



**Inviting
Expression of Interest (EOI)
For
Empanelment of Town Planners**

Issued Date: 13/12/2017

No: UPSIDC/ATP/ETP-1/13-12-17

Uttar Pradesh State Industrial Development Corporation Ltd
Reg. Office: UPSIDC Complex,
A-1/4 Lakhanpur, Kanpur-208024
Telephone: 0512-2582851, 2582852, 2582853
Fax: 0512-2580797

Expression of Interest (EOI) For Empanelment of Town Planners

eBid Reference No. : UPSIDC/ATP/ETP-1/13-12-17

E-Bid Portal : <http://etender.up.nic.in>

Critical Dates

S N	Particulars	Date	Time
1	Publishing Date (e-Tender Portal)	13 DEC 2017	05:00 PM
2	e-Bid Submission Start Date	13 DEC 2017	05:00 PM
3	e-Bid Submission End Date	15 JAN 2018	04:00 PM
4	e-Bid Opening Date and Time	16 JAN 2018	03:00 PM

Place of Opening e-Bids : Uttar Pradesh State Industrial Corporation Ltd.
A-1/4, UPSIDC Complex, Lakhanpur
Kanpur-208024

e-Bid Processing Fee: Rs 5,000/- + 900/- (G.S.T.) = Rs.5900/- (Rupees five thousands nine hundred only) (Non-refundable)

e-Bid Notice for

Empanelment of one or more Town Planners to provide town planning services to UPSIDC

Online proposals are invited for Empanelment of one or more Town Planning service providing companies/firms to UPSIDC, up to 04:00 P.M. on 15th JAN 2018 and Bids shall be opened on 03:00 P.M. on 16th JAN 2018. The Processing Fee (non-refundable) is Rs 5,000/- + 900/- (G.S.T.) = Rs.5900/- (Rupees five thousands nine hundred only) (Non-refundable). The details of submission of e-Bids are available in the e-Bid document uploaded on the e-Tender portal <http://etender.up.nic.in> and website of UPSIDC www.onlineupsidc.com. The Corporation reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof.

Managing Director
UPSIDC Ltd
A-1/4, UPSIDC Complex
Lakhanpur, Kanpur-208024

e-Bid Ref No: UPSIDC/ATP/ETP-1/13-12-17

UTTAR PRADESH STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.
INVITATION OF EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
TOWN PLANNERS

Uttar Pradesh State Industrial Development Corporation Ltd. (A Govt. of U.P. Undertaking) invites Expression of Interest (EOI) from eligible "Town Planning service providing companies/firms" to Provide Town Planning services for various existing and upcoming industrial infrastructure development projects being developed by UPSIDC.

The proposals duly completed as per prescribed format, shall be submitted through etender.up.nic.in. Details of the services required are provided in the Terms of Reference of this Expression of Interest (EOI).

e-Bid Reference No.	UPSIDC/ATP/ETP-1/13-12-17
Purpose	Expression of Interest for empanelment of one or more Town Planning service providing companies/firms
Date of Publication of e-Bid notice	13 th DEC 2017 on e-Tender portal http://etender.up.nic.in and website of UPSIDC www.onlineupsidc.com
Last date for submission of e-Bids	15 th JAN 2018 up to 04:00 P.M.
Site for submission of e-Bid	http://etender.up.nic.in
Website address	www.onlineupsidc.in
e-mail address	md@upsidc.com
e-Bid Inviting Officer	Managing Director UP State Industrial Development Corporation Ltd
Date of opening of e-Bids	16 th JAN 2018 at 03:00 P.M.
Venue of Opening of e-Bids	UP State Industrial Development Corporation Ltd A-1/4, UPSIDC Complex, Lakhampur, Kanpur-208024
Contact numbers	0512-2582851, 2582852, 2582853
Fax number	0512-2580797
e-Bids Processing Fee (non-refundable)	Rs 5,000/- + 900/- (G.S.T.) = Rs.5900/- (Rupees five thousands nine hundred only) (through RTGS only) (GST Number 09AAACU1759K1ZZ)

- I. All proposals/e-Bids must be accompanied by e-Bid processing fee of Rs 5,000/- + 900/- (G.S.T.) = Rs.5900/- (Rupees five thousands nine hundred only) (through RTGS only) payable in favour of Uttar Pradesh State Industrial Development Corporation Ltd in the A/C No: 0090102000040637, IFSC Code: IBKL0000090, IDBI Bank, Branch-Mall Road, Kanpur. The scanned copy of RTGS with transaction ID certified by the same bank must be enclosed along with the e-bid. This e-Tender document fee will be non-refundable. Bid without tender fee in the prescribe form will not be accepted.
- II. UPSIDC shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of proposals, including costs and expenses related to visit to the site. UPSIDC reserves the rights to cancel, terminate, change or modify this procurement / proposal process and/or requirements of proposal stated in the EOI,

without assigning any reason or providing any notice and without accepting any liability for the same.

- III. All the required documents must be uploaded by the Bidders electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexures etc) schedules/packets can be clubbed together to make single different files for each label.
- IV. The proposal shall be valid for a period of not less than 90 days from the bid submission Date. In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.

DISCLAIMER

1. The information contained in this Expression of Interest document ("EOI") or subsequently provided to Applicants (Town Planning service providing companies/firms), whether verbally or in documentary or any other form by or on behalf of Managing Director, Uttar Pradesh State Industrial Development Corporation Ltd, (herein after referred to as UPSIDC LTD./The Client) or any of *their* employees, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
2. This document is not an agreement or an offer by the Client to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this EOI.
3. This document includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This document may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources.
5. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be 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.
6. The Client and its employees/advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process.
7. The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI.
8. 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 EOI.
9. The issue of this EOI does not imply that the Client is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

LETTER OF INVITATION

Dear Sir,

Uttar Pradesh State Industrial Development Corporation Ltd. intends to “Empanel Town Planning service providing companies/firms to provide Town Planning services for various existing and upcoming industrial infrastructure development projects of UPSIDC.

More details on the services required are provided in the Terms of Reference of this Expression of Interest (EOI).

- 1.1 Proposal/e-Bids submissions must be received not later than the due date specified in the data sheet in the manner specified in the EOI document on etender.up.nic.in.
- 1.2 All the required documents must be uploaded electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexures etc) schedules/packets can be clubbed together to make single different files for each label.
- 1.3 UPSIDC shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. UPSIDC reserves the rights to cancel, terminate, change or modify this procurement /Proposal Process and /or requirements of proposal stated in the EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
- 1.4 The Proposal shall be valid for a period of not less than 90 days from the submission Date. In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
- 1.5 A prospective Bidder requiring any clarification of the e-Tender/EOI document may raise his point of clarification to UPSIDC’s e-mail md@upsidc.com. Amendments if any to this EOI will be uploaded only on etender.up.nic.in.

Date: 13th Dec 2017

**Managing Director
UPSIDC Ltd**

PART - 1

PRE-QUALIFICATION IN GENERAL

1. PREAMBLE

- 1.1 UPSIDC is a public sector undertaking corporation of Government of Uttar Pradesh spearheading the development of industrial infrastructure in state since the last 56 years. UPSIDC is pioneer in development of industrial areas and has delivered iconic industrial areas, townships & Industrial Parks on more than 42000 acres of land, which houses more than 26,000 units providing direct employment to lacs of people.
- 1.2 UPSIDC proposes to empanel Town Planning service providing companies/firms who can assist UPSIDC in preparation, development and execution perspective plans/development plans/master plans for various industrial infrastructure/Township projects to the desired level.
- 1.3 The empanelment will be valid for a period of 5 (five) years.
- 1.4 UPSIDC reserves the right to terminate the empanelment of any company/firm upon unsatisfactory-performance within the above period or without assigning any reason thereof.

2. INFORMATION TO APPLICANTS:

- 2.1 This “tender document” is available on the e-Tender portal <http://etender.up.nic.in> and UPSIDC’s website www.onlineupsidc.com to enable the bidders to view and download the bidding document, submit their e-Bids online up to the last date and time mentioned in tender document only on e-Bid portal <http://etender.up.nic.in>.

2.2 Contents of e-Bid Document

The nature and types of various services required, bidding procedure, terms and conditions etc. are prescribed in the EOI document. The bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the e-tender documents. Failure to furnish all the information required as per the bidding documents or submission of an e-Bid not responsive to the e-Tender document in every respect will be at the bidder’s risk and may result in the rejection of his e-Bid.

2.3 Clarifications of e-Tender Documents

A prospective bidder requiring any clarification of the e-Tender documents may raise his point of clarification to UPSIDC’s e-mail md@upsidc.com.

2.4 Amendment of e-Tender Document

At any time prior to the deadline for submission of e-Bids, the UPSIDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Tender document by amendments. Such amendments shall be posted/ uploaded on the e-Tender portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of the eBid documents. The relevant clauses of the e-Tender documents shall be treated as amended accordingly.

- 2.5 It shall be the sole responsibility of the prospective Bidders to check the e-Tender portal <http://etender.up.nic.in> and www.onlineupsidc.com from time to time for any amendment in the e-Bid document. In case of failure to get the amendments, if any, the UPSIDC shall not be responsible for any negligence on part of the Bidder.

- 2.6 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-Bids, UPSIDC at its discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/up-loaded on the e-Tender portal <http://etender.up.nic.in>.

PREPARATION & SUBMISSION OF e-Bids

2.7 Documents Constituting the e-Bid

e-Bid prepared by the Bidder shall comprise the following components:

e-Bid - e-Bid will comprise of :

Fee Details – includes copies of e-Bid Processing Fee furnished in PDF format.

Bidder's General Information – includes filled-in signed statements as per Annexures (in the PDF format)

Qualification Details – includes copies of required documents in PDF format as per Annexures justifying that the Bidder is qualified and meets the criteria for the appointment.

Documents Establishing Bidder's Qualification

- 2.8 The Bidder shall furnish, as part of technical proposal (annexures), documents establishing the Bidder's qualification to perform the Contract. The documentary evidence in support of the information furnished should be submitted by the Bidder electronically in the PDF format. It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Tender portal.

e-Bid Processing Fee

- 2.9 All e-Bids must be accompanied by e-Bid processing fee of Rs 5,000/- + 900/- (G.S.T.) = Rs.5900/- (Rupees five thousands nine hundred only) (through RTGS only) payable in favour of Uttar Pradesh State Industrial Development Corporation Ltd in the A/C No: 0090102000040637, IFSC Code:IBKL0000090, IDBI Bank, Branch-Mall Road, Kanpur. The scanned copy of RTGS with transaction ID certified by the same bank must be enclosed along with the e-bid.

Period of Validity of e-Bids

- 2.10 e-Bid shall remain valid for 90 days after the date of opening of e-Bid prescribed by the UPSIDC. An e-Bid with validity of a shorter period than specified, shall be rejected by the UPSIDC as non-responsive.

Format and Signing of e-Bids

- 2.11 The Bidder shall prepare one electronic copy for the e-Bids. Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All the pages/ documents of the e-Bid shall also be signed manually by the person authorized to sign the eBid before converting them into PDF and uploading them as bidding documents.

Submission of e-Bids

- 2.12 The e-Bid Submission module of e-tender portal <http://etender.up.nic.in> enables the Bidders to submit the e-Bid online against the e-tender published by the UPSIDC. Bid Submission can be done only from the Bid Submission start date and time till the e-Bid

Submission end date and time given in the e-Bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The Bidders should submit their Bids considering the server time displayed in the e-tender portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission of e-Bids due to any reasons, the Bidders shall only be held responsible.

2.13 The Bidders have to follow the following instructions for submission of their e-Bids:

- For participating in e-tender through the e-Bidding system, it is necessary for the Bidders to be the registered users of the e-tender portal <http://etender.up.nic.in>. For this, the Bidders have to register themselves in the office of U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226001 for getting a valid User ID and password and the required training/assistance etc. on e-tender portal <http://etender.up.nic.in>.
- In addition to the normal registration, the Bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bids submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity till its validity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-Bidding system using the User Login option on the home page with the Login Id and Password with which he/she has registered as enumerated in the preceding paragraph above.
- For successful registration of DSC on e-Procurement portal <http://etender.up.nic.in> the Bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying authorities approved by Controller of Certifying Authorities, Government of India. The Bidder may also apply to office of U.P. Electronics Corporation Limited, (UPLC) for getting DSC at the address given in the preceding paragraph above on a prescribed form available at UPLC's website www.uplc.in. The Bidder is also advised to register his/her DSC on e-tender portal well in advance before Bid submission end date so that he/she should not face any difficulties while submitting his/her e-Bid against this e-tender. The Bidder can perform User Login registration/creation and DSC registration exercise as described in preceding paragraphs above even before e-Bid submission date starts. The UPSIDC/UPLC shall not be held responsible if the Bidder tries to submit his/her e-Bids at the last moment before end date of submission but could not submit due to DSC registration or any other technical problems.
- The Bidder can search for active Bids through "Search Active Bids" link, select a Bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the eBid Submission menu. After selecting and viewing the Bid, for which the Bidder intends to eBid, from "My Bids" folder, the Bidder can place his/her Bid by clicking "Pay Offline" option available at the end of the view Bid details form. Before this, the Bidder should download the Bid document and study hem carefully. The Bidder should keep all the documents ready as per the requirements of e-Bid document in the PDF format.
- After clicking the 'Pay Offline' option, the Bidder will be redirected to the Terms and Conditions page. The Bidder should read the Terms & Conditions before proceeding to fill in the Processing Fee offline payment details. After entering and saving the Processing fee details, the Bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission"

- window appears to upload the required documents Technical Proposal Submission Form etc (Annexure "I" to Annexure "VII") of this etender document.
- Next the Bidder should upload the eBid documents for Fee details (Processing Fee). Qualification details, Before uploading, the Bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the Bidder should click "Browse" button against each document label in Technical schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer. The required documents for each document label of Technical. Schedules/packets can be clubbed together to make single different files for each label.
 - The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the Bid documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's of the Bid openers to ensure that the Bid documents are protected, stored and opened by concerned Bid openers only.
 - After successful submission of e-Bids, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The Bidder can take a printout of the Bid summary using the "Print" option available in the window as an acknowledgement for future reference.

Deadline for Submission of e-Bids

- 2.14** e-Bids must be submitted by the Bidders on e-tender portal <http://etender.up.nic.in>, not later than the date and time specified in this e-tender document. The UPSIDC may extend this deadline for submission of e-Bids by amending the e-Tender document, in which case all rights and obligations of the UPSIDC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.15** UPSIDC shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-tender (EOI) by any prospective Bidder. e-Bids should be uploaded on etender portal <http://etender.up.nic.in> on or before 04:00 P.M. of 15th JAN 2018.

Late e-Bids

- 2.16** The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/ her Bid. Bidder has to start the e-Bid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/ her e-Bids are not submitted in time due to any reasons.

Withdrawal and Resubmission of e-Bids

- 2.17** At any point of time, a Bidder can withdraw his/ her e-Bids submitted online before the e-Bids submission end date and time. For withdrawing, the Bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the eprocurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the Bidder has to click "Yes" to the message "Do

you want to withdraw this Bid?" displayed in the Bid Information window for the selected Bid. The Bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "Ok" button before finally withdrawing his/ her selected Bid. Once the Bidder has withdrawn his /her Bid he/she cannot re-submit this Bid again.

- 2.18** The Bidder has to request the UPSIDC with a letter, attaching the proof of withdrawal and submission of e-Bids Processing Fee in the office of Managing Director, UPSIDC, to return back the e-Bids Processing Fee as per the procedure.
- 2.19** The Bidder can resubmit his/ her e-Bids as and when required till the Bid submission end date and time. The e-Bids submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-Bids and the new Bid submission summary generated after the successful submission of the revised e-Bids will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/ her Login ID and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bids documents by following the methodology provided in clauses above.
- 2.20** The Bidders can submit their revised Bids as many times as possible by uploading their e-Bids documents within the scheduled date & time for submission of e-Bids.
- 2.21** No e-Bids can be resubmitted subsequently after the deadline for submission of e-Bids.

Opening of e-Bids by the Bidder

- 2.22** UPSIDC will open all e-Bids, in the presence of bidders' authorized representatives who choose to attend at 03:00 PM on 16th JAN 2018 at UP State Industrial Development Corporation Ltd, A-1/4, Lakhanpur, Kanpur-208024. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.
- 2.23** The bidder's names and such other details as the Purchaser at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the qualification requirement shall be notified subsequently.
- 2.24** After evaluation of e-Bids, UPSIDC shall notify those bidders whose e-Bids were considered nonresponsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not qualify for Empanelment. UPSIDC will simultaneously notify the bidders, whose e-Bids were considered acceptable to UPSIDC indicating that they have been selected for Empanelment.

Cost of preparation of eBids to be borne by the Bidders

- 2.25** Cost of preparation of the Bids shall be borne by the applicant concern regardless of the outcome of the bids.

Fraud and Corruption

- 2.26** The Bidder, if selected shall have to observe the highest standard of ethics during the selection and execution of such contracts.

- “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
- “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the “UPSIDC” and includes collusive practices amongst applicants/bidders (prior to or after submission of proposals) with Service Provider empanelled with various state government undertakings/firms, designed to establish prices at artificial, non-competitive levels and to deprive the “UPSIDC” of the benefits of free and open competition.
- UPSIDC will reject a proposal for award if it determines that the bidder recommended for award is/was engaged in corrupt / fraudulent / coercive activities in getting the contract in question;
- UPSIDC will cancel the bidder’s contract if it at any time determines that its representatives are engaged in corrupt or fraudulent practices.
- UPSIDC will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a “UPSIDC” contract if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in getting or executing the “UPSIDC” contract;
- UPSIDC will have the right to have them audited by auditors appointed by the “UPSIDC”
- UPSIDC will cancel the contract if at any stage it comes to know that the selected firm/company has any relation with any of the members of Evaluation Committee (CEC) or the decision making authorities.

2.27 Standard Formats for EOI

The standard Formats for technical proposal are placed at Annexures.

3. INSTRUCTIONS TO APPLICANTS:

3.1 GENERAL

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format as per annexures. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- b) Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, experience or capability of the applicant shall be submitted by the applicant, which could be verified by UPSIDC when required.
- c) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities through e-Bid. No further information will be entertained after submission of the application unless it is called for by the UPSIDC.
- d) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant and UPSIDC in no case will be responsible or liable for these costs regardless of the outcome of the process.

3.2 **DEFINITIONS**

In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) "**Employer/Client**" means UPSIDC and include the employer's representatives or successors.
- b) "**Applicant**" means proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

3.3 **FINAL DECISION MAKING AUTHORITY**

The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

4. **ELIGIBILITY CRITERIA:**

- 4.1 Bidder should be a well-established and professionally organized Town Planning Service providing companies/firms with **at least 10 years' experience** in the field of providing town planning services for Residential, Commercial and Industrial areas/townships under industrial development authorities/urban development authorities/housing boards/local bodies/private sector township developers.
- 4.2 The bidder should have successfully delivered town planning services for **at least one (1) town planning project of area more than 50 acres in last 5 years**. They should have prepared Development/Master Plan/perspective plan for Industrial area/Town/Urban centres /Regional Centres for area not less than 50 acre in India in last five years.
- 4.3 Bidder should have an **average annual turnover of at least Rs 1,00,00,000/- during the last 03 financial years**.
- 4.4 The key expertise required from the town planner that are to be made available by the organization as the minimum is presented below:

Position	Minimum Education/ Qualification/ Expertise as per EOI
Town Planner	<ul style="list-style-type: none"> ▪ Bachelor degree in Architecture or Civil Engineering and Post Graduate Degree in Town Planning, Minimum 10 years of post-qualification experience of work carried out in the field of Town/Urban & Regional Planning, ▪ Should have functional knowledge of AutoCAD and proficiency in operating GIS/web GIS tools, ▪ Must be well versed with all urban & regional planning principles and applicable and relevant Acts & Byelaws, ▪ Must be aware of all prevalent policies including development control regulations, Experience with municipal/ industrial area development plan/master plan approval processes, ▪ Ability to carry out discussions with various Central and State Government Departments, ▪ Must have worked towards publishing/notifying master plan following the prevalent Government norms,

5. EVALUATION CRITERIA

5.1 The Evaluation of Technical Proposal will be taken up only if the applicant has the minimum Eligibility Criteria as mentioned in Section 4 of this document.

5.2 The applications will be examined by a designated Evaluation Team of UPSIDC which may call for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated based on the following parameters on a scale of 100.

SN	Parameters	Points
2.	Firm's Experience (Similar nature of work Town Planning works completed)	40
3.	Firm's Financial Capacity (Annual Financial Turnover)	20
4.	Manpower Strength	40
	Sum Total	100

5.3 The applicants will be awarded marks for each of the above parameter on the following Criteria:

SN	PARAMETERS	POINTS
1.	FIRM'S/COMPANY'S EXPERIENCE	40
	Similar Services: With reference to relevant experience of the applicant, marking will commensurate with experience in number of projects carried out as mentioned below:	
	The bidder should have successfully completed at least one (1) projects (Town Planning Schemes, statutory development/Master Plan or any other statutory Plan) prepared under the Industrial area/Country/Town /Urban/Regional Planning legislation for area not less than 50 acre in India in last 5 years Total 5 (five) number of eligible projects will be considered. 7 (seven) Marks for every eligible Project. For every additional eligible projects beyond 5 projects, 1 (one) mark will be provided subject to maximum of 5 (five) marks.	40
2.	FIRM'S FINANCIAL CAPACITY	20
	Average Annual Financial Turnover (Maximum marks shall be restricted to 20 marks)	
	a) Annual financial turnover (Rs 1,00,00,000/- To <2,00,00,000/-)	10
	b) Annual financial turnover (Rs 2,00,00,000/- To < 5,00,00,000/-)	16
	c) Annual financial turnover (More than Rs 5,00,00,000/-)	20
3.	MANPOWER STRENGTH	40
	Strength of town planners/urban planner/regional planner engaged by the applicant on full time basis and available for the projects of UPSIDC (registered member of the Institute of Town Planners, India) (6 (six) marks for every town planner/urban planner/regional planner, subject to maximum of thirty(30) marks)	30
	Strength of other supporting staff available for the projects of UPSIDC	10

(1 mark for every draftsman/AutoCAD Expert, subject to maximum of ten(10) marks)	
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- 5.4 Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub-agencies. Joint Ventures/Consortium/MOU shall not be entertained.
- 5.5 Based on the above evaluation, the eligible applicants in the order of ranking and scoring a minimum of 70 marks shall only be considered for empanelment. However, UPSIDC reserves the right to change the minimum score for getting qualified for empanelment.

6. PERIOD OF EMPANELMENT:

- 6.1 The empanelment of the Town Planning firm will be for a period of 5 (five) Years from the date of award of Contract. However, UPSIDC reserves the rights to cancel the empanelment of any or all the firm/company on non-performance or without assigning any reasons.
- 6.2 UPSIDC reserves the right to extend the period of empanelment for further period depending on the requirement and performance. The decision of UPSIDC in this regard would be final.

7. ALLOTMENT OF WORK:

- 7.1 Depending upon the requirement, UPSIDC will invite limited tender(s) from the empanelled Town Planning service providing firms/companies. However, UPSIDC reserves the right to publish open tender(s) in case of no suitable empanelled firm/company is found suitable in limited tender.
- 7.2 UPSIDC may decide on the award of work to the empanelled town planning service providing firm/company either to the lowest bidder in the tender or through QCBS criteria. UPSIDC may on its own discretion, invite tender in single bid (financial only) or in two bids (technical & financial) as the case may be. In case the tender is invited in two bids, the financial bids of only those town Planning company/firm shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by UPSIDC. In case of QCBS basis, UPSIDC may decide the criteria for selection of the firm/company.
- 7.3 UPSIDC reserves the right to allot the work to any of the Town Planning service providing firms/companies after giving due consideration to the suitability and competence of the Town Planning service providing firms/companies to handle jobs, with due regard to their proven track record, which shall be reviewed by UPSIDC (Employer), as found necessary, from time to time.

8. Dispute or differences arising on account of this EOI

Applicant may appeal to Managing Director, UPSIDC for any dispute or difference arising out on account of this tender.

9. Broad Scope of Services to be Performed by the Town Planning service providing firm/company

UPSIDC is a public sector undertaking of the Government of Uttar Pradesh spearheading the development of industrial infrastructure in the State since the last 56 years. Providing contemporary infrastructure facilities and services to entrepreneurs as our objective, UPSIDC strive to build on it's strength as a pillar of the pulsating industrial ecosystem of Uttar Pradesh that contributes towards the economic development of the State in particular & the Country in general. To cater to the modern demands of the High-tech quality

infrastructure, the corporation has ventured into many new areas by developing High-Tech Integrated Industrial Townships like Trans Ganga and Saraswati High-tech cities and also sector specific Industrial areas like Plastic city, Agro Parks, Apparel Park, Leather Park, among others. The corporation has 16 Regional Offices, 2 Area Offices, 2 Project Offices and 11 Engineering Construction divisions, at different places in UP managing approx. 154 industrial areas. The Corporation was set up with the primary objective of accelerating the pace of Industrial development in the State.

The selected firm/company will be engaged in various Town planning activities as given by UPSIDC from time to time. The UPSIDC will assign the monthly target to the town planner. The key activities include providing town planning services for preparation of development plans/re-development plans, perspective plans, master plans and layout plans of various existing and upcoming industrial infrastructure development projects across UP. The job requires ensuring that land development complies with master plan, UPSIDA regulations, relevant building standards and environmental regulations etc. The Town Planner will be required to assist UPSIDC in examining and scrutinizing the development proposals and relevant reports. Key activities include:

- Engagement on preparation of master plan and subsequent changes.
- Preparing Master Plan, perspective plans, layout plans etc of existing and upcoming industrial areas and townships
- Assisting UPSIDC in preparing DPR and detailed engineering design as per the master plan
- Assisting UPSIDC in preparing RFP with BOQ for appointing construction agency for development of industrial areas
- Assisting UPSIDC in identifying the land and finalizing alignment.
- Any other work related to Town planning and Urban design
- Update and maintain the Web GIS Data of Master Plan
- Coordinate and assist UPSIDC in review of development plan(s) for various phases of the township
- Oversee the plan, design and implementation
- Advise and assist in implementation of land-use/development control regulation related changes proposals received from the Government
- Advise on new regulations and schemes.
- Ensuring of compliance and regulations in terms of designs, plans, clearances, standards and regulations relating to approvals and certifications by organizing necessary surveys and investigations
- Review and appraisal of reports / proposals submitted by various stakeholders including consultants, Central and State Government departments, funding agencies, contractors within the context of Urban Planning / Regional Planning
- Suggesting changes in layout plan in terms of financial, environmental and social viabilities

PART - 2
PRESCRIBED FORMS / ANNEXURES

APPLICATION FORM FOR EMPANELMENT
Information to be furnished by the Applicant

SN	Particulars	Details
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	e-Mail ID	
8.	Organization Details	To be filled as per Annexure-I
9.	Details of directors/Partners/ Proprietors	To be filled as per Annexure-II
10.	List of town planning assignments completed	To be filled as per Annexure-III
11.	List of town planning Assignments in progress	To be filled as per Annexure-IV
12.	Financial Status	To be filled as per Annexure-V
13.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm/company. Company/Firm has to provide the certified copy of CV of the Town Planners/Supporting Staff that is to be made available for UPSIDC along with the proposal.	Self-certified copies to be enclosed
14.	Affidavit	To be filled as per Annexure-VI
15.	Litigation/ Arbitration	To be filled as per Annexure-VII
16.	Letter of authorization from board of the company/partners/proprietors for signing of bid documents	

Annexure-I

ORGANISATIONAL DETAILS

Sl. No.	Parameter	Details
1.	<u>Organisational Set-up:</u> <ul style="list-style-type: none">• Place of Incorporation• Year of Establishment/ Incorporation/Registration• Status of Firm (Proprietorship/Partnership/Limited/Any other)• Certificate of incorporation/CIN Detail/PAN details• Empanelment with Govt. Organizations (Mention names along with copies of Certificates)	
2.	<u>Employee Strength:</u> <ul style="list-style-type: none">• Town Planner (nos.) available for UPSIDC Projects on full time basis• Other support staff available for UPSIDC Projects on full time basis	

Signature of the Applicant

Name & Designation

Place:

Date:

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

Sl. No.	Name of Partners/Directors/Proprietors	Academic Qualifications	Designation	Address/Phone/Fax/Email

Signature of the Applicant

Name & Designation

Place :

Date :

LIST OF TOWN PLANNING ASSIGNMENTS COMPLETED IN LAST 5 YEARS

SN	Name of Work / Project with address	Short description of town planning assignment	Name & address. of Client	Value of Work/Project	Date of Start of Work/Project		Date of Completion of Work/Project		Liquidated Damages, if any, imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

Note :

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation

Place:

Date :

LIST OF MAJOR TOWN PLANNING ASSIGNMENTS IN PROGRESS

SN	Name of Work/Project in Progress with Address	Short description of Town planning Consultancy	Name and address of client	Value of Work / Project	Date of Start of Work/Project	Stipulated time of Completion	Status of Work	Expected Date of Completion	Any other relevant information

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation

Place:

Date:

FINANCIAL STATUS

Sl. No.	Financial Year	Turnover (Rs.)
1.	2014-15	
2.	2015-16	
3.	2016-17	

Note:

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of the Applicant

Name & Designation

Place :

Date :

AFFIDAVIT

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs 10/- DULY
CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr.S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this 'Expression of Interest for Empanelment of Town Planners' to UPSIDC are genuine and true and nothing has been concealed.
3. I shall have no objection in case UPSIDC verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case UPSIDC demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, UPSIDC at its discretion may disqualify / reject my application for pre-qualification outrightly and also debar me /M/s.from participating in any future tenders/EOIs.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent

Annexure -VII

Litigation/Arbitration pending against applicant

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Project details : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Project details : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Project details : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	

Signature of the Applicant

Name & Designation

Place:

Date: