Currency of Proposal

- c. The Bidder shall submit its Financial Proposal in Indian Rupees.

Currency of Payment

- d. Payments under the Contract shall be made in Indian Rupees.

20. Earnest Money Deposit

- a. An Earnest Money Deposit (EMD) amount as indicated in the Data Sheet in the form of a demand draft or irrevocable, unconditional and on-demand bank guarantee drawn in favour of the Client and payable at Bhubaneswar must be submitted along with the Proposal.
- b. Proposals not accompanied by EMD shall be rejected as non-responsive.
- c. The EMD submitted along with the Proposal will remain valid till the validity of the Proposal, including any extensions thereof.
- d. No interest shall be payable by the Client for the sum deposited as EMD.
- e. Unless forfeited in accordance with Clause 21 below, the EMD of the unsuccessful Bidders will be returned within 1 month of signing of the Contract with the Consultant. The EMD of the selected Bidder (i.e., the Consultant) will be returned upon the selected Bidder furnishing the Performance Security in accordance with Clause 25.

21. Forfeiture of EMD

The EMD shall be forfeited and appropriated by the Client as mutually agreed genuine pre-estimated compensation and damages payable to the Client for the time, cost and effort of the Client, without prejudice to any other right or remedy that may be available to the Client under the RFP or in law under the following conditions:

- a. If a Bidder withdraws its Proposal during the Proposal validity period or any extension agreed by the Bidder thereof.
- b. If a Bidder is disqualified in accordance with Clause 3;
- c. If the Bidder tries to influence the evaluation process or engages in corrupt, fraudulent, coercive or undesirable practice or restrictive practice as set out in Section 5.
- d. If a Bidder is declared the first ranking Bidder and it:
 - i. Withdraws its Proposal during negotiations. However, failure to arrive at a consensus between the Client and the first ranked Bidder shall not be construed as withdrawal of proposal by the first ranked Bidder;
 - ii. fails to furnish the Performance Security in accordance with Clause 24 of the RFP;
 - iii. fails to sign and return, as acknowledgement, the duplicate copy of the letter of award;
 - iv. fails to fulfil any other condition precedent to the execution of the Contract, as specified in the letter of award; or
 - v. fails to execute the Contract.

22. Bid documents and Processing Fees

- a. All Bidders are required to pay the amount as indicated in the Data Sheet towards the cost of bid documents processing fees as follows:
 - i. Bid document processing fee shall be paid through demand draft drawn in favour of the Client.
 - ii. The bid document processing fee is non-refundable.

Please note that the Proposal, which does not include the Bid documents and processing fees, would be declared as non-responsive and accordingly, rejected.

C. Submission, Opening and Evaluation

23. Submission, Sealing, and Marking of Proposals

- a. The Bidder shall submit a signed and complete Proposal comprising the documents specified in Clause 18 and Clause 19.
- b. The Technical and Financial Proposals must necessarily be “Hard Bound/Spiralled” separately and all pages serially numbered.
- c. The Proposal shall be submitted in physical form (hard copy) and will be hand delivered or sent by registered post, speed post or courier in the manner and to the address specified in the Data Sheet:

The Client will not be responsible for any delays, loss or non-receipt of Proposals. Proposals submitted by fax, telegram or e-mail shall be rejected. Each Proposal must be typed or written in indelible ink and an authorized representative of the Bidder shall sign the Proposal and physically initial all pages of the Proposal. The authorization shall be by way of a written power of attorney executed in the format attached as Appendix 4. The name and position held by the person signing the Proposal must be typed or printed below the signature.

- d. The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the authorized signatory/ person signing the Proposal.
- e. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies required to be submitted is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- f. The Proposal will comprise 3 separate sealed envelopes which will be placed in a sealed outer envelope as follows:
- g. The first envelope (Envelope A) will contain the Qualification Documents in original and such number of copies as specified in the Data Sheet and be marked as follows:

“DEVELOPMENT OF PARKING POLICY AND PARKING MANAGEMENT PLAN FOR
BHUBANESWAR CITY & PROGRAM MANAGEMENT UNIT FOR IMPLEMENTATION
SUPPORT

QUALIFICATION DOCUMENT

DO NOT OPEN BEFORE [Insert Time Indicated in the Data Sheet] ON [Proposal Due
Date]”

- h. The second envelope (Envelope B) will contain the Technical Proposal in original and such number of copies as specified in the Data Sheet and be marked as follows:

“DEVELOPMENT OF PARKING POLICY AND PARKING MANAGEMENT PLAN FOR
BHUBANESWAR CITY & PROGRAM MANAGEMENT UNIT FOR IMPLEMENTATION
SUPPORT

TECHNICAL PROPOSAL

DO NOT OPEN BEFORE COMPLETION OF EVALUATION OF QUALIFICATION
DOCUMENTS”

- i. The third envelope (Envelope C) will contain the original Financial Proposal and be marked as follows:

“DEVELOPMENT OF PARKING POLICY AND PARKING MANAGEMENT PLAN FOR
BHUBANESWAR CITY & PROGRAM MANAGEMENT UNIT FOR IMPLEMENTATION
SUPPORT

FINANCIAL PROPOSAL

DO NOT OPEN BEFORE COMPLETION OF EVALUATION OF TECHNICAL
PROPOSAL”

- j. The sealed envelopes containing the Qualification Documents, Technical Proposal and Financial Proposal shall be placed into one outer envelope and sealed. This outer envelope shall bear the name and address of the Bidder and the RFP reference number and be marked as follows:

“DEVELOPMENT OF PARKING POLICY AND PARKING MANAGEMENT PLAN FOR
BHUBANESWAR CITY & PROGRAM MANAGEMENT UNIT FOR IMPLEMENTATION
SUPPORT - PROPOSAL

DO NOT OPEN BEFORE [Insert Time Indicated in the Data Sheet] ON [Proposal
Due Date”].

- k. If the envelopes are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

24. Confidentiality

- a. From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the Client on any matter related to its Qualification Documents, Technical Proposal and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidders who submitted the Proposals or to any other party not officially involved with the bid process, until the publication of the Contract award.
- b. Any attempt by a Bidder or anyone on behalf of the Bidder to influence improperly the Client in the evaluation of the Proposals or award of the Contract may result in the rejection of its Proposal.
- c. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

25. Performance Security

- 25.1 Upon selection, the Consultant shall furnish to the Client, a performance security of the amount specified in Clause 25.2 below, on or before execution of the Contract to secure the

due performance of the obligations of the Consultant under the Contract (the **Performance Security**). The Performance Security will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the Client in the format appended to the Contract.

25.2 The Performance Security shall be for an amount equal to 10% (**Ten percent**) of the total value of the Contract.

26. Opening and Evaluation of Proposals

- a. The Client shall open only those Proposals that are submitted on or before the specified time on the Proposal Due Date.
- b. The Client shall open the Proposals at the time and on the date and the address specified in the Data Sheet.
- c. The Client's evaluation committee shall conduct the opening of the Proposals in the presence of the Bidders whose authorized representatives choose to attend the bid opening event.

27. Responsiveness and Eligibility Tests

a. First, the Client's evaluation committee shall open and evaluate the Qualification Documents for responsiveness and to determine whether the Bidders are eligible to be awarded the Contract. At the opening of the Qualification Documents, the following shall be read out:

- the name and the country of the Bidder;
- the presence or absence of duly sealed envelopes with the Technical Proposal and the Financial Proposal; and
- any modifications to the Proposal submitted prior to the Proposal Due Date.
- any other information deemed appropriate.

The Qualification Documents shall be considered responsive only if:

- a) all documents specified in Clause 18 are received in the prescribed format;
 - b) the Proposal is received by the Proposal Due Date;
 - c) it is signed, sealed and marked as specified in Clause 23;
 - d) it contains all the information and documents (complete in all respects) as requested in this RFP; and
 - e) it does not contain any condition or qualification.
- b. The Client's evaluation committee shall evaluate and determine whether the Bidders who have submitted responsive Qualification Documents satisfy the Eligibility Criteria.
- c. If any Bidder is found to be disqualified in accordance with the terms of the RFP or the Qualification Documents are found to be non-responsive or the Bidder does not meet the Eligibility Criteria, then the Proposal submitted by such Bidder will be rejected.
- d. Upon completion of evaluation of the Qualification Documents, the Client will notify the Bidders whether they are qualified and eligible for evaluation of their Technical Proposals.

28. Evaluation of Technical Proposals

The Client's evaluation committee shall evaluate the Technical Proposals of eligible Bidders for responsiveness. If the Technical Proposal is found:

- a. not to be complete in all respects; or
- b. not duly signed by the authorized signatory of the Bidder;
- c. not to be in the prescribed format; or

- d. to contain alterations, conditions, deviations or omissions,

then such Technical Proposal shall be deemed to be substantially non-responsive and be liable to be rejected.

Each responsive Technical Proposal submitted by an eligible Bidder will be given a technical score on the basis of the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. The Financial Proposals of only those Bidders who score at least the minimum qualifying technical score, as specified in the Data Sheet, on their Technical Proposals will be opened by the Client.

29. Public Opening of Financial Proposals (for QCBS, methods)

- a. After the evaluation of Technical Proposals of eligible Bidders is completed, the Client shall notify those Bidders whose Technical Proposals were considered non-responsive to the RFP or who do not score the minimum qualifying technical score that their Financial Proposals will not be opened, along with information relating to the Bidder's overall technical score, as well as scores obtained for each criterion and sub-criterion). The Financial Proposals of technically unqualified Bidders will be returned unopened. The Client shall simultaneously notify in writing those Bidders that have achieved the minimum qualifying technical score and inform them of the date, time and location for the opening of their Financial Proposals. The opening date should allow the Bidders sufficient time to make arrangements for attending the opening. The Bidder's attendance at the opening of the Financial Proposals is optional and is at the Bidder's choice.
- b. The Financial Proposals of eligible Bidders whose Technical Proposals have scored at least the minimum qualifying technical score shall be opened by the Client's evaluation committee on the date and at the time notified by the Client in the presence of the Bidders whose designated representatives choose to be present. At the opening of the Financial Proposals, the names of the Bidders, and the overall technical scores, including the breakdown by criterion, shall be read aloud. The Financial Proposals will then be evaluated to confirm that they have remained sealed and unopened and are responsive in terms of the RFP. If any Financial Proposal is found:
 - i. not to be complete in all respects;
 - ii. not duly signed by the authorized signatory of the Bidder;
 - iii. not to be in the prescribed format; or
 - iv. to contain alterations, conditions, deviations or omissions,then such Financial Proposal shall be deemed to be substantially non-responsive and liable to be rejected.

The Financial Proposals that are found to be responsive will be evaluated, and the total cost quoted by the eligible and technically qualified Bidders will be read aloud and recorded. Each responsive Financial Proposal will be given a financial score on the basis of the formula specified in the Data Sheet.

30. Correction of Errors

- a. Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, and no corrections will be made to the Financial Proposal.

The Client's evaluation committee will correct any computational or arithmetical errors in the Proposals. In case of discrepancy between (a) a partial amount (sub-total) and the total amount; or (b) between the amount derived by multiplication of unit price with

quantity and the total price; or (c) between words and figures, the former will prevail in each case. In case of any discrepancy between the Technical Proposal and the Financial Proposal of a Bidder in the time input in man-months for any Key Expert, the Technical Proposal shall prevail and the Client's evaluation committee shall correct the quantities specified in the Financial Proposal so as to make it consistent with the corresponding quantities specified in the Technical Proposal, apply the relevant rate per man month included in the Financial Proposal to the corrected quantity, and correct the total cost stated in the Financial Proposal.

31. Combined Quality and Cost Evaluation

- a. The total score of an eligible and technically qualified Bidder will be calculated by weighting its technical score and financial score and adding them as per the formula set out in the Data Sheet. The Proposals of the eligible and technically qualified Bidders will then be ranked on the basis of their combined weighted technical and financial score. The Bidder achieving the highest combined weighted technical and financial score may be issued a letter of invitation by the Client to negotiate the Contract with the Client.

If 2 or more Bidders are ranked the highest bidders with the same combined weighted technical and financial score, the Proposal with the higher technical score will be ranked first. Subject to Clause 32, the first/highest ranked Bidder will ordinarily be the selected Bidder.

D. Negotiations and Award

32. Negotiations

- a. The first/highest ranking bidder may, if necessary, be invited for negotiations with the Client. The negotiations will be held at the date and address indicated in the Data Sheet with the Bidder's authorized representative. The negotiations will be for re-confirming the obligations of the Consultant under the Contract and the RFP and finalising the detailed work plan, deliverables, payment milestones and the proposed Key experts
- b. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant's authorized representative.

a. Availability of Key Experts

The first/highest ranking Bidder shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 14. Failure to confirm the Key Experts' availability may result in the rejection of the first/highest ranking Bidder's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Bidder.

Notwithstanding the above, the substitution of Key Experts during the negotiations may be considered if such substitution is due solely to circumstances outside the reasonable control of and not foreseeable by the first/highest ranking Bidder, including but not limited to death or medical incapacity. In such case, the first/highest ranking Bidder shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original Key Expert.

b. Technical negotiations

The negotiations will include discussions on the Terms of Reference (TORs), the proposed methodology, quality of work plan, the Client's inputs, deployment of the Key Experts and the Support Team, the special conditions of the Contract, and finalizing the details of the Services to be provided by the Consultant. These discussions shall not substantially alter the original scope of Services under the TOR or the terms of the Contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial negotiations

The negotiations may include discussions on the Consultant's tax liability in India and how it should be reflected in the Contract.

The total price stated in the Financial Proposal shall not be negotiated.

33. Conclusion of Negotiations

- a. The negotiations will be concluded with a review of the draft Contract.
- b. If the negotiations fail, the Client shall inform the first/highest ranking Bidder in writing of all pending issues and disagreements and provide a final opportunity to the first/highest ranking Bidder to respond. If disagreement persists, the Client shall terminate the negotiations informing the first/highest ranking Bidder of the reasons for doing so. Upon termination of the negotiations with the first/highest ranking Bidder, the Client may invite the next-ranked Bidder to negotiate the Contract with the Client or annul the bid process, reject all Proposals and invite fresh Proposals. If the Client commences negotiations with the next-ranked Bidder, the Client shall not reopen the earlier negotiations.

34. Award of Contract

- a. After completing the negotiations, the Client shall issue a letter of award to the selected Bidder:
 - i. accepting the Proposal of the selected Bidder with such modifications as may be negotiated with the Client;
 - ii. appointing it as the Consultant;
 - iii. requesting it to submit the Performance Security in accordance with Clause 24;
 - iv. requesting it to appoint the Key Experts forming part of project team who are not employees of the Consultant but have consented to being engaged by the Consultant on a contract basis to perform the Services or a part thereof in accordance with the Contract;
 - v. Subject to submission of the Performance Security and satisfaction of all other conditions specified in the letter of award, requesting it to execute the Contract.
Within [15] days of receipt of the letter of award, the selected Bidder shall sign and return a copy of the letter of award.
- b. Upon execution of the Contract, the Client will publish the award information as per the instructions in the Data Sheet; and promptly notify the other technically qualified Bidders of the conclusion of the selection process or upload the details of the selected Consultant on its website.
- c. The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
- d. If the selected Bidder fails to satisfy the conditions specified in Clause 34.a above or fails to execute the Contract on or before the date specified in the letter of award, the Client may, unless it consents to an extension, without prejudice to its other rights under the RFP or in law, disqualify the selected Bidder, revoke the letter of award and forfeit the EMD of the selected Bidder. If the Client elects to disqualify the selected Bidder and revoke the letter of award, it may invite the next ranked Bidder to negotiate the Contract with the Client or take any such measure as it may deem fit, including inviting fresh Proposals from the eligible Bidders or annulling the entire bid process.

E. Data Sheet

35. General

ITC Clause Reference

35.1 Name of the Client: Bhubaneswar Smart City Limited (BSCL)
Method of selection: Quality and Cost Based Selection 80:20 (Technical: Financial)
Minimum qualifying technical score: 70
Please refer clause 30 of ITC.
A pre-bid meeting will be held: Yes
 Date of pre-bid meeting: 8th Oct 2018 Time: 3.00 pm

Address:
 Bhubaneswar Smart City Limited, Block-1
 5th Floor, BMC Bhawani Mall, Saheed Nagar,
 Bhubaneswar, Odisha (India), Pin-751007
 Telephone: 0674- Fax: 0674-
 E-mail:
 Contact person:

35.2 SCHEDULE OF BIDDING PROCESS

The client shall endeavour to adhere to the following schedule:

Sr.No.	Event Description	Date
1	Issue of Advertisement	26/09/2018
2	Uploading of RFP	26/09/2018
3	Last date of receiving Queries	06/10/2018
4	Pre-bid Meeting	08/10/2018
5	Reply to Pre-bid Queries	Within 7 days of Pre-bid meeting
6	Last Date of submission of Proposals	20/10/2018 (11 AM)
7	Opening of Proposals (Qualification & Technical Proposals)	20/10/2018 (4 PM)
8	Technical Presentation	23/10/2018
9	Opening of Financial Proposal	25/10/2018
10	Validity of Proposal	90 days from the last date of submission of proposal (i.e.)

35.3Preparation of Proposals

This RFP has been issued in the English language.

Proposals shall be submitted in English Language.

All correspondence exchange shall be in English Language.

No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any document is in another language, it must be accompanied by an accurate translation of all the relevant passages in English by an approved/authorized/licensed translator, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

35.4 Proposals must remain valid for 90 (ninety) calendar days after the Proposal Due Date .

35.5 Clarifications may be requested no later than 1 day prior to the pre-bid meeting date i.e. by 5 PM on 07/10/2018

The contact information for requesting clarifications is:

Bhubaneswar Smart City Limited, Block-1
5th Floor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007
Telephone: 0674- Fax: 0674- 2548428
E-mail: Mr. Saroj Kumar Swain
Contact person:bbsr.bscl@gmail.com

The Client shall make reasonable efforts to respond to the queries or request for clarifications on or before 7 days post the pre-bid meeting date.

36. Reimbursable Expenses:

Reimbursable Expenses means the expenses incurred by or that may be incurred by the Bidder under the heads of expenditure listed in Table no. 2 of FIN-2, which shall in no event exceed the corresponding amounts set out therein.

- a. The Reimbursable will not be included in the Total Value of the Contract.
- b. The consultant will be required to take prior approval for incurring Reimbursable Expenses. All amounts mentioned under the head of Reimbursable Expenses in Form FIN-2 will be reimbursed to the Consultant as per actuals on submission of proof of bills and approval thereof by the Client, subject to the maximum amount mentioned in Table No. 2 of Form FIN-2.
- c. The approval of the expenses shall be at the sole discretion of the Client.

37. A price adjustment provision applies to remuneration rates: Yes.

Indexation of remuneration will be done annually, the completion of 1 year will be considered from 1 year after date of the agreement. The following indices will be used for annual indexation: Consumer Price Index released by Ministry of Statistic and Programme Implementation, Govt. of India for the Odisha area and published on the website of the ministry (www.mospi.nic.in).

Following formula will be used for the purpose of indexation:

Applicable rate for Year n =

$$\frac{\text{Base Rate (n-1)}}{\text{Consumer Price Index (n-1)}} \times (\text{Consumer Price Index (n)})$$

Amount payable by the Client to the Consultant under the contract to be subject to local taxation:
Yes

The Client will reimburse the Consultant the GST payable by the Consultant for the Services, as per applicable laws. Any other taxes payable in connection with the Services will be borne by the Consultant.

- 38** An EMD of INR 2,00,000 (Indian Rupees Two Lakhs) in the form of a demand draft or bank guarantee from any Scheduled Commercial bank in India and drawn in favour of the Bhubaneswar Smart City Limited and payable at Bhubaneswar, must be submitted along with the Proposal.

If the EMD is submitted through a bank guarantee, it must be in the format set out in Appendix 3 and the minimum validity date of the bank guarantee should be 150 (one hundred fifty) days from the Proposal Due Date. In the event of any extension in the Proposal's validity, the EMD will also remain valid for such extended period.

- 39** Bid documents processing fee of INR 11,200 (Indian Rupees Eleven Thousand and Two Hundred only) (non-refundable, including GST) shall be paid through a demand draft in favour of the Bhubaneswar Smart City Limited and payable at Bhubaneswar.

40. Submission, Opening and Evaluation

40.1 The Consultant must submit the following number of copies of the Proposal:

- i. **Qualification Documents** - 1 original and 1 copy
- ii. **Technical Proposal** - 1 original and 1 copy
- iii. **Financial Proposal** - Only the original Financial Proposal needs to be submitted as a part of the Proposal.

The Proposals must be submitted no later than:

Date: 20/10/2018 (11 AM)

The Proposal must be delivered in physical form to the following address:

Bhubaneswar Smart City Limited, Block-1
5th Floor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007

40.2 The opening of the Proposals shall start at:

Bhubaneswar Smart City Limited, Block-1
5th Floor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007

Date: 20/10/2018 (4 PM)

41 Eligibility Criteria

i. Financial Eligibility

The Bidder should have a minimum average annual turnover from consultancy services of INR 50 crores (Indian Rupees Fifty Crores only) in the three financial years 2014-15, 2015-16 and 2016-17 prior to the Proposal Due Date. A copy of the certificate of incorporation and the audited financial statements of the preceding three years must be submitted along with the proposal.

ii. Technical Eligibility:

The bidder should be operating in India and preceding the proposal submission date should have following experience in all of the following category of assignments:

(a) Category-A: Experience in preparing Parking Policy/Parking Management Plan/ conducting Parking Studies– 2 Projects

(b) Category-B: Program Management Unit project experience of at least 3 member team for period of 1 year in Urban development projects – 2projects

42. Evaluation Criteria

The Technical Proposals of eligible and qualified Bidders shall be evaluated as follows:

Technical Proposal (Envelop B)

Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

Sr. No.	Description	Maximum Points
I	Specific experience of the Bidder in undertaking Category A, Category B and Category C Assignments:	30
	Sub Criteria	
	<p>Experience in Category A Assignment: Experience in Parking Policy/ Parking Management Plan/Conducting parking studies.</p> <p><i>[marking criteria -</i></p> <ul style="list-style-type: none"> • Upto2 projects – 6 marks • Upto3 projects – 9 marks • Upto 4 projects– 12 marks • 5 or more projects – 15 marks] 	15
	<p>Experience in Category B Assignment: Program Management Unit experience for project duration of atleast 1 year for urban development projects</p> <p><i>[marking criteria</i></p> <ul style="list-style-type: none"> • Upto 2projects – 4 marks • Upto 3 projects – 6 marks • Upto 4 projects– 8 marks • 5 or more projects – 10 marks] 	10
	<p>Experience in Category C Assignment: Project development and Transaction Advisory experience for Parking projects undertaken on PPP</p> <p><i>[marking criteria</i></p> <ul style="list-style-type: none"> • Upto 2 projects – 2 marks • Upto 3 projects – 3 marks • Upto 4 projects – 4 marks 	5

	<ul style="list-style-type: none"> 5 or more projects – 5 marks] 																			
II	<p>Adequacy and quality of the proposed approach, methodology, and work plan in responding to the Terms of Reference (TORs)</p> <p>{Notes to Bidder: the Client will assess whether the proposed methodology is clear, response to the TORs is realistic and implementable; overall team composition is balanced and has an appropriate skills mix and the work plan has right input of Experts. The client shall call for a presentation to complete this assessment. Presentation shall be made by the Team Leader}</p> <p>[marking criteria –</p> <ul style="list-style-type: none"> Understanding of scope of work – 6 marks Approach and Methodology – 12 marks Experience in and understanding of Bhubaneswar city –4 marks Understanding of parking sub-sector – 8 marks] 	30																		
III	<p>Key Expert qualifications and competence for the assignment</p> <p>Sub Criteria</p> <table border="1"> <thead> <tr> <th>S. No</th> <th>Position</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Team Leader –Urban Planning Specialist</td> <td>8</td> </tr> <tr> <td>2</td> <td>Parking & Urban Mobility Expert</td> <td>8</td> </tr> <tr> <td>3</td> <td>Finance & PPP Expert</td> <td>8</td> </tr> <tr> <td>4</td> <td>Sr. Consultant – project planning and development</td> <td>6</td> </tr> <tr> <td></td> <td>Sub Total</td> <td>30</td> </tr> </tbody> </table>	S. No	Position	Marks	1	Team Leader –Urban Planning Specialist	8	2	Parking & Urban Mobility Expert	8	3	Finance & PPP Expert	8	4	Sr. Consultant – project planning and development	6		Sub Total	30	30
S. No	Position	Marks																		
1	Team Leader –Urban Planning Specialist	8																		
2	Parking & Urban Mobility Expert	8																		
3	Finance & PPP Expert	8																		
4	Sr. Consultant – project planning and development	6																		
	Sub Total	30																		
IV	<p>Firm’s average annual turnover over last 3 years</p> <ul style="list-style-type: none"> from 50 Cr to 100 Cr – 4 marks from 100 Cr to 200 Cr –6 marks from 200 Cr to 500 Cr –8 marks above 500 Cr – 10 marks 	10																		

The number of points to be assigned to each of the above positions shall be determined considering the following sub-criteria and relevant percentage weights:

For all the above positions being evaluated

A1. Education qualification	20%
A2. Professional Experience	20%
B2. Experience relevant to ToR	60%

The team of key specialists and consultants are expected meet the qualification requirements specified in the Terms of Reference.

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **70**.

(QCBS)

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the Proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.8, and P = 0.2

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T + Sfx P$.

43. Negotiations and Award

Expected date and address for contract negotiations: To be intimated later.

The publication of the contract award information following the completion of the Contract negotiations and Contract signing will be done as following:

The information will be published in <http://www.smartcitybhubaneswar.gov.in/>

Expected date for the commencement of the Services:

Date: June 2018 at: Bhubaneswar (Odisha)

Section 2: Qualification documents and Technical Proposal - Standard Forms

QUALIFICATION DOCUMENTS

APPENDIX1: QUALIFICATION DOCUMENTS AND PROPOSAL SUBMISSION FORM [On the Letter head of the Bidder]

(Location, Date)

To:

Bhubaneswar Smart City Limited
Block-1, Vth Floor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007

Ref: RFP for Selection of Consultant for Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support to be implemented by Bhubaneswar Smart City Limited in Bhubaneswar City of Odisha in accordance with your Request for Proposals dated [Insert Date]. We are hereby submitting our Proposal, which includes the Qualification Documents and our Technical Proposal and Financial Proposal, each in a separate sealed envelope.

We hereby declare that:

- a. The Proposal is being submitted by _____ (**name of the Bidding company/partnership firm/ Lead member of consortium**), who is the bidding company/partnership firm / Consortium of _____, in accordance with the terms and conditions stipulated in the RFP. [Our Proposal includes the Letter of Acceptance as per the format specified in the RFP]
All the information and statements made in this Proposal are true, nothing has been omitted which renders such information misleading and we accept that any misinterpretation nor misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- b. All documents accompanying our Proposal are true copies of their respective originals. We will make available to the Client any additional information it may find necessary or require to authenticate or evaluate the Proposal.
- c. Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 35.4.
- d. We have no conflict of interest in accordance with Clause 3.
- e. We and our Affiliates are not submitting more than one or separate Proposals.
- f. We or any of our Affiliates have not been charge-sheeted by any agency of the government or convicted by a court of law, indicted or have had adverse orders passed by a regulatory authority which could cast a doubt on our ability to execute the Contract.
- g. No investigation by a regulatory authority is pending either against us or any of our Affiliates or against our chief executive officer or any of our Directors/managers/employees.

- h. If due to any change in facts or circumstances during the bid process, we attract the provisions of disqualification in terms of the provisions of this RFP, we shall inform the Client of the same immediately.
- i. We meet the Eligibility Criteria and all other requirements of the RFP and are qualified to submit a Proposal, We have not directly or indirectly through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, collusive practice, undesirable practice or restrictive practice as defined in the ITC. We undertake to continue to abide by and ensure that our Personnel comply with the Client's policy with regard to corrupt and fraudulent practices as per Clause 5 and Section 5.
- j. We or our Affiliates, suppliers, or service providers for any part of the Contract, are not as on Proposal Due Date subject to any temporary suspension and have not been barred by any government or government instrumentality in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business or by any multilateral funding agency, from participating in any project or being awarded any contract or being given any funding and no such suspension or bar subsists on the Proposal Due Date.
- k. Except as stated in Clause 32(a), if we are selected as the Consultant, we undertake to negotiate the Contract and provide the Services on the basis of the proposed project team. We accept that the substitution of Key Experts for reasons other than those stated in Clause 14 and Clause 32 may lead to revocation of the letter of award/termination of the Contract.
- l. Our Proposal is binding upon us and is subject to any modifications resulting from the Contract negotiations.
- m. We have carefully analysed the RFP and all related information. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by the Client or in respect of any matter arising out of or concerning or relating to the bid process including the award of the Contract.
- n. Our Financial Proposal and the remuneration of the proposed project Team has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, the Terms of Reference, the draft Contract, our own estimates of costs and after a careful assessment of all the conditions that may affect the Services.
- o. We irrevocably waive any right or remedy which we may have at any stage at law or howsoever arising to challenge the criteria for evaluation or question any decision taken by the Client in connection with the evaluation of the Proposals, or selection of the Consultant thereof.
- p. We acknowledge the right of the Client to reject our Proposal without assigning any reason and we hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- q. We acknowledge the right of the Client to cancel the bid process and not award the Contract, without assigning any reason and without incurring any liability to the Bidders and we hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- r. We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services no later than the date indicated in Clause 43 of the Data Sheet.

We remain,

Yours sincerely,

for and or behalf of (name of the bidder)

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

APPENDIX 2: DETAILS OF THE BIDDER

(To be submitted on the letterhead of the Bidder)

1.
 - a. Name
 - b. Country of incorporation:
 - c. Date of incorporation and/or commencement of business:
2. Brief description of the company including details of its main lines of business and proposed role and responsibilities in this assignment [Note: Such description shall not exceed 5 type-written pages.]:
3. Shareholding of the Bidder, if applicable
4. List of directors
5. Details of individual who will serve as the point of contact/ communication for the Client:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Telephone Number:
 - vi. E-Mail Address:
 - vii. Fax Number:
6. Particulars of the Authorised Signatory of the Bidder:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Telephone Number:
 - e) E-Mail Address:
 - f) Fax Number:

[In case of consortium, details for 1. And 2. Above to be submitted for all consortium members.]

APPENDIX 3: FORMAT OF THE EMD

(To be executed on stamp paper of appropriate value)

B.G. No. [____] Dated:

1. In consideration of you, Bhubaneswar Smarty City Limited (referred to as BSCL, which expression will, unless it is repugnant to the subject or context thereof include, its successors and assigns) having agreed to receive the Bid of [insert name of Bidder] with its registered office at [Insert Address] (referred to as the Bidder which expression will unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for **Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support** pursuant to the Request for Proposal dated [____] (referred to as the RFP) and other related documents including without limitation the draft Contract (collectively referred to as Bid Documents), we (Name of the Bank) having our registered office at [____] and one of its branches at [____] (referred to as the Bank), at the request of the Bidder, do hereby in terms of the RFP, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bid Documents (including the RFP) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to BSCL an amount of Rs. [____] (referred to as the Guarantee) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder will fail to fulfil or comply with all or any of the terms and conditions contained in the said Bid Documents.
2. Any such written demand made by BSCL stating that the Bidder is in default of due and faithful compliance with the terms and conditions contained in the Bid Documents will be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of BSCL is disputed by the Bidder or not, merely on the first demand from BSCL stating that the amount claimed is due to BSCL by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bid Documents, including but not limited to the following events:
 - i. If a Bidder withdraws its Proposal during the Proposal validity period or any extension agreed by the Bidder thereof.
 - ii. If a Bidder is disqualified in accordance with Clause 3;
 - iii. If the Bidder tries to influence the evaluation process or engages in corrupt, fraudulent, coercive or undesirable practice or restrictive practice as set out in Section 5 of the RFP.
 - iv. If a Bidder is declared the first ranking Bidder and it:
 - a. withdraws its Proposal during negotiations. However, failure to arrive at a consensus between the Client and the first ranked Bidder shall not be construed as withdrawal of proposal by the first ranked Bidder;

- b. fails to furnish the Performance Security in accordance with Clause 24 of the RFP;
- c. fails to sign and return, as acknowledgement, the duplicate copy of the letter of award;
- d. fails to fulfil any other condition precedent to the execution of the Contract, as specified in the letter of award; or
- e. fails to execute the Contract.

Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee.

4. This Guarantee shall be irrevocable and remain in full force till the validity of the Proposal, including any extensions thereof, and will continue to be enforceable till all amounts under this Guarantee have been paid.
- If the Bidder is declared as the Consultant, then the validity of the EMD of such Bidder shall be extended until the date on which the Consultant submits the Performance Security. The EMD of the Consultant will be returned upon the Consultant furnishing the Performance Security.
5. We, the Bank, further agree that BSCL will be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bid Documents including, those events listed at clause 3 above. The decision of BSCL that the Bidder is in default as aforesaid will be final and binding on us, notwithstanding any differences between BSCL and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
6. The Guarantee will not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, BSCL will be entitled to treat the Bank as the principal debtor.
8. The obligations of the Bank under this Guarantee are absolute and unconditional, irrespective of the value, genuineness, validity, regularity or enforceability of the Bid Documents or the Bid submitted by the Bidder.
9. The obligations of the Bank under this Guarantee shall not be affected by any act, omission, matter or thing which, but for this provision, would reduce, release or prejudice the Bank from or prejudice or diminish its liability under this Guarantee, including (whether or not known to it, or BSCL):
- i. any time or waiver granted to, or composition with, the Bidder or any other person;
 - ii. any incapacity or lack of powers, authority or legal personality of or dissolutions; or change in the Bidder, as the case may be;
 - iii. any variation of the Bid Documents, so that references to the Bid Documents in this Guarantee shall include each such variation;
 - iv. any unenforceability, illegality or invalidity of any obligation of the Bidder or BSCL under the Bid Documents or any unenforceability, illegality or invalidity of the obligations of the Bank under this Guarantee or the unenforceability, illegality or invalidity of the obligations of any Person under any other document or guarantee or security, to the extent that each obligation under this Guarantee shall remain in full force as a separate, continuing and primary obligation, and its obligations be construed accordingly, as if there were no unenforceability, illegality or invalidity; and
 - v. any extension, waiver, or amendment whatsoever which may release a guarantor or surety (other than performance of any of the obligations of the Bidder under the Bid Documents).
10. Any notice by way of request, demand or otherwise will be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
11. We undertake to make the payment on receipt of your notice of claim on us addressed to [name

- of Bank along with branch address] and delivered at our above branch which will be deemed to have been duly authorized to receive the notice of claim.
12. It shall not be necessary for BSCL to proceed against the Bidder before proceeding against the Bank and the Guarantee will be enforceable against the Bank, notwithstanding any other security which BSCL may have obtained from the Bidder or any other person and which will, at the time when proceedings are taken against the Bank, be outstanding or unrealized.
 13. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of BSCL in writing.
 14. The Bank represents and warrants that it has power to issue this Guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
 15. For the avoidance of doubt, the Bank's liability under this Guarantee will be restricted to Rs. [___]. The Bank will be liable to pay the amount or any part of the Guarantee only if BSCL serves a written claim on the Bank in accordance with clause 11 of this Guarantee, on or before..... (Indicate date corresponding to the Proposal validity period).
 16. Capitalized terms used but not defined herein shall have the meanings given to them in the RFP.

Signed and Delivered by.....Bank

By the hand of Mr./Ms. It's and authorised official.

(Signature of the Authorised Signatory)

(Official Seal)

APPENDIX4: FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Non - judicial stamp paper of Rs 100/- or such equivalent amount and document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name of the Bidder and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "attorney"), to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our "Proposal for Selection of Consultant for Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support", including signing and submission of the Proposal and all accompanying documents, attending the pre-bid meeting, providing information/responses to BSCL, representing us in all matters before BSCL, if selected, undertaking negotiations with BSCL prior to the execution of the Contract and generally dealing with BSCL in all matters in connection with our Proposal.

We hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our 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, 2018

For

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

- 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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- In case the Proposal is signed by an authorized director of the Bidder, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the power of attorney.
- For a power of attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the power of attorney is being issued. However, the power of attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming apostille certificate.

APPENDIX 5: FINANCIAL QUALIFICATION OF THE BIDDER

Sr. No.	Financial Year	Annual Turnover (Rs. Crore) From Consultancy Services
1	Financial Year 2014-15	
2	Financial Year 2015-16	
3	Financial Year 2016-17	

Note:

- The Bidder shall attach copies of the balance sheet/ financial statements for each of the Financial Years mentioned above. The financial statements shall:
 - a. reflect the turnover of the Bidder;
 - b. be audited by a statutory auditor;
- The Bidder shall provide a statutory auditor's certificate specifying the annual Turnover of the Bidder in the form set out at Appendix-6.
- If the annual accounts for the Financial Year 2016-17 are not audited, the Bidder shall provide the provisional annual accounts for such Financial Year. The provisional annual accounts shall be accompanied by an undertaking by the Bidder to the effect that if it is chosen as the Consultant, it shall submit to the Client within 60 days of the date of the Contract, a duly certified copy of Bidder's duly audited balance sheet/ financial statement, for the Financial Year 2016-17 and a certificate from the statutory auditor certifying that the Consultant continues to meet the financial eligibility criteria set out in the RFP.

Date:

APPENDIX 6: CERTIFICATE FROM THE STATUTORY AUDITOR REGARDING TURNOVER

(On the letter head of the Statutory Auditor)

Based on its books of accounts and other published information authenticated by it, this is to certify that the turnover of (name of the Bidder) for the Financial Year 2014-15, 2015-16 and 2016-17 is as follows:

(in INR Crore)

Sr. No.	Financial Year	Annual Turnover (Rs. Crore) From Consultancy Services
1	Financial Year 2014-15	
2	Financial Year 2015-16	
3	Financial Year 2016-17	

Name of the audit firm:

Seal of the audit firm:

Signature:

Name:

Membership Number: Designation:

Date:

APPENDIX7: TECHNICAL QUALIFICATION

[The following table shall be filled in for the Bidder]

Name: [insert full name]

Date: [Insert day, month, year]

Bid no and Title: [Insert bid number]

Page [Insert Page Number] of [Insert total number of pages]

[Identify Eligible Assignments undertaken by the Bidder over the past 10 (ten) years and the details set out in the table below. Work done by parent entity of the firm will be considered for evaluation. Documentary evidences regarding work done by parent entity needs to be submitted by the bidder. The Eligible Assignments should be listed chronologically, according to their date of commencement]

Provide the project details category wise in separate table format given below:

Duratio n	Status (Compl ete/ Ongo ing)	Eligible Assignment name & brief description of main deliverables/ output	Name of Client & Country of Eligible Assignm ent	Approx. contract value (in INR. Equivalent)/ amount paid to the bidder for Eligible Assignment	Role of Bidder in Eligible Assignm ent	Certificate from the client provided
{e.g. Jan 2009- Apr. 2010		{e.g. "Urban planning and transportation consulting services}	{e.g. Ministry of, country}	{E.g. INR 01 Cr.}		Yes/No a. Work Order b. Copy of Completion certificate; [Issued by Competent Authority] or self-certification signed by authorised signatory of the bidder

(Name and Signature of Authorized Signatory)

- For each Eligible Assignment, the Bidder should indicate the duration of the assignment, the contract amount, the amount paid to the Bidder) and the Bidder's role/involvement.
- Bidders are expected to provide information in respect of each Eligible Assignment in this Appendix. Each Eligible Assignment must comply with the requirements set out in the Data Sheet.
- For each completed Eligible Assignment, work order and the completion certificate issued by the client certifying that the assignment has been completed by the Bidder should be furnished. In case completion certificate from the client is not available, self-certification by the authorized signatory of the bidder with contact details of the client can be provided. In case of ongoing engagement, work order issued by the client should be furnished and the extent of work completed should be self-certified by the bidder.
- The client reserves the right to ask for documentary proofs for the claims made with regard to technical eligibility and work experience at any stage of bid process or for the selected bidder, any time thereafter.
- The client reserves all rights to verify the authenticity of experience related certificates or any other certificates submitted by the bidder, at any stage of bid process or even thereafter. In case of finding any fraudulent practice during verification, the client shall reject the bid or terminate the contract.

APPENDIX 8: FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

(On a Stamp Paper of relevant value)

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that as on Proposal Due Date, we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our Proposal for the project – Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of, 201....

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorised Person

- *For an affidavit executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the affidavit is being issued. However, the affidavit provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming apostille certificate.*

Technical proposal Submission Forms

{Notes to Bidders shown in brackets { } throughout Section 2 provide guidance to the Bidders to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED TECHNICAL PROPOSAL FORMS

FORM	DESCRIPTION
TECH-1	Comments or Suggestions on the Terms of Reference and on Staff and Facilities to be provided by the Client. A. On the Terms of Reference B. On the Staff and Facilities
TECH-2	Description of the Approach, Methodology, and Work Plan for Performing the Services.
TECH-3	Work Schedule and Planning for Deliverables
TECH-4	Team Composition, Key Experts Inputs, and Curriculum Vitae (CVs)
TECH-5	Undertaking from the Key Expert

All pages of the original Technical Proposal and the Financial Proposal shall be initialled by the same authorized representative of the Bidder who signs the Proposal.

FORM TECH-1

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-1: Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the Services; and on requirements for staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

FORM TECH-2

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-2: A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training.

{Suggested structure of your Technical Proposal (in FTP format):

- a. Technical Approach, Methodology and presentation
- b. Work Plan
- c. Organization and Staffing}

- a. **Technical Approach, Methodology and presentation.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs here.}
- b. **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c. **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, and relevant technical and administrative support staff.}

Note: Please enclose details for category a, b and c separately

FORM TECH-3**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Deliverables 1 (D-..)	Months												
		1	2	3	4	5	6	7	8	9	10	N Total	
D-1	Deliverable 1													
A-1	(e.g. Activity #1)													
	Mobilization & establishment of Project Office													
	Submission & acceptance of Inception Report													
A-2	{e.g. Task 1 Activity #2: }													
	As- Is (Situation Analysis) Report													
A-n														

1. List the deliverables for each task/activities with the breakdown for activities (A) required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-4
TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Consultants' input (in person month) per each Deliverable (listed in TECH-3)						
		Name	D-1	D-2	D-3	..	Implementation Support	TOTAL
Team of Specialists								
1	Team Leader – Urban Planning Specialist		[0.5 months]	[0.5]	[..]			
2	Parking & Urban Mobility Expert							
3	Finance & PPP Expert							
	Sub-Total							
Team of Experts								
1	Sr. Consultant – project planning and development							
2	Consultant - Civil Engineer							
3	CAD Draftsman							
	Sub-Total							
	Total							

- For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet.

FORM TECH-4: (CONTINUED)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, Project Director}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-Present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Role/Position of Key expert	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 3 in which the Expert will be involved}	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{Day/month/year}

Name of Expert
Date

Signature

{Day/month/year}

Name of authorized
Date

Signature

Representative of the Bidder
(Authorized signatory)

- CVs must be signed in indelible ink by the authorized signatory of the Bidders. In case of Unsigned CVs shall be rejected.
- If the proposed Key Expert is not an employee of the Bidder, then the CVs shall contain an undertaking from the authorized signatory of the bidder about the availability of the concerned key experts for the duration of the Contract, in the format set out in form TECH-5.
- CVs of Consultant (Civil Engineer) and CAD Draftsman may not be required to be submitted at this bidding stage.

FORM TECH-5: UNDERTAKING REGARDING AVAILABILITY OF KEY EXPERT

(This undertaking should be provided if the Key Expert is not an employee of the Bidder as on the Proposal Due Date)

To,
Chief Executive Officer
Bhubaneswar Smart City Limited,
Block-1, VthFloor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007

Dated:

Dear Sir,

Sub: Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support

We refer to the RFP dated [●] issued by you for the Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support

We, M/s [Insert name of the Bidder] confirm that key experts named below are the employee of the company on the proposal due date:

- 1.
- 2.
- 3.

Further we, M/s [Insert name of the Bidder] confirm that key experts named below:

- (ii)
- (iii)
- (iv)

have authorized us to use their technical experience and submit their name as a Key Expert for this Proposal for the Project.

If selected as the Consultant, we undertake that Key Experts mentioned above would be part of the project team for implementing the Project and also undertake that these Key Experts will be available and will provide their best services for the duration of the Contract, in accordance with the terms of the RFP and the Contract.

Name of the Bidder

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date:
Place:

Section 3: Financial Proposal - Standard Forms

{Notes to Bidders shown in brackets { } provide guidance to the Bidder to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 3.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Chief Executive Officer
Bhubaneswar Smart City Limited,
Block-1, VthFloor, BMC Bhawani Mall, Saheed Nagar,
Bhubaneswar, Odisha (India), Pin-751007

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the Development of Parking Policy and Parking Management Plan for Bhubaneswar City & PMU for Implementation Support, in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the Total Cost of the Financial Proposal}{Insert amount(s) in words and figures}. The estimated amount of local indirect taxes is INR {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal indicated in Clause 14 of the Data Sheet.

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

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Cost (INR)
{Bidder must state the proposed Costs in accordance with the Data Sheet; delete columns which are not used}	
Cost of the Financial Proposal	
(1) Remuneration (Total of Form FIN-3)	
Add: GST	
Total Cost of Financial Proposal {Should match the amount in Form FIN-1}	(Write Amount in word also)

Footnote:

- For Remuneration, the Bidder is required to specify the aggregate remuneration for as stated in Form FIN-3.
- Payments will be made in the currency (ies) expressed above (Reference to Clause 18 (d)).
- Remuneration will need to be inclusive of travel and related out-of-pocket expenses.

Reimbursable Expenses

	Item	Cost (INR)
1.	Reimbursable	
(a)	Surveys, Traffic count studies, field investigations	15,00,000 / -
(b)	Additional expert inputs drawn down	15,00,000 / -
)		

The amounts under the head 1(a) to (b) shall be reimbursed on actual basis but not exceeding the corresponding amount specified for each head, and with prior approval of the Client. The expenses for the Reimbursable shall be made at the Sole discretion of the Client.

FORM FIN-3 BREAKDOWN OF REMUNERATION

No	Name	Position (as in Tech-4)	Rate per Person month (in INR)	Time Input in Persons months	Total Remuneration (INR)
Team of Specialists					
1		Team Leader – Urban Planning Specialist		2	
2		Parking & Urban Mobility Expert		2	
3		Finance & PPP Expert		2	
Team of Consultants					
1		Sr. Consultant – planning and project development		12	
2		Consultant - Civil Engineer		12	
3		CAD Draftsman		12	
Total Remuneration (in INR)					_____

TOTAL REMUNERATION (in INR) _____ (in words _____)

Section 4: Eligible Countries

In reference to Clause 6, for the information of Bidders, at the present time firms, goods and services from the following countries are excluded from this selection: **None**

Section 5: Corrupt and Fraudulent Practices

- 5.1 The Bidders 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 Client shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder 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 Client shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- 5.2 Without prejudice to the rights of the Client under Clause 5.1 hereinabove and the rights and remedies which the Client may have under the LOA or the Contract, if a Bidder is found by the Client 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 Contract, such Bidder shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date such Bidder is found by the Client 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.
- 5.3 For the purposes of this Clause 5.3, 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 Client 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 Contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of 1 year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, 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 issuance of the LOA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Contract, who at any time has been or is a legal, financial or technical consultant/adviser of the Client in relation to any matter concerning the Contract;
 - 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. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - e. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Client 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

- f. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.

Section 6: Terms of Reference

The overall scope of work for the consultant is divided into 2 parts:

PART A – Development of Parking Policy and Parking Management Plan for Bhubaneswar.

PART B - Implementation Support for priority projects and initiatives

The detailed scope of services is described below:

PART A – Development of Parking Policy and Parking Management Plan for Bhubaneswar.

Part A comprises the following key tasks

1. Assessment of existing and future parking demand – supply scenarios in Bhubaneswar

- Review of existing documents, plans, regulation and reports that are relevant to parking and it's pricing for Bhubaneswar.
- Assess role of all relevant government organizations and their jurisdiction & role related to parking management. Similarly also review prevailing parking contracts.
- Assess the current parking inventory –public on-street and off-street parking locations, typically locations of unauthorized parking / violations for vehicles of all major categories – two-wheelers, cars / 4 –wheelers and trucks / buses. Inventory assessment, should include all significant capacity / lots available with private sector.
- Assess current parking demand, with appropriate surveys covering parameters of type, location, timing, turn-around, etc.
- Assess future parking demand taking into account multiple factors of transition in the city.
- Develop various demand scenarios and forecast demand over short-term (0-3 year period); medium (4-10 year period); and long-term (beyond 10 year period).
- Accomplish parking demand assessment in consultation with all key stakeholder agencies

2. Development of Bhubaneswar Parking Policy

- Examine best practices and case studies, as relevant to Bhubaneswar from across the world and from within India.
- Develop a high level parking policy based on, but not limited to, the following principles -
 - a) Minimizing usage of personal vehicles, demand-side management of parking demand and promoting urban transit and non-motorized transportation.
 - b) Optimal provision of parking inventory supply and pricing measures to manage capacity, based on existing and forecast parking demand in Bhubaneswar.
 - c) Encourage integration of transportation and parking planning with land use planning and encourage transit usage in the city.
 - d) Determination of an optimal parking pricing policy with in-built revision mechanism; with feasible methods for dynamic pricing principles. Focus on maximizing revenue collection through bringing unauthorized parking under collection net. Determine an appropriate penalty structure and regulation mechanism for no parking zones. Develop a formula, indexed with price indices for periodic revision of base fare rates.
 - e) Create optimal balance between on-street and off-street parking. Build mechanisms for periodic review of making on-street parking available.
 - f) Define mechanisms for making available private land and capacity on dynamic basis for inclusion in supply pool
 - g) Define principles and methods for creating temporary parking permits, as required for specific / special circumstances or for specific time period occurring at certain frequency.
 - h) Define mechanisms for integration of smart / technological innovations in parking provision and management (ticketing, collection, space management, etc.) with the parking policy, parking plan and implementation mechanisms envisaged

- i) Define simplified and efficient institutional structures for implementation and management of parking, while seeking to minimise conflicts amongst the Government Agencies.

3. Development of Bhubaneswar Parking Management Plan

Based on existing and future parking demand and the proposed parking policy measures, determine a parking management plan –

- **Parking management plan for priority corridors (~ 40 kms road length)**
 - a. Prepare parking management plan for 40 kms of priority road corridors covering both on-street and off-street parking. This should include demand management strategies.
 - b. Define the deployment of digital capabilities for smart parking for this priority corridors
 - c. Develop the project investment requirements and pricing, applying pricing policies defined earlier
 - d. Package the projects and determine financial feasibility, and structure the projects to recommend appropriate procurement model
 - e. Define enforcement mechanisms implementable in the short-term, and institutional arrangements for implementation
 - f. Define transition arrangements to the proposed plan, from the existing contractual and institutional arrangements
- **Parking management plan for Bhubaneswar City**
 - a. Define parking zones for the City, and plans to meet the demand-supply gaps in the short and medium term
 - b. Prepare high-level plans, applying the policy principles to bridge the demand-supply gaps in short and medium term in each zone
 - c. Identify investment requirements for development of parking infrastructure
 - d. Define mechanisms for integration of the smart parking systems and devices
 - e. Define pricing plans to be applied
 - f. Package the projects to create financially and operationally viable lots
 - g. Structure the projects, and recommend procurement models
 - h. Specify the phasing plan for rolling-out the management plan across the city
 - i. Define mechanisms for implementing shared parking facilities
 - j. Define role of implementation agencies, including regulation and enforcement
 - k. Prepare plan for phasing out existing contracts, and transitioning into the contract packages recommended

4. Development of Bhubaneswar Parking Regulation and Enforcement framework

- a. For the identified agencies, define responsibilities and powers for parking pricing, regulation and enforcement, together with laws, bye-laws or regulations which will need modification enable implementation
- b. Define DCR regulations that need amendments, including measures that include options for mechanised parking systems

PART B: Implementation Support of priority projects and initiatives

In addition to preparation of the City wide Parking Policy and Parking Management Plan, the Authority shall retain the Consultant for providing program management support for implementation of priority projects and initiatives, over the 12 month period. Implementation support will focus on implementing the policy and plan over the priority corridors, and other city-wide initiatives that can be taken up in the first 12 month period.

The general scope of services is described below:

Task B1: Policy Implementation Support

Tasks shall broadly include:

- Support in framing and notifying policy, regulation, and municipal bye-laws
- Support in streamlining processes related to building plan approvals, ensuring synergies and convergence with Master Plan implementation
- Coordination with Traffic Police and other related enforcement agencies

Task B2: Project Implementation Support

Provide assistance on ongoing basis for:

- Packaging the envisaged investments into distinct projects, with priority for the 40 kms corridors for implementation
- Define standard design guidelines for all elements of parking facilities – both on-street and off-street parking
- Prepare brief project reports, and work closely with Smart Cities PgMC and Engineering Departments of BDA / BMC for all capital investments needed

Task B3: Procurement Support

Provide assistance on ongoing basis for:

- Structuring of PPP projects for priority contract packages, wherever feasible
- Bid advisory and procurement support of contractors / parking lot operators
- Monitoring KPIs and other key performance obligations of contractors / parking lot operators

Task B4: Communication Support

Support BSCL in creating and rolling-out appropriate communication plan regarding the parking policy and management plan. This shall involve tasks such as:

- Providing inputs to communication experts already working with BSCL
- Framing a short / medium / long term communication plan

Task B5: Integration with Smart Parking

Coordinate with Smart Cities PgMC in the integration / configuration of the Smart Parking application, to align with the Parking Plan. This will include tasks such as:

- Providing inputs for Smart Parking application development
- Providing inputs for Integration of Smart Parking application with parking infrastructure under both public and privately provided parking lots

Table 1: Deliverables Schedule:

	Deliverables	Schedule (from start of engagement)
PART A : Preparation of Parking Policy & Parking Management Plan		
1	Inception Report with detailed Work Plan	End of 2 weeks
2	Report on Existing and Future Parking Demand in Bhubaneswar	End of 10 weeks
3	Parking Policy and Parking Management Plan	End of 16 weeks
4	Parking Regulation and Enforcement Plan	End of 20 weeks
	Subtotal	20 weeks (5 months)
PART B : Implementation Support for priority projects and initiatives		Deliverables
	<ul style="list-style-type: none"> ▪ Parking Management Plan for Priority Corridors (~ 40 kms) ▪ Detailed Monthly Progress report outlining support provided for implementation ▪ Reports / plans / procurement documents as per agreed plan 	16 weeks from start of engagement By 10 th of every month for the preceding month As per schedule

Payment Schedule:

Consultants shall be paid monthly basis for the time put provided by Specialists team and full-time deployed consultants at Bhubaneswar. Specialists providing part-time inputs, shall be paid pro-rata on basis of inputs provided in the month.

Monthly bills shall be raised together with Monthly Progress Report, and subject to timely submission of all deliverables.

Table 2: Team Structure

Specialists Team: Team of Specialists will provide intensive inputs through Part A: Preparation of policy and management plan; and also provide intermittent inputs in Part B: Implementation Support for priority projects

	Position	Proposed Time Input	Minimum Qualifications
1.	Team Leader –Urban Planning Specialist	2 person months	Degree in Planning / Urban Design/ Civil Engineering / other relevant field with Masters / PG Diploma in Planning / Management. More than 12 years' relevant experience, that includes experience of working on at least 2 assignments on parking policy / parking management plan / parking projects/transit oriented development. International experience is desirable.
2.	Parking and Urban Mobility Expert	2 person months	Degree in Planning / Civil Engineering / other relevant field with Masters / PG Diploma in Management / Planning. More than 10 years' experience in urban planning / urban design / urban transport sector, that includes experience of working on at least 2 parking assignments (policy / parking management plan / parking development).
3.	Finance & PPP Expert	2 person months	Masters / PG Diploma in Management/ Finance or CA / ICWA / CFA or equivalent

	Position	Proposed Time Input	Minimum Qualifications
			More than 10 years' experience in PPP infrastructure projects in infrastructure sector, with atleast 2 assignments in project structuring and transaction advisory work for urban infrastructure projects.

Consultants Team: To be deployed full-time at Bhubaneswar, Consultants shall support both Part A and Part B

	Position	Proposed Time input	Minimum Qualifications
1.	Senior Consultant – Planning and project development	12 person months	Urban Planner / MBA / equivalent with minimum 4 years relevant experience. Relevant experience in infrastructure project development, urban planning and design projects, mobility and procurement support.
2.	Consultant - Civil Engineer	12 person months	Bachelor's degree in Civil Engineering with minimum 4 yrs. of relevant experience, covering project design, estimation, project management, etc. in assignments for Central/ State / City Governments in urban sector projects.
3.	CAD Draftsman	12 person months	CAD drafting with appropriate certification, and at least 4 years of relevant experience.