

# REQUEST FOR PROPOSAL

for selection  
of  
**Project Support Consultancy**  
for  
**Support services & System strengthening**  
of  
**Chhattisgarh Housing Board**



छत्तीसगढ़ गृह निर्माण मंडल

## Chhattisgarh Housing Board

**Shankar Nagar, Sector 1, Raipur, 492007, Chhattisgarh.**

TEL No : + 0771-2446283,

Fax No : + 0771-2446282

website : [www.the CGHB.gov.in](http://www.the CGHB.gov.in)

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## SECTION - 1 DISCLAIMER

1. The information contained in this Request for Proposal ("RFP") document provided to the Applicants(s), by or on behalf of Chhattisgarh Housing Board(THE CGHB) or any of its employees or advisors, is provided to the Applicants (s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
2. The purpose of this RFP document is to provide the Applicants (s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Applicants may require. This RFP document may not be appropriate for all persons, and it is not possible for THE CGHB, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Applicant who reads or uses this RFP document. Each Applicants should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. THE CGHB, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
3. THE CGHB may, in its absolute discretion, but without being under any obligation to do so, modify the RFP update, amend or supplement the information in this RFP document.
4. In the document following abbreviation shall be use as under

CGHB	Chhattisgarh Housing Board
Client	Chhattisgarh Housing Board(CGHB)
Consultant	Project Support Consultant

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## Chhattisgarh Housing Board (CGHB)

Shankar Nagar, Raipur – 492007

Phone: 0771 - 2446283 Fax 0771 – 2446282

Website: [www.cghb.gov.in](http://www.cghb.gov.in) and email: [commissioner\\_cghb@rediffmail.com](mailto:commissioner_cghb@rediffmail.com)

### Request for Proposal for Selection of Project Support Consultancy for Support services & System Strngthening of Chhattisgarh Housing Board

**RFP No.**  
**NOV/CGHB/2014**

**Date : 01.11.14**

CGHB invites Request for Proposal (RFP) from qualified and experienced firms for selection of Project Support Consultancy for Support services and System strengthening of Chhattisgarh Housing Board.

The eligibility conditions, selection procedure, bid documents can be downloaded from [www.cghb.gov.in](http://www.cghb.gov.in) Any Modification/Amendment/ Corrigendum, if any, shall not be advertised in the newspapers but shall be posted in the website only. Contact Person- Dy. Commissioner-II. Phone: 0771-2446285, Mobile: 9424209103

#### **Important dates**

- |   |                          |
|---|--------------------------|
| 1. Pre bid meeting will be held on          | 18.11.2014 at 11:00 am   |
| 2. Last date for submission of proposal is  | 02.12.2014 UPTO 05:00 pm |
| 3. The Technical Proposal will be opened on | 03.12.2014 at 11:30 am   |

Dy. Commissioner-II  
CGHB Head Office. Raipur

## SECTION -2 SCHEDULE OF BIDDING PROCESS

The schedule of events during the Bidding Process shall be as follows -

<b>Sr. No</b>	<b>Event Description</b>	<b>Date/Time</b>
<b>1</b>	<b>Issue of RFP document Notification</b>	<b>01.11.2014</b>
<b>2</b>	<b>Last date of receipt of Pre Bid queries</b>	<b>13-11-2014</b>
<b>3</b>	<b>a. Pre Bid Meeting b. Pre bid meeting minuts if any new changes to be upload</b>	<b>18-11-2014 22-11-2014</b>
<b>4</b>	<b>Last Date of submission of Proposal (Proposal due date)</b>	<b>02-12-2014</b>
<b>5</b>	<b>Opening of proposal</b>	<b>03-12-14 at 11.30 am at CGHB Head Office Shankar Nagar Raipur</b>
<b>6</b>	<b>Short listing of Firms for Presentation</b>	<b>09-12-2014</b>
<b>7</b>	<b>Presentation of Short listed firms</b>	<b>16-12-2014 at CGHB Head Office at 11.30 to 3.00</b>
<b>8</b>	<b>Short listing of Firms For Financial bid opening</b>	<b>16-12-2014 at 4.00 pm</b>
<b>9</b>	<b>Financial bid opening</b>	<b>16-12-2014 at 4.30 pm</b>
<b>10</b>	<b>Final selection of consultant</b>	<b>22-12-2014</b>

## SECTION - 3 INSTRUCTIONS TO APPLICANTS

1. Chhattisgarh Housing Board is an organization. It is just around eleven (11) years old. In this short duration, however, Chhattisgarh Housing Board has made giant strides.
  2. The division of assets and liabilities with the parent body, Madhya Pradesh Housing Board has been finalized and settled.
  3. Chhattisgarh Housing Board has taken up two main streams of construction work: (a) Housing Projects for all segments of society, with focus on the low-end; and (b) Deposit Works, meaning doing specific projects on agreed terms for various departments of the Government.
  4. Chhattisgarh Housing Board is constructing houses in over 40 Centers in the State. It is constructing houses for all segments, with a strong bias in favor of the low end, because this segment does not have prospects of good profit and so does not interest the builders in the private sector.
  5. Value of Works in hand at present are: (a) Housing Projects: Rs. 2000 crores (approximately), (b) Deposit Works: Rs. 50 crores (approximately).
  6. Customized Housing Schemes have been designed for various sub-segments in the low-end market viz. for (a) Middle Income Group (MIG): Kushabhau Thakre Awas Yojana (b) Low Income Group (LIG): Deendayal Awas Yojana (c) For Economically Weaker Sections (EWS): Atal Awas Yojana (Revised), Atal Vihar Yojna ,General scheme
  7. Chhattisgarh Housing Board has paid off all loans it had inherited from its parent organization before time. It is one of the few debt-free public sector organizations in the country.
  8. The organization now also has got mandate to develop Affordable Housing in Chhattisgarh to reduce Urban Pressure on the core cities and to provide sustainable opportunities for all sectors.
  9. THE CGHB has a limited manpower and in-house professional capacity to meet the challenges for implementation of the projects mentioned in para 3 to 8 above. There is an imperative need of procuring Technical & Management services of an external agency to enhance the capacity. The CGHB intends to select and appoint a Project Support Consultant (PSC) through this RFP for the support for all proposed and existing projects of Housing Board.
10. Broad scope of work for Consultants is as per below

### **Broad scope of work [Brief]**

- Create a design and data bank for all running projects for the CGHB
- Review and compile all primary work carried out earlier and create a data bank for all projects
- Assist THE CGHB in all planning related activities for the New projects and for existing projects as required.
- Assist the Board in liasoning with different departments to get all statutory approvals required for the project.
- Pursue and coordinate between divisional offices and HO to ensure that the pace of work is going smoothly and assist board to remove any hurdles technically for smooth functioning.

- Assist in preparation of bid documents and bid process management for selection of technical consultants, architects, planners, transaction advisors, project management consultants and other consultants
- Assist the board in getting all statutory approvals in due time with different department and approval of structural drg from NIT/IIT and do all liasing on behalf of board.
- Contract Management – assist the board on drafting all legal documents and handing all contractual issued in ongoing and new projects as directed by CG Housing Board.
- Check the drg and estimates prepared by consultants appointed by the CGHB.
- Assist in review and monitor the progress of consultants appointed by the CGHB. Preparation of CPM, PERT, MS Office, primavera Chart etc.
- Assist in financial planning, preparation of budget, preparation of cash flow statements.
- Assist in liaison with banks and other financial institutions.
- Should provide support services for marketing and fund manager to THE CGHB as required
- Assist in structuring of PPP projects. – review and working on financial feasibility of project and suggest desired project structure in favour of CGHB.
- Review contract documents and financial analysis submitted by other consultants.
- Assistance in preparation of business plans for all project and assist THE CGHB in overall project cycle from Inception to commissioning the projects
- Assist the CGHB for strategic positioning (branding and project launch methodology etc.) and selling cycle development (phasing of overall selling and leasing etc.) for all projects.

The detailed scope of work is given in the Terms of Reference in the **Annexure I**

#### **11. Services**

(i) "The PSC, while drawing its knowledge and intelligence resources from the core strength from the parent organizations, shall provide the services of a team of experts and support staff with skills and experience commensurate with the task requirements to operate from the CGHB approved location in Raipur/Naya Raipur. The minimum requirement of the expertise to be stationed at Raipur is given in **Appendix F**

(ii) All the designs and output will be vetted by the back office where other skills and expertise will be made available. The minimum requirement of the expertise is given in **Appendix F**

#### **12. Minimum Eligibility Criteria**

(i) The consultant should have provided minimum one similar Project support Consultancy services for Government clients in India

- (ii) The average annual turnover of a firm should be more than Rs Fifty (50) Crores in last three financial years preceding March 2014.

**13.** Each Applicant shall submit a maximum of one (1) Proposal for the Assignment, in response to this RFP document. Any Applicant who submits more than one Proposal for the Assignment shall be disqualified

**14. Bid process**

(i) The CGHB intends to adopt a single stage bidding process for selection of Technical Consultant for the Assignment. The Proposal would be evaluated on the basis of the evaluation criteria set out in this RFP document in order to identify the successful Applicant (“Successful Applicant”). The Successful Applicant is required to enter into a Consultancy Agreement with the CGHB and the draft of the same is set out in **Appendix 2**. The fees shall be paid to the Successful Applicant by the CGHB in the manner as set out in the Draft Consultancy Agreement.

(ii) At any time prior to the Proposal Due Date, the CGHB may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP document by the issuance of Addenda, or amendment.

(iii) The Proposal shall remain valid for a period not less than 120 days from the Proposal Due Date (Proposal Validity Period). The CGHB reserves the right to reject any Proposal, which does not meet this requirement.

**15. Earnest Money Deposit (EMD)**

**12.1** Proposal should necessarily be accompanied by Earnest Money Deposit of an amount of Rs.25000/- (Rs. Twenty Five Thousand only) in the form of a Demand Draft in favour of Commissioner, Chhattisgarh Housing Board, of any scheduled bank payable at Raipur.

**12.2** EMD shall be returned to the unsuccessful Applicant within a period of two (2) weeks from the date of signing of Consultancy Agreement between The CGHB and the Successful Applicant. EMD submitted by the Successful Applicant shall be released upon completion of the Consultancy services.

**12.3** EMD shall be forfeited in the following cases:

- (i) if any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- (ii) if the successful Applicant fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by The CGHB.



**16. Performance Security**

An amount of Five percent shall be deducted from each payment made to the PSC during the first year of consultancy and retained as Performance Security which shall be returned after satisfactory completion of the consultancy services. In case the consultancy is continued for further period, no deduction shall be made on account of performance security but the retained amount shall be refunded after the satisfactory completion of the consultancy services.

- 17.** The roles, responsibilities and broad scope of work of Project Support Consultant (PSC) composition, minimum qualification and experience of the team members is set out in the **Appendix I**. The scope of work may be extended on mutually agreed fees, terms and conditions.

The holidays, working hours and the timings for working days shall be in accordance with those prevailing in the CGHB. For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 30 working days in a year or more than 10 working days at one time, the consultant shall deploy a personnel of equal or higher qualification and experience at Raipur under intimation to the Commissioner, the CGHB. In the event of the failure of the consultant to do so, a prorata deduction in the fees per working day for the member remaining absent and a penalty of 5% (Five percent) of monthly fee, shall be made from the payment due."

**18. Period of Consultancy**

The duration of the project support consultancy shall be Two Years initially which may be extended for a further period of four Years with enhancement of 5 (Five) percent of fees in each year on previous year's fees provided that the services are found satisfactory and further that the enhancement shall be applicable after the completion of Two years of the services. However, the CGHB shall have right to review the performance of the PSC and if the CGHB is not desirous of continuation of the services of the PSC on ground of unsatisfactory performance or breach of any term or condition of the contract it may terminate the agreement by giving notice of 15 days and by providing reasonable opportunity to be heard. In such a case the PSC shall only be entitled to receive the fees due till the date of notice but no other claim on any ground shall be allowed.

- 19.** The CGHB or the PSC may terminate the agreement by giving the termination notice of three months in advance.

**20 Clarifications**

A prospective Applicant requiring any clarification on the RFP document may notify the CGHB in writing to the address as specified in the RFP. The Applicant s should send in their queries latest by the **Last Date for Receiving Queries** mentioned in the Schedule of Bidding Process. The CGHB may, on its own discretion, forward its responses to all the

Applicant s. Responses would include a description of the enquiry without identifying its source at its sole discretion.

## **21 Format and Signing of Proposal**

The Applicant is required to provide all the information as per this RFP document. The CGHB shall evaluate only those Proposals that are received within the time and in the required format and are complete in all respects. Each Proposal shall comprise the following:

### **21.1---Part I Submission**

- a. Covering letter in the format set out in **Appendix A**
- b. Details of the Applicant in the format set out in **Appendix B**
- c. Power of Attorney as per **Appendix C**, authorising the signatory of the Proposal to submit the proposal.
- d. Technical Proposal comprising
  - i. Project Data Sheets in the format set out in **Appendix D**, with supporting proof
  - ii. Approach and methodology in **Appendix E**
  - iii. Qualifications and competence of the key professional staff at the back office and the Team Leader to be deployed at Raipur in **Appendix F**
  - iv. Financial capability of the applicant in **Appendix G**
  - v. Earnest Money Deposit
  - vi **Processing Fees** to be enclosed as a crossed demand draft for an amount of **Rs 5000.0[Rupees five thousand only]** drawn in favour of Commissioner CGHB of any schedule bank, payable at Raipur

### **21.2--Part II Submission**

- a. Financial proposal in the format as set out in **Appendix H**.
- b. The Financial Proposal shall be quoted as a lump sum fixed monthly amount which shall be payable to the consultant for the PSC under the agreement. It shall be inclusive of
  - i. The Cost to Company expenses of the experts and employees proposed to be deployed
  - ii. Overheads & miscellaneous expenses and profit  
The cost to company expenses of the experts at the back office utilized for the Project inputs

- c. The expenses on account of travel in connection with the project support services by team members to the cities other than those cities where Head office or branch office of the consultant companies are located, will be paid by The CGHB provided that the travel is made with the prior written approval of Commissioner, The CGHB or when the travel has been made as per the written instruction of The CGHB. However, the eligibility for the travel would be economy class airfare or AC 2-Tier for travel, on actual and the eligibility for lodging and boarding shall be business hotel accommodation, and commuting expenses as admissible to class I (Sr.Grade) of the State Government. The CGHB would advance suitable amounts to the staff to undertake the travel, and settle the advances on submission of bills by the staff.
- d. Travel and accommodation of other senior officials of the company (from their respective offices to Raipur or to other destinations on their visit at the request of the CGHB) shall be reimbursed by the CGHB as per Class one officer norms of Chhattisgarh Govt.
- e. The CGHB shall, at its cost and expense, provide to the PSC staff the facilities such as Suitable work-place including workstations, furniture, fittings and stationery. However, software for planning, design, and drawing, Desktops/ Laptops with internet connection Telephone/ Fax, Printer, scanner photocopier, plotter etc. at approved location at Raipur/Naya Raipur, shall be provided by the PSC at its own cost for delivering its responsibilities successfully and upto the satisfaction of The CGHB. An amount of Rs 15 Lakhs shall be provided by The CGHB by way of mobilization advance on receipt of procurement of hardware and software as stated above. The mobilization advance shall be deducted in 6 monthly equal instalments.
- f. The CGHB shall make available a vehicle to permit staff to travel between Raipur and other sites in Chhattisgarh, on official requirements, as and when required.
- g. The Financial Proposal shall be inclusive of all taxes, surcharges out pocket expenses which may be incurred by the consultant towards travel, documentation and communication except those agreed in the RFP. Income tax as applicable shall be deducted at source from every payment towards fees.

**21.3--**The Applicant shall seal the Part I Submission and the Part II Submission separately in two envelopes, duly marking the envelopes as “**PART I SUBMISSION**” and “**PART II SUBMISSION**”. These envelopes shall then be sealed in a single outer envelope.

**21.4--**The original Proposal shall be typed or written in indelible ink and each page shall be initialled by the authorised signatory of the Applicant. All the alterations, omissions,

additions, or any other amendments made to the Proposal shall also be initialled by the person(s) signing the Proposal.

**21.5**--The Applicant shall prepare (1) one original in hard copy and (1) duplicate of the Proposal in soft version in CD Rom in PDF format clearly marked "ORIGINAL" (Hard Copy) and "Soft Copy" respectively. In the event of any discrepancy between the original and the soft copy, the original shall prevail.

## **22.0--Sealing and Marking of Proposal**

**22.1** The Applicant shall seal the original and soft copy of the Proposal in separate envelopes, duly marking the envelopes as "ORIGINAL" and "SOFT COPY". The envelopes shall then be sealed in a single outer envelope.

**22.2**--Each of the envelopes, both outer and inner, must be super scribed with the following information:

- a. Name and Address of Applicant
- b. Contact person and phone numbers
- c. **"Selection of Consultant for Project Support Services for all projects in Chhattisgarh Housing Board"**

**22.3** All envelopes shall be addressed to:  
Commissioner,  
Chhattisgarh Housing Board (CGHB),  
SHANKAR NAGAR RAIPUR- 492007,  
CHHATTISGARH  
TEL No : + 0771-2446283,  
Fax No : + 0771-2446282  
website : [www. cg hb.gov.in](http://www.cg hb.gov.in)  
email: [commissioner\\_cg hb@rediffmail.com](mailto:commissioner_cg hb@rediffmail.com)

**22.4**--If the envelope is not sealed and marked as instructed above, the CGHB assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of the CGHB, be rejected.

**22.5**--The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Applicant's own risk.

**22.6**--It shall be deemed that prior to the submission of the Proposal, the Applicant has:  
a. made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;  
b. received all such relevant information as it has requested from the CGHB; and

- c. made a complete and careful examination of the various aspects of the Projects for which the consultancy services are to be provided.

22.7-- The CGHB shall not be liable for any mistake or error or neglect by the Applicant in respect of the above.

### **23.0-Proposal Due Date**

23.1-Proposals should be submitted before 1700 hours IST on Proposal Due Date as indicated in the Schedule of Bidding Process, at the address and in the manner and form as detailed in this RFP document. Proposals submitted by either facsimile transmission or telex will not be accepted.

23.2--The CGHB may, in exceptional circumstances, and at its sole discretion, extend Proposal Due Date by issuing a corrigendum.

### **24.0--Opening of Proposals and Clarifications**

24.1-The CGHB would open the Part I Submission of the Proposals on or any earliest convenient working day after the Proposal Due Date for the purpose of evaluation. The Part II Submission of the short listed Applicant s shall be opened after intimation of the date, time and venue of such opening in presence of Applicant s or their representatives, who choose to remain present.

24.2-The CGHB reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.

24.3-To facilitate evaluation of Proposals, The CGHB may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal.

## SECTION - 4 EVALUATIONS

1. The criteria for eligibility, qualification, evaluation and selection of Applicants are set out in the RFP.
2. As part of the evaluation, the Part I Submission shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
3. The Part I Submission would be considered to be responsive if it meets the following conditions:
  - a. it is received / deemed to be received by the Proposal Due Date including any extension thereof.
  - b. it is signed, sealed and marked as stipulated in the RFP document.
  - c. it contains all the information and documents including EMD as requested in the RFP.
  - d. it contains information in formats specified in this RFP.
  - e. it provides information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by THE CGHB without communication with the Applicant). The CGHB reserves the right to determine whether the information has been provided in reasonable detail.
  - f. There are no inconsistencies between the Proposal and the supporting documents.
4. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:
  - a. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - b. which limits in any substantial way, the proposal The CGHB’s rights or the Applicant’s obligations under the Agreement, or
  - c. which would affect unfairly the competitive position of other Applicants presenting substantially responsive Proposals.
5. The responsive Proposals shall be evaluated as per the criteria set out in the RFP.
6. Quality and Cost Based Selection method **(80:20)** would be adopted for selection of Consultant for the Assignment, which has been fully described in Section 3 of this RFP document. In this 80 % weightage would be given for Technical evaluation and 20% weightage would be given for financial score. The Applicant obtaining the highest composite Score would be declared as the Preferred Applicant. The CGHB may accept the Proposal of the Preferred Applicant with or without negotiations.
7. In case there are two or more Applicant s obtaining the highest Composite Score, the CGHB may in such case call all such Applicant s for negotiations and select the Preferred

Applicant on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of the CGHB.

8. The CGHB reserves the right to reject any Proposal, if:
  - a. at any time, a material misrepresentation is made or discovered; or
  - b. the Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
  
9. Notwithstanding anything contained in this RFP, the CGHB reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

## **12. Proposal Evaluation: Part I Submission**

- 12.1 The Part I Submission of the Proposal would first be checked for responsiveness with the requirements of the RFP (Stage I Evaluation).
- 12.2 The evaluation of the Part II Submission would be taken up only after the contents of the Technical Proposal are found to meet the requirements of this RFP. The CGHB reserves the right to reject the Proposal of a Applicant without opening the Part II Submission if, in its opinion, the contents of Part I Submission are not substantially responsive with the requirements of this RFP. The Part II Submission shall be opened for evaluation of those Applicants who achieve a minimum score of 60 marks out of a total 100.
- 12.3 The Technical Proposal would be evaluated on the various aspects set out in the RFP. As part of the evaluation of the Technical Proposal, The CGHB may also request the Applicant to submit clarifications.

## **13 Scoring Methodology: Technical Proposal**

- 13.1 The total maximum point for evaluation of Technical Proposal is **100** marks.
- 13.2 The proposals submitted by the consultants would be evaluated and scores would be assigned based on the parameters set out in the table below.

<b>Sr. No.</b>	<b>Parameter</b>	<b>Points</b>
<b>1</b>	Relevant Experience and financial capability	<b>50</b>
a	<p><b>The consultant should have similar experience of PSC working with Government Clients</b>  <i>Experience will be evaluated where PSC service have been rendered successfully for more than a year and maximum of 4 Experience will be considered for evaluation</i></p> <ul style="list-style-type: none"> <li>• One eligible PSC experience will score 10 marks</li> <li>• Two eligible PSC experience will score 25 marks</li> <li>• Three or more eligible PSC experience will score 30 marks</li> </ul>	<b>30</b>
b	<p><b>The average annual turnover of a firm to be more than Rs 50 Crores in last three financial years</b></p> <ul style="list-style-type: none"> <li>• Turnover more than 50 crores and less than 60crores will score 10 marks</li> <li>• Turnover more than 60 crores and less than 70crores will score 15 marks</li> <li>• Turnover of 70 crores or more will score 20 marks</li> </ul>	<b>20</b>
<b>2</b>	<b>Adequacy of the proposed work plan and methodology in responding to the TOR setting out understanding and appreciation of the TOR and implementation approach</b>	<b>20</b>
<b>3</b>	<p><b>Qualifications and competence of the key Personnel from the team requirement to be deputed in Raipur as detailed in the RFP document</b>  Team Leader CV – 10 Marks  Rest all team 20 marks will be distributed  Data operator/ Surveyor/draftsmen will not considered for scoring</p>	<b>30</b>
	<b>Grand total</b>	<b>100</b>

### **13.3 Evaluation of key personnel of the bidding companies**

<b>Description</b>	<b>Weightage</b>
General qualification	30%
Total Experience in years	10%
Experience specific to project	60%
	<b>100%</b>

### **14. Supporting documents to be submitted by the consultants**

The Applicants shall submit the following documents in support of its eligibility, without which the projects and experience shall not be considered for evaluation.



Sr. No.	Parameter	Supporting documents
1	Should have similar experience of PSC services for Government departments	Completion Certificate of Client
3	The average annual turnover of a firm should be more than Rs 50 Crores in last three financial years	Audit certificate from statutory authorities
4	Qualifications and competence of the key professional staff to be deputed in Raipur	CVs of the key professionals all team members including back office support

a. The Applicants shall submit the CVs of the key personnel in the organization who would provide back office support to The CGHB and assist the staff deployed in Raipur / Naya Raipur. The Applicant s shall also ensure that such personnel, depending upon the requirement, are available for discussions in Raipur / Naya Raipur, as and when required. In case any personnel are required to be changed for reason beyond the control of the PSC, it may be replaced with the prior approval of the CGHB by personnel of equal or higher qualification and experience. The Applicants shall commit to deploy the personnel with the qualifications and experience, as indicated in Appendix F, in Raipur / Naya Raipur

**b. Evaluation Methodology**

16.1 The score ( $P_e$ ) for Technical Proposal would be the arithmetic sum of the marks assigned to the Applicant s under each of the parameters listed above. The Applicant is required to achieve a minimum score of 60 marks (Benchmark Score). The Financial Proposals of only Proposals that have achieved the Benchmark Score will be opened for evaluation (Stage III evaluation).

16.2 The Financial Proposals of the Applicant s who qualify in Stage II Evaluation shall be opened. The Financial Proposals shall be given scores as follows:

$$P_f = 100 \times \text{Financial Proposal of Lowest Applicant} / \text{Financial Proposal of Applicant under consideration}$$

16.3 The Composite Score shall be computed as follows:

$$\text{Composite Score} = (P_e \times 0.8) + (P_f \times 0.2)$$

16.4 The Applicant obtaining the highest Composite Score would be declared as the Preferred Applicant.

c. **Award of Consultancy**

- (i) In the event of acceptance of the Proposal of the Preferred Applicant with or without negotiations, The CGHB shall declare the Preferred Applicant as the Successful Applicant. The CGHB will notify the Successful Applicant through a Letter of Acceptance (LoA) that its Proposal has been accepted.
- (ii) The Successful Applicant shall execute the Consultancy Agreement within one week of the issue of LoA or within such further time as the CGHB may agree to in its sole discretion. Failure of the Successful Applicant to comply with the requirement shall constitute sufficient grounds for the annulment of the LoA and forfeiture of the EMD. In such an event, The CGHB reserves the right to
  - a. either invite the next best Applicant for negotiations; or
  - b. take any such measures as may be deemed fit in the sole discretion of The CGHB, including annulment of the bidding process.

The selected Project Support Consultant shall, not later than 2 (two) months from the date of intimation of its selection as successful Applicant, get the CVs of the team members to be deployed in Raipur/Naya Raipur approved from the Commissioner or authorized officer by commissioner, The CGHB, sign the agreement for the PSC and deploy the team members in Raipur/Naya Raipur. Provided that, if CV/s of team member/s is not approved, the personnel shall be changed and the CV/s of other personnel/s of required education and experience shall be submitted by the consultant for approval. Provided further that in the event of any delay in signing the agreement on the part of the consultant or getting approval of CV of any member or delay in deployment of any team member, a time extension upto 30 days may be given on written application of the consultant by the Commissioner with or without penalty which shall be deducted from the first payment due under this agreement. However the Board reserves the right to give approval of each team member to be deployed after signing the agreement. They may reduce or increase the team position as per requirement and the selected bidder may need to comply the requirement as given in written instruction by the board. The monthly payment will be made on the basis of actual deployment of the manpower on as per rates given in the agreement.

**Covering Letter  
(On the Letterhead of the Applicant)**

**Date:**

To:

**Commissioner**

Chhattisgarh Housing Board  
Shankar Nagar, Raipur, 492007,  
Chhattisgarh.

TEL No : + 0771-2446283,  
Fax No : + 0771-2446282  
website : www.cghb.gov.in  
email: commissioner\_cghb@rediffmail.com

**Subject: - Proposal for the Selection of Consultant for Project Support Services For all project of Chhattisgarh Housing Board**

Dear Sir:

Being duly authorised to represent and act on behalf of ..... (hereinafter referred to as “the Applicant ”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (*Name of Applicant* ) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from the Proposal Due Date.

2. It is hereby agreed confirmed that -
- a. that our firm and the parent companies will not accept the assignment of advising to, and will not involve in debt or equity with or in the rating of; the potential Applicants for implementation of any project whatsoever for which the consultancy is/being provided under this assignment .
  - b. that notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.
  - c. that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

*Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)*

**Details of Applicant**  
*(On the Letter Head of the Applicant)*

1.
  - (a) Name of Applicant
  - (b) Address of the office(s)
  - (c) Date of incorporation and/or commencement of business
  - (d) Company Registration no.
  
3. Details of individual(s) who will serve as the point of contact / communication for the CGHB with the Applicant:
  - (a) Name :
  - (b) Designation :
  - (c) Company/Firm :
  - (d) Address :
  - (e) Telephone number :
  - (f) E-mail address :
  - (g) Fax number :
  - (h) Mobile number :

**POWER OF ATTORNEY**  
*(On Stamp paper of relevant value)*

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr / Ms..... (name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for selection of consultant for project support services for Chhattisgarh Housing Board. Including signing and submission of all documents and providing information/responses to the CGHB in all matters in connection with our Proposal for the said Assignment.

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

Dated this the \_\_\_\_\_ Day of \_\_\_\_\_ 2014  
For \_\_\_\_\_

(Name and designation of the person(s)  
signing on behalf of the Applicant )

Accepted  
\_\_\_\_\_  
(Signature)  
(Name, Title and Address of the Attorney)  
Date : .....

**Note:**

1. *To executed only if the Applicant is a Company or Partnership firm*
2. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.*
3. *Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

**Format for Experience Services provided by the firm (Four Best Projects only in not more than 2 pages for each project, in the given tabular format only)**

No

- 1** Project Name and Location
- 2** Name and address of Client
- 3** Brief Description of Project
- 4** Brief Description of Actual Services provided :
- 5** Professional Staff Provided, by the firm
  - a. No of Staff:
  - b. No. of Person Months :
- 6** Name of Associated Firm(s ) if any :
- 7** Professional Staff provided by each of Associated Firm(s)
  - a. Name of Associated Firm(s)
  - b. No of Staff:
  - c. No. of Person Months :
- 8** Date of -
  - a. commencement of advisory services
  - b. completion of advisory services
- 9** Approx Value of Services:

**Methodology Statement and Approach**  
(Not more than 5 pages)

**Qualifications and competence of the key professional staff of the company who would provide support to the CGHB and assist the staff deployed in Raipur  
(In tabular form only)**

<b>Sr. no.</b>	<b>Designation</b>	<b>Name</b>	<b>Qualification</b>	<b>Experience (in years)</b>	<b>Employment duration with the Company(in years)</b>
<b>1</b>	Project Manager		B.Arch/ B.E Civil and PG in Planning	15	3
<b>2</b>	Environment Engineer/ Infrastructure Expert		BE Civil with PG in Environment Engineering/ PHE	15	3
<b>3</b>	Landscape planner		Architect with PG in Landscape Planning	10	1
<b>4</b>	Senior Transport Planner		BE Civil with post graduation in Transport planning or relevant field	15	2
<b>5</b>	Senior Structural designer		BE Civil with post graduation in structures	15	2
<b>6</b>	Green Building Expert (1 No)		He/ She shall be BE/B.Arch with LEED Certification/ GRIHA certification in Green Buildings and should have work experience of minimum 3 years in handling green building projects.	7	2

**Note:** The Project Manager would be the single point contact for the client and his role would be to visit the client every first week of every month and discuss on the Plan prepared and the already plan implemented in the previous month and resolve any issue with the client related to the projects. The Project Manager will also be responsible for all back office support required by the client as well as for overall working of the Team deployed with the CGHB.



(Please attach the curriculum vitae of the key professional staff of the company)

**Qualifications and competence of the Project Manager & Team Leader proposed**

<b>Sr. no.</b>	<b>Designation</b>	<b>Name</b>	<b>Qualification</b>	<b>Experience (in years)</b>
<b>1</b>	Team Leader(I No)		B.Arch/ B.E Civil and PG in Planning	12
<b>2</b>	Contract Management Specialist (1 No)		BE/B. Tech in civil with experience in contract management	10
<b>3</b>	Finance Expert (1 No)		Finance/ commerce background. She/he should be a Chartered Accountant/ any other global financial certification (CFA/CAIA/FRM) or MBA with specialization in Finance.	10
<b>4</b>	Legal Adviser Expert (1 No)		Law/ Legal background. She/ he should be a LLM with Advocate or Legal Adviser.	10
<b>5</b>	Marketing Expert (1 No)		MBA with specialization in Marketing	10
<b>6</b>	Civil Engineer (4No)		BE/B Tech in civil with Masters in Structural Engineering (1 NO. Engineers)& 1no ME in trans.Eng	10
			BE/B Tech in civil with preferably Masters in Eng with experience in Quantity survey, estimating, Building works Engineering (2 NO. Engineers)	10
<b>7</b>	Electrical Engineer (1 No)		BE/B.Tech in Electrical Engineering	10
<b>8</b>	Architect (1 No)		B.Arch registered with Council of Architecture	7
<b>9</b>	Landscape Architect (1 No)		B. Arch. registered with council if Architecture with masters in landscape Planning.	5
<b>10</b>	PHE Engineer (1 No)		B.E/BTech and Masters in Environment Engineering with specific experience in PHE sector	8
<b>11</b>	<ul style="list-style-type: none"> <li>• Draftsman-/Sub. eng.civil- 2,electrical-1no</li> <li>• Draftsman Arch. 1 Nos.</li> </ul> [Total -4nos]		He/ She shall be minimum diploma in civil engineering or in Arch. or in any discipline with working knowledge in Auto CAD and Corel and capable on working with latest software's/ techniques. etc. Exp in	5 years

			preparation of estimate in computer, Arch.drg	
<b>12</b>	Data Operator (2 Nos.)		He/ She shall be minimum diploma in PGDCA with working knowledge in Good firm with technical works, MS office, excel, power point etc.	3years

**Financial Capacity**

The information regarding the turnover from consulting services in Last five years should be provided in the format below.

<b>Financial year ended</b>	<b>Turnover in crores of INR</b>
March 2012	
March 2013	
March 2014	

Average Annual turnover in last three years is Rs.....Cr

*Note: A multiplying factor 1.11 for financial year ending March 2013 and 1.21 for financial year ending March 2012 will be applicable to evaluate the turnover of the respective financial year*

**Duly certified by CA**

**Format for Financial Proposal -1**  
*(On the letterhead of the Applicant)*

Having gone through this RFP document and Draft Consultancy Agreement and having fully understood the scope of work for the Project as set out in this RFP document, we are pleased to quote the following MONTHLY fees for the providing Project Support Services.

<b>Monthly fixed fees (in Indian Rupees) in lump sum for Team to be placed in Raipur/ Naya Raipur during the Tenure of agreement</b>		
<b>1</b>	<b>In Figures</b>	
<b>2</b>	<b>In words</b>	

**Note:** *The above rates quoted are inclusive of all taxes and miscellaneous expenditures and exclusive of service taxes*

We also understand that an amount of Rs 15 Lakhs shall be provided by THE CGHB by way of mobilization advance on receipt of procurement of hardware and software as stated in the RFP for successfully delivering our responsibilities and upto the satisfaction of THE CGHB. We understand that the mobilization advance shall be deducted in 6 monthly equal instalments.

*Note:*

*In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.*

Signature of Authorised Signatory of the Applicant  
*(Name, Title and Address of the Authorised Signatory)*

**Format for Justification of Financial Proposal  
(on the letter head of the bidder)**

**1 Break down cost**

s. No	Position	No of positions	Billing rate Per month		Tentative duration of deployment	Total Billing amount (INR)
			In Figure	In words		
1	Team Leader	1			24 months	
2	Contract Management Specialist	1			24 months	
3	Finance Expert	1			24 months	
4	Legal Adviser Expert	1			24 months	
5	Marketing Expert	1			24 months	
6	Civil Engineer 1	1			24 months	
	Civil Engineer 2	1			24 months	
	Civil Engineer 3	1			24 months	
	Civil Engineer 4	1			24 months	
7	Electrical Engineer	1			24 months	
8	Architect	1			24 months	
9	Landscape Architect	1			24 months	
10	PHE Engineer	1			24 months	
11	Draftsmen/sub.Eng.	4			24 months	
12	Data Operator	2			24 months	
<b>A</b>	<b>Total</b>					
<b>B</b>	<b>Add lumpsum ..... % over A for miscellaneous expense</b>					
<b>C</b>	<b>Total Billing of Financial Proposal A &amp; B</b>					

**Total Billing of Financial proposal in**  
**Words:.....**  
 .....

**Date:**  
**Place:**

**Yours Faithfully**  
**(Signature & Authorized Signatory)**  
**(Name & Designation of Authorized Signatory)**

**Roles, Responsibilities and “Broad Scope of Work” of Project Support Consultant (PSC) and Minimum Qualification and Experience of Experts and Office Assistant**

The Project Support Consultant (PSC), while drawing its knowledge and intelligence resources for project identification, standard action, Strategic documents, infrastructure design, environment Planning, Bid process Management, vetting of designs, periodic project supervision as and when required by the Board, project Management and legal opinion from the core strength of the parent organizations, shall provide the services through team of experts and support staff with skills and experience commensurate with the task requirements to operate from the CGHB approved location in Raipur/Naya Raipur.

**Broad scope of work**

- Create a design and data bank for all running projects for The CGHB
- Review and compile all primary work carried out earlier and create a data bank for all projects
- Assist The CGHB in all planning related activities for all projects and for existing projects as required.
- Assist The CGHB in liasoning with different departments to get all statutory approvals required for the project.
- Pursue and coordinate between Divisional Offices and HO to ensure that the pace of work is going smoothly and assist board to remove any hurdles technically for smooth functioning
- Assist in preparation of bid documents and bid process management for selection of technical consultants, architects, planners, transaction advisors, project management consultants and other consultants
- Contract Management – assist the board in drafting all due legal documents and handling all contractual issues in ongoing and new project s as directed by CG Housing Board.
- Check the drgs and estimate submitted by consultants appointed by The CGHB
- Assist in review and monitor the progress of consultants appointed by The CGHB. Preparation of CPM, PERT, MS Office. Primavera Charts etc.
- Assist in financial planning, preparation of budget, preparation of cash flow statements.
- Assist the board in getting all statutory approvals in due time with different department and structural drg approval from NIT/IIT do all liaoing on behalf of board.
- Assist in liaison with banks and other financial institutions.
- Should provide support services for marketing and fund manager to The CGHB as required

- Assist in structuring of PPP/PPPP, etc projects - review and working on financial feasibility of projects and suggest desired project structure in favour of CGHB.
- Review contract documents and financial analysis submitted by other consultants.
- Assistance in preparation of business plans for all project and assist The CGHB in overall project cycle from Inception to commissioning the projects
- Assist The CGHB for strategic positioning (branding and project launch methodology etc.) and selling cycle development (phasing of overall selling and leasing etc.) for all projects.
- Any other services as and when required desired by The CGHB.

**The roles, responsibilities and “Detail Scope of Work” of PSC is set out below -**

1. The PSC is meant to be an operations unit supplementing and enhancing the existing skill mix of The CGHB, rather than a supervisory body. It is expected to work in tandem with the existing staff with focus on strengthening strategic decisions, design, Quality monitoring and implementation of the projects. The focus of PSC is to enhance the pace and quality of implementation of various ongoing and future Housing and other projects. The PSC shall support and assist The CGHB in carrying out the following activities:
  - a. Creation of data and design bank – The PSC will collect all the data, designs and documents related with the existing and proposed projects of The CGHB, Financial data, DPR prepared, Topographic surveys data, soil investigation data, infrastructure design data, standards, design submitted by the various consultants and prepare a data Bank. The PSC will also study all the proposed designs and find out any lacunas and advise the CGHB accordingly. They will also prepare implementation schedule for the proposed projects and should prepare regular progress reports and submit to the CGHB.
  - b. Assistance in identification of land parcels the projects to be done by the CGHB
  - c. Assistance in carrying out prefeasibility study of the projects to be done by the CGHB
  - d. Project management, co-ordination and technical support for implementation of new Projects along with other projects of the CGHB.
  - e. Ensuring optimal technical quality in its service delivery.
  - f. Providing assistance in getting all statutory approvals and finalization of all such layout plans.

- g. Assist to get Vetting of services on Layout Plans and Housing & infrastructure design for big projects if required.
- h. Vetting of various documents submitted by the various consultants appointed by CGHB as and when required.
- i. Review/ detailing of building Drg for viz cross sections, working drawings layout plan and estimate etc.
- j. Helping The CGHB in preparing the management, operation and maintenance model for Housing & other infrastructure created.
- k. Assist the CGHB in the preparation of project monitoring methodology and relevant documents.
- l. Prepare monthly status report and progress reports documenting all aspects of project implementation, and comment on the compliance with the objectives of Projects and other projects of the CGHB. Recommend any actions that should be taken to optimize the quality of the projects.
- m. Assist the CGHB to properly follow the Operations Manual/Guidelines and improve their capacity in project management
- n. Preparation of EOI and RFP documents/Vetting of EOI and RFP documents prepared by the CGHB in order to appoint consultant for specialized jobs in Housing and Infrastructure, and implementation
- o. Vetting of the documents prepared for implementation of Housing scheme/ infrastructure projects or others projects under PPP and government funded projects ,OR others projects/works.
- p. Help The CGHB in selection of the consultants for the projects
- q. Assist for Vetting the structural design submitted by the consultants and get the approval from NIT/IIT.
- r. Monitoring the progress of the consultant and contractors appointed for the projects.
- s. Identifying the new projects for the provision of Housing/others.
- t. Suggesting new designs and innovative techniques in all projects.
- u. Identifying various financial resources, availability of loans/grants from various national and international organizations for the implementation of projects.
- v. Assistance in getting all statutory approvals like Town & country Planning, Nagar nigam and any other clearance required for the project.
- w. Preparation of documents for submission of the proposals for financial aid.
- x. Helping The CGHB in the project appraisals meetings with the various agencies for financial aid.
- y. Assist in preparation of a business plan for all projects to be taken up and assist in over financial cycle of the project.
- z. Preparation of selling cycles of projects to be taken up in phased manner
- aa. Checking the Housing & infrastructure services implemented by the contractors for the CGHB projects, allottees of The CGHB , release of water and sewerage connection, Electrification, Approach etc as and .when required by The board.
- bb. Helping the CGHB in deciding the management, operation and maintenance model for the any type projects
- cc. Any other Techno Economical services as desired by the CGHB



- dd. To prepare quality assurance documents in accordance to IRC, BIS, NBC etc and other relevant codes.
- 12. Helping the CGHB in selecting the agencies for operation and management of the services
- 13. Assist CGHB in preparing detail marketing plans and methodologies for various schemes and assist them in brand management, advertising and RP activities to be done for various projects.
- 14. Creating a data bank of potential customers and send various marketing brochures of the projects to customers.
- 15. Assist in vetting all marketing related documents of CGHB and advice on suitable methods to achieve the desired result.
- 16. Assess the need for undertaking technical studies and identify such studies and the level of detail thereof;
  - a. Review & modifications of Bill of quantities
  - b. Preparation of bid documents for appointment of contractors and allied consultants
  - c. Coordination with the PMC/Other implementing agencies in Contract Management – Monitoring the entire contract operation, help The CGHB in arbitration and advise in contract Management
  - d. To provide checklist to be approved from The CGHB and the same should be duly verified at field.

### **Deliverable**

Any case send to PSC must be acknowledged same day but for & submitted on.

- For legal case must be completed in all respect 3<sup>rd</sup>/ 5<sup>th</sup>/ 7<sup>th</sup> day or before.
- For Architectural work must be completed in all respect 3<sup>rd</sup>/ 5<sup>th</sup>/ 7<sup>th</sup> day or before as per project works wise.
- For structural work must be completed in all respect before or 5<sup>th</sup>/ 7<sup>th</sup>/ 9<sup>th</sup> day or before as per project works wise.
- For other works as an when handed over by Board it must be completed in all respect & submitted to the board with in 7 days

**Note:-** For any addition/subtraction/deletion in the assigned works the Housing Commissioner will have sole power. For any dispute or critical matter the Housing commissioner's decision will be final and binding to the PSC.

**For the purposes of clarity, the PSC would act as an extended arm of The CGHB, providing Technical and other support for identifying and taking the project development process & forward.**

- *Disposal in 3<sup>rd</sup> day will be with all satisfaction of competent authority will be treated as excellent in performance.*
- *Disposal in 5<sup>rd</sup> day will be with all satisfaction of competent authority will be treated as very good in performance*
- *Disposal in 7<sup>rd</sup> day will be with all satisfaction of competent authority will be treated as good in performance*

### 3. Consultant Team Requirements

Team to be placed in Raipur/ Naya Raipur during the Tenure of agreement: The -PSC will provide the services of a team of experts and assisting staff with skills and experience commensurate with the task requirements. All team members shall operate from the CGHB approved location in Raipur/Naya Raipur. The Team Leader and the experts and assisting staff shall be positioned in Raipur/Naya Raipur for the full duration of the consultancy service

The task related with the environment planning, vetting of the EIA or other documents submitted by other consultants/developers will be carried out by the back office. Similarly the work related with the landscaping within the sectors, traffic and transportation planning, Marketing and Financial expert will also be carried out by the back office. The minimum qualifications of Key Personnel stationed at Raipur shall be as given in the table below –

**Table 1: Key Positions and Qualifications of Team to be placed in Raipur/ Naya Raipur during the Tenure of agreement**

S.r No	Position & No.	Min Years of Exp.	Role, Minimum Qualification and Experience
1	Team Leader (1 No)	12 years	<p>Team Leader shall be responsible for leading the PSC team in various project related activities, liaise with various State Government Departments, Ministries of Government of India, and other agencies. He/She shall be particularly responsible for preparing the Project Implementation Plan (PIP), making best efforts to assist the Board to implement the project according to the agreed PIP without serious cost and time overruns. He will undertake Planning &amp; design responsibilities for the new satellite town projects proposed and will Play key role in Project monitoring of all projects initiated</p> <p>He/She shall be B.E.(civil)/B.ARCH with Post Graduate in Urban and Regional Planning/ City Planning having <b>specialization in Housing</b> and thorough knowledge and experience in working and leading PSC projects in the role of Team Leader/ Deputy Team Leader/ Project Manager/ Project coordinator in last 5 years.. He /She should have experience of working with and managing multi-disciplinary teams and should have experience in handling Key Planning and design projects, Bid preparation and contract management. He should also have thorough Knowledge and experience of city Planning, sector Planning, statutory provisions and development control regulations and also</p>

<b>S.r No</b>	<b>Position &amp; No.</b>	<b>Min Years of Exp.</b>	<b>Role, Minimum Qualification and Experience</b>
			Project financing understanding in Real estate projects and development of selling cycles.
<b>2</b>	<b>Contract Management Specialist (1 No)</b>	<b>10 years</b>	He/ She shall be BE / B.Tech in Civil Engineering having experience in Quantity surveying and experience in civil contract management, preparation of bid documents and advisory on legal matters related to the civil procurement procedure in last 5 years.
<b>3</b>	<b>Finance Expert (1 No)</b>	<b>10 years</b>	He/She Shall be from a finance/ commerce background. She/he should be a Chartered Accountant/ any other global financial certification (CFA/CAIA/FRM) or MBA with specialization in Finance. He Should have thorough knowledge of Accounting Standards and other pronouncements of the ICAI and should have skill of using IT tools and software. The person should have experiences in handling financial matters and should be conversant with accounting on an accrual basis. Experience in working of municipal environment would be an added advantage Exposure to handling loans for project purposes is desirable
<b>4</b>	<b>Legal Adviser Expert (1 No)</b>	<b>10 Year</b>	He/she shall be from legal law background. He shall have LL.M qualification minimum and have experience in this field with govt. department works etc.
<b>5</b>	<b>Marketing Expert (1 No)</b>	<b>10years</b>	He/She Shall be MBA with specialization in Marketing and Should have knowledge of real estate marketing and should have skill of using IT tools and softwares. Should have an ability to work in a team and coordinate with the various sections of the CGHB. Should have an ability to independently developing sound Marketing Strategies/ Marketing Plans.
<b>6</b>	<b>Civil Engineer (4 No)</b>	<b>10 years</b>  <b>10 years</b>	(For 1 Nos, engineers) He/She shall be BE/B Tech in Civil Engineering and Masters in Structural engineering having 10 years experience in working for urban housing projects and having experience in designing of building including high rise building by utilizing the logistics of latest tools like autocad, STAAD pro, ETAB etc (For 1 Nos, engineers) He/she shall be BE/B Tech in Civil Engineering and Masters in Transport engineering having 7 years experience in working for urban infrastructure

<b>S.r No</b>	<b>Position &amp; No.</b>	<b>Min Years of Exp.</b>	<b>Role, Minimum Qualification and Experience</b>
		<b>10 years</b>	<p>projects such as roads, bridges, culverts and making structural drawing and having sufficient experience in working with like autocad, STAAD pro, ETAB etc</p> <p>(For 2 Nos, engineers)  He/she shall be BE/B Tech in Civil Engineering and Masters in quantity survey and estimate engineering having 7 years experience in working for urban infrastructure projects such as roads, bridges, culverts and high rise buildings and quantity survey and having sufficient experience in working with Auto CAD and similar drafting tools. He should also be well versed with Primavera, MS office and PERT CPM tools.</p>
<b>7</b>	<b>Electrical Engineer (1 No)</b>	<b>10 years</b>	<p>He/she shall BE Electrical in Electrical Engineering having experience in designing electrical cabling design for underground and indoor transformers at sector level projects and design of electrification for all buildings and for layout plan (HVAC, air cond..)</p>
<b>8</b>	<b>Architect (1 No)</b>	<b>7 years</b>	<p>The role of Architect is to prepare details architectural design and layout planning working drawings of buildings and others bldg identified by the CGHB.</p> <p>He/ She shall be B. Arch. Registered with Council of Architecture. He should have thorough Knowledge and experience in architectural design and detail working drawings.</p>
<b>9</b>	<b>Landscape Architect (1 No)</b>	<b>5 Years</b>	<p>The role of landscape Architect is to prepare landscape proposals and detail working drawing and broad estimates for landscape projects.]</p> <p>He/ She shall be B. Arch. Registered with council of Architecture and masters in landscape Planning with relevant working experience on campus planning gardens, street and housing landscape projects.</p>
<b>10</b>	<b>PHE Engineer (1 No)</b>	<b>8 years</b>	<p>He/She shall be B.E./ B. Tech in Civil Engineering, having experience in designing wet utilities Water supply, storm drainage and sewerage. Candidates with post graduate qualification in Environmental Engineering shall be given a higher weightage.</p>

<b>S.r No</b>	<b>Position &amp; No.</b>	<b>Min Years of Exp.</b>	<b>Role, Minimum Qualification and Experience</b>
<b>11</b>	<ul style="list-style-type: none"> <li>• <b>Draftsman/Sub. eng. civil, electrical (3 Nos)</b></li> <li>• <b>Draftsman Arch. (1 No)</b></li> </ul>	<b>5years</b>	He/ She shall be minimum diploma in civil engineering or in Arch. or in any discipline with working knowledge in Auto CAD and Corel and capable on working with latest software's/ techniques. etc. Exp in preparation of estimate in computer, Arch.drg in AutoCAD.
<b>12</b>	<b>Data Operator (2 Nos.)</b>	<b>3years</b>	He/ She shall be minimum diploma in DCA/ PGDCA with working knowledge in Good firm with technical works, MS office, excel, power point etc.

**Note:**

Personnel other than the above listed Key Personnel such as office assistant, peon etc. shall be deployed by the PSC at its own cost

**Draft Consultancy Agreement**

THIS AGREEMENT (“Consultancy Agreement”) is made on the \_\_\_ this day of ----- 20014 at Raipur.

**BETWEEN:**

Chhattisgarh Housing Board, having its office at Shankar Nagar, Sector 1, Raipur, Pin 492007, ----  
----- (hereinafter referred to as “Board” or the “First Party” which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators and assigns) of One part

**AND**

----- firm having its registered office at ----- (hereinafter referred to as the Consultant or the "Second Party") which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns) of the Other Part

THE CGHB and the Consultant are collectively referred to as 'Parties' and individually as “Party”.

**WHEREAS:**

1. Chhattisgarh Housing Board, a body constituted by the Government of Chhattisgarh, has decided to transform the ho different category and right of way standards within the Chhattisgarh Housing Board Area of which scope of work is described in detail in Terms of Reference (TOR), Appended in as an attached document.
2. The organization now also has got mandate to develop in Affordable housing, Atal vihar Yojana and others schemes in Chhattisgarh to reduce Urban Pressure on the core cities and to provide sustainable opportunities for all sectors.
3. The CGHB has a limited manpower and in-house professional capacity to meet the challenges for implementation of the various projects in allover state. There is an imperative need of procuring services of an external agency to enhance the capacity and System strengthen of the CGHB. THE CGHB intends to select and appoint Project Support Consultant (PSC) through this RFP for the support for all projects.
4. Chhattisgarh Housing Board requested the consultant to provide services as defined in the Terms of reference (TOR), and the General condition of contract, appended hereto. (Hereinafter called the “Services”).

5. The Consultant represent to the Client that they gave the required professional skills, resources etc. as per the RFP issued earlier have agreed to provide the services on the terms and conditions set forth in this contract.
6. Chhattisgarh Housing board has agreed to avail the services of the consultant on the terms and conditions set forth in this contract.
7. After analyzing, evolving, reviewing the proposals of various parties including the consultant, Chhattisgarh Housing Board has selected the consultant and offered the appointment as the consultant of the said project and the consultant has agree to accept the offer of Chhattisgarh Housing Board. Letter of Acceptance No. ----- dated -- ----- was issued.
- 8 . It is considered appropriate and desirable by the parties herein to frame and formulate the conditions of contract for the said project, in relation to the scope of work, as set out by The Chhattisgarh Housing Board under terms of Reference (TOR), Appended hereto.
- 9 . The Consultant covenants to undertake the Assignment as set forth in the Terms of Reference (*As in Appendix I*, hereinafter referred to as “the Services”) and to perform, fulfill, comply with and observe all and singular provisions, conditions and requirements of this Agreement.
10. In consideration thereof, THE CGHB will pay to the Consultant fee (hereinafter referred to as “the Fee” *As in Appendix H*) and will perform, fulfill, comply with and observe all singular provisions, conditions and requirements to the Agreement.
- 11 The CGHB hereby appoints ----- as the Consultant on the conditions as laid down in the agreement and in the following annexure appended hereto and forming an integral part of this Agreement and the Consultant accepts the appointment :-

<b>Appendix F</b>	Qualifications and competence of the key professional staff
<b>Appendix H</b>	Fees offered by the consultant and accepted by THE CGHB
<b>Appendix I</b>	Roles, Responsibilities and Broad Scope of Work of Project Support Consultant (PSC) and Minimum Qualification and Experience of Experts and Office Assistant
<b>Appendix K</b>	General Conditions of Contract

**NOW THIS AGREEMENT WITNESSES** that the parties hereto have caused this contract to be signed in their respective names as on the day and year first above mentioned,

**SIGNED, SEALED AND DELIVERED ON THIS DAY AND YEAR FIRST HEREIN ABOVE MENTIONED**

**The Chhattisgarh Housing Board, Raipur, Chhattisgarh - First Party**

By the hands of its authorized signatory

-----

Authorized Signatory of First Party

Name :

Address: Commissioner  
Chhattisgarh Housing Boar Raipur (C.G.)

-----  
Authorised Signatory of Second Party

Name :

Address:

In the presence of:

**1.** \_\_\_\_\_,  
Name :

Address:

**2.** \_\_\_\_\_  
Name :

Address:



**GENERAL CONDITIONS OF CONTRACT**

**1. RELATIONSHIP BETWEEN THE PARTIES**

Nothing contained herein shall be construed as establishing a relation of employer and employee or agent as between THE CGHB and the Consultant. The Consultant, subject to this Agreement, has complete charge of personnel performing the Services and shall be fully responsible for the Services performed by it or on its behalf hereunder. The Agreement shall commence on the date it is executed by the Parties.

**2. DURATION OF THE AGREEMENT**

The duration of the project support consultancy agreement shall be Two Years initially which may be extended for a further period of Four Years with enhancement of 10 (Ten) percent of fees in each year on previous year's fees provided that the services are found satisfactory and further that the enhancement shall be applicable after the completion of first year of the services.

**3. MODE OF PAYMENT**

**3.1** The fees as approved under the RFP shall be every month paid on the invoice raised by the PSC by the 5<sup>th</sup> day of the next month within 15 days of such invoice. However the first monthly fees shall be paid one month after the deployment of the staff at Raipur/Naya Raipur. The fees shall be inclusive of the Cost to Company expenses of the experts and employees deployed and overheads & miscellaneous expenses and profit. It shall also be inclusive of all taxes, surcharges out pocket expenses which may be incurred by the consultant towards travel, documentation and communication except those agreed here under. However for additional services for which back office support is required a per diem rate can be fixed mutually between the client and the consultants for the services required. The invoice for which can be clubbed in the monthly invoice by the consultants.

**3.2** The expenses on account of travel in connection with the project support services by team members to the cities other than those cities where Head office or branch office of the consultant companies are located, will be paid by THE CGHB provided that the travel is made with the prior written approval of Commissioner, THE CGHB or when the travel has been made as per the written instruction of THE CGHB. However, the eligibility for the travel would be economy class airfare or AC 2-Tier for travel, on actual and the eligibility for lodging and boarding shall be business hotel accommodation, and commuting expenses as admissible to class I (Sr.Grade) Officer of the State Government. THE CGHB would advance suitable amounts to the staff to undertake the travel, and settle the advances on submission of bills by the staff.

**3.3** Travel and accommodation of other senior officials of the company (from their respective

offices to Raipur or to other destinations at the request of THE CGHB) shall be reimbursed by THE CGHB as per entitlement applicable to Class I officer of Chhattisgarh Govt.

**3.4** THE CGHB shall, at its cost and expense, provide to the PSC staff the facilities such as Suitable work-place including workstations, furniture, fittings and stationery. However, software for planning, design, and drawing, Desktops/ Laptops with internet connection Telephone/ Fax, Printer, scanner photocopier, plotter etc. at approved location at Raipur/Naya Raipur, shall be provided by the Infra -PSC at its own cost.

**3.5** Income tax as applicable shall be deducted at source from every payment.

#### **4 PERFORMANCE SECURITY**

An amount of Five percent shall be deducted from each payment made to the PSC during the first year of consultancy and retained as Performance Security which shall be returned after satisfactory completion of the consultancy services. In case the consultancy is continue for the further period, no deduction shall be on account of performance security but the retained amount shall be refunded after the satisfactory completion of the consultancy services.

**5.** THE CGHB shall finalise all reports/documents to be submitted by the Consultant under this Agreement by itself or through an external agency appointed by THE CGHB.

#### **6. PENALTY FOR DEFAULT**

**6.1** For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 30 working days in a year or more than 10 working days at one time, the consultant shall deploy a personnel of equal or higher qualification and experience under intimation to the Commissioner. In the event of the failure of the consultant to do so, a prorata deduction in the fees per working day for the member remain absent and a penalty of 5% (Five percent) of monthly fee, shall be made from the payment due."

**6.2** In case the PSC fails to deliver the committed deliverables in time a Penalty not exceeding to 10 % of monthly fees will be levied per week of failure of deliverable.

**6.3** In the event of total default / failure by the Consultant in providing the Services, The CGHB reserves the right to get the Services executed by any other Consultant at the cost and risk of the Consultant.

**6.4** In the event of change of manpower for any reason the selection of the replacement by new incumbent shall be done by taking prior approval of the CGHB and the new incumbent should be equally or preferably higher qualified than the outgoing key personnel.

- 6.5 If the consultants fails to replace the suitable manpower as above for more than 30 days from the date of absence, a penalty of not exceeding to 10% of the monthly charges can be levied to the PSC.

## **7. TERMINATION OF THE AGREEMENT**

This Agreement shall be effective on the date hereof and shall continue in full force until completion of the Services or terminated earlier as per the Clause (i), (ii) & (iii) below:

- (i) THE CGHB shall have right to review the performance of the PSC and if THE CGHB is not desirous of continuation of the services of the PSC on ground of unsatisfactory performance or breach of any term or condition of the contract it may terminate the agreement by giving notice of 15 days and by providing reasonable opportunity to be heard.
- (ii) If THE CGHB terminates the Agreement as a result of a default of the Consultant, the Consultant shall be liable for the extra costs reasonably incurred by THE CGHB in obtaining completion of that part of the Services which remained incomplete as at the date of termination
- (iii) THE CGHB or the PSC may terminate the agreement by giving the termination notice of three months in advance.
- (iv) If THE CGHB terminates the agreement, not as a result of any default by the Consultant, then THE CGHB shall compensate the Consultant for the Services performed till the date of notice of termination but no other claim on any ground shall be allowed.  
The communication of termination of this Agreement shall be by means of written notice (“Termination Notice”)

## **8. RESPONSIBILITIES AND OBLIGATIONS OF THE CONSULTANT**

The Consultant shall:

- a.** provide the Services as set out in **Appendix I**
- b.** exercise the degree of skill, care and diligence normally exercised by members of the profession performing services of a similar nature;
- c.** be bound to comply with any written direction of THE CGHB to vary the scope sequence or timing of the Services; and
- d.** use all reasonable efforts to inform itself of THE CGHB’s requirements for the Deliverables for which purpose the Consultant shall consult THE CGHB throughout the performance of the Services.

## **9. CONFIDENTIALITY AND PUBLICITY**

The Consultant shall treat the details of the output of the assignment and the Services as confidential and for the Consultants own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to THE CGHB or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of THE CGHB.

## **10. OTHER CONDITIONS**

**10.1** In the event THE CGHB desires the Consultant to perform such additional services which are not within the Terms of Reference, the Consultant shall agree to perform such additional services on such renegotiated, modified and new terms and conditions as may be mutually agreed by the Parties.

**10.2** THE CGHB shall provide to the Consultant documents/ information/ reports as may be required by the Consultant to enable it to provide the Services. THE CGHB undertakes and agrees to furnish to the Consultant from time to time such other documents/ reports/ information in its possession and/or knowledge as it may consider relevant to perform the Services, as and when such information is received by/ available with the CGHB.

**10.3** All intellectual property conceived, originated, devised, developed or created by the Consultant, its agents, specifically for the purpose of rendering the Services, shall vest with THE CGHB unless otherwise agreed, between THE CGHB and the Consultant. THE CGHB as sole beneficial owner shall be entitled to use such intellectual property for the purpose of the Project

**10.4** Unless otherwise agreed, THE CGHB shall have the copyright on all the reports, documents, maps etc., authored, prepared or generated during the course of the Services to be provided by the Consultant.

**10.5** All documents and drawings etc. prepared by PSC will be the sole property of THE CGHB and can be used anywhere.

## **11. COMPLIANCE WITH LAWS**

The Consultant shall take due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgments, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of this Agreement applicable to the Consultant.

## **12. GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by the laws of India. The Courts at Raipur shall have jurisdiction over all matters arising out of or relation to this Agreement.

## **13. DISPUTE RESOLUTION**

### **13.1 Amicable Resolution**

Any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this Agreement (the "Dispute") shall in the first instance be attempted to be resolved amicably through discussions between the Parties.

### **13.2 Arbitration**

#### **a Procedure**

Any Dispute which is not resolved amicably within 30 days, the same shall be referred to the sole arbitration of Secretary, Housing and Environment Department, Government of Chhattisgarh, whose decision shall be final and binding on both the Parties. Such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 ("Arbitration Act").

#### **b Place of Arbitration**

The place of arbitration shall ordinarily be Raipur but by agreement of the Parties, the arbitration hearings, if required, may be held elsewhere.

#### **c Enforcement of Award**

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

#### **d Performance during Dispute Resolution**

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

## **14. SEVERABILITY**

In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

**15. WAIVER**

Waiver by either Party of any default by the other Party in the observance and performance of any provision of or obligations under this Agreement:

- i shall not operate or be construed as a waiver of any other or subsequent default hereof or of other provisions or obligations under this Agreement;
- ii shall not be effective unless it is in writing and executed by a duly authorised representative of such Party; and
- iii shall not affect the validity or enforceability of this Agreement in any manner.

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement or any obligation hereunder nor time or other indulgence granted by a Party to the other Party shall be treated or deemed as waiver/breach of any terms, conditions or provisions of this Agreement.

**16. MODIFICATION**

Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement and at mutually agreed price between the Parties.

**17. NOTICES**

Unless otherwise stated, notices to be given under this Agreement including but not limited to a notice of waiver of any term, breach of any term of this Agreement and termination of this Agreement, shall be in writing and shall be given by hand delivery, recognized courier, mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses mentioned hereinabove.

**18. TRANSFER OR ASSIGNMENT**

No Party may assign its interests in the Agreement without the prior written consent of the other Party. Unless specifically stated to the contrary, in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

**19. VARIATIONS**

THE CGHB may, by written notice to the Consultant, direct the Consultant to vary the scope, sequence or timing of the Services with suitable compensation for such variation to be agreed mutually and the Consultant shall be bound to comply with that direction.

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