

DIRECTORATE OF TOWN PLANNING, ODISHA
POWER HOUSE SQUARE, UNIT-V, BHUBANESWAR, 751001
Phone 0674-2390596 E-mail dtpodisha@gmail.com

No.MP-103/22- 62/DTP...

Date - 06.01-2023

**REQUEST FOR PROPOSAL(RFP) FOR CONSULTANCY SERVICES
FOR PREPARATION OF GIS/RS BASED COMPREHENSIVE
DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA
UNDER 10 PACKAGES**

Sealed offers are invited for preparation of GIS/Remote Sensing based Comprehensive Development Pan (CDP)/Master Plan for the following Towns. Interested entities qualifying the Eligibility Criteria mentioned in the Bid Document may participate through **submission of their Technical Bid and individual Financial Bid for all packages but can be awarded maximum Two Packages of Towns** to a qualifying agency as described below: Consultant must submit technical and financial proposal . The Technical Proposal must be in one envelop (Cover-1) while the Financial Proposal will be in a separate cover and sealed (Cover-2). The envelopes must be clearly marked on top as "Part-1: Technical Proposal and "Part-2: Financial Proposal". One soft copy of Technical Proposal, in PDF format on CD/ Pen drive, should also be placed in the cover containing soft copy.

Table. GIS/RS Based CDP/Master Plans for 62 Towns

PACKAGE-1			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Rairangpur(M)	45.51	25516
2	Karanjia(N)	33.7	22865
3	Udala(N)	10.55	16188
4	Soro(M)	22.38	32531
5	Jaleswar(M)	17.03	25747
6	Nilagiri(N)	21.25	17264

PACKAGE-2			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Dhamnagar (N)	46.92	35984
2	Athagarh(N)	16.99	17304
3	Banki(N)	10.06	17521
4	Bhuban(N)	18.85	22200
5	Kamakhyanagar(N)	21.85	16810
6	Hindol(N)	50.42	17387

PACKAGE-3			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Nimapara(N)	14.78	19289
2	Balugaon(N)	38.9	17645
3	Banpur(N)	23.13	17278
4	Kodala(N)	12.02	13965
5	Kasinagar(N)	9.74	9684
6	Athamallik(N)	29.33	12298
		127.9	90159

PACKAGE-4			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Bhanjanagar(N)	36.12	45532
2	Digapahandi(N)	30.29	16050
3	Ganjam(N)	7.38	11747
4	Khallikot(N)	11.19	13022
5	Kavisuryanagar(N)	13.24	17430
6	Chikiti(N)	6.07	11645
7	Khandapara(N)	57.73	9038



PACKAGE-5			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Purusottampur(N)	13.29	15366
2	Rambha(N)	6.07	12111
3	Buguda(N)	9.84	15176
4	Soroda(N)	15.15	14867
5	Aska(N)	31.84	21428
6	Nayagarh(M)	42.43	17030
7	Daspala(N)	15.07	18470

PACKAGE-6			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Belaguntha(N)	4.85	11297
2	Hinjilicut(M)	13.89	25828
3	Polsora(N)	12.3	23119
4	Gunupur(M)	25.16	24162
5	Gudari(N)	6.09	6931
6	Patnagarh(N)	23.4	22110
7	Kantabanjhi(N)	37.25	21819

PACKAGE-7			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	G. Udayagiri(N)	13.58	11302
2	Binika(N)	21.27	15765
3	Tarva(N)	5.92	8334
4	Biramitrapur(M)	34.36	33442
5	Anandapur(M)	55.97	39585

PACKAGE-8			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Khariar Road(N)	17.47	18967
2	Khariar(N)	30.62	21875
3	Nuapara(N)	40.2	17714
4	Titilagarh(M)	17.19	36546
5	Tusura(N)	20.32	10638
6	Kesinga(N)	21.43	19239

PACKAGE-9			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Kuchinda(N)	27.33	15576
2	Redhakhhol(N)	46.5	15379
3	Barpalli(N)	21.89	20850
4	Attapura(N)	20.95	16399
5	Padampur(N)	21.06	17625
6	Deogarh(M)	16.81	22390

PACKAGE-10			
SL. NO.	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Kotpad(N)	22.41	16326
2	Malkangiri(M)	23.22	31007
3	Balimela(N)	6.85	11796
4	Nowrangpur(M)	34.36	29960
5	Umerkote(M)	25.23	32925
6	Junagarh(N)	30.39	19656

Image Derived Digital Cadastral Revenue Maps showing Existing Land use of the area prepared from satellite image (World view-III/ Cartosat-2) and depicted on revenue maps in GIS formats will be supplied to the bidders for the above mentioned 62 (Sixty two) Towns as indicated in the above Table as an input for preparation of the CDP/Master Plan.

The RFP Document indicating the Terms of Reference, Scope of the work and Bid Formats can be downloaded from www.urbanodisha.gov.in. The firm has to submit Separate Technical and Financial

Bid sealed for each packages and put together in one sealed envelope “Super scribing name and number of package”. The firm has to submit Demand Draft for Rs. 10,000/- (Ten Thousand) non-refundable and Rs. 5,00,000/- (Five lakh) towards Tender Fee and EMD respectively drawn in favour of “ Director of Town Planning, Orissa” along with the bid documents. No separate package wise Tender Fee/ EMD is required.

The last date of sale of tender paper is up to dt **15.02.2023** and the bids are to be submitted by Speed Post/Courier/ Registered Post so as to reach Directorate of Town Planning, Odisha, Bhubaneswar, Power House Square, Unit-V, Bhubaneswar-751001 on or before dt **15.02.2023 at 4.00 PM**. The technical bid will be opened on dt.**16.02.2023 at 11.30AM** in the Office Chamber of Director Town Planning, Odisha Power House Square, Unit-V.Bhubaneswar-751001 in the presence of the bidder or their authorized representatives. No drop box facility is available for submission of bid.

Pre Bid meeting clarifying doubts and queries about the RFP will be held on **dt. 24.01.2023 at 11.30 AM**. in the Office Chamber of the Director of Town Planning, Odisha, Power House Square, Unit-V, Bhubaneswar-751001. Authority reserves the right to cancel any or all offers without assigning any reason thereof. For further clarification please contact research section, Directorate of Town Planning, Odisha, Bhubaneswar Tel. No.0674-2531319.

Sd/-

DIRECTOR



Request for Proposal (RFP)

For

CONSULTANCY SERVICES FOR PREPARATION OF GIS/ RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES

RFP No. 62 Dated 06/01/2023

Date of Release of RFP	10.01.2023
Date of Pre-bid Meeting	24.01.2023
Last date of Submission of RFP	15.02.2023

Invited by

**Director of Town Planning, ODISHA
Bhubaneswar**

**On behalf the Development Authority/Regional Improvement Trust
& Special Planning Authority.**



Directorate of Town Planning, Government of Odisha on behalf of the Development Authority/ Regional Improvement Trust & Special Planning Authority Invites Request for Proposal for “**CONSULTANCY SERVICES FOR PREPARATION OF GIS/ RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES**”

1. The objective of the assignment is to prepare a Comprehensive Development Plan/ Master Plan for 62 cities/ towns in Odisha
2. The RFP document can be downloaded from the H & UD Department, Govt. of Odisha website i.e. <http://urbanodisha.gov.in>
3. Details such as technical eligibility, financial eligibility, date and time for pre-bid meeting, scope of work is provided in the RFP document.
4. Only firms/ agencies meeting the eligibility criteria are requested to submit the proposal.
5. A consulting firm will be selected as per procedures described in this RFP.
6. Please note that no liability will be accepted for difficulties in and or incomplete download of RFP document.
7. The client reserves all the rights to cancel the entire bid process or part of it, at any stage without assigning any reason thereof.

Sd./-

Director Directorate of Town Planning, Odisha

Enclosure:

Copy of Request for Proposal (RFP) along with Contract Agreement

SECTION – 1

INFORMATION TO CONSULTANTS AND DATA SHEET

Definitions

- (a) "Employer/Authority" means Director, Directorate of Town Planning Odisha and his/her representatives/Vice-Chairman, Development Authority.
- (b) "Consultant" means any entity or person that may provide or provides the Services to the Authority/Office under the Contract.
- (c) "Contract" means the Contract signed by the Parties and all the attached documents listed in RFP, that is, the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) "Data sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- (e) "Employer's Representative" means the person / personnel of the Authority, who acts as the Employer's representative to oversee the activities of consultant from time to time and as directed by Vice-Chairman / Director.
- (f) "Day" means calendar day.
- (g) "Government" means the Government of Odisha.
- (h) "Information to Consultants" (Section I of the RFP) means the document, which provides Consultants with all information needed to prepare their Proposals.
- (i) "LOI" means the Letter of Invitation
- (j) "Personnel" means professionals and support staff provided by the Consultants and their associates and assigned to perform the Services or any part thereof. "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile headquarters in Concerned Town.
- (k) "RFP" means the Request for Proposal prepared by the Authority for the selection of Consultants.
- (l) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (m) "Associate(s)" means any person(s) or entity with whom the Consultant delivers/ provides any part of the Services.
- (n) "Terms of Reference" (ToR) means the document included in the RFP as Section II which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Authority and the Consultant, and expected results and deliverables of the assignment.
- (o) "Act" means Odisha Town Planning and Improvement Trust Act 1956 and ODA Act 1982.
- (p) "URDPFI" means Urban and Regional Development Plan Formulation and Implementation (URDPFI) Guidelines, 2015

(q) “DTP” means Director of Town Planning, Odisha.

1.1 Introduction

- 1 As per the statutory provision under Section -9 of the Orissa Development Authorities Act-1982 & Rule-1983, Comprehensive Development Plan is required to be prepared to translate broad implementable planning proposals along with detailed land use plans./ the Odisha Town Planning and Improvement Trust Act’ 1956, Master Plan is required to be prepared to translate broad implementable planning proposals along with detail land-use plans for achieving planned development of the town and its immediate surroundings within the CDP/Master Plan boundary.
- 2 The CDP/Master Plan will also dwell on the identification of the thrust areas, phasing of development, implementation strategies, resource mobilization and prioritization of the development initiatives.

1.1 Conflict of interest

The proposal will be rejected for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

A firm will be declared ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing, a contract; and

The Planning Authority have the rights to require that a provision be included requiring consultants to permit Planning Authority to inspect their accounts and records relating to the performance of the contract and to have them audited by authorized representatives of Planning Authority.

Consultants and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

1.2 Clarifications and Amendments of RFP Documents

Consultants may request clarification on any of the points contained in RFP documents up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, or electronic mail (dtpodisha@gmail.com) to the Director, Directorate of Town Planning Odisha address indicated in the Data Sheet before the pre-bid meeting. All clarifications to be given in the website of Housing & Urban Development Department, Odisha i.e.- www.urbanodisha.gov.in

At any time before the submission of Proposals, DTP may for any reason, whether at its own initiative or in response to a clarification requested by a firm/prospective consultant, modify the RFP documents by amendment. Any such amendment shall be issued in writing through addenda. Addenda shall communicate and shall be binding on all consultants. The Authority may at its discretion extend the deadline for the submission of Proposals.

1.3 Preparation of Proposal

The consultants are required to submit the proposal in two parts in two separate envelopes/ and put together in one single outer envelope. The two parts shall be captioned as follows on the respective envelopes:

- (a) Part 1: Technical Proposal; and
- (b) Part 2: Financial Proposal.

The proposal shall be written in English only. The Part-1 submission (Cover-1) shall contain the following information as described in ensuing sections.

1.3.1 Part 1: Technical Proposal

In preparing the technical proposal, consultants are expected to examine the submission documents/ format/ enclosures etc., comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the proposal. During preparation of the technical proposal, consultants must give particular attention to the following: Technical Bid includes “General Documentation” and “Project Understanding & Compliance”

General Documentation:

The Bidder has to submit the following as a part of the General Bid.

- a) Forwarding letter
- b) Bidder’s Profile as mentioned in Tech-2.
- c) Auditor certified Turnover statement for last 3 years Individual Bids General, Technical and Financial for each town is to be furnished separately.
- d) Copy of certificate of registration establishing operation over past 5 years
- e) Copy of PAN card and IT return for FY2019-20, 2020-2021 & 2021-22
- f) Copy of PF registration and return for FY 2021-22, highlighting the key expert’s names.
- g) Copy of Service Tax / GST. Tax registration and up to date return
- h) Documentary evidence of preparation of GIS based CDP/ Master Plan for at least 1 (one) town/ part of the town covering minimum 1Lakh population/50 square kilometre area.
- h) **EMD of Rs.5,00,000/-** (Rupees Five lakh only) in form of DD drawn in favour of Director of Town Planning Orissa, payable at Bhubaneswar.
- h) **Tender fee of Rs.10,000/-** (Rupees Ten Thousand only) in form of DD drawn in favour of Director of Town Planning Orissa, payable at Bhubaneswar.

Bids not accompanied by any of the above documents shall be treated as non-responsive and the bid is liable for outright rejection. The other Technical proposal shall be evaluated for responsive bid only.

Project Understanding & Compliance:

The Bidder has to submit the Project Understanding containing the following documents as per proforma placed at Section II.

1. Approach & Methodology as proposed by the consultant along with timeline
2. Details of GIS / survey & consultancy infrastructure available with the firm/institute in Odisha
3. List of personnel with CVs of key resource persons proposed for undertaking the present assignment.

4. Documents in support of affiliation/ recognition by any national agency (like NRSC/ Survey of India/ Gov't of India/ State Remote sensing Centres)
5. Quality Certifications, if any
6. The estimated person-months for the assignment as stated in the Data Sheet and the Terms of Reference for information. The proposal evaluation, shall however, be based on the number of professional staff, months estimated by the firm.
7. It is desirable that the majority of the key professional staff proposed should preferably be permanent staff. The permanent staff would be considered those employed / working with the firm for at least one year. More weightage will be given to the personnel employed for more number of years with the firm.
8. Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) must be submitted for each position, and proposed professional staff must have the minimum experience indicated in the data sheet.

The technical proposal must provide the following information, using the formats Form TECH 1 to TECH 10.

- (a) Form TECH-1: Technical Proposal Submission Form
- (b) Form TECH-2: Firm's profile and experience
- (c) Form TECH-3: Average annual turnover of applicant
- (d) Form TECH-4: Format for power of attorney for authorised representative
- (e) Form TECH-5: Comments and Suggestions
- (f) Form TECH-6: Description of the methodology and work plan for performing the assignment.
- (g) Form TECH-7: Team composition and tasks' assignment
- (h) Form TECH-8: Format of Curriculum Vitae of Proposed Key Professional Staff.
- (i) Form TECH-9: Staffing Schedule
- (j) Form TECH-10: Work Schedule and Planning for Deliverables

The technical proposal must not include any financial information.

1.3.2 Part 2: Financial Proposal

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The preparation of Financial Proposal should follow Standard Forms. Form FIN 1: Financial Proposal Submission Form and FIN 2: Format for Financial bid.

The Financial Proposal should clearly identify and include all the taxes, duties, fees, levies and other charges imposed under the applicable law, on the consultants, and their personnel, and include as part of their offer, and show only Service Tax separately (GST). Consultants have to express the price of their services in the Local currency (Indian Rupees - ₹) only.

The cost of the project is output based even though man months are given in the data sheet. The financial bid approved by the client and shown in the agreement is fixed and shall not be increased under any circumstances, unless and otherwise there is an addition in the scope of work. Conditional Tenders/bids shall not be accepted.

Bidders to analyse the base price mention in table No.1 before bidding the financial proposal. Examining the previous CDP/ Master Plan the estimated base price prepared for smooth function of the work.

Table No.1	
PACKAGES	Estimated Base Price
PACKAGES-1	₹ 1,80,00,000.00
PACKAGES-2	₹ 1,68,00,000.00
PACKAGES-3	₹ 1,62,00,000.00
PACKAGES-4	₹ 1,88,00,000.00
PACKAGES-5	₹ 1,88,00,000.00
PACKAGES-6	₹ 2,12,00,000.00
PACKAGES-7	₹ 1,42,00,000.00
PACKAGES-8	₹ 1,68,00,000.00
PACKAGES-9	₹ 1,68,00,000.00
PACKAGES-10	₹ 1,74,00,000.00

1.3 Submission, Receipt and Opening of Proposals

The original proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person who signs the Proposals.

Each of the proposals, along with their relevant enclosures should be bound, paginated, with an index of submission on the first page. Unbounded submissions are liable to be treated as non-responsive.

An authorized representative of the firm shall initial all pages of original Technical and Financial Proposals. The representative's authorization shall be in the form of a written power of attorney accompanying the Proposal, or in any other form demonstrating that the representative has been duly authorized to sign.

Consultant must submit technical and financial proposal only. The Technical Proposal must be in one envelop (Cover-1) while the Financial Proposal in original will be in a separate cover and sealed (Cover-2). The envelopes must be clearly marked on top as "Part-1: Technical Proposal and "Part-2: Financial Proposal". One soft copy of Technical Proposal, in PDF format on CD/ Pen drive, should also be placed in the cover containing soft copy.

The two separate envelopes containing the technical and financial proposals, should be placed in one cover and addressed to reach Directorate of Town Planning, Odisha, Bhubaneswar, Power house square Unit-V, Bhubaneswar-751001.(No drop box facility) is available for submission of bid and labelled Proposal **for CONSULTANCY SERVICES FOR PREPARATION OF GIS/ RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES.**

The completed proposals must be delivered / submitted on or before the submission time and date as stated in the data sheet. The Authority shall not be responsible for misplacement, losing or pre-matured opening, if the outer envelope is not sealed and / or not marked as stipulated.

After the deadline for submission of proposals, the outer envelope and cover-1 marked as "Part-1: Technical Proposal" shall be opened in the presence of the consultants / their authorized Representatives who choose to attend on the date and time indicated in the data sheet. The financial proposals shall remain sealed and deposited separately.

1.4 Proposal Evaluation

The following procedure shall be adopted in evaluating the proposals:

Technical Proposal:

The Evaluation Committee shall carry out evaluation of Technical Proposals. The evaluation criteria will be marks system based as specified in the data sheet. Each responsive proposal shall be attributed a technical score. The consultants are required to give a presentation on the Understanding of Objectives/ Quality of Methodology/ Innovativeness/Comments on TOR/ Work Program/ Personnel Schedule/ Counterpart Personnel & Facilities/ Proposal Presentation for which 30 Marks are allocated out of 100 Marks before the Evaluation Committee. The technical proposal should score at least **75%** to be considered responsive for financial proposal evaluation.

Financial Proposal:

After the evaluation of technical proposal is completed, The Authority shall inform the Consultants over mail who qualified in the Technical Proposal after the evaluation of Technical Proposal before the date of financial bid opening. Bidder allowed to submit financial proposal for all packages but can be given maximum TWO packages. There will be financial opening package wise and once a bidder is successful in TWO packages his financial bid for other packages will not to be opened. Bidders to submit financial proposal Package wise which will be opened Package one to ten serially.

Bidder to submit in financial proposal both Fin-1(proposal submission form) and Fin-2 (Price bid format of concern package). Price coated by the bidder will evaluate Package wise for all packages and bidder must specify the breakup price of concern Towns under that package. The unit price of packages will be the financial bidding parameter considering the total of all towns (The authority rights to reject offers less than 10% from the estimated base price). It is expected that consultants shall determine the costs appropriately and shall take necessary care in allocating budgets adequately by major components of study. The price bid to be considered for evaluation shall exclude GST, but shall include all the other taxes, if any.

Quality and Cost Based Selection (QCBS):

QCBS method will be followed during the overall selection process. Based on the evaluation of technical (ST) proposal, the technically qualified bidders shall be ranked highest to lowest, Technical Score in accordance to the marks obtained during the technical evaluation stage. There shall be 70% weightage to technical score and 30% weightage to financial score. The lowest financial bid will carry the highest Financial Score (SF).

The individual bidder's financial score (SF) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where, SF= Normalized financial score of the bidder under consideration
F_{min}=Minimum financial quote among the technically qualified bidders, F_b= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.7 + SF * 0.3$$

Where ST = Technical score secured by the bidder. Where SF = Financial score secured by the bidder. The bidder securing the highest evaluated Combined Score(S) will be awarded the contract observing due procedure.

Final Score for evaluation will be based on the QCBS method.

1.5 Negotiations

Prior to the expiration of period of validity of proposal, DTP. Shall notify the successful firm who submitted the highest scoring proposal in writing through registered letter, facsimile or email and invite them to negotiate the contract.

The invited consultant will, as a pre-requisite for attending negotiations, confirm availability of all nominated expert's/key personnel and satisfy other pre-negotiation requirements as specified by DTP. The aim is to reach agreement on all points, and initial a draft contract by the conclusion of negotiations.

Negotiations shall commence with a presentation on Technical proposal on the proposed methodology (work plan), staffing and any suggestions, which may have been made to improve the ToR. These will be discussed. Agreement must then be reached on the final ToR, the staffing which shall indicate staff months, logistics and reporting. These documents then can be incorporated in the contract as "description of services". Special attention shall be paid to clearly defining the required inputs and facilities required from the Planning Authority to ensure satisfactory implementation of the assignment. The Authority shall prepare minutes of negotiations, which will be signed by the Planning Authority and consultant.

It is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Authority's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations will not involve any discussions on proposed unit rates. Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates.

The negotiations shall be concluded with a review of the draft Contract. The DTP and the firm will finalize the agreed contract.

If negotiations fail, the DTP will invite the second ranked consultant, whose proposal received the second highest score, to negotiate the contract.

1.6 Award of Contract

After completion of negotiations with the consultants, the DTP shall award the Contract to the selected Consultant by Issuing a Letter of Intent.

The successful firm with whom the contract is signed is expected to commence the assignment on the date and at the location specified will be communicated by DTP.

1.7 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

1.8 Right of Rejection

Director Town Planning reserves all rights to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the RFP prior to, and including, the pre-proposal meeting date, to proceed to do the work otherwise, withdraw this

RFP, not award the work, or not award a portion of work at any time. The receipt of proposals shall not in any way, obligate to enter into a consultancy agreement, or any other contract of any kind with the consultant without assigning any reason thereof. All submitted copies of the proposals shall become the property of Planning Authority.

1.9 Data Sheet

Sl.No.	DATA SHEET	
1	Name of the Assignment: CONSULTANCY SERVICES FOR PREPARATION OF GIS/RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES	
	Preparation of Comprehensive Development Plan/Master Plan in GIS/RS format, with special emphasis on Urban Infrastructure, Transportation plan and Investment Plan are to be dealt meticulously while preparing the CDP/MP in addition to other problems & their solutions. GIS base map prepared by ORSAC, Bhubaneswar will be provided with layers of the Towns.	
2	Name of the Office:-Director, Directorate of Town Planning, Odisha, Power House Square Unit-V, Bhubaneswar.751001. Tel: 0674-2390596; Email: dtpodisha@gmail.com	
3	Method of Selection of the Consultant for the Assignment:Quality&Cost Based Selection (QCBS)Method	
4	Information on 'Key Dates' for the Request for Proposal (RFP)	
	EVENT	KEY DATES & TIME
a	Issue of RFP (Bid) Document	10.01.2023
b	Pre bid meeting (Submission of queries/Clarifications by prospective/interested consultants)	24.01.2023 by 11.30 AM
c	Last Date for Submission of Bids (At O/o. Directorate of Town Planning Odisha, Unit-V. Power House Square, Bhubaneswar Pin-751001 (PDD – Proposal Due Date)	15.02.2023 till 4.00 PM
d	Opening of Technical Proposals (Cover-1) by the Directorate of Town Planning Odisha Bhubaneswar	16.02.2023 @11.30 AM
e	Presentation by the consultant. (At O/o Directorate of Town Planning Odisha Bhubaneswar.	Will be intimated to technically Qualified bidder
f	Opening of Financial Bids (Cover-2) (At O/o Directorate of Town Planning Odisha Bhubaneswar.	Will be intimated to technically Qualified bidder
g	Contract Negotiations with the Preferred Bidder	Will be intimated to Selected bidder
h	Letter of Award	After approval from Government
i	Signing of Contract Agreement	After approval from Government
j	Commencement of Services	After approval from Government.

5.	I. EMD of Rs.5,00,000/-(Indian Rupees Five Lakhs only) as Demand Draft may be drawn from any scheduled Nationalized bank of India in favor of Director of Town Planning Orissa, Payable at Bhubaneswar II. Tender Fee must be deposited (Non-refundable) Rs.10,000/- (Indian Rupees Ten thousand only) paid through the Demand Draft (DD) in favor of Director of Town Planning, Orissa, Payable at Bhubaneswar
6.	Financial proposals have to be submitted package wise along with Technical Proposals, Technical and Financial proposals remain valid for 180 days after the submission date
7	The contact address for any clarifications in writing: Director, Directorate of Town Planning, Odisha, Power House Square Unit-V, Bhubaneswar.751001. Tel:0674-2531319; Email: dtpodisha@gmail.com
8	All Correspondence / Proposals shall be submitted in English only.
9	Short listed bidders may associate with other short listed Consultants: No
10	Amounts payable by the Authority to the Consultant under the contract is subject to local taxation: Yes
11	Consultant to state local cost in the national currency (INR): Yes
12	Consultant must submit two (2) Parts - one original of the Technical Proposal and one original of Financial Proposal.
13	Financial Proposal to be submitted in sealed envelope: Yes package wise as for format
14	To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following (minimum qualification criteria): Technical Capacity: The applicant should have (1) Experience in the preparation (completion) of CDP/statutory Master Plan in GIS format covering one/ part of the town with a minimum 1Lakh population/ 50 square kilometer area in India over the past ten (10) years with completion certificate from competent authority. (2) The Bidder should be an institute of repute/center of excellence/ consultancy firm/ Company registered under the Companies Act or Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008 or registered in any other state government act. (3) The bidders must have at least 150 persons in their payroll as full time/contractual employees as on 30/11/2022. (4) The bidder must have an office in Bhubaneswar or to furnish an undertaking to open an office if selected to coordinate with DTP, H&UD, Dept. (5) The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of this RFP. An undertaking to this effect should be submitted. (6) No Joint/Consortium bid is permitted. Financial Capacity: Consultancy Turnover (average 3 years) that is FY2019-20, FY20-21 and FY21-22 must be minimum Rs.3.0 crores and financial statements

	certified by statutory auditors.
15	The minimum technical score required to pass is '75' from a maximum of 100 Marks .
16	For any further queries contact Research Section, Directorate of Town Planning, Odisha, Power House Square Unit-V, Bhubaneswar.751001. Tel:0674-2531319; Email: dtpodisha@gmail.com

KEY PROFESSIONALS				
The minimum required credential/ experience of proposed key staff for each Package				
Sl.No	Position	Professional Experience	Qualification and Specific Expertise	Person
1.	Team Leader-cum Urban and Regional Planner	Minimum 15 years	Shall have Postgraduate/ Postgraduate Diploma in Planning/Urban Development Studies from an accredited college or University. Shall have experience as Team Leader for Urban and Regional Planning assignments of similar magnitude and nature. Should have relevant experience as Team Leader/Project Director in formulation of Master Plans/Regional Plans/Sub-Regional Plans/ Metropolitan Regional Plans/Structure Plans with a population more than 0.7 million in India or abroad.	1
2.	Project Manager cum Planner	Minimum 10 years	Shall have Postgraduate / Postgraduate Diploma in Planning/ Urban Development Studies from an accredited college or University. Shall have experience as Project Manager/ Coordinator for similar assignments. Should have experience in managing surveys/field studies/data analysis/mapping/ Consultation. Shall have experience in preparation of GIS based CDP/ Master Plans.	1
3.	Socio-Economic Development Specialist	Minimum 8 years	Shall have Master degree in Planning / Social sciences/Economics. Should have experience in Socio-economic aspects and their implications relating to similar large scale development projects in India or abroad.	1
4.	GIS Expert	Minimum 8 years	Shall have Postgraduate degree in Remote sensing & GIS/ Geo-informatics/ Geography/ Earth science from an accredited college /university. Should have worked in the capacity of a GIS expert in similar area development projects. Should have the experience in ArcGIS interpretation of satellite imageries and preparation of a base map	1

			for an assignment of similar scale.	
5.	Urban and Regional Planner	Minimum 5 years	Shall have Graduate/ Postgraduate degree/ Postgraduate diploma in planning / development studies from an accredited college or university. Shall have experience in preparation of GIS based CDP/ Master Plans.	2

Criteria, sub-criteria point system for evaluation of Technical Proposal are:

Sl. No	Aspects	Marks	Total marks
	Specific experience of the consultants related to the assignment		
1	A Experience in number of Urban and Regional Planning Projects, especially CDP/ Master Plan/ Development plan Regional and Sub-Regional Plans in GIS format covering minimum 1Lakh population/ 50 square kilometre area in India over the past ten (10) years with completion certificate from competent authority. Documentary evidence, at least, copy of few pages of contract agreement/letter of award from Authority/ Completion certificate needs to be enclosed. <i>Experience in City Development Plans (CDP) prepared for JnNURM funding / any other State funding and Concept Regional Plan / Development projects will not be considered</i> Each Project carries 4Marks (Maximum of 5 Projects)	20	50
	B Experience in number of Detailed Master Planning of SEZ or Industrial Park or Area Development planning or Ports spread over a minimum area of 2,000 acres over the past ten (10) years with completion certificate from competent authority (Equivalent the area of Project Area) anywhere in India or abroad. <i>Experience in Corridor Development Plans/ Concept Regional Plan/Concept Development projects will not be considered.</i> Each Project carries 2Marks (Maximum of 5 Projects)	10	
	C Experience of conducting market demand assessment for new cities/ urban areas/ industrial townships/ clusters/ SEZs/ ports over the past seven (7) years. Each Project carries 2Marks	4	
	D Experience in projects involving GIS based base map preparation including ground truthing/ Utility Mapping/ Mapping through Survey resurvey using DGPS & ETS/ LULC mapping, other than above declared projects value above Rs.50 Lakhs over the past seven (7) years. Documentary evidence/ copy of few pages of contract agreement/letter of award from Authority need to be enclosed.	6	

		Each Project carries 2Marks		
	E	Turn over for immediate preceding 3 years (Not less than Rs.3.0 crores annum) For Average Turn Over of Rs. 3.00 Crores -5 marks, For every additional Rs.1 Crores - 1mark each, Max - 10 marks.	10	
2	Adequacy of the proposed work plan and methodology in responding to Terms of Reference (ToR) for the three plans separately			
	A)	Understanding of Objectives, Appreciation of Project Area, Comments of ToR and understanding of the assignment and presentation on project and presentation on project	10	30
	B)	Approach and Methodology for overall scope of work and presentation on project and presentation on project	10	
	C)	Innovativeness, Work Plan, Activity Schedule and Staffing Schedule, and presentation on project	10	
3	Qualification and Competence of the Key Personnel for this assignment			
	1	Team Leader-cum-Urban and Regional Planner	6	20
	2	Project Manager-cum-Planner	4	
	3	Socio-Economic Development Specialist	3	
	4	GIS Expert	3	
	5	Urban and Regional Planner (Each expert carries 2 marks)	4	
The number of points to be assigned to each of the key professional positions shall be determined considering the following three sub criteria and relevant percentage				
	a)	a) General Qualifications Professional/Education Qualification-15%, Minimum 5 Years with the Firm-5%	20%	
		b) Adequacy for the assignment Total LengthofExperience-20% Professional Experience Specific to the assignment 50%	70%	
		d) Experience India 5% Outside India5%	10%	

Note:

- I. Project shall not be repeated for the purpose of marking.
- II. For all the submitted projects, documentary evidence is a must.
- III. Each Key Staff proposed by individual firms and if the same member is proposed by two firms, the CV of the person so proposed will not be considered for evaluation in both the firms.
- IV. Bidders to submit one team of 6 key professionals for evaluation of all packages however if they are successful for more than one package second team of 6 key professionals has to be submitted with qualification and experience either equal to or better then proposed personal before the sign of second package contract.

SECTION – 2 **STANDARD FORMS**

A. TECHNICAL PROPOSAL – STANDARD FORMS

Form TECH 1	Technical proposal submission form
Form TECH 2	Firm’s profile and experience
Form TECH 3	Average annual turnover of applicant
Form TECH 4	Format for power of attorney for authorised representative
Form TECH 5	Comments and Suggestions on the (a) Terms of Reference (b) on data services, and facilities to be provided by the employer; and (c) Appreciation of Assignment.
Form TECH 6	Description of the approach. Methodology and work plan for performing the assignment
Form TECH 7	Team composition and tasks' assignment
Form TECH 8	Format of curriculum vitae of proposed key professional staff.
Form TECH 9	Staffing Schedule
Form TECH 10	Work Schedule and Planning for Deliverables

B. FINANCIAL PROPOSAL – STANDARD FORMS

Financial Proposal Standard Forms shall be used to prepare the Financial Proposal according to the instructions provided in the RFP.

Form FIN 1: Financial Proposal Submission Form

Form FIN 2: Format for financial bid.

FORM TECH 1

TECHNICAL PROPOSAL SUBMISSION FORM

To,
The Director, Directorate of Town Planning
Odisha Bhubaneswar. Powerhouse Square,
Unit-V, Pin-751001.Odisha

Date:

Sir,

Sub - Consultancy services for Preparation of GIS/RS based Comprehensive Development Plan / Master Plan for the Towns of Odisha- Technical Proposal.

We....., the undersigned offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations

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

Yours Sincerely,

Authorized Signature (in Full and Initials)

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH 2

FIRM's PROFILE AND EXPERIENCE

A. Consultant's Organisation Profile

1.	Name of the organization / Firm/ Institute and Registration Details. (Certificate of registration to be enclosed.)	
2.	Permanent address Tel :Fax: Email id:	
3.	Name of the Authorized person for submitting proposal: Mobile No.: Email id: (Attach Authorization letter of Competent Authority)	
4.	DemanddraftDetailsTenderfee Amount: DD No: Issuing Date: Name of the Bank:	
5.	Demand draft Details OF EMD Amount: DD No: Issuing Date: Name of the Bank:	
6.	Firm's PAN Number: Firm's GST Number: (Certificate of both to be enclosed.)	
7.	Whether the agency was ever blacklisted: Y/N if yes whether that blacklisting was cancelled: Y/N (If No, attach self-declaration with the affidavit)	
8.	Brief professional background of the organization	
9.	Confirm to carry assignment as per TOR of RFP	YE S/ N O
1 0 .	Confirm to accept all term & conditions specified in RFP documents	YE S/ N O
1 1 .	Confirm whether you have an office in Bhubaneswar or agree to furnish an undertaking to open an office if selected to coordinate with DTP concerned section/ PMU cell.	YES/NO
	Proofofagencyhavingexperienceofprovidingsimilarservices.CopyofContractandc	

1	ompletioncertificateshallbeattached.	
2		
.		

B. Consultant's Experience (Relevant Services Carried Out by the bidder using the format below. Provide information on each assignment or work undertaken in both the abstract and Project details formats.

A. Work Experience in number of Urban and Regional Planning Projects, especially CDP/ Master Plan/ Development plan Regional and Sub-Regional Plans in GIS format covering minimum **1Lakh population/ 50 square kilometre area** in India over the past ten (10) years

SL. No	Project Name	Name of Client and Address	Duration of project in years	Project Period: From-To-	Project covering population / Area in Sq. Km.	Value of consultancy fee in Crore in INR	Work order issued/ MoA signed on(date) (Attach documents)	Document Page No.
1								
2								
3								
4								
5								

B. Experience in number of Detailed Master Planning of SEZ or Industrial Park or Area Development or Ports spread over a minimum area of 2,000 acres over the past ten (10) years

SL. No	Project Name	Name of Client and Address	Duration of project in years	Project Period: From-To-	Project covering Area in Acre	Value of consultancy fee in Crore in INR	Work order issued/ MoA signed on (date) (Attach documents)	Document Page No.
1								
2								
3								
4								
5								

C. Experience of conducting market demand assessment for new cities/ urban areas/ industrial townships/ clusters/ SEZs/ ports over the past seven (7) years.

SL.No	Project Name	Name of Client and Address	Duration of project in years	Project Period: From-To-	Value of consultancy fee in Crore in INR	Work order issued/ MoA signed on(date) (Attach documents)	Document Page No.
1							
2							
3							

D. Experience in projects involving GIS based base map preparation including ground truthing/ Utility Mapping/ Mapping through Survey resurvey using DGPS & ETS/ LULC mapping, other than above declared projects value above Rs.50 Lakhs over the past seven (7) years.

SL.No	Project Name	Name of Client Address	Duration of project in years	Project Period: From-To-	Value of consultancy fee in Lakhs in INR	Work order issued/ MoA signed on(date) (Attach documents)	Document Page No.
1							
2							
3							

Project details Format: -

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Firm Entity (Profiles):	
Name of Employer:		No. of Staff:	
Address:		No. of Staff-Months: Duration of Assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in:	
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:	
Name of Senior Staff (Project Director/ Coordinator, TeamLeader) involved and functions performed:			
Narrative Description of Project:			

Description of Actual Services Provided by Your Staff:
--

Firm's Name:

Note: Bidders to submit the project experience in both the format (i. Abstract, ii. Project details), any project missing in any format should not be taken to count.

FORM TECH 3

AVERAGE ANNUAL TURNOVER OF APPLICANT

S. No	Financial Years	Revenue from Consultancy Services (INR)
1.	2019-2020	
2.	2020-2021	
3.	2021-2022	
	[Average Annual Turnover]	[indicate sum of above divided by3]

Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

FORM TECH 4

FORMAT FOR POWER OF ATTORNEY FOR AUTHORISED REPRESENTATIVE

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorise Mr / Ms [name], son/ daughter/ wife of [name], and presently residing at [address], who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as consultant for **[CONSULTANCY SERVICES FOR PREPARATION OF GIS/RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES]**, by Director, Directorate of Town Planning Odisha. (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until the entering into of the Contract with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month]

[year in “yyyy” format].

For [name and registered address of organization] [Signature]

[Name] [Designation] Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of witness]

Accepted

[Signature]

[Name]

[Designation]

[Address]

Notes:

1. 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 seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

FORM TECH 5

COMMENTS & SUGGESTIONS OF CONSULTANTS

Comments and Suggestions on the

- (a) Terms of Reference
- (b) On data services, and facilities to be provided by the employer and
- (c) Appreciation of Assignment.

A) On the Terms of Reference:

- 1)
- 2)
- 3)
- 4)
- 5)

B) On the Data, Services, and Facilities to be provided by the Employer

- 1)
- 2)
- 3)
- 4)
- 5)

C) Appreciation of Assignment

- 1)
- 2)
- 3)
- 4)
- 5)

FORM TECH 6

DESCRIPTION OF THE APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

- a) **Technical Approach and Methodology:** In this, the consultants explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The consultants shall highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultants shall also explain the methodologies they propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, the consultants shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan should be consistent with the Work Schedule of Form TECH-10.
- c) **Organization and Staffing:** In this chapter, the consultants shall propose the structure and composition of the team. The consultants shall list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH 7

TEAM COMPOSITION AND TASKS' ASSIGNMENT

1. Key Personnel and Managerial Staff for each package.

S. No.	Name of the Expert	Proposed Position	Qualification	Experience in years	Years with the firm	Experience in countries	Professional Experience Specific to the assignment	Detailed CV Page No.
1								
2								
3								
4								
5								
6								

Note. Bidders to submit one team of 6 key professionals for evaluation of all packages however if they are successful for more than one package second team of 6 key professionals has to be submitted with qualification and experience either equal to or better than proposed personal. Detail CVs of Consultants are to be enclosed as per format at Tech-8.

2. Technical Support Staff for each Town

Note. Three Technical Support Staff proposal details to submit for each town wise which should not be repeated in other town (i.e., 1. Planner/ Architect, 2. GIS Engineer/ Analyst, 3.CAD Engineer) this list has to be submitted by the successful bidder at that time of submitting of inception report for approval in the following format.

S. No.	Name	Position	Town/ City	Task
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

FORM TECH 8

FORMAT OF CURRICULUM VITAE OF PROPOSED KEY PROFESSIONAL STAFF

1.	Proposed Position:				
2.	Name of Firm:				
3.	Name of Staff:				
4.	Date of Birth		Nationality:		
5.	Work Experience in Countries		Years with Firm/ Entity:		
6.	Total Job Experience	_____ Years			
7.	Postal Address with PIN Code				
8.	Mob. No.				
9.	Email-ID				
10.	Professional Memberships (Max-3)	(i) (ii) (iii)			
11.	Publications in Books/ journals (Max-3)	(i) (ii) (iii)			
12.	Language (Good/ Very Good/ Excellent)	Speak	Write	Read	
13.	Educational Qualifications	Degree	Institution	Year	Regular or Distance
	i				
	ii				
	iii				
14.	Employment Record (Starting with present position, list in reverse order every employment held. List all positions held by staff member):				
	i	From	_____	To	_____
		Name of Assignment/ Project			
		Position Held			

	Locations of assignments	
	Employer Name, Address, Contact No.	
	Client	
	Main Project Features	
	Detailed work undertaken	
15.	Declaration:	
	I, the undersigned declare that to the best of my knowledge and belief these data correctly describes me, my qualifications, and my experience.;	
	Date:00/00/0000	Signature:_____
16.	Certification:	
	I, the undersigned, certify that to the best of my knowledge and belief, these data correctly described and if found incorrect, I shall invite disciplinary actions including my disqualification or black-listing.	
	Date:	
	(Signature of authorized representative of the Firm) Day/Month/Year	

FORM TECH 9

STAFFING SCHEDULE

S. No.	Name	Position	Months (in the Form of a Bar Chart)													
			1	2	3	4	5	6	7	8	9	10	11	12		
																Sub Total (1)
																Sub Total (2)
																Sub Total (3)
																Sub Total (4)

Signature

(Authorized Representative)

Full Name

Title

Address _____

FORM TECH 10

WORK SCHEDULE

A. Field Investigation and Study Item:

S. No.	Item of Work/Task/Sub-Task	Month Wise Program (in the form of Bar Chart) (1 st , 2 nd , etc. are months from the start of the assignment)							
		1 st	2 nd	3 rd	4 th				

B. Completion and Submission of Reports

SL. No	Report*	Program (Date)
1	Inception Report	
2	Submission of concept report	
3	Survey Status Report	
4	Draft Master Plan Report	
5	Final Master Plan Report	

*As indicated in ToR and may be additionally added by Consultants based on Approach and Method as required for the Assignment.

(Consultants will indicate as per the requirement)

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM FOR PACKAGE_____

To,
Director, Directorate of Town Planning
Odisha, Bhubaneswar

Sir,

Sub: Consultancy Services for **CONSULTANCY SERVICES FOR PREPARATION OF GIS/RS BASED COMPREHENSIVE DEVELOPMENT PLAN/ MASTER PLAN FOR 62 TOWNS OF ODISHA UNDER 10 PACKAGES** Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our (Technical and Financial Proposal). Our attached financial proposal is for the sum of (Amount in words and figures), which is inclusive of all taxes excluding GST. Amount of Service Tax we have estimated at [Amount(s) in words and figures]

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiry of the validity period of the Proposal, i.e., [Date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

We remain,

Yours sincerely,

Authorized Signature: [in Full and initials]

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN-2

Form FIN 2: Format for financial bid.

Please refer note points which is applicable for all packages.

PACKAGE-1			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./- (Rupees)
1	Mayurbhanj	Rairangpur(M)	₹ 0.00
2	Mayurbhanj	Karanjia(N)	₹ 0.00
3	Mayurbhanj	Udala(N)	₹ 0.00
4	Balasore	Soro(M)	₹ 0.00
5	Balasore	Jaleswar(M)	₹ 0.00
6	Balasore	Nilagiri(N)	₹ 0.00
Total Amount in in Rs./-(Rupees) for PACKAGE-1			₹ 0.00
Total Amount In Word for PACKAGE-1: _____			

PACKAGE-2			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./- (Rupees)
1	Bhadrak	Dhamnagar (N)	
2	Cuttack	Athagarh(N)	
3	Cuttack	Banki(N)	
4	Dhenkanal	Bhuban(N)	
5	Dhenkanal	Kamakhyanagar(N)	
6	Dhenkanal	Hindol(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-2			₹ 0.00
Total Amount In Word for PACKAGE-2: _____			

PACKAGE-3			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./-(Rupees)
1	Puri	Nimapara(N)	
2	Khurda	Balugaon(N)	
3	Khurda	Banpur(N)	
4	Ganjam	Kodala(N)	
5	Gajapati	Kasinagar(N)	
6	Angul	Athamallik(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-3			₹ 0.00
Total Amount In Word for PACKAGE-3: _____			

PACKAGE-4			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./-(Rupees)
1	Ganjam	Bhanjanagar(N)	
2	Ganjam	Digapahandi(N)	
3	Ganjam	Ganjam(N)	
4	Ganjam	Khallikot(N)	
5	Ganjam	Kavisuryanagar(N)	
6	Ganjam	Chikiti(N)	
7	Nayagarh	Khandapara(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-4			₹ 0.00
Total Amount In Word for PACKAGE-4: _____			

PACKAGE-5			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./-(Rupees)
1	Ganjam	Purusottampur(N)	
2	Ganjam	Rambha(N)	
3	Ganjam	Buguda(N)	
4	Ganjam	Soroda(N)	
5	Ganjam	Aska(N)	
6	Nayagarh	Nayagarh(M)	
7	Nayagarh	Daspala(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-5			₹ 0.00
Total Amount In Word for PACKAGE-5: _____			

PACKAGE-6			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./-(Rupees)
1	Ganjam	Belanguntha(N)	
2	Ganjam	Hinjilicut(M)	
3	Ganjam	Polsora(N)	
4	Rayagada	Gunupur(M)	
5	Rayagada	Gudari(N)	
6	Balangir	Patnagarh(N)	
7	Balangir	Kantabanjhi(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-6			₹ 0.00
Total Amount In Word for PACKAGE-6: _____			

PACKAGE-7			
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SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./- (Rupees)
1	Kandhamal	G. Udayagiri(N)	
2	Subarnapur	Binika(N)	
3	Subarnapur	Tarva(N)	
4	Sundargarh	Biramitrapur(M)	
5	Keonjhar	Anandapur(M)	
Total Amount in in Rs./-(Rupees) for PACKAGE-7			₹ 0.00
Total Amount In Word for PACKAGE-7:_____			

PACKAGE-8			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./- (Rupees)
1	Nuapara	Khariar Road(N)	
2	Nuapara	Khariar(N)	
3	Nuapara	Nuapara(N)	
4	Balangir	Titilagarh(M)	
5	Balangir	Tusura(N)	
6	Kalahandi	Kesinga(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-8			₹ 0.00
Total Amount In Word for PACKAGE-8:_____			

PACKAGE-9			
SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./- (Rupees)
1	Sambalpur	Kuchinda(N)	
2	Sambalpur	Redhakhhol(N)	
3	Baragarh	Barpalli(N)	
4	Baragarh	Attabira(N)	
5	Baragarh	Padampur(N)	
6	Deogarh	Deogarh(M)	
Total Amount in in Rs./-(Rupees) for PACKAGE-9			₹ 0.00
Total Amount In Word for PACKAGE-9:_____			

PACKAGE-10

SL. NO.	DISTRICT	TOWNS/ CITIES	Unit Price for preparation of CDP/ Master Plan in Rs./-(Rupees)
1	Koraput	Kotpad(N)	
2	Malkangiri	Malkangiri(M)	
3	Malkangiri	Balimela(N)	
4	Nowrangpur	Nowrangpur(M)	
5	Nowrangpur	Umerkote(M)	
6	Kalahandi	Junagarh(N)	
Total Amount in in Rs./-(Rupees) for PACKAGE-10			₹ 0.00
Total Amount In Word for PACKAGE-10: _____			

Note: -

- Bidder to submit in financial proposal both Fin-1(proposal submission form) and Fin-2 (Price bid format of concern package) clearly mentioning the Package number.
- Price coated by the bidder will be evaluated Package wise for all packages and bidder must specify the breakup price of concern Towns under that package.
- The unit price of packages will be the financial bidding parameter considering the total of all towns (The authority has right to reject offers less than 10% from the estimated base price).
- The financial score for evaluation will be based on the pre-GST value. GST shall be paid extra @applicable on the date of invoice .
- Bidding unit price for each Package/town shall remain fixed till completion of the contract
- Any other figure quoted in price bid will be ignored.
- The L1 in Grand Total (pre-GST) will score the highest in financial parameter, however bid will be evaluated on composite score, based on QCBS.

SECTION-3

TERMS OF REFERENCE

3.1 Introduction

As per the statutory provision under the ODA Act 1982 & ODA Rule-1983. / Odisha Town Planning and Improvement Trust Act' 1956, CDP/ Master Plan is required to be prepared to translate broad implementable planning proposals along with detail land-use plans for achieving planned development of the town and its immediate surroundings within the CDP/ Master Plan boundary.

The CDP/ Master Plan will also dwell on the identification of the thrust areas, phasing of development, implementation strategies, resource mobilization and prioritization of the development initiatives.

Table-2:

The CDP/Master Plan Areas of the following Towns which comprises the following area and population;

PACKAGE-1				
SL. NO	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Mayurbhanj	Rairangpur(M)	45.51	25516
2	Mayurbhanj	Karanjia(N)	33.7	22865
3	Mayurbhanj	Udala(N)	10.55	16188
4	Balasore	Soro(M)	22.38	32531
5	Balasore	Jaleswar(M)	17.03	25747
6	Balasore	Nilagiri(N)	21.25	17264
Total			150.42	140111

PACKAGE-2				
SL. NO	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Bhadrak	Dhamnagar (N)	46.92	35984
2	Cuttack	Athagarh(N)	16.99	17304
3	Cuttack	Banki(N)	10.06	17521
4	Dhenkanal	Bhuban(N)	18.85	22200
5	Dhenkanal	Kamakhyanagar (N)	21.85	16810
6	Dhenkanal	Hindol(N)	50.42	17387
Total			165.09	127206

PACKAGE-3				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Puri	Nimapara(N)	14.78	19289
2	Khurda	Balugaon(N)	38.9	17645
3	Khurda	Banpur(N)	23.13	17278
4	Ganjam	Kodala(N)	12.02	13965
5	Gajapati	Kasinagar(N)	9.74	9684
6	Angul	Athamallik(N)	29.33	12298
Total			127.9	90159

PACKAGE-4				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Bhanjanagar(N)	36.12	45532
2	Ganjam	Digapahandi(N)	30.29	16050
3	Ganjam	Ganjam(N)	7.38	11747
4	Ganjam	Khallikot(N)	11.19	13022
5	Ganjam	Kavisuryanagar(N)	13.24	17430
6	Ganjam	Chikiti(N)	6.07	11645
7	Nayagarh	Khandapara(N)	57.73	9038
Total			162.02	124464

PACKAGE-5				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Purusottampur(N)	13.29	15366
2	Ganjam	Rambha(N)	6.07	12111

PACKAGE-6				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Belaguntha(N)	4.85	11297
2	Ganjam	Hinjilicut(M)	13.89	25828

3	Ganjam	Buguda(N)	9.84	15176
4	Ganjam	Soroda(N)	15.15	14867
5	Ganjam	Aska(N)	31.84	21428
6	Nayagarh	Nayagarh(M)	42.43	17030
7	Nayagarh	Daspala(N)	15.07	18470
Total			133.69	114448

3	Ganjam	Polsora(N)	12.3	23119
4	Rayagada	Gunupur(M)	25.16	24162
5	Rayagada	Gudari(N)	6.09	6931
6	Balangir	Patnagarh(N)	23.4	22110
7	Balangir	Kantabanjhi(N)	37.25	21819
Total			122.94	135266

PACKAGE-7				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Kandhamal	G. Udayagiri(N)	13.58	11302
2	Subarnapur	Binika(N)	21.27	15765
3	Subarnapur	Tarva(N)	5.92	8334
4	Sundargarh	Biramitrapur(M)	34.36	33442
5	Keonjhar	Anandapur(M)	55.97	39585
Total			131.1	108428

PACKAGE-8				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Nuapara	Khariar Road(N)	17.47	18967
2	Nuapara	Khariar(N)	30.62	21875
3	Nuapara	Nuapara(N)	40.2	17714
4	Balangir	Titilagarh(M)	17.19	36546
5	Balangir	Tusura(N)	20.32	10638
6	Kalahandi	Kesinga(N)	21.43	19239
Total			147.23	124979

PACKAGE-9				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Sambalpur	Kuchinda(N)	27.33	15576
2	Sambalpur	Redhakhhol(N)	46.5	15379
3	Baragarh	Barpalli(N)	21.89	20850
4	Baragarh	Attabira(N)	20.95	16399
5	Baragarh	Padampur(N)	21.06	17625
6	Deogarh	Deogarh(M)	16.81	22390
Total			154.54	108219

PACKAGE-10				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Koraput	Kotpad(N)	22.41	16326
2	Malkangiri	Malkangiri(M)	23.22	31007
3	Malkangiri	Balimela(N)	6.85	11796
4	Nowrangpur	Nowrangpur(M)	34.36	29960
5	Nowrangpur	Umerkote(M)	25.23	32925
6	Kalahandi	Junagarh(N)	30.39	19656
Total			142.46	141670

3.2 Objective

The objective of the project is to prepare the CDP/Master Plan of Town for a planned development as envisaged in O.D.A. Act1982 / OTP&IT Act 1956. Hence, CDP/Master Plan for Town shall be prepared taking into account the structural frame of the available CDP/ Master Plan considering the existing developments in and around of the CDP/Master Plan area. The issues relating to proper road infrastructure and drainage are to be dealt meticulously while preparing the CDP/Master Plan in addition to other urban problems & their solutions.

THE MAIN OBJECTIVE OF THE CDP/MASTER PLAN WILL BE;

- To utilize the existing Land Use Maps of the area prepared from Satellite Images and integrated and geo referred on revenue cadastral maps on GIS platform to be provided by Planning Authority as an input for preparation of the CDP/Master Plan. Necessary ground validation, data collection and other thematic map preparation has to be carried out by the bidder.

- To formulate a meaningful Physical CDP /Master Plan to promote regulate and guide the urban growth in the region by 2050 A.D. in a planned and healthy manner as per the relevant provisions of ODA Act1982 / OTP & IT Act 1956 & Rules made thereunder.

3.3 Approach and Methodology

The Master Plan will provide all matters necessary for the proper development of area covered by the Plan. According to the ODA Act / OTP&IT Act, the CDP/Master Plan has the following roles

1. CDP/Master Plan shall define the various zones into which the land covered by the Master Plan Area may be divided for the purpose of development and indicate the manner in which the land in each zone is proposed to be used and the stages by which any such development shall be carried out,
2. CDP/Master Plan shall serve as a basic frame work within which the Zonal Development Plan for various zones will be prepared.

The preparation of the CDP/Master Plan will start with the study of the existing conditions and assessment of the future needs and quantifying the deficiency and accounting for the potential resources and constraints. Based on the above studies development priorities will be set for the particular urban area taking into consideration the physical as well as socio-economic needs.

The formulation of the CDP/Master Plan for the development area will start after status analysis and consideration of the prime issues as indicated below.

A. Physical characteristics and natural resources.

- Location and regional setting
- Climate
- Existing plot wise land use translated over digital revenue plan as per interpretation of satellite imagery and field verification. The land use interpretation shall be up to level 3 classifications as specified in TCPO guidelines.
- Environmentally and ecologically sensitive area
- Heritage sites and buildings

B. Demography

- Existing population its density, sex ratio, age group structure literacy level, ethnic group of population, on the basis of 2011 Census figures.
- Occupational structure as per 2011 census figures.
- Household characteristics

C. Economic base and employment

- (a) Formal sector
 - Primary: Urban, administration, agriculture, mining and quarrying
 - Secondary: Industries
 - Tertiary: Trade and commerce, services
- (b) Informal sector / Tertiary sector employment

D. Housing and Slum

- Housing and Shelter
- Existing housing stock
- Sect oral share- formal and informal.

E. Transportation

- Network features – 1) Town Level.
2) Regional Level.

- Infrastructure

F. Facilities (Social Infrastructure)

- Health
- Education
- Administration / Institutional
- Recreation

G. Infrastructure (Physical Infrastructure)

- Water supply
- Rain Water harvesting for implementation by Private/Public Agency.
- Drainage and sewerage
- Power supply
 - 1) Domestic
 - 2) Commercial
 - 3) Industrial
 - 4) Other Purposes.
- Telecommunications
- Police
- Fire Services
- Cremation and graveyards
- Postal services

H. Resources

- Fiscal Resources.
- Manpower/Human Resources
- Land Resources.

I. Environment

- Air
- Water
- Soil erosion
- Sanitation and solid waste management

J. Tourist Infrastructure

- Potential tourist places
- Availability of Tourist Infrastructure

K. Development Management

- Institutional set-up
- Legal support
- Sectoral integration and co-ordination
- Phasing of development

3.4 The CDP/Master Plan shall comprise

- Reports on physical and socio-economic aspects
- Demography and other infrastructure facilities need proportions including having
- Functional plans supported by maps, charts and diagrams on the following heads;
 - a. Land use
 - b. Traffic and Transportation (Intra Town and Regional)
 - c. Housing & slum improvement in coordination with PMAY (Pradhan Mantri Awas Yojana) & Housing for all policy of Odisha -2015.
 - d. Public Utilities
 - e. Environmental Improvement
 - f. Education, Research and other community facilities both active & passive, organized open spaces,
 - g. Plantations, city forests etc.
 - h. Heritage and Tourism

- i. Development and Management of water bodies and water fronts.
- j. Financial implications & its augmentation with source & sectoral phasing
- k. Administrative structures to implement the proposals envisaged in the Master Plan.
- l. Zoning Regulation with specific emphasis on natural hazard prone zones, heritage sites, religious monuments and the ecologically sensitive areas.
- Strategies of development, identification of priorities for the city region and peripheral growths and their phasing.
- Investment Plan and Action Plan
- Digital proposed land use plan translated over revenue map in GIS format.

3.5 Scope of Work

STAGE-I: Project Initiation

- The project will be initiated within one month of signing the Deed of Agreement between both the parties. The Bid document shall form a part of the agreement
- The consultant shall carry out interactive discussion and conduct a workshop with different stakeholders to generate development issues. The Departments and Agencies those shall be involved in the process of discussion are Planning Authorities, concerned Urban Local Body, Public Health Engineering organization, Forest and Environment Department, District Administrative Authorities etc.
- The..... Planning Authority shall provide all necessary assistance or organizing the interactive discussion through workshops and seminars the cost of which shall be borne by consultant being inbuilt in whole project cost.
- The consultant shall present the materials for discussion through power point presentation and prepare a brief Inception Report and submit soft and hard copy up to facilitate such discussions which will be circulated before the workshop.
- On the basis of interactive discussion with stakeholders, consultant shall prepare an 'Concept Report' containing all the development issues, strategies, methodology and approach for preparation of Master Plan.

STAGE-II: Digital Base Map Validation

- Planning Authority/ Regional Improvement Trust will provide the following inputs.
 - Image Derived Digital Revenue cadastral maps of the Master Plan Area in soft copies.
 - Digital GIS based existing land use map prepared from satellite images on GIS platform.
- The GIS database will have following specifications: -
 - a. Geo-referenced World View/ Cartosat-2 merged Satellite image
 - b. Digital GIS formatted revenue maps edge matched and mosaiced of all the villages coming under Master Plan area. The geo-referenced image will be provided by respective Planning Authority of the Town.
 - c. GIS format land use map (level III/IV) of the city / town interpreted from satellite imagery with ground verification.

- d. Digitized cadastral maps of the city / town will be provided in cad/shape file. Data of individual sheets, mosaic and geo-referenced revenue maps will be provided. Besides individual sheets mosaic of the sheets of a village (properly edge matched to form revenue villages and village mosaic to form the CDP/Master Plan Area will be provided to the selected bidder.
- e. Shape files containing plot level spatial database (Land use with plot number and attribute as available in cadastral sheets) will be supplied in GIS database.

The above data bases supplied by the Planning Authority are to be validated by the bidder before use for CDP/Master Plan preparation. The existing land use maps / digital cadastral maps are to be used as base and bidder has to collect other information in such a format that it must be linked to supplied GIS database. Soft copies of item (a) to (e) will be provided by the Planning Authority..... /..... Regional Improvement Trust of the concerned town.

Vendors after checking/ validation have to print maps in the standard format as enclosed in Attachment (1) and submit to concerned Planning Authority/Regional Improvement Trust accordingly under intimation to DTP(O), Bhubaneswar.

The CDP/ Master Plan has to be prepared on the supplied digital base map.

STAGE-III: Field survey, data Collection and Updation of Digital base map

Filed Survey and data collection is to be made to assess the followings.

- The Regional Resource Potentials of the hinterland should be studied in detail in the context of major economic activities, broad land use, major transportation and communication network, regional level infrastructure facilities and broad environmental, ecological and conservation measures.
- The micro level study on land use and infrastructure developments such as roads, drainage environmental conservation etc.
- The micro level study through primary/ secondary survey on environmental features like; water bodies, natural channels/ creeks, forests, plantation, low lying areas, agricultural land, pollution level, tourism potentials and heritage preservation etc.
- Micro level study of solid waste management, sewerage disposal, scientific disposal system with respect to environmental conservation, innovative techniques for SWM, hospital waste, locality of garbage yard, treatment plant including privatization & public participation.
- 20% Stratified Random sample household survey would be undertaken for socio economic data i.e. demography, employment, economic characteristic, housing physical and social infrastructure besides the census data of 2001 and 2011(Census) Secondary Source Data.
- Survey would be undertaken to generate traffic and transportation data to quantify the travel need, road network inventory, traffic volume and passenger terminal, commuter survey, parking at critical areas, Origin and Destination survey and goods transport and travel need.
- Data on existing development control regulations and implementation mechanism would be compiled and analyzed to identify the gaps and necessary modification would be suggested.
- Data on existing institutional frame work, funding and implementation agencies would be compiled and analyzed to identify the gaps and necessary modification.
- Economic base study of industries, commercial and tourism activities.
- All the data mentioned above are to be compiled and analyzed to identify the trends,

potentialities and problems of the core and peripheral sub-Ulbs of the CDP/ Master Plan Area. This shall contain SWOT analysis.

- Analysis and trend based projections would be undertaken for the various aspects like land use requirements, socio-economic profile, traffic and transportation needs, infrastructure & community facilities, housing, trade and commerce, economic base industries and environmental concern.
- An examination of the application of new techniques of Urban Management which have come to operation in the recent years.
- Study of state policies/ strategies in respect of all key sectors with reference to theCDP/ Master Plan Area and budgetary provisions/ five years plans/ action plans of different sectoral agencies.
- Study on Land Resources including Government, private, forest, community land etc. with suitability analysis with detail inventory and Real Estate Markets in both developed and newly developing areas.
- Study of Resource mobilization for Plan implementation.
- Study on different natural hazard prone areas.
- Study for rationalization of the land values in the city and region.
- Study of rationalized use of publicly owned land as a source of raising resources.
- Study of natural resources like, forest, mining, water body, ground water potentialities etc.
- The study of existing land use details depicted on the digital revenue village/ mouza maps and duly compared with digital satellite images derived existing land use with that of the field with a **30%** stratified random sampling.
- Expenditure on collection of secondary information shall be part of the bidding cost.
- Final base map incorporating feedback and final report

STAGE-IV: Seminar and Workshop

Interactive seminars and workshops involving various stakeholders, local bodies, official and non-official with the preparation of compendium of such proceedings for taking the feedback & views while preparing the CDP/ Master Plan proposals. This will be done soon after the concept report is submitted and after status report is submitted to know the aspiration and requirement of the public. The cost towards organizing such seminar and work shop shall be borne by the Consultant. However, presentations and interactions with public and line departments is to be done by the Consultant.

STAGE-V: Preparation of CDP/Master Plan

Drafting of Planning proposals and Development Control Regulations in the CDP/Master Plan for adoption Planning Area.

- 1) Land Use Plan for proper utilization of land for residential, commercial, industrial, institutional, recreation, transportation, heritage, ecologically sensitive areas, agricultural & allied usages. Plan should indicate the standards of population density for various zones and building density.
- 2) Housing Plan shall have proposals for supply of housing with infrastructure development and strategies for overall improvement under Housing Sector fulfilling the housing stock gap.
- 3) Traffic and Transportation Plan with long/ short term strategies to take up development phase wise.
 - (a) Formation of new roads and missing links.

- (b) Widening of existing roads & connectivity of missing links.
 - (c) On street/ off street parking facilities in critical areas.
 - (d) Design for junction improvement on priority basis.
 - (e) Traffic management schemes on priority basis.
 - (f) Flyovers and Bye-Passes.
 - (g) Terminal facilities.
 - (h) Mass transportation.
 - (i) Circular/ Ring road.
 - (j) Non –motorized mobility plan with provision of Cycle track & pedestrian paths.
- 4) Water Resources Development and Drainage Plan duly specifying the master drains, missing link of drains, sewage management and scientific disposal indicating the disposal yards and treatment plants; Augmentation of existing water resources for domestic, commercial, industrial sectors and other sectoral uses (ground water and surface water); Formulation of rain water harvesting guidelines for implementation by private/ public agencies; Proposals for preservation/ protection measures for existing water bodies and natural water courses. Integrated Drainage plan addressing the issues of inundation and water logging.
 - 5) Environment Management Plan with proposals for environmental improvements, such as up-gradation / development plan, renewal and rehabilitation proposals. Development of passive & active open spaces, plantation and Forest Development Areas of towns.
 - 6) Solid Waste Management Plan with Innovative techniques for solid waste management, private and public participation aspects of SWM, location of garbage yard & treatment Plants/Landfill sites.
 - 7) Social Infrastructure including Education, Health, recreation and community facility plan indicating proposals for parks, open space for multipurpose uses, recreational, educational and cultural centres.
 - 8) Zoning Regulation for development control with flexible approach to accelerate development as may be necessary for implementation/ enforcement with due consideration as necessary for vertical and horizontal expansion of existing hamlets covering within the fold of Master Plan. The Zoning Regulation should specify provisions for natural hazard prone areas in general and earth quake prone area in particular.
 - 9) Utility Services Plan for Water Supply, Sewerage plan with sewerage treatment plant location and its management, Electricity network with tentative location of step down grid station and fire services plan.
 - 10) Economic Plan containing capital investment proposals, augmentation of financial resources, rough estimates of revenue & resources with respect to implementation in different stages of CDP/ Master Plan.
 - 11) Disaster Management Plan with proposal and mechanism to address the issues

- 12) Slum Development Plan with focus on affordable housing encompassing PMAY guidelines & Housing for all policy of Odisha-2015.
- 13) Informal sector (street vendors) plan with its location & mechanism of functioning and implementation including vegetables mandies and whole sale godowns.
- 14) Coastal Zone Management Plan (wherever applicable) in consonance with the provisions made by the Ministry of Environment and Forest, Government of India and State Coastal Zone Management Authority in the Coastal Zone Management Plan prepared for the area.

All the development proposals shall be translated over revenue maps on G.I.S. platform with detail database of land use and other planning information. This database should also be integrated/ geo-referenced with the satellite imagery for viewing. Different layers of development on a GIS platform is to be generated for appreciation of the proposal over the city base map of the CDP/Master Plan area.

STAGE-VI: Investment & Implementation Planning

- The Planning proposals shall have to be categorized into (a) Mandatory projects (b) Optional projects including identification of short and long term development projects.
- In respect of both mandatory and optional projects, the implementation proposals should be categorized into different phases co-terminus with 5 year Plans and annual plans by identifying the probable implementing agencies i.e. Government/ private/ public- private participation.
- The financial issues like costing, resource mobilization etc. shall have to be prepared & addressed.
- The proposal should also cover innovative mechanism in the domain of development charges, impact fees TDR (Transferable Development Rights) and Planning obligations as the possible ways of resource mobilization.
- Explore and evaluation and suggestion of innovative methods of getting land for public purpose/ development purpose instead of normal acquisition process.
- The bidder shall also evolve MIS mechanism for review and monitoring of development activities as per CDP/ Master Plan proposal.

STAGE-VII: Notification of Draft Plan inviting Objections and Suggestions

-Planning Authority shall notify the draft CDP/ Master Plan inviting objections & suggestions from public soon after the same is prepared and submitted by the bidder for a period of 90 (sixty) /60 (ninety) days respectively from the date of publication in Odisha Gazette.
- The consultant shall provide necessary logistic & Technical support for display of the draft plan for public through multimedia process or any compatible communication technology specified by the Planning authority. Workshops and seminars may be organized to discuss on draft plan

proposals involving all stake holders within a specified time period by the Planning Authorities. The cost of organizing such seminars and workshops shall be borne by the Consultant as a constituent part of total Project Cost.

The objections and suggestions received from the public will be tabulated, scrutinized and modifications to the draft CDP/Master Plan by incorporating the accepted suggestions through a Board of Enquiry to be constituted by the..... Planning Authority. The bidder consultant shall facilitate such tabulation / and generation of report and minutes for incorporating required changes in the CDP/Master Plan.

STAGE-VIII: Finalisation of Draft Master Plan

The Final CDP/ Master Plan will be prepared by the consultant incorporating the recommendations and suggestions of Board/ Committee on various aspects and will be submitted to the Planning Authority for final approval by Govt. in H & UD Department / Director Town Planning.

STAGE-IX: Delivery of Final GIS Database

- Village wise digitized and geo-referenced revenue maps with village name, plot no, plot type-Govt/ Private, revenue sheet number, year of settlement etc.
- Digital mosaic of village maps with village name, plot no, plot Type-Government/ Private., revenue sheet no, year of settlement, with geo-referenced image derived with existing land use.
- After Submission of Final CDP/ Master plan All GIS data sets in (.Shp/ Geodatabase) format to submit at DTP office of the concerned Town in both Raw data and Final data sets including all maps soft copy

PHYSICAL ATTRIBUTES

Physical attributes to follow as per mentioned in Annexure-III such as residential buildings, public & semi-public institutions (Government Offices, hospitals, religious building etc.) parks, playgrounds and open spaces, water bodies, road network, drainage channels & other physical characteristics and natural resources duly incorporated in different layers.

- a) Digital mosaic of village maps with village name, plot no, plot type-Government/ Private, revenue sheet number, year of settlement with proposed land use
- b) Geo-referenced Image derived and ground verified village wise existing Land Use map of the Master Plan area.
- c) Digital Geo referenced Image Derived village wise proposed land use map of the CDP/Master Plan Area.
- d) Composite Digital map of CDP/Master Plan area printable in 8 inches to 1-mile scale/ 4 inches to 1 mile/ 2 inches to 1-mile scale.

DEVELOPMENT OF GIS SYSTEM

The above geo-database is proposed to be developed on Arc GIS platform as a Desktop application for viewing, querying and reporting of various spatial and non-spatial information within the areas ofPlanning Authority. The GIS database is to be prepared with mutually registered layers generated from cadastral maps, satellite image, field survey inputs, existing land use, proposed land use, etc.

Thematic content of the GIS database is described below.

1. Parcel boundaries
2. Land Use (existing)

3. Land Use (Proposed)
4. Drainage (Existing and proposed)
5. Surface Water bodies
6. Road & rail (existing)
7. Road & rail (proposed)
8. Transportation nodes
9. Canals
10. Health facility (existing & proposed)
11. Education Facility (existing & proposed)
12. Water supply infrastructure (proposed)
13. Sewage infrastructure (proposed)
14. Solid waste management infrastructure (Existing and Proposed)
15. Ground water prospect areas
16. Hazard zones (Flood and earthquake)
17. Administrative boundaries with
18. Urban sprawl
19. Satellite Image

The above themes are to be generated so as to facilitate preparation of maps as enumerated at Attachment 2. The attribute data of various themes are being developed with feature code, name, description, etc.

3.8 SCALABILITY

1. Due care should be taken for integration of this system with the proposed E-Governance module of the concerned ULBs, particularly with respect to the Building Plan Approval System and the Property Tax Management System. The concerned ULBs are to be consulted and involved in this regard.
2. The Geo-database should have scalability for use across a Local Area Network and Internet.

3.9 OPERATION AND TRAINING

The GIS database shall be made operational in the Planning Authority by the bidder consultant one year hands on training is to be provided by the consultants to 4-5 identified users of the Planning Authority..... for using the Geo-database in the office premises of the Planning Authority or any other suitable location to be decided by Planning Authority.....

3.10 WARRANTY

The bidder consultant shall provide 1 (One) year warranty support free of cost from date of commissioning of the GIS database in the Planning Authority. This shall however exclude any New/ Additional works beyond the scope so agreed upon during signing the agreement.

Bidders to submit Security Deposit as Performance Guarantee to the tune of 5% (five) of the tender value which will be released after completion of three (3) months from the date of submission of final Master Plan. The said security deposit can be released on submission of Bank Guarantee by the Consultant for equal amount or more than the amount of security deposit.

3.11 TIME OF COMPLETION

The collection of data, preparation of base map, preparation & submission of CDP/Master Plan for Planning Authority..... shall be completed within 64 weeks as per work flow Table below from the date of initiation of the work. i.e. from the date of signing the agreement.

WORK FLOW SEQUENCE FOR CDP/MASTER PLAN OF PLANNING AREA.

Sl. No.	Item of work	Time schedule for submission from the date of agreement in weeks
1	Inception report	2
2	Concept Report & inter active workshop	6
3.	Validation of supplied GIS data base	12
4	Status Survey Report & interactive workshop	24
5	Draft CDP/Master Plan	36
6	Interactive Seminar/ Workshop and feedback.	48
7	Statutory Obligation of Hearing by Board of Enquiry & observation compliance.	52
8	Final CDP/Master Plan.	64
	Total	64

Note: If any bidder falls to complete task on such timeline then the Towns/ cities which progress been slow may be offered to the best performing agency based on the price finalised by the earlier bidder.

3.12 STAGES OF PAYMENT

The stages of payment of the Consultancy Fee to the consultant/ consulting firm shall be as follows

Sl. No.	Fees to be paid in % of total consultancy fee	Stages of payment
1	10%	After Submission of concept report
2	20%.	On Acceptance of Survey Status Report
3	20%	On submission of Draft CDP/ Master Plan & Validation of GIS data base
4	10%	On acceptance of Draft CDP/ Master Plan
5	25%	On submission of final CDP/ Master Plan & Validation of GIS data base
6	15%	After approval of CDP/ Master Plan by Government

- 15% of consultancy fee as mentioned at point 8 of the above table, is to be released in favour of the consultant in case Government approval is not obtained to the final Master Plan submitted within 24 weeks of its submission.

SECTION-4

GENERAL TERMS AND CONDITIONS

4.1 WORK NOT TO BE SUBLET

The Bidder Consultant is prohibited from subletting the work under this agreement to any other agency or organization.

4.2 PROJECT OFFICE

The Bidder Consultant shall open its one project office at Bhubaneswar for coordination with DTP/ PMU cell and another office in the premises or at the near vicinity of the office of Planning Authority at the cost of the bidder during project period for effective communication with the Planning Authority/ Regional Improvement Trust and other stakeholders.

4.3 CO-ORDINATION

The Development Authority/ Special Planning Authority/ Secretary of the Regional Improvement Trust will function as the Technical Co-ordinator in respect of these projects and shall co-ordinate with various organizations for timely preparation of Master Plans. The bidder consultant shall appoint a Consultant-in-Charge to act as the Coordinator on his behalf and intimate the same to Planning Authority within two weeks from the date of signing of agreement.

4.4 FORMATION OF A TECHNICAL CORE GROUP

The Directorate of Town Planning in consultation with the concerned Planning Authority shall form a core Technical Group consisting of representatives of the Planning Authority, Stakeholders, Representative of Line Department and concerned ULBs to identify some important projects to be executed in different locations to boost physical and economic development of the proposed urban complex. The Technical Group shall also have technical experts to advise on related technical matters of the local area to be incorporated in the CDP/ Master Plan. If the Steering Committee fails to evaluate or validate the progress of work of the agency as per timeline, then the High Level Technical Core Committee empowered to validate such work and give instruction to the DA/ SPA/ RITs for release of consultancy fees to the agency.

4.5 CONSTITUTION OF A STEERING COMMITTEE

The Government of Odisha shall constitute a High Level Steering Committee to monitor the progress of the work and accord approval for release of payment to the consultant within the frame work of the agreement.

4.6 MONITORING OF THE PROJECT

During the process of the monitoring of the project the Steering Committee, at any point of time, may decide to withhold an amount of 20% of the payment due at that stage to the Consultant for non-compliance of the assignment in specified time frame and with reference to any other aspects which is vital for successful completion of the assignment.

4.7 ROLE OF PLANNING AUTHORITY

The responsibility of the Planning Authority shall be as under;

- Provide all available secondary information to the consultant in shape of reports/ documents / plans relevant for preparation of CDP/Master Plan

- Provide necessary authorization for procurement of revenue maps, satellite imagery and any such information relevant to the preparation of CDP/ Master Plan
- Release payment due to the consultant as per stages of payment enumerated in this agreement
- Co-ordination of seminars/ workshops/ discussions with the stakeholders
- Publish the draft CDP/ Master Plan for inviting objections/ suggestions in the Odisha Gazette and minimum one Local Newspaper as per provisions of the ODA Act 1982/ OTP & IT Act, 1956.
- Conduct hearing of objections and suggestions in respect of the draft CDP/Master Plan.
- Take steps for approval of the government on the Master Plan as per provisions of the ODA Act.1982/ OTP & IT Act, 1956.
- Take steps for the final notification of the CDP/Master Plan in the Odisha gazette and minimum one Local newspaper for the CDP/Master Plan to come into force

4.8 DATA SECURITY

The Client has absolute right on the data and output so generated in the process of preparation of CDP/ Master Plan. The consultant shall be responsible for security and safe custody of data. In no way the digitized information will be copied or duplicated or supplied to any other party or the same reproduced by the consultant in full or part during preparation of CDP/ Master Plan and after submission of the same to the client as per the certificate of undertaking attached.

4.9 RIGHT TO INSPECT

The Planning Authority or his authorized technical representative shall have the right to visit the Office of the Consultant/ Consulting Firm for checking the manner in which the work is progressing and to ascertain whether the job is being performed according to the specifications and legal requirements. The above Planning Authority its authorized representative may issue instructions as deemed fit for any modification/ inclusion of different aspects which may be required but not covered in work chart/ financial bid format and the consulting firm / consultant is bound to follow such instructions.

4.10 TIME EXTENSION

Delivery of services shall be made by the Bidder Consultant in accordance with the time-schedule specified by DTP. The Consultant will strictly adhere to the time-schedule for the completion of Work. However, Planning Authority can extend this time limit on approval of Steering Committee provided the cause of delay is not attributable to the consultant.

As soon as it becomes apparent to the selected bidder that the duration of the assignment stipulated in the contract cannot be adhered to, the bidder may apply for time extension to the client indicating justified reasons for the delay and also the date up to which extension is required. The client shall consider such request and may extend the duration of the assignment mutually agreed by both the parties. However, the decision of the client shall be final in this regard.

4.11 PENALTY

In the event of delay in stage wise execution of work, specified in this Contract / furnishing deliverables due to negligence or in-efficiency attributable to the consultant, the consultant

shall be liable to a penalty @ 0.1% of the value of work order in respective phases, for every week of delay up to a maximum of 05% (five) of the contract value after which Planning Authority shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week inclusive of Govt./ Local holidays.

4.12 PROGRESS OF THE PROJECT

Progress of the Project may be intimated in writing to Planning Authority and Director Town Planning on monthly basis by the Consultant. Team leader assigned in each package to submit Monthly progress report of each town to the DTP and must available to brief the progress of project at any time.

4.13 CONFIDENTIALITY

Any information pertaining to the Government of Odisha or any other agency involved in the project, matters concerning Government of Odisha that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the consultant will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The consultant shall ensure due secrecy of information and data not intended for public distribution. An affidavit to this effect shall have be submitted along with security deposit by the Consultant.

4.14 FORCE MAJEURE

In case of delay in timely execution of the work caused by factors beyond the control of the consultant such as War, Riot, Earth Quake, Flood, Fire, other natural disasters, Restrictions imposed by the Government or other statutory bodies, the consultant shall intimate the Planning Authority in writing the beginning and the end of the above clauses of delay, within 7 (seven) days of occurrence and cessation of the force majeure conditions.

4.15 TERMINATION OF CONTRACT

If the bidder consultant fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by Planning Authority, without any valid reasons acceptable to Planning Authority, Planning Authority may terminate the contract after giving 30 (thirty) days written notice, the decision of which shall be final and binding on the bidder. Upon termination of the contract, Planning Authority shall be at liberty to get the work done at the risk and expense of the bidder through any other agency, and to recover from the bidder consultant compensation or damages.

4.16 LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Court of Odisha only.

4.17 GENERAL INFORMATION

- a) The Bidder shall bear all costs associated with the preparation and submission of its bid and Planning Authority..... (hereinafter referred to as the Client) will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.
- b) Separate financial bids for each packages and Technical bid with all documents and EMD is to be submitted separately for which the Bidder intends to bid.
- c) There are Two parts of Bid Document namely “Technical Bid and “Financial Bid”. The bidder is required to fill up all the two parts of the bid papers and place them in two separate sealed envelopes super scribing

- “Appointment of Consultant for preparation of a CDP/Master Plan for town taken up byDA/..... Planning Authority/.....Regional Improvement Trust(Technical Bid).
 - “Appointment of Consultant for preparation of a CDP/Master Plan for town taken up by.....DA/.....Planning Authority/Regional Improvement Trust (Financial Bid).
- d) These envelopes should be placed in another sealed envelope and addressed to Director of Town Planning, Power House square Unit-V, Bhubaneswar-751001. Odisha
 - e) The envelope must show the name of the Bidder and present correspondence address and should be super-scribed as “Appointment of Consultant for preparation of a CDP/Master Plan forTown.....(name of concerned towns) taken up by Planning Authority /Regional Improvement Trust on top of the envelope.
 - f) Bids duly filled in and accompanying all supporting documents, shall be submitted through courier/speed post/ Registered post on or before date 00/00/2022 by 4.00 PM after which no bids would be accepted and bids received after the due date time are liable for outright rejection without any liability.
 - g) There will be no drop box facility for submission of bids.
 - h) The bid will be opened at in the office of Director of Town Planning, Odisha, Bhubaneswar in the presence of bidder's representatives on Dt. 00/00/2022 at 11.00 AM. The bidder or One representative of bidder shall be permitted having authorisation letter from the agency to be present at the time of opening the bid.
 - i) The Financial Bids of only those bidders, whose bids are found eligible in the Technical evaluation, will be opened subsequently.
 - j) Incomplete, illegible, conditional and unsealed bids will be summarily rejected. Telegraphic bids/ bids submitted through E-mail will not be accepted and no correspondence will be made in this regard.
 - k) All offers should be made in English. Conditional offers and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance”, “Subject to prior sale” etc. will not be considered and liable to be rejected.
 - l) The Price and conditions of the offer should be valid for at least a period of 180 days from the date of bid opening. Bid with validity of less than 90 days shall be rejected.
 - m) Modification of specifications and extension of closing date of bid if required shall be made by an Addendum. Copies of Addenda will be notified on the website. This shall be signed and shall form a part of the bid in full and/or part thereof.
 - n) Bidders shall carefully examine the bid documents, the bidding criteria and the Scope of Services and fully inform themselves as to all the conditions and matters, which shall in any way, not affect the work or the cost thereof. Clarification on the bid document, if any, can be obtained from Director of Town Planning, Odisha on any working day during working hours.
 - o) Submitted bid forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the bid and between unit rates and the total amount, the decision of the bidding authority shall be final and binding on the bidders.

Total of each item and grand total of whole bid should be clearly written. Corrections in the bid, if unavoidable, shall have to be made by rewriting with dated initial of the bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes shall also result in rejection of the bid.

- p) The terms of payment applicable in this case are indicated in the General Terms and conditions of Planning Authority/..... Regional Improvement Trust. In exceptional cases alternative payment terms, then those specified, shall be considered by the client, if required.
- q) Request from the bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the bid shall not be considered.
- r) While bids are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting the officials of the Planning Authority/ Regional Improvement Trust or representatives, on matters relating to the bids under study.DA/..... Planning Authority/..... Regional Improvement Trust if necessary will obtain clarification on bids by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The bidder will not be permitted to change the substance of his offer after the bids have been received. Any attempt by any bidder to bring pressure of any kind on the bid evaluators may disqualify the bidder for the present bid and the bidder may be liable to be debarred from bidding in future for a period of five years.

4.18 PERIOD OF VALIDITY OF BIDS

For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of opening. A bid valid for a shorter period may be rejected as being non-responsive. During the period of validity of Bids, the rates quoted shall not be changed. In exceptional circumstances, bidders may be asked for extension of the period of validity of the Bid.

4.19 FORMAT AND SIGNING OF BID

The Bid shall be neatly typed and shall be signed, by an authorized signatory on behalf of the Bidder. The Bid shall contain no interlineations, erasures or overwriting, in order to correct error made by the Bidder. All corrections shall be done & initiated by the authorized signatory after striking out the original words / figures completely. Bids shall be packed and sealed as per procedure. All pages of the Bid, except for un-amended printed literature, shall be initialised by the person or persons signing the Bid.

4.20 APPLICATION OF BIDS

Any eligible entity/ institutions/ Firm can bid submitting both Technical and Financial proposal with all concern valid documents mentioned in RFP. Bidder allowed to submit financial proposal for all packages but can be given maximum TWO packages. There will be financial opening package wise and once a bidder is successful in TWO packages his financial bid for other packages will not to be opened. Bidders to submit financial proposal Package wise which will be opened Package one to ten serially. Bidder to submit in financial proposal both Fin-1(proposal submission form) and Fin-2 (Price bid format of concern package). Price coated by the bidder will evaluate Package wise for all packages and bidder must specify the breakup price of concern Towns under that package. The unit price of packages will be the financial bidding parameter considering the total of all towns (The authority rights to reject offers less than 10% from the estimated base price). It is expected

that consultants shall determine the costs appropriately and shall take necessary care in allocating budgets adequately by major components of study. The price bid to be considered for evaluation shall exclude GST, but shall include all the other taxes, if any.

4.21 LATE BIDS

Any bid received by Director of Town Planning, Odisha, Bhubaneswar after the deadline for submission of bids prescribed in this request for proposal shall be rejected summarily.

4.22 NOTIFICATION OF AWARD

Prior to the expiry of the period of Bid validity,DA/.....Planning Authority/.....Regional Improvement Trust shall notify the successful Bidder in writing by speed post or Fax or email that his/her Bid has been accepted. The liability of the Consultant(s) to perform the services will commence from the date of notification of Award of the work. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

4.23 SELECTION FOR SIGNING OF AGREEMENT

The Bidder, who has been issued Notification of Award of Work for Package, shall have to sign the Agreement for all towns. If the bidder fails to sign the contract, then next shortlisted bidder will be offered to sign. This process shall be continued till identification of the bidder for the execution of the work.

4.24 SIGNING OF AGREEMENT

Upon selection, the Bidder shall have to sign a Contract Agreement with the respective Special Planning Authority/ Regional Improvement Trust for execution of the work. A draft agreement shall term as a part of the Bid Document. Bidders to submit one team of 6 key professionals for evaluation of all packages however if they are successful for more than one package second team of 6 key professionals has to be submitted with qualification and experience either equal to or better than proposed personal before the sign of second package contract.

4.25 DISQUALIFICATION OR REJECTION OF BID

The Bid is liable to be rejected or the bidder disqualified at any stage on account of the following.

- If the bid or its submission is not in conformity with the instructions mentioned herein.
- Cost of Bid document (in case of downloaded from website).
- If it is not signed with seal, on all the pages of the bid document.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If the bid is not accompanied by the requisite EMD.
- If misleading or false statements/ misrepresentations of facts are made as part of pre-qualification requirements.

- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Financial failures etc.

4.26 RIGHT TO ACCEPT AND/OR REJECT ANY OR ALL BIDS

Notwithstanding anything else contained contrary to this Bid Document, Director of Town Planning, Odisha, Bhubaneswar reserves all the rights to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without assigning any reason thereof and without incurring any liabilities in this regard.

4.27 CORRUPT OR FRAUDULENT PRACTICES

.....DA/..... Planning Authority/.....Regional Improvement Trust/ Directorate of Town Planning, Odisha, Bhubaneswar requires that the Bidders under this bid observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Client (i.e. Planning Authority/..... Regional Improvement Trust) with prior approval of Director Town Planning, Odisha. defines the terms set forth as follows:- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Client, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Client of the benefits of the free and open competition; The Client with prior approval of Director Town Planning, Odisha will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Client with prior approval of Director Town Planning, Odisha will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

4.28 PERFORMANCE SECURITY

Performance Security @ 5% (Five) cost of the value of the bid shall be deposited by the successful bidder in respect of.....DA/.....Planning Authority/ Regional Improvement Trust in form of bank Guarantee.

4.29 COMPLETENESS OF BID OFFER

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Bid Documents. Failure to furnish all information required by the bid documents or submission of a bid offer not substantially responsive in every respect to the bid documents will be at the Bidder 's risk and may result in rejection of its bid offer. The bid offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the bid document is not given therein, or if particulars asked for in the Forms / Proforma in the bid are not fully furnished.

4.30 EMD

The bidder shall furnish, as part of its technical bid, an EMD of amount Rs.5.00 lakh (Rupees Five lakh only) for which he intends to bid. The EMD shall be in the form of a demand draft drawn in favor of Director of Town Planning, Orissa from any Nationalized

Bank located in India. Bids, not containing the EMD amount will be rejected outright. In case of successful bidder, the EMD shall be returned after the agreement is complete with DA/ SPA/ RIT. In case of unsuccessful bidders, the EMD will be refunded within 3 (three) months from the date of finalization of bid/ signing of contract without interest.

4.31 FORFEITURE OF EMD

EMD made by the bidder shall be forfeited under the following conditions

- If the bid or its submission is not in conformity with the instruction mentioned herein.
- If the bidder withdraws the bid before the expiry of the validity period.
- If the bidder violates any of the provisions of the terms and conditions of the bid.
- In the case of a successful bidder fails to (a) accept award of work
- The bidder violates any of such important conditions of this bid document or indulges in any such activities as would jeopardize the interest of DTP in timely finalization of this bid.

The decision of Planning Authority/Regional Improvement Trust with prior approval of Director Town Planning, Odisha regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. Default in such a case may involve black-listing of the bidder by..... Planning Authority/Regional Improvement Trust with prior approval of Director Town Planning, Odisha.

4.32 DELIVERABLES

The consultant has to furnish the following deliverables to DA/ Planning Authority/ Regional Improvement Trust as mentioned in Annexure-I and Annexure-II according to the following points-

- Mouza wise maps are to be printed north oriented in 1:2000 scale in standard A1 size in portrait or landscape as per template approved by Directorate of Town planning.
- Map exceeding A1 size in 1:2000 scale is to be printed in A0 size.
- Maps exceeding A0 size in 1:2000 scale are to be printed in multiple sheets of A0 size.
- In case of very large mouza not fitting in A0 size in 1:2000 scale are to be printed in multiple sheets of A0/ A1 size in 1:4000 scale
- 2 (two) copies of Revenue Mouza map prints on 90gsm paper are to indicate the land use with plot boundary with parcel number. Care is to be taken to remove overlapping labels (plot nos), confiding to the parcel boundary/ polygon. Parcel numbers are to be depicted in Arial Narrow font (9 point) in preferably east-west orientation.
- Composite Existing Land Use mosaic print with revenue mouza boundary and name of the jurisdiction area in 1:4000/1:10000 scale with legibility
- Composite to Proposed Land Use Map mosaic print..... with legibility
- All Softcopies

- PDF files of all land use map prints indicating cadastral plot numbers
- Composite Land use mosaic (.SHP) of the jurisdiction area

ANNEXURE-I

Sl. No.	Item of work
1.	Submission of Inception Report.
2.	Submission of ground validated digital land use map (Two soft copies) & one set hard copy
3.	Submission of Field Survey Status Report <ul style="list-style-type: none"> • 2 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting existing land use at cadastral level • 2 copies of existing land use map print from the GIS data (cadastral maps showing existing land use) in 1:2000 scale/ 1:1000 scale .
4.	Submission of Draft CDP/Master Plan <ul style="list-style-type: none"> • 2 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting all draft Plan proposal in 1:2000/1:1000 scale at cadastral level. • 2 copies of proposed land use map print from the GIS data (cadastral maps showing all draft plan proposals) in 1:2000 scale/1:1000 scale. • 2 copies of composite land use map prints of the CDP/Master Plan area in 4 inch to 1 mile/ 2 inch to 1-mile scale. (Hard copy)
5.	Submission of Final CDP/Master Plan <ul style="list-style-type: none"> • 4 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting all Final Plan proposal in 1:2000/1:1000 scale at cadastral level (Revenue Maps) • 4 copies of Proposed Land Use Map print from the GIS data (cadastral maps showing all final plan proposals) in 1:2000 /1:1000 scale • 2 copies of composite digital land use map of the CDP/ Master Plan area in 4 inch to 1 mile/2 inch 1-mile scale (Soft copy). • 4 copies of composite land use map prints of the Master Plan area in 4inch to 1 mile/ 2 inch to 1-mile scale. (Hard copy). • All GIS data sets in (.Shp/ Geodatabase) format to submit at DTP office of the concerned Town, both Raw data and Final data sets including all maps soft copy.

ANNEXURE-II

MAPS REQUIRED OUT OF THE GIS/RS BASEDCDP/MASTER PLAN

Sl. No.	Title of Plan /Map	Contents required for CDP/Master Plan
1	Spatial Frame work	<ul style="list-style-type: none"> • 36'' X 36'' Grid or 18''X 18'' or higher • Registration points
2	Constituent Areas/Administrative Map	<ul style="list-style-type: none"> • Region /District Boundary • Planning Area Boundary • Zone Boundary • MC/ULB Boundary • Ward boundary • Taluka Boundary, if any • Major Transport Network • Location of major settlements (inclusive of slum pockets)
3	Village Map	<ul style="list-style-type: none"> • Revenue village Boundary • Village Name • Location of village • Plot No. • Urban Area • Forest area • Others
4	Drainage	<ul style="list-style-type: none"> • Perennial • Dry • Tidal water • Creeks
5	Surface water bodies/ Ground Water Rechargeable Areas	<ul style="list-style-type: none"> • River/Stream • Lake/Tank/Pond • Canal • Check dam • Flood Plain • Palaeo Channel • Valley Fill • Ox-bow Lake
6	Ground Water Prospects	<ul style="list-style-type: none"> • Very Good to good • Good to Moderate • Moderate • Moderate to poor • Poor to nil
7	Flood hazard areas/ Disaster Management Plan for Floods	<ul style="list-style-type: none"> • Flood hazard area • River/Water body • Non Flood Hazard area • Railway Line • Major Roads • Municipal Corporation /Municipality/NAC Areas (as applicable.)
8	Earthquake Hazard Zones/	<ul style="list-style-type: none"> • Neo-tectonic fault

	Disaster Management Plan for Earth Quakes	<ul style="list-style-type: none"> • Fault including basement and cover • Sub-surface fault • Gravity fault • Minor lineament • Major lineament • Seismicity magnitude <ul style="list-style-type: none"> - Moderate risk zone - Low risk zone - Very low risk zone • Municipal Corporation /Municipality/NAC Boundary (as per applicability) • Planning Area Boundary
9	Population Density (Ward wise)	<ul style="list-style-type: none"> • Persons per hectare • Population density (< 100 to > 500)
10	Health Facilities	<ul style="list-style-type: none"> • Location of Hospitals • Primary Health Centres/ CHC/ Dispensary • Asha Centres • Location of Nursing Homes/ Clinics • Location of Family Welfare & Maternity centre
11	Education Facilities	<ul style="list-style-type: none"> • Primary School • U.P./ M.E School • Secondary School • Senior Secondary School • College (of all types) • Vocational Training Institutes • Universities.
12	Water Supply Network	<ul style="list-style-type: none"> • Source of Drinking water • Water Supply Net work • Location of water Treatment Plants • Pumping Stations • Over Head tanks • Underground Tanks • Area covered under protected water supply
13	Sewage Network	<ul style="list-style-type: none"> • Location of Treatment plants • Sewage net work • Area served by underground sewerage • Existing/ Proposed Treatment Plants
14	Solid waste Management Plan	<ul style="list-style-type: none"> • Location of MCC/ MRF • Location of existing garbage yards • Area covered under collection of Solid waste • Proposed Location of solid waste disposal sites
15	Existing Transport Network	<ul style="list-style-type: none"> • Railway Line (type, no of lines) • Road Type (NH, SH, ODR, MDR, express way, ring road, City road, lanes, rural road) • Road width (in feet)

		<ul style="list-style-type: none"> • Surface Type (WBM, Morrums, Black-top, CC) • Transportation nodes (bus terminus, railway station, airport, port/harbour)
16	Proposed Transport Network 2050	<ul style="list-style-type: none"> • Proposed Roads (width, type) • Proposed Rail Lines
17	Environment Management Plan	<ul style="list-style-type: none"> • Location of Environmentally sensitive areas • Water Bodies • Protected Forests • Rivers • Others
18	Urban Sprawl	Physical Growth of settlement
19	Existing Land Use	As per supplied/ updated land use maps
20	Proposed Land Use 2050 (Level III)	<ul style="list-style-type: none"> • Residential • Commercial • Mixed use • Industrial • Public & Semipublic • Public Utilities & Facilities • Recreational • Transportation • Heritage • Agriculture Land • Water bodies • Environmental sensitive Areas • Burial and Cremation Ground • Other spaces

ANNEXURE-III

ATTRIBUTE DATA IN THE GIS FOR MASTER PLAN

Table-1 Existing Urban Land use/land cover.

URBAN LULC-CODE	LEVEL-I	LEVEL-II	LEVEL-III	LEVEL-IV	LEVEL-V
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01-01-00-00-00	Built up				
01-01-00-00-00		Built up (Urban)			
01-01-01-00-00			Residential		
01-01-01-01-00				High density residential	
01-01-01-01-01					High rise apartment/flats
01-01-01-01-02					Medium rise apartments/flats
01-01-01-01-03					Low rise apartment/flats
01-01-01-01-04					Low rise row houses
01-01-01-01-05					Low rise Groups/houses/Tenements
01-01-01-01-06					Slums/ Clusters
01-01-01-01-07					Others
01-01-01-02-00				Medium density residential	
01-01-01-02-01					High rise apartment/flats
01-01-01-02-02					Medium rise apartments/flats
01-01-01-02-03					Low rise apartment/flats
01-01-01-02-04					Low rise row houses
01-01-01-02-05					Low rise Groups/houses/Tenements
01-01-01-02-06					Slums/ Clusters
01-01-01-02-07					Others
01-01-01-03-00				Low density residential	
01-01-01-03-01					High rise apartment/flats
01-01-01-03-02					Medium rise apartments/flats

01-01-01-03-03					Low rise apartment/flats
01-01-01-03-04					Low rise row houses
01-01-01-03-05					Low rise Groups/houses/Tenements
01-01-01-03-06					Slums/Clusters
01-01-01-03-07					Others
01-01-02-00-00			Commercial		
01-01-02-01-00				Retail & general Business	
01-01-02-02-00				Community Center	
01-01-02-03-00				Wholesale	
01-01-02-04-00				Shopping Center/Malls/Cinema Theatres	
01-01-02-05-00				Informal Shopping areas/ Hawking zones	
01-01-02-06-00				Hotel/ Lodge/ Restaurant/ Resort	
01-01-02-07-00				Parking area	
01-01-02-09-00				Market (Daily & Weekly)/ Mandi	
01-01-02-10-00				Private Hostel	
01-01-02-11-00				Warehouses/ Storage godowns	
01-01-02-12-00				Petrol Bunks/ LPG stations	
01-01-02-13-00				Others	
01-01-03-00-00			Industrial		
01-01-03-01-00				Service Industries	
01-01-03-02-00				Light industries	
01-01-03-03-00				Extensive industries	
01-01-03-04-00				Heavy Industries	
01-01-03-05-00				Hazardous industries	
01-01-03-06-00				Others	
01-01-04-00-00			Mixed Built up area		
01-01-04-01-00				Residential + Commercial	
01-01-04-02-00				Residential + Industrial (Household)	

01-01-04-03-00				Residential + Educational	
01-01-04-04-00				Residential + Health	
01-01-04-05-00				Commercial + Industrial	
01-01-04-06-00				Commercial + Health	
01-01-04-07-00				Commercial + Educational	
01-01-04-08-00				Commercial + Recreational	
01-01-04-09-00				Residential + Commercial + Industrial	
01-01-04-10-00				Others	
01-01-05-01-00			Recreational		
01-01-05-02-00				Parks/Gardens	
01-01-05-03-00				Stadium/ Planetarium/ Aquarium/ Open Air Theatre	
01-01-05-04-00				Playground	
				Club/ Sports Centre/ Gymnasium	
01-01-05-05-00				Golf course/Race course	
01-01-05-06-00				Historical monuments/Herita ge structures	
01-01-05-07-00				Planetarium	
01-01-05-08-00				Major function hall	
01-01-05-09-00				Swimming pool	
01-01-05-10-00				Exhibition Ground/ Amusement/ Theme Park	
01-01-05-11-00				Others	
01-01-06-00-00			Public & Semi public		
01-01-06-01-00				Educational (School/College/U niversity/Institute)	
01-01-06-02-00				Health (Govt. Hospital/ Private Hospital/ Diagnostic Centre/ Clinic/ Dispensary/ Nursing Home/ Primary Health Center)	
01-01-06-03-00				Central Govt.	

				Property (Office/ Quarter/ Guest House)	
01-01-06-04-00				State Govt. Property (Office/ Quarter/ Guest House)	
01-01-06-05-00				Railway Property	
01-01-06-06-00				Cremation/ Burial ground	
01-01-06-07-00				Social & cultural centre/ Art Gallery/ Convention centre/ Museum/ Library	
01-01-06-08-00				Religious places (Temple/ Church/ Mosque etc.)	
01-01-06-09-00				Major Govt. Offices	
01-01-06-10-00				Cantonment	
01-01-06-11-00				Petrol/Gas filling station	
01-01-06-12-00				Police Station	
01-01-06-13-00				Fire Station	
01-01-06-14-00				Disaster Management Center	
01-01-06-15-00				Electric sub – Station	
01-01-06-16-00				Jail	
01-01-06-17-00				Banks/ Credit societies/ ATM	
01-01-06-18-00				Public/ Community Toilet	
01-01-06-19-00				Dhobi Ghat	
01-01-06-20-00				Orphanages/ Old Age homes/ Night shelters	
01-01-06-21-00				Others	
01-01-07-00-00			Comm uni- cation		
01-01-07-01-00				Post/ Telegraph Office	
01-01-07-02-00				Telephone Exchange	
01-01-07-03-00				Telegraphs Office	
01-01-07-04-00				Radio/TV Station	
01-01-07-05-00				Satellite & Telecommunicatio n	
01-01-07-06-00				Others	
01-01-08-00-00			Public		

			Utilitie s & facility		
01-01-08-01-00				Water treatment plant	
01-01-08-02-00				Water Pumping Station	
01-01-08-02-00				Ground Level Reservoir	
01-01-08-03-00				Sewerage Treatment Plant	
01-01-08-04-00				Sewerage Pumping Station	
01-01-08-05-00				Land fall/dumping ground/ incineration center/ recycling plant/ garbage collection point	
01-01-08-06-00				Electric power plant	
01-01-08-07-00				Electric Substation/ Transformers	
01-01-08-08-00				Others	
01-01-09-00-00			Transp ortatio n		
01-01-09-01-00				Bus terminus	
01-01-09-02-00				Railway station/ yard/ Track area	
01-01-09-03-00				Air ports/Air Strips/ Helipad	
01-01-09-04-00				Sea port/Harbour/ Jetty	
01-01-09-05-00				Truck Terminus/ Freight Complex	
01-01-09-06-00				Bridge/flyover	
01-01-09-07-00				Roads	
01-01-09-08-00				Railway lines/Sidings	
01-01-09-09-00				Truck terminus	
01-01-09-10-00				Berth/jetties/Break waters	
01-01-09-11-00				Bus stop/ Auto stand/ Bus Bay	
01-01-09-12-00				Traffic island/ Median/ Divider/ Parking space	
01-01-09-13-00				Others	
01-01-10-00-00			Reclai med Land		
01-01-11-00-00			Vacant		

			land		
01-01-11-01-00				Lay outs/Plotted land	
01-01-12-00-00			Vegetated area		
01-02-00-00-00		Built up (Rural)			
02-00-00-00-00	Agriculture				
02-01-00-00-00		Cropland			
02-02-00-00-00		Fallow land			
02-03-00-00-00		Plantation			
02-04-00-00-00		Orchard			
02-05-00-00-00		Horticulture			
02-06-00-00-00		Plant Nursery			
02-07-00-00-00		Double Cropped Area			
02-08-00-00-00		Irrigated Land based on the typology			
03-00-00-00-00	Forest				
03-01-00-00-00		Dense forest			
03-02-00-00-00		Open forest			
03-03-00-00-00		Plantation			
03-04-00-00-00		Mangroves			
04-00-00-00-00	Grazing land				
04-00-00-00-00	Wastelands	Salt affected			
04-00-00-00-01		Gullied/Rain			
04-00-00-00-02		Gullied Ravenous			
04-00-00-00-03		Land with/without scrub			
04-00-00-00-04		Barran/Rocky			
04-00-00-00-05		Sandy area			
05-00-00-00-00	Wet lands				
05-01-00-00-00		Marshy/Swampy			
05-02-00-00-00		Mudflats			
05-03-00-00-00		Water logged			
05-04-00-00-00		Salts pans			
05-05-00-00-00		Creek			
05-06-00-00-00		Mudflat			
06-00-00-00-00	Water bodies				
06-01-00-00-00		Sea			
06-02-00-00-00		River			
06-03-00-00-00		Canal			
06-04-00-00-00		Lakes/ Ponds			
06-05-00-00-00		Reservoirs			
06-06-00-00-00		Tanks			
06-07-00-00-00		Cooling pond/Cooling reservoirs			
06-08-00-00-00		Abandoned			

		quarries with water			
07-00-00-00-00	Eco Sensitive Areas				
07-01-00-00-00		Bird Sanctuary			
07-02-00-00-00		Bio-diversity Park			
07-03-00-00-00		Botanical Garden			
07-04-00-00-00		Zoological parks/Botanical gardens/ National Parks			
07-05-00-00-00		Mangroves			
08-00-00-00-00	Specific Land Use				
08-01-00-00-00		Hill/ Mountain/			
08-02-00-00-00		Quarry/Brick Kilns/ Mining Area/ Grazing land/ Sand dunes			
08-03-00-00-00		Dam/Barrage			
08-04-00-00-00		Coral reef/Atoll			
08-05-00-00-00		Others			

FORM OF CONTRACT

AGREEMENT OF CONSULTANCY SERVICES FOR PREPARATION OF GIS/RS
BASED CDP/MASTER PLAN FOR.....TOWN UNDER PLANNING
AUTHORITY...../.....REGIONAL IMPROVEMENT TRUST.

THIS AGREEMENT MADE ON THIS day of..... 20....

BETWEEN

Planning Authority...../.....Regional Improvement Trust,
at..... a body constituted under the Orissa Development Authorities Act-1982
& Rule-1983/Orissa Town Planning and Improvement Trust Act, 1956 having perpetual
succession and common seal represented by Sri
S/o Sri, presently working as Planning
Authority...../.....Regional Improvement Trust having, its office at Orissa ,
hereinafter called the client which term shall mean and include, unless excluded by or
repugnant to the context, its successors in office and assigns of the one part (1st Part).

A N D

..... registered under
.....and having its
registered office at.....,
here in after referred to as the “consultant”, which term shall mean and include, unless
excluded by or repugnant to the context, its successor or successors in office and assigns of
the other part (2nd Part).

WHEREAS, the Planning
Authority...../.....Regional Improvement
Trust.....has decided to prepare a Geographical Information System and
Remote Sensing based CDP/Master Plan for the Planning area.....within
jurisdiction of Planning Authority...../.....Regional
Improvement Trust.

WHEREAS, Directorate of Town Planning, Orissa, Bhubaneswar invited tender for
preparation of the same by Planning Schools/ firms/ consultants in the newspaper(Name)
..... published on date.....

WHEREAS,.....hereinafter called.....was
selected as the Consultant for the purpose on conclusion of the tender process.

WHEREAS, the tender proposal was sent to Government of Orissa in Housing &
Urban Development Department for administrative & contract approval in their letter
the Dtof Directorate of Town Planning, Odisha, Bhubaneswar.

WHEREAS, Government in Housing & Urban Development Department has
accorded approval to the tender proposal in their letter.

WHEREAS,.....in its letter
No.....dt.....has communicated its consent to

engage..... as Consultant for preparation of the GIS/RS based CDP/Master Plan within 60 (sixty) weeks.

NOW THIS AGREEMENT witnesses and it is hereby agreed and declared by and between the parties here to as follows:

Planning Authority/..... Regional Improvement Trust hereby appoints.....as the consultant on the following terms and conditions herein after appearing.

3.1 Introduction

As per the statutory provision under the ODA Act1982 & ODA Rule-1983. / Odisha Town Planning and Improvement Trust Act’ 1956, CDP/ Master Plan is required to be prepared to translate broad implementable planning proposals along with detail land-use plans for achieving planned development of the town and its immediate surroundings within the CDP/ Master Plan boundary.

The CDP/ Master Plan will also dwell on the identification of the thrust areas, phasing of development, implementation strategies, resource mobilization and prioritization of the development initiatives.

Table-2:

The CDP/Master Plan Areas of the following Towns which comprises the following area and population;

PACKAGE-1				
SL. NO	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Mayurbhanj	Rairangpur(M)	45.51	25516
2	Mayurbhanj	Karanjia(N)	33.7	22865
3	Mayurbhanj	Udala(N)	10.55	16188
4	Balasore	Soro(M)	22.38	32531
5	Balasore	Jaleswar(M)	17.03	25747
6	Balasore	Nilagiri(N)	21.25	17264
Total			150.42	140111

PACKAGE-2				
SL. NO	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Bhadrak	Dhamnagar (N)	46.92	35984
2	Cuttack	Athagarh(N)	16.99	17304
3	Cuttack	Banki(N)	10.06	17521
4	Dhenkanal	Bhuban(N)	18.85	22200
5	Dhenkanal	Kamakhyanagar (N)	21.85	16810
6	Dhenkanal	Hindol(N)	50.42	17387
Total			165.09	127206

PACKAGE-3				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Puri	Nimapara(N)	14.78	19289
2	Khurda	Balugaon(N)	38.9	17645
3	Khurda	Banpur(N)	23.13	17278
4	Ganjam	Kodala(N)	12.02	13965
5	Gajapati	Kasinagar(N)	9.74	9684
6	Angul	Athamallik(N)	29.33	12298
Total			127.9	90159

PACKAGE-4				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Bhanjanagar(N)	36.12	45532
2	Ganjam	Digapahandi(N)	30.29	16050
3	Ganjam	Ganjam(N)	7.38	11747
4	Ganjam	Khallikot(N)	11.19	13022
5	Ganjam	Kavisuryanagar(N)	13.24	17430
6	Ganjam	Chikiti(N)	6.07	11645
7	Nayagarh	Khandapara(N)	57.73	9038

PACKAGE-5				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Purusottampur(N)	13.29	15366
2	Ganjam	Rambha(N)	6.07	12111
3	Ganjam	Buguda(N)	9.84	15176
4	Ganjam	Soroda(N)	15.15	14867
5	Ganjam	Aska(N)	31.84	21428
6	Nayagarh	Nayagarh(M)	42.43	17030
7	Nayagarh	Daspala(N)	15.07	18470
Total			133.69	114448

PACKAGE-6				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	Population (Census 2011)
1	Ganjam	Belaguntha(N)	4.85	11297
2	Ganjam	Hinjilicut(M)	13.89	25828
3	Ganjam	Polsora(N)	12.3	23119
4	Rayagada	Gunupur(M)	25.16	24162
5	Rayagada	Gudari(N)	6.09	6931
6	Balangir	Patnagarh(N)	23.4	22110
7	Balangir	Kantabanjhi(N)	37.25	21819
Total			122.94	135266

PACKAGE-7				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Kandhamal	G. Udayagiri(N)	13.58	11302
2	Subarnapur	Binika(N)	21.27	15765
3	Subarnapur	Tarva(N)	5.92	8334
4	Sundargarh	Biramitrapur(M)	34.36	33442
5	Keonjhar	Anandapur(M)	55.97	39585
Total			131.1	108428

PACKAGE-8				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Nuapara	Khariar Road(N)	17.47	18967
2	Nuapara	Khariar(N)	30.62	21875
3	Nuapara	Nuapara(N)	40.2	17714
4	Balangir	Titilagarh(M)	17.19	36546
5	Balangir	Tusura(N)	20.32	10638
6	Kalahandi	Kesinga(N)	21.43	19239
Total			147.23	124979

PACKAGE-9				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Sambalpur	Kuchinda(N)	27.33	15576
2	Sambalpur	Redhakhhol(N)	46.5	15379
3	Baragarh	Barpalli(N)	21.89	20850
4	Baragarh	Attabira(N)	20.95	16399
5	Baragarh	Padampur(N)	21.06	17625
6	Deogarh	Deogarh(M)	16.81	22390
Total			154.54	108219

PACKAGE-10				
SL. NO.	DISTRICT	TOWNS/ CITIES	AREA in sq. km. (approx.)	POPULATION
1	Koraput	Kotpad(N)	22.41	16326
2	Malkangiri	Malkangiri(M)	23.22	31007
3	Malkangiri	Balimela(N)	6.85	11796
4	Nowrangpur	Nowrangpur(M)	34.36	29960
5	Nowrangpur	Umerkote(M)	25.23	32925
6	Kalahandi	Junagarh(N)	30.39	19656
Total			142.46	141670

3.2 Objective

The objective of the project is to prepare the CDP/Master Plan of Town for a planned development as envisaged in O.D.A. Act1982 / OTP&IT Act 1956. Hence, CDP/Master Plan for Town shall be prepared taking into account the structural frame of the available CDP/ Master Plan considering the existing developments in and around of the CDP/Master Plan area. The issues relating to proper road infrastructure and

drainage are to be dealt meticulously while preparing the CDP/Master Plan in addition to other urban problems & their solutions.

THE MAIN OBJECTIVE OF THE CDP/MASTER PLAN WILL BE;

- To utilize the existing Land Use Maps of the area prepared from Satellite Images and integrated and geo referred on revenue cadastral maps on GIS platform to be provided by Planning Authority as an input for preparation of the CDP/Master Plan. Necessary ground validation, data collection and other thematic map preparation has to be carried out by the bidder.
- To formulate a meaningful Physical CDP /Master Plan to promote regulate and guide the urban growth in the region by 2050 A.D. in a planned and healthy manner as per the relevant provisions of ODA Act1982 / OTP & IT Act 1956 & Rules made thereunder.

3.3 Approach and Methodology

The Master Plan will provide all matters necessary for the proper development of area covered by the Plan. According to the ODA Act / OTP&IT Act, the CDP/Master Plan has the following roles

1. CDP/Master Plan shall define the various zones into which the land covered by the Master Plan Area may be divided for the purpose of development and indicate the manner in which the land in each zone is proposed to be used and the stages by which any such development shall be carried out,
2. CDP/Master Plan shall serve as a basic frame work within which the Zonal Development Plan for various zones will be prepared.

The preparation of the CDP/Master Plan will start with the study of the existing conditions and assessment of the future needs and quantifying the deficiency and accounting for the potential resources and constraints. Based on the above studies development priorities will be set for the particular urban area taking into consideration the physical as well as socio-economic needs.

The formulation of the CDP/Master Plan for the development area will start after status analysis and consideration of the prime issues as indicated below.

A. Physical characteristics and natural resources.

- Location and regional setting
- Climate
- Existing plot wise land use translated over digital revenue plan as per interpretation of satellite imagery and field verification. The land use interpretation shall be up to level 3 classifications as specified in TCPO guidelines.
- Environmentally and ecologically sensitive area
- Heritage sites and buildings

B. Demography

- Existing population its density, sex ratio, age group structure literacy level, ethnic group of population, on the basis of 2011 Census figures.
- Occupational structure as per 2011 census figures.
- Household characteristics

C. Economic base and employment

- (a) Formal sector
 - Primary: Urban, administration, agriculture, mining and quarrying
 - Secondary: Industries

- Tertiary: Trade and commerce, services
- (b) Informal sector / Tertiary sector employment

D. Housing and Slum

- Housing and Shelter
- Existing housing stock
- Sectoral share- formal and informal.

E. Transportation

- Network features – 1) Town Level.
2) Regional Level.
- Infrastructure

F. Facilities (Social Infrastructure)

- Health
- Education
- Administration / Institutional
- Recreation

G. Infrastructure (Physical Infrastructure)

- Water supply
- Rain Water harvesting for implementation by Private/Public Agency.
- Drainage and sewerage
- Power supply
 - 1) Domestic
 - 2) Commercial
 - 3) Industrial
 - 4) Other Purposes.
- Telecommunications
- Police
- Fire Services
- Cremation and graveyards
- Postal services

H. Resources

- Fiscal Resources.
- Manpower/Human Resources
- Land Resources.

I. Environment

- Air
- Water
- Soil erosion
- Sanitation and solid waste management

J. Tourist Infrastructure

- Potential tourist places
- Availability of Tourist Infrastructure

K. Development Management

- Institutional set-up
- Legal support
- Sectoral integration and co-ordination
- Phasing of development

3.4 The CDP/Master Plan shall comprise

- Reports on physical and socio-economic aspects
- Demography and other infrastructure facilities need proportions including having
- Functional plans supported by maps, charts and diagrams on the following heads;
 - a. Land use

- b. Traffic and Transportation (Intra Town and Regional)
 - c. Housing & slum improvement in coordination with PMAY (Pradhan Mantri Awas Yojana) & Housing for all policy of Odisha -2015.
 - d. Public Utilities
 - e. Environmental Improvement
 - f. Education, Research and other community facilities both active & passive, organized open spaces,
 - g. Plantations, city forests etc.
 - h. Heritage and Tourism
 - i. Development and Management of water bodies and water fronts.
 - j. Financial implications & its augmentation with source & sectoral phasing
 - k. Administrative structures to implement the proposals envisaged in the Master Plan.
 - l. Zoning Regulation with specific emphasis on natural hazard prone zones, heritage sites, religious monuments and the ecologically sensitive areas.
- Strategies of development, identification of priorities for the city region and peripheral growths and their phasing.
 - Investment Plan and Action Plan
 - Digital proposed land use plan translated over revenue map in GIS format.

3.5 Scope of Work

STAGE-I: Project Initiation

- The project will be initiated within one month of signing the Deed of Agreement between both the parties. The Bid document shall form a part of the agreement
- The consultant shall carry out interactive discussion and conduct a workshop with different stake holders to generate development issues. The Departments and Agencies those shall be involved in the process of discussion are Planning Authorities, concerned Urban Local Body, Public Health Engineering organization, Forest and Environment Department, District Administrative Authorities etc.
- The..... Planning Authority shall provide all necessary assistance or organizing the interactive discussion through workshops and seminars the cost of which shall be borne by consultant being inbuilt in whole project cost.
- The consultant shall present the materials for discussion through power point presentation and prepare a brief Inception Report and submit soft and hard copy up to facilitate such discussions which will be circulated before the workshop.
- On the basis of interactive discussion with stakeholders, consultant shall prepare an' Concept Report' containing all the development issues, strategies, methodology and approach for preparation of Master Plan.

STAGE-II: Digital Base Map Validation

- Planning Authority/ Regional Improvement Trust will provide the following inputs.
 - Image Derived Digital Revenue cadastral maps of the Master Plan Area in soft copies.
 - Digital GIS based existing land use map prepared from satellite images on GIS platform.

- The GIS database will have following specifications: -
 - a. Geo-referenced World View/ Cartosat-2 merged Satellite image
 - b. Digital GIS formatted revenue maps edge matched and mosaiced of all the villages coming under Master Plan area. The geo-referenced image will be provided by respective Planning Authority of the Town.
 - c. GIS format land use map (level III/IV) of the city / town interpreted from satellite imagery with ground verification.
 - d. Digitized cadastral maps of the city / town will be provided in cad/shape file. Data of individual sheets, mosaic and geo-referenced revenue maps will be provided. Besides individual sheets mosaic of the sheets of a village (properly edge matched to form revenue villages and village mosaic to form the CDP/Master Plan Area will be provided to the selected bidder.
 - e. Shape files containing plot level spatial database (Land use with plot number and attribute as available in cadastral sheets) will be supplied in GIS database.

The above data bases supplied by the Planning Authority are to be validated by the bidder before use for CDP/Master Plan preparation. The existing land use maps / digital cadastral maps are to be used as base and bidder has to collect other information in such a format that it must be linked to supplied GIS database. Soft copies of item (a) to (e) will be provided by the Planning Authority..... /..... Regional Improvement Trust of the concerned town.

Vendors after checking/ validation have to print maps in the standard format as enclosed in Attachment (1) and submit to concerned Planning Authority/Regional Improvement Trust accordingly under intimation to DTP(O), Bhubaneswar.

The CDP/ Master Plan has to be prepared on the supplied digital base map.

STAGE-III: Field survey, data Collection and Updation of Digital base map

Filed Survey and data collection is to be made to assess the followings.

- The Regional Resource Potentials of the hinterland should be studied in detail in the context of major economic activities, broad land use, major transportation and communication network, regional level infrastructure facilities and broad environmental, ecological and conservation measures.
- The micro level study on land use and infrastructure developments such as roads, drainage environmental conservation etc.
- The micro level study through primary/ secondary survey on environmental features like; water bodies, natural channels/ creeks, forests, plantation, low lying areas, agricultural land, pollution level, tourism potentials and heritage preservation etc.
- Micro level study of solid waste management, sewerage disposal, scientific disposal system with respect to environmental conservation, innovative techniques for SWM, hospital waste, locality of garbage yard, treatment plant including privatization & public participation.
- 20% Stratified Random sample household survey would be undertaken for socio economic data i.e. demography, employment, economic characteristic, housing physical and social infrastructure besides the census data of 2001 and 2011(Census) Secondary Source Data.
- Survey would be undertaken to generate traffic and transportation data to quantify the

travel need, road network inventory, traffic volume and passenger terminal, commuter survey, parking at critical areas, Origin and Destination survey and goods transport and travel need.

- Data on existing development control regulations and implementation mechanism would be compiled and analyzed to identify the gaps and necessary modification would be suggested.
- Data on existing institutional frame work, funding and implementation agencies would be compiled and analyzed to identify the gaps and necessary modification.
- Economic base study of industries, commercial and tourism activities.
- All the data mentioned above are to be compiled and analyzed to identify the trends, potentialities and problems of the core and peripheral sub-Ulbs of the CDP/ Master Plan Area. This shall contain SWOT analysis.
- Analysis and trend based projections would be undertaken for the various aspects like land use requirements, socio-economic profile, traffic and transportation needs, infrastructure & community facilities, housing, trade and commerce, economic base industries and environmental concern.
- An examination of the application of new techniques of Urban Management which have come to operation in the recent years.
- Study of state policies/ strategies in respect of all key sectors with reference to theCDP/ Master Plan Area and budgetary provisions/ five years plans/ action plans of different sectoral agencies.
- Study on Land Resources including Government, private, forest, community land etc. with suitability analysis with detail inventory and Real Estate Markets in both developed and newly developing areas.
- Study of Resource mobilization for Plan implementation.
- Study on different natural hazard prone areas.
- Study for rationalization of the land values in the city and region.
- Study of rationalized use of publicly owned land as a source of raising resources.
- Study of natural resources like, forest, mining, water body, ground water potentialities etc.
- The study of existing land use details depicted on the digital revenue village/ mouza maps and duly compared with digital satellite images derived existing land use with that of the field with a **30%** stratified random sampling.
- Expenditure on collection of secondary information shall be part of the bidding cost.
- Final base map incorporating feedback and final report

STAGE-IV: Seminar and Workshop

Interactive seminars and workshops involving various stakeholders, local bodies, official and non-official with the preparation of compendium of such proceedings for taking the feedback & views while preparing the CDP/ Master Plan proposals. This will be done soon after the concept report is submitted and after status report is submitted to know the aspiration and requirement of the public. The cost towards organizing such seminar and work shop shall be borne by the Consultant. However, presentations and interactions with public and line departments is to be done by the Consultant.

STAGE-V: Preparation of CDP/Master Plan

Drafting of Planning proposals and Development Control Regulations in the CDP/Master Plan for adoption Planning Area.

- 1) Land Use Plan for proper utilization of land for residential, commercial, industrial, institutional, recreation, transportation, heritage, ecologically sensitive areas, agricultural

& allied usages. Plan should indicate the standards of population density for various zones and building density.

- 2) Housing Plan shall have proposals for supply of housing with infrastructure development and strategies for overall improvement under Housing Sector fulfilling the housing stock gap.
- 3) Traffic and Transportation Plan with long/ short term strategies to take up development phase wise.
 - (a) Formation of new roads and missing links.
 - (b) Widening of existing roads & connectivity of missing links.
 - (c) On street/ off street parking facilities in critical areas.
 - (d) Design for junction improvement on priority basis.
 - (e) Traffic management schemes on priority basis.
 - (f) Flyovers and Bye-Passes.
 - (g) Terminal facilities.
 - (h) Mass transportation.
 - (i) Circular/ Ring road.
 - (j) Non –motorized mobility plan with provision of Cycle track & pedestrian paths.
- 4) Water Resources Development and Drainage Plan duly specifying the master drains, missing link of drains, sewage management and scientific disposal indicating the disposal yards and treatment plants; Augmentation of existing water resources for domestic, commercial, industrial sectors and other sectoral uses (ground water and surface water); Formulation of rain water harvesting guidelines for implementation by private/ public agencies; Proposals for preservation/ protection measures for existing water bodies and natural water courses. Integrated Drainage plan addressing the issues of inundation and water logging.
- 5) Environment Management Plan with proposals for environmental improvements, such as up-gradation / development plan, renewal and rehabilitation proposals. Development of passive & active open spaces, plantation and Forest Development Areas of towns.
- 6) Solid Waste Management Plan with Innovative techniques for solid waste management, private and public participation aspects of SWM, location of garbage yard & treatment Plants/Landfill sites.
- 7) Social Infrastructure including Education, Health, recreation and community facility plan indicating proposals for parks, open space for multipurpose uses, recreational, educational and cultural centres.
- 8) Zoning Regulation for development control with flexible approach to accelerate development as may be necessary for implementation/ enforcement with due consideration as necessary for vertical and horizontal expansion of existing hamlets covering within the fold of Master Plan. The Zoning Regulation should specify

provisions for natural hazard prone areas in general and earth quake prone area in particular.

- 9) Utility Services Plan for Water Supply, Sewerage plan with sewerage treatment plan location and its management, Electricity network with tentative location of step down grid station and fire services plan.
- 10) Economic Plan containing capital investment proposals, augmentation of financial resources, rough estimates of revenue & resources with respect to implementation in different stages of CDP/ Master Plan.
- 11) Disaster Management Plan with proposal and mechanism to address the issues
- 12) Slum Development Plan with focus on affordable housing encompassing PMAY guidelines & Housing for all policy of Odisha-2015.
- 13) Informal sector (street vendors) plan with its location & mechanism of functioning and implementation including vegetables mandies and whole sale godowns.
- 14) Coastal Zone Management Plan (wherever applicable) in consonance with the provisions made by the Ministry of Environment and Forest, Government of India and State Coastal Zone Management Authority in the Coastal Zone Management Plan prepared for the area.

All the development proposals shall be translated over revenue maps on G.I.S. platform with detail database of land use and other planning information. This database should also be integrated/ geo-referenced with the satellite imagery for viewing. Different layers of development on a GIS platform is to be generated for appreciation of the proposal over the city base map of the CDP/Master Plan area.

STAGE-VI: Investment & Implementation Planning

- The Planning proposals shall have to be categorized into (a) Mandatory projects (b) Optional projects including identification of short and long term development projects.
- In respect of both mandatory and optional projects, the implementation proposals should be categorized into different phases co-terminus with 5 year Plans and annual plans by identifying the probable implementing agencies i.e. Government/ private/ public- private participation.
- The financial issues like costing, resource mobilization etc. shall have to be prepared & addressed.
- The proposal should also cover innovative mechanism in the domain of development charges, impact fees TDR (Transferable Development Rights) and Planning obligations as the possible ways of resource mobilization.
- Explore and evaluation and suggestion of innovative methods of getting land for public purpose/ development purpose instead of normal acquisition process.
- The bidder shall also evolve MIS mechanism for review and monitoring of development activities as per CDP/ Master Plan proposal.

STAGE-VII: Notification of Draft Plan inviting Objections and Suggestions

-Planning Authority shall notify the draft CDP/ Master Plan inviting objections & suggestions from public soon after the same is prepared and submitted by

the bidder for a period of 90 (sixty) /60 (ninety) days respectively from the date of publication in Odisha Gazette.

- The consultant shall provide necessary logistic & Technical support for display of the draft plan for public through multimedia process or any compatible communication technology specified by the Planning authority. Workshops and seminars may be organized to discuss on draft plan

proposals involving all stake holders within a specified time period by the Planning Authorities. The cost of organizing such seminars and workshops shall be borne by the Consultant as a constituent part of total Project Cost.

The objections and suggestions received from the public will be tabulated, scrutinized and modifications to the draft CDP/Master Plan by incorporating the accepted suggestions through a Board of Enquiry to be constituted by the..... Planning Authority. The bidder consultant shall facilitate such tabulation / and generation of report and minutes for incorporating required changes in the CDP/Master Plan.

STAGE-VIII: Finalisation of Draft Master Plan

The Final CDP/ Master Plan will be prepared by the consultant incorporating the recommendations and suggestions of Board/ Committee on various aspects and will be submitted to the Planning Authority for final approval by Govt. in H & UD Department / Director Town Planning.

STAGE-IX: Delivery of Final GIS Database

- Village wise digitized and geo-referenced revenue maps with village name, plot no, plot type-Govt/ Private, revenue sheet number, year of settlement etc.
- Digital mosaic of village maps with village name, plot no, plot Type-Government/ Private., revenue sheet no, year of settlement, with geo-referenced image derived with existing land use.
- After Submission of Final CDP/ Master plan All GIS data sets in (.Shp/ Geodatabase) format to submit at DTP office of the concerned Town in both Raw data and Final data sets including all maps soft copy

PHYSICAL ATTRIBUTES

Physical attributes to follow as per mentioned in Annexure-III such as residential buildings, public & semi-public institutions (Government Offices, hospitals, religious building etc.) parks, playgrounds and open spaces, water bodies, road network, drainage channels & other physical characteristics and natural resources duly incorporated in different layers.

- a) Digital mosaic of village maps with village name, plot no, plot type-Government/ Private, revenue sheet number, year of settlement with proposed land use
- b) Geo-referenced Image derived and ground verified village wise existing Land Use map of the Master Plan area.
- c) Digital Geo referenced Image Derived village wise proposed land use map of the CDP/Master Plan Area.
- d) Composite Digital map of CDP/Master Plan area printable in 8 inches to 1-mile scale/ 4 inches to 1 mile/ 2 inches to 1-mile scale.

DEVELOPMENT OF GIS SYSTEM

The above geo-database is proposed to be developed on Arc GIS platform as a Desktop application for viewing, querying and reporting of various spatial and non-spatial information within the areas ofPlanning Authority. The GIS database is to be prepared with mutually registered layers generated from cadastral maps, satellite image, field survey inputs, existing land use, proposed land use, etc.

Thematic content of the GIS database is described below.

1. Parcel boundaries
2. Land Use (existing)
3. Land Use (Proposed)
4. Drainage (Existing and proposed)
5. Surface Water bodies
6. Road & rail (existing)
7. Road & rail (proposed)
8. Transportation nodes
9. Canals
10. Health facility (existing & proposed)
11. Education Facility (existing & proposed)
12. Water supply infrastructure (proposed)
13. Sewage infrastructure (proposed)
14. Solid waste management infrastructure (Existing and Proposed)
15. Ground water prospect areas
16. Hazard zones (Flood and earthquake)
17. Administrative boundaries with
18. Urban sprawl
19. Satellite Image

The above themes are to be generated so as to facilitate preparation of maps as enumerated at Attachment 2. The attribute data of various themes are being developed with feature code, name, description, etc.

3.8 SCALABILITY

1. Due care should be taken for integration of this system with the proposed E-Governance module of the concerned ULBs, particularly with respect to the Building Plan Approval System and the Property Tax Management System. The concerned ULBs are to be consulted and involved in this regard.
2. The Geo-database should have scalability for use across a Local Area Network and Internet.

3.9 OPERATION AND TRAINING

The GIS database shall be made operational in the Planning Authority by the bidder consultant one year hands on training is to be provided by the consultants to 4-5 identified users of the Planning Authority..... for using the Geo-database in the office premises of the Planning Authority or any other suitable location to be decided by Planning Authority.....

3.10 WARRANTY

The bidder consultant shall provide 1 (One) year warranty support free of cost from date of commissioning of the GIS database in the Planning Authority. This shall however exclude any New/ Additional works beyond the scope so agreed upon during signing the agreement.

Bidders to submit Security Deposit as Performance Guarantee to the tune of 5% (five) of the tender value which will be released after completion of three (3) months from the date of submission of final Master Plan. The said security deposit can be released on submission of Bank Guarantee by the Consultant for equal amount or more than the amount of security deposit.

3.11 TIME OF COMPLETION

The collection of data, preparation of base map, preparation & submission of CDP/Master Plan for Planning Authority..... shall be completed within 64 weeks as per work flow Table below from the date of initiation of the work. i.e. from the date of signing the agreement.

WORK FLOW SEQUENCE FOR CDP/MASTER PLAN OF PLANNING AREA.

Sl. No.	Item of work	Time schedule for submission from the date of agreement in weeks
1	Inception report	2
2	Concept Report & inter active workshop	6
3.	Validation of supplied GIS data base	12
4	Status Survey Report & interactive workshop	24
5	Draft CDP/Master Plan	36
6	Interactive Seminar/ Workshop and feedback.	48
7	Statutory Obligation of Hearing by Board of Enquiry & observation compliance.	52
8	Final CDP/Master Plan.	64
	Total	64

Note: If any bidder falls to complete task on such timeline then the Towns/ cities which progress been slow may be offered to the best performing agency based on the price finalised by the earlier bidder.

3.12 STAGES OF PAYMENT

The stages of payment of the Consultancy Fee to the consultant/ consulting firm shall be as follows

Sl. No.	Fees to be paid in % of total consultancy fee	Stages of payment

1	10%	After Submission of concept report
2	20%.	On Acceptance of Survey Status Report
3	20%	On submission of Draft CDP/ Master Plan & Validation of GIS data base
4	10%	On acceptance of Draft CDP/ Master Plan
5	25%	On submission of final CDP/ Master Plan & Validation of GIS data base
6	15%	After approval of CDP/ Master Plan by Government

- 15% of consultancy fee as mentioned at point 8 of the above table, is to be released in favour of the consultant in case Government approval is not obtained to the final Master Plan submitted within 24 weeks of its submission.

SECTION-4

GENERAL TERMS AND CONDITIONS

4.1 WORK NOT TO BE SUBLET

The Bidder Consultant is prohibited from subletting the work under this agreement to any other agency or organization.

4.2 PROJECT OFFICE

The Bidder Consultant shall open its one project office at Bhubaneswar for coordination with DTP/ PMU cell and another office in the premises or at the near vicinity of the office of Planning Authority at the cost of the bidder during project period for effective communication with the Planning Authority/ Regional Improvement Trust and other stakeholders.

4.3 CO-ORDINATION

The Development Authority/ Special Planning Authority/ Secretary of the Regional Improvement Trust will function as the Technical Co-ordinator in respect of these projects and shall co-ordinate with various organizations for timely preparation of Master Plans. The bidder consultant shall appoint a Consultant-in-Charge to act as the Coordinator on his behalf and intimate the same to Planning Authority within two weeks from the date of signing of agreement.

4.4 FORMATION OF A TECHNICAL CORE GROUP

The Directorate of Town Planning in consultation with the concerned Planning Authority shall form a core Technical Group consisting of representatives of the Planning Authority, Stakeholders, Representative of Line Department and concerned ULBs to identify some important projects to be executed in different locations to boost physical and economic development of the proposed urban complex. The Technical Group shall also have technical experts to advise on related technical matters of the local area to be incorporated in the CDP/ Master Plan. If the Steering Committee fails to evaluate or validate the progress of work of the agency as per timeline, then the High Level Technical Core Committee empowered to validate such work and give instruction to the DA/ SPA/ RITs for release of consultancy fees to the agency.

4.5 CONSTITUTION OF A STEERING COMMITTEE

The Government of Odisha shall constitute a High Level Steering Committee to monitor the progress of the work and accord approval for release of payment to the consultant within the frame work of the agreement.

4.6 MONITORING OF THE PROJECT

During the process of the monitoring of the project the Steering Committee, at any point of time, may decide to withhold an amount of 20% of the payment due at that stage to the Consultant for non-compliance of the assignment in specified time frame and with reference to any other aspects which is vital for successful completion of the assignment.

4.7 ROLE OF PLANNING AUTHORITY

The responsibility of the Planning Authority shall be as under;

- Provide all available secondary information to the consultant in shape of reports/ documents / plans relevant for preparation of CDP/Master Plan
- Provide necessary authorization for procurement of revenue maps, satellite imagery and any such information relevant to the preparation of CDP/ Master Plan
- Release payment due to the consultant as per stages of payment enumerated in this agreement
- Co-ordination of seminars/ workshops/ discussions with the stakeholders
- Publish the draft CDP/ Master Plan for inviting objections/ suggestions in the Odisha Gazette and minimum one Local Newspaper as per provisions of the ODA Act 1982/ OTP & IT Act, 1956.
- Conduct hearing of objections and suggestions in respect of the draft CDP/Master Plan.
- Take steps for approval of the government on the Master Plan as per provisions of the ODA Act.1982/ OTP & IT Act, 1956.
- Take steps for the final notification of the CDP/Master Plan in the Odisha gazette and minimum one Local newspaper for the CDP/Master Plan to come into force

4.8 DATA SECURITY

The Client has absolute right on the data and output so generated in the process of preparation of CDP/ Master Plan. The consultant shall be responsible for security and safe custody of data. In no way the digitized information will be copied or duplicated or supplied to any other party or the same reproduced by the consultant in full or part during preparation of CDP/ Master Plan and after submission of the same to the client as per the certificate of undertaking attached.

4.9 RIGHT TO INSPECT

The Planning Authority or his authorized technical representative shall have the right to visit the Office of the Consultant/ Consulting Firm for checking the manner in which the work is progressing and to ascertain whether the job is being performed according to the specifications and legal requirements. The above Planning Authority its authorized representative may issue instructions as deemed fit for any modification/ inclusion of different aspects which may be required but not covered in work chart/ financial bid format and the consulting firm / consultant is bound to follow such instructions.

4.10 TIME EXTENSION

Delivery of services shall be made by the Bidder Consultant in accordance with the time-schedule specified by DTP. The Consultant will strictly adhere to the time-schedule for the completion of Work. However, Planning Authority can extend this time limit on approval of Steering Committee provided the cause of delay is not attributable to the consultant.

As soon as it becomes apparent to the selected bidder that the duration of the assignment stipulated in the contract cannot be adhered to, the bidder may apply for time extension to the client indicating justified reasons for the delay and also the date up to which extension is required. The client shall consider such request and may extend the duration of the assignment mutually agreed by both the parties. However, the decision of the client shall be final in this regard.

4.11 PENALTY

In the event of delay in stage wise execution of work, specified in this Contract / furnishing deliverables due to negligence or in-efficiency attributable to the consultant, the consultant shall be liable to a penalty @ 0.1% of the value of work order in respective phases, for every week of delay up to a maximum of 05% (five) of the contract value after which Planning Authority shall be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week inclusive of Govt./ Local holidays.

4.12 PROGRESS OF THE PROJECT

Progress of the Project may be intimated in writing to Planning Authority and Director Town Planning on monthly basis by the Consultant. Team leader assigned in each package to submit Monthly progress report of each town to the DTP and must available to brief the progress of project at any time.

4.13 CONFIDENTIALITY

Any information pertaining to the Government of Odisha or any other agency involved in the project, matters concerning Government of Odisha that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the consultant will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The consultant shall ensure due secrecy of information and data not intended for public distribution. An affidavit to this effect shall have be submitted along with security deposit by the Consultant.

4.14 FORCE MAJEURE

In case of delay in timely execution of the work caused by factors beyond the control of the consultant such as War, Riot, Earth Quake, Flood, Fire, other natural disasters, Restrictions imposed by the Government or other statutory bodies, the consultant shall intimate the Planning Authority in writing the beginning and the end of the above clauses of delay, within 7 (seven) days of occurrence and cessation of the force majeure conditions.

4.15 TERMINATION OF CONTRACT

If the bidder consultant fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by Planning Authority, without any valid reasons acceptable to Planning Authority, Planning Authority may terminate the contract after giving 30 (thirty) days written notice, the decision of which shall be final and binding on the bidder. Upon termination of the contract, Planning Authority shall be at liberty to get

the work done at the risk and expense of the bidder through any other agency, and to recover from the bidder consultant compensation or damages.

4.16 LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Court of Odisha only.

4.17 GENERAL INFORMATION

- a) The Bidder shall bear all costs associated with the preparation and submission of its bid and Planning Authority..... (hereinafter referred to as the Client) will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.
- b) Separate financial bids for each packages and Technical bid with all documents and EMD is to be submitted separately for which the Bidder intends to bid.
- c) There are Two parts of Bid Document namely “Technical Bid and “Financial Bid”. The bidder is required to fill up all the two parts of the bid papers and place them in two separate sealed envelopes super scribing
 - “Appointment of Consultant for preparation of a CDP/Master Plan for town taken up byDA/..... Planning Authority/.....Regional Improvement Trust(Technical Bid).
 - “Appointment of Consultant for preparation of a CDP/Master Plan for town taken up by.....DA/.....Planning Authority/Regional Improvement Trust (Financial Bid).
- d) These envelopes should be placed in another sealed envelope and addressed to Director of Town Planning, Power House square Unit-V, Bhubaneswar-751001. Odisha
- e) The envelope must show the name of the Bidder and present correspondence address and should be super-scribed as “Appointment of Consultant for preparation of a CDP/Master Plan forTown.....(name of concerned towns) taken up by Planning Authority /Regional Improvement Trust on top of the envelope.
- f) Bids duly filled in and accompanying all supporting documents, shall be submitted through courier/speed post/ Registered post on or before date 00/00/2022 by 4.00 PM after which no bids would be accepted and bids received after the due date time are liable for outright rejection without any liability.
- g) There will be no drop box facility for submission of bids.
- h) The bid will be opened at in the office of Director of Town Planning, Odisha, Bhubaneswar in the presence of bidder's representatives on Dt. 00/00/2022 at 11.00 AM. The bidder or One representative of bidder shall be permitted having authorisation letter from the agency to be present at the time of opening the bid.
- i) The Financial Bids of only those bidders, whose bids are found eligible in the Technical evaluation, will be opened subsequently.
- j) Incomplete, illegible, conditional and unsealed bids will be summarily rejected. Telegraphic bids/ bids submitted through E-mail will not be accepted and no correspondence will be made in this regard.

- k) All offers should be made in English. Conditional offers and offers qualified by such vague and indefinite expression such as “Subject to immediate acceptance”, “Subject to prior sale” etc. will not be considered and liable to be rejected.
- l) The Price and conditions of the offer should be valid for at least a period of 180 days from the date of bid opening. Bid with validity of less than 90 days shall be rejected.
- m) Modification of specifications and extension of closing date of bid if required shall be made by an Addendum. Copies of Addenda will be notified on the website. This shall be signed and shall form a part of the bid in full and/or part thereof.
- n) Bidders shall carefully examine the bid documents, the bidding criteria and the Scope of Services and fully inform themselves as to all the conditions and matters, which shall in any way, not affect the work or the cost thereof. Clarification on the bid document, if any, can be obtained from Director of Town Planning, Odisha on any working day during working hours.
- o) Submitted bid forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the bid and between unit rates and the total amount, the decision of the bidding authority shall be final and binding on the bidders. Total of each item and grand total of whole bid should be clearly written. Corrections in the bid, if unavoidable, shall have to be made by rewriting with dated initial of the bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes shall also result in rejection of the bid.
- p) The terms of payment applicable in this case are indicated in the General Terms and conditions of Planning Authority/..... Regional Improvement Trust. In exceptional cases alternative payment terms, then those specified, shall be considered by the client, if required.
- q) Request from the bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the bid shall not be considered.
- r) While bids are under consideration, bidders and their representatives or other interested parties, are advised to refrain from contacting the officials of the Planning Authority/ Regional Improvement Trust or representatives, on matters relating to the bids under study.DA/..... Planning Authority/..... Regional Improvement Trust if necessary will obtain clarification on bids by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The bidder will not be permitted to change the substance of his offer after the bids have been received. Any attempt by any bidder to bring pressure of any kind on the bid evaluators may disqualify the bidder for the present bid and the bidder may be liable to be debarred from bidding in future for a period of five years.

4.18 PERIOD OF VALIDITY OF BIDS

For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of opening. A bid valid for a shorter period may be rejected as being non-responsive. During the period of validity of Bids, the rates quoted shall not be changed. In exceptional circumstances, bidders may be asked for extension of the period of validity of the Bid.

4.19 FORMAT AND SIGNING OF BID

The Bid shall be neatly typed and shall be signed, by an authorized signatory on behalf of the Bidder. The Bid shall contain no interlineations, erasures or overwriting, in order to correct error made by the Bidder. All corrections shall be done & initiated by the authorized signatory after striking out the original words / figures completely. Bids shall be packed and sealed as per procedure. All pages of the Bid, except for un-amended printed literature, shall be initialised by the person or persons signing the Bid.

4.20 APPLICATION OF BIDS

Any eligible entity/ institutions/ Firm can bid submitting both Technical and Financial proposal with all concern valid documents mentioned in RFP. Bidder allowed to submit financial proposal for all packages but can be given maximum TWO packages. There will be financial opening package wise and once a bidder is successful in TWO packages his financial bid for other packages will not to be opened. Bidders to submit financial proposal Package wise which will be opened Package one to ten serially. Bidder to submit in financial proposal both Fin-1(proposal submission form) and Fin-2 (Price bid format of concern package). Price coated by the bidder will evaluate Package wise for all packages and bidder must specify the breakup price of concern Towns under that package. The unit price of packages will be the financial bidding parameter considering the total of all towns (The authority rights to reject offers less than 10% from the estimated base price). It is expected that consultants shall determine the costs appropriately and shall take necessary care in allocating budgets adequately by major components of study. The price bid to be considered for evaluation shall exclude GST, but shall include all the other taxes, if any.

4.21 LATE BIDS

Any bid received by Director of Town Planning, Odisha, Bhubaneswar after the deadline for submission of bids prescribed in this request for proposal shall be rejected summarily.

4.22 NOTIFICATION OF AWARD

Prior to the expiry of the period of Bid validity,DA/.....Planning Authority/.....Regional Improvement Trust shall notify the successful Bidder in writing by speed post or Fax or email that his/her Bid has been accepted. The liability of the Consultant(s) to perform the services will commence from the date of notification of Award of the work. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

4.23 SELECTION FOR SIGNING OF AGREEMENT

The Bidder, who has been issued Notification of Award of Work for Package, shall have to sign the Agreement for all towns. If the bidder fails to sign the contract, then next shortlisted bidder will be offered to sign. This process shall be continued till identification of the bidder for the execution of the work.

4.24 SIGNING OF AGREEMENT

Upon selection, the Bidder shall have to sign a Contract Agreement with the respective Special Planning Authority/ Regional Improvement Trust for execution of the work. A draft agreement shall term as a part of the Bid Document. Bidders to submit one team of 6 key professionals for evaluation of all packages however if they are successful for more than one package second team of 6 key professionals has to be submitted with qualification and

experience either equal to or better than proposed personnel before the signing of second package contract.

4.25 DISQUALIFICATION OR REJECTION OF BID

The Bid is liable to be rejected or the bidder disqualified at any stage on account of the following.

- If the bid or its submission is not in conformity with the instructions mentioned herein.
- Cost of Bid document (in case of downloaded from website).
- If it is not signed with seal, on all the pages of the bid document.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If the bid is not accompanied by the requisite EMD.
- If misleading or false statements/ misrepresentations of facts are made as part of pre-qualification requirements.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Financial failures etc.

4.26 RIGHT TO ACCEPT AND/OR REJECT ANY OR ALL BIDS

Notwithstanding anything else contained contrary to this Bid Document, Director of Town Planning, Odisha, Bhubaneswar reserves all the rights to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without assigning any reason thereof and without incurring any liabilities in this regard.

4.27 CORRUPT OR FRAUDULENT PRACTICES

.....DA/..... Planning Authority/_____Regional Improvement Trust/ Directorate of Town Planning, Odisha, Bhubaneswar requires that the Bidders under this bid observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Client (i.e. Planning Authority/..... Regional Improvement Trust) with prior approval of Director Town Planning, Odisha, defines the terms set forth as follows:- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Client, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Client of the benefits of the free and open competition; The Client with prior approval of Director Town Planning, Odisha will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Client with prior approval of Director Town Planning, Odisha will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

4.28 PERFORMANCE SECURITY

Performance Security @ 5% (Five) cost of the value of the bid shall be deposited by the successful bidder in respect of.....DA/.....Planning Authority/ Regional Improvement Trust in form of bank Guarantee.

4.29 COMPLETENESS OF BID OFFER

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Bid Documents. Failure to furnish all information required by the bid documents or submission of a bid offer not substantially responsive in every respect to the bid documents will be at the Bidder 's risk and may result in rejection of its bid offer. The bid offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the bid document is not given therein, or if particulars asked for in the Forms / Proforma in the bid are not fully furnished.

4.30 EMD

The bidder shall furnish, as part of its technical bid, an EMD of amount Rs.5.00 lakh (Rupees Five lakh only) for which he intends to bid. The EMD shall be in the form of a demand draft drawn in favor of Director of Town Planning, Bhubaneswar from any Nationalized Bank located in India. Bids, not containing the EMD amount will be rejected outright. In case of successful bidder, the EMD shall be returned after the agreement is complete with DA/ SPA/ RIT. In case of unsuccessful bidders, the EMD will be refunded within 3 (three) months from the date of finalization of bid/ signing of contract without interest.

4.31 FORFEITURE OF EMD

EMD made by the bidder shall be forfeited under the following conditions

- If the bid or its submission is not in conformity with the instruction mentioned herein.
- If the bidder withdraws the bid before the expiry of the validity period.
- If the bidder violates any of the provisions of the terms and conditions of the bid.
- In the case of a successful bidder fails to (a) accept award of work
- The bidder violates any of such important conditions of this bid document or indulges in any such activities as would jeopardize the interest of DTP in timely finalization of this bid.

The decision of Planning Authority/Regional Improvement Trust with prior approval of Director Town Planning, Odisha regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. Default in such a case may involve black-listing of the bidder by..... Planning Authority/Regional Improvement Trust with prior approval of Director Town Planning, Odisha.

4.32 DELIVERABLES

The consultant has to furnish the following deliverables to DA/ Planning Authority/ Regional Improvement Trust as mentioned in Annexure-I and Annexure-II according to the following points-

- Mouza wise maps are to be printed north oriented in 1:2000 scale in standard A1 size in portrait or landscape as per template approved by Directorate of Town planning.
- Map exceeding A1 size in 1:2000 scale is to be printed in A0 size.
- Maps exceeding A0 size in 1:2000 scale are to be printed in multiple sheets of A0 size.
- In case of very large mouza not fitting in A0 size in 1:2000 scale are to be printed in multiple sheets of A0/ A1 size in 1:4000 scale
- 2 (two) copies of Revenue Mouza map prints on 90gsm paper are to indicate the land use with plot boundary with parcel number. Care is to be taken to remove overlapping labels (plot nos), confiding to the parcel boundary/ polygon. Parcel numbers are to be depicted in Arial Narrow font (9 point) in preferably east-west orientation.
- Composite Existing Land Use mosaic print with revenue mouza boundary and name of the jurisdiction area in 1:4000/1:10000 scale with legibility
- Composite to Proposed Land Use Map mosaic print..... with legibility
- All Softcopies
- PDF files of all land use map prints indicating cadastral plot numbers
- Composite Land use mosaic (.SHP) of the jurisdiction area

ANNEXURE-I

Sl. No.	Item of work
1.	Submission of Inception Report.
2.	Submission of ground validated digital land use map (Two soft copies) & one set hard copy
3.	Submission of Field Survey Status Report <ul style="list-style-type: none"> • 2 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting existing land use at cadastral level • 2 copies of existing land use map print from the GIS data (cadastral maps showing existing land use) in 1:2000 scale/ 1:1000 scale .
4.	Submission of Draft CDP/Master Plan <ul style="list-style-type: none"> • 2 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting all draft Plan proposal in 1:2000/1:1000 scale at cadastral level. • 2 copies of proposed land use map print from the GIS data (cadastral maps showing all draft plan proposals) in 1:2000 scale/1:1000 scale. • 2 copies of composite land use map prints of the CDP/Master Plan area in 4 inch to 1 mile/ 2 inch to 1-mile scale. (Hard copy)
5.	Submission of Final CDP/Master Plan <ul style="list-style-type: none"> • 4 copies of the Report in both hard and soft copies along with all maps & charts • 2 soft copies of GIS data depicting all Final Plan proposal in 1:2000/1:1000 scale at

	<p>cadastral level (Revenue Maps)</p> <ul style="list-style-type: none"> • 4 copies of Proposed Land Use Map print from the GIS data (cadastral maps showing all final plan proposals) in 1:2000 /1:1000 scale • 2 copies of composite digital land use map of the CDP/ Master Plan area in 4 inch to 1 mile/2 inch 1-mile scale (Soft copy). • 4 copies of composite land use map prints of the Master Plan area in 4inch to 1 mile/ 2 inch to 1-mile scale. (Hard copy). • All GIS data sets in (.Shp/ Geodatabase) format to submit at DTP office of the concerned Town, both Raw data and Final data sets including all maps soft copy.
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ANNEXURE-II

MAPS REQUIRED OUT OF THE GIS/RS BASEDCDP/MASTER PLAN

Sl. No.	Title of Plan /Map	Contents required for CDP/Master Plan
1	Spatial Frame work	<ul style="list-style-type: none"> • 36'' X 36'' Grid or 18''X 18'' or higher • Registration points
2	Constituent Areas/Administrative Map	<ul style="list-style-type: none"> • Region /District Boundary • Planning Area Boundary • Zone Boundary • MC/ULB Boundary • Ward boundary • Taluka Boundary, if any • Major Transport Network • Location of major settlements (inclusive of slum pockets)
3	Village Map	<ul style="list-style-type: none"> • Revenue village Boundary • Village Name • Location of village • Plot No. • Urban Area • Forest area • Others
4	Drainage	<ul style="list-style-type: none"> • Perennial • Dry • Tidal water • Creeks
5	Surface water bodies/ Ground Water Rechargeable Areas	<ul style="list-style-type: none"> • River/Stream • Lake/Tank/Pond • Canal • Check dam • Flood Plain

		<ul style="list-style-type: none"> • Palaeo Channel • Valley Fill • Ox-bow Lake
6	Ground Water Prospects	<ul style="list-style-type: none"> • Very Good to good • Good to Moderate • Moderate • Moderate to poor • Poor to nil
7	Flood hazard areas/ Disaster Management Plan for Floods	<ul style="list-style-type: none"> • Flood hazard area • River/Water body • Non Flood Hazard area • Railway Line • Major Roads • Municipal Corporation /Municipality/NAC Areas (as applicable.)
8	Earthquake Hazard Zones/ Disaster Management Plan for Earth Quakes	<ul style="list-style-type: none"> • Neo-tectonic fault • Fault including basement and cover • Sub-surface fault • Gravity fault • Minor lineament • Major lineament • Seismicity magnitude <ul style="list-style-type: none"> - Moderate risk zone - Low risk zone - Very low risk zone • Municipal Corporation /Municipality/NAC Boundary (as per applicability) • Planning Area Boundary
9	Population Density (Ward wise)	<ul style="list-style-type: none"> • Persons per hectare • Population density (< 100 to > 500)
10	Health Facilities	<ul style="list-style-type: none"> • Location of Hospitals • Primary Health Centres/ CHC/ Dispensary • Asha Centres • Location of Nursing Homes/ Clinics • Location of Family Welfare & Maternity centre
11	Education Facilities	<ul style="list-style-type: none"> • Primary School • U.P./ M.E School • Secondary School • Senior Secondary School • College (of all types) • Vocational Training Institutes • Universities.
12	Water Supply Network	<ul style="list-style-type: none"> • Source of Drinking water • Water Supply Net work • Location of water Treatment Plants

		<ul style="list-style-type: none"> • Pumping Stations • Over Head tanks • Underground Tanks • Area covered under protected water supply
13	Sewage Network	<ul style="list-style-type: none"> • Location of Treatment plants • Sewage net work • Area served by underground sewerage • Existing/ Proposed Treatment Plants
14	Solid waste Management Plan	<ul style="list-style-type: none"> • Location of MCC/ MRF • Location of existing garbage yards • Area covered under collection of Solid waste • Proposed Location of solid waste disposal sites
15	Existing Transport Network	<ul style="list-style-type: none"> • Railway Line (type, no of lines) • Road Type (NH, SH, ODR, MDR, express way, ring road, City road, lanes, rural road) • Road width (in feet) • Surface Type (WBM, Morrum, Black-top, CC) • Transportation nodes (bus terminus, railway station, airport, port/harbour)
16	Proposed Transport Network 2050	<ul style="list-style-type: none"> • Proposed Roads (width, type) • Proposed Rail Lines
17	Environment Management Plan	<ul style="list-style-type: none"> • Location of Environmentally sensitive areas • Water Bodies • Protected Forests • Rivers • Others
18	Urban Sprawl	Physical Growth of settlement
19	Existing Land Use	As per supplied/ updated land use maps
20	Proposed Land Use 2050 (Level III)	<ul style="list-style-type: none"> • Residential • Commercial • Mixed use • Industrial • Public & Semipublic • Public Utilities & Facilities • Recreational • Transportation • Heritage • Agriculture Land • Water bodies • Environmental sensitive Areas • Burial and Cremation Ground • Other spaces

ANNEXURE-III

ATTRIBUTE DATA IN THE GIS FOR MASTER PLAN

Table-1 Existing Urban Land use/land cover.

URBAN LULC-CODE	LEVEL-I	LEVEL-II	LEVEL-III	LEVEL-IV	LEVEL-V
01-01-00-00-00	Built up				
01-01-00-00-00		Built up (Urban)			
01-01-01-00-00			Residential		
01-01-01-01-00				High density residential	
01-01-01-01-01					High rise apartment/flats
01-01-01-01-02					Medium rise apartments/flats
01-01-01-01-03					Low rise apartment/flats
01-01-01-01-04					Low rise row houses
01-01-01-01-05					Low rise Groups/houses/Tenements
01-01-01-01-06					Slums/Clusters
01-01-01-01-07					Others
01-01-01-02-00				Medium density	

				residential	
01-01-01-02-01					High rise apartment/flats
01-01-01-02-02					Medium rise apartments/flats
01-01-01-02-03					Low rise apartment/flats
01-01-01-02-04					Low rise row houses
01-01-01-02-05					Low rise Groups/houses/Tenements
01-01-01-02-06					Slums/Clusters
01-01-01-02-07					Others
01-01-01-03-00				Low density residential	
01-01-01-03-01					High rise apartment/flats
01-01-01-03-02					Medium rise apartments/flats
01-01-01-03-03					Low rise apartment/flats
01-01-01-03-04					Low rise row houses
01-01-01-03-05					Low rise Groups/houses/Tenements
01-01-01-03-06					Slums/Clusters
01-01-01-03-07					Others
01-01-02-00-00			Commercial		
01-01-02-01-00				Retail & general Business	
01-01-02-02-00				Community Center	
01-01-02-03-00				Wholesale	
01-01-02-04-00				Shopping Center/Malls/Cinema Theatres	
01-01-02-05-00				Informal Shopping areas/ Hawking zones	
01-01-02-06-00				Hotel/ Lodge/ Restaurant/ Resort	
01-01-02-07-00				Parking area	

01-01-02-09-00				Market (Daily & Weekly)/ Mandi	
01-01-02-10-00				Private Hostel	
01-01-02-11-00				Warehouses/ Storage godowns	
01-01-02-12-00				Petrol Bunks/ LPG stations	
01-01-02-13-00				Others	
01-01-03-00-00			Industrial		
01-01-03-01-00				Service Industries	
01-01-03-02-00				Light industries	
01-01-03-03-00				Extensive industries	
01-01-03-04-00				Heavy Industries	
01-01-03-05-00				Hazardous industries	
01-01-03-06-00				Others	
01-01-04-00-00			Mixed Built up area		
01-01-04-01-00				Residential + Commercial	
01-01-04-02-00				Residential + Industrial (Household)	
01-01-04-03-00				Residential + Educational	
01-01-04-04-00				Residential + Health	
01-01-04-05-00				Commercial + Industrial	
01-01-04-06-00				Commercial + Health	
01-01-04-07-00				Commercial + Educational	
01-01-04-08-00				Commercial + Recreational	
01-01-04-09-00				Residential + Commercial + Industrial	
01-01-04-10-00				Others	
01-01-05-01-00			Recreational		
01-01-05-02-00				Parks/Gardens	
01-01-05-03-00				Stadium/ Planetarium/ Aquarium/ Open Air Theatre	
01-01-05-04-00				Playground	
				Club/ Sports Centre/ Gymnasium	

01-01-05-05-00				Golf course/Race course	
01-01-05-06-00				Historical monuments/Heritage structures	
01-01-05-07-00				Planetarium	
01-01-05-08-00				Major function hall	
01-01-05-09-00				Swimming pool	
01-01-05-10-00				Exhibition Ground/Amusement/Theme Park	
01-01-05-11-00				Others	
01-01-06-00-00			Public & Semi public		
01-01-06-01-00				Educational (School/College/University/Institute)	
01-01-06-02-00				Health (Govt. Hospital/ Private Hospital/ Diagnostic Centre/ Clinic/ Dispensary/ Nursing Home/ Primary Health Center)	
01-01-06-03-00				Central Govt. Property (Office/ Quarter/ Guest House)	
01-01-06-04-00				State Govt. Property (Office/ Quarter/ Guest House)	
01-01-06-05-00				Railway Property	
01-01-06-06-00				Cremation/ Burial ground	
01-01-06-07-00				Social & cultural centre/ Art Gallery/ Convention centre/ Museum/ Library	
01-01-06-08-00				Religious places (Temple/ Church/ Mosque etc.)	
01-01-06-09-00				Major Govt. Offices	
01-01-06-10-00				Cantonment	
01-01-06-11-00				Petrol/Gas filling station	
01-01-06-12-00				Police Station	
01-01-06-13-00				Fire Station	
01-01-06-14-00				Disaster Management	

				Center	
01-01-06-15-00				Electric sub – Station	
01-01-06-16-00				Jail	
01-01-06-17-00				Banks/ Credit societies/ ATM	
01-01-06-18-00				Public/ Community Toilet	
01-01-06-19-00				Dhobi Ghat	
01-01-06-20-00				Orphanages/ Old Age homes/ Night shelters	
01-01-06-21-00				Others	
01-01-07-00-00			Communi- cation		
01-01-07-01-00				Post/ Telegraph Office	
01-01-07-02-00				Telephone Exchange	
01-01-07-03-00				Telegraphs Office	
01-01-07-04-00				Radio/TV Station	
01-01-07-05-00				Satellite & Telecommunicatio n	
01-01-07-06-00				Others	
01-01-08-00-00			Public Utilitie s & facility		
01-01-08-01-00				Water treatment plant	
01-01-08-02-00				Water Pumping Station	
01-01-08-02-00				Ground Level Reservoir	
01-01-08-03-00				Sewerage Treatment Plant	
01-01-08-04-00				Sewerage Pumping Station	
01-01-08-05-00				Land fall/dumping ground/ incineration center/ recycling plant/ garbage collection point	
01-01-08-06-00				Electric power plant	
01-01-08-07-00				Electric Substation/ Transformers	
01-01-08-08-00				Others	
01-01-09-00-00			Transp ortatio		

			n		
01-01-09-01-00				Bus terminus	
01-01-09-02-00				Railway station/ yard/ Track area	
01-01-09-03-00				Air ports/Air Strips/ Helipad	
01-01-09-04-00				Sea port/Harbour/ Jetty	
01-01-09-05-00				Truck Terminus/ Freight Complex	
01-01-09-06-00				Bridge/flyover	
01-01-09-07-00				Roads	
01-01-09-08-00				Railway lines/Sidings	
01-01-09-09-00				Truck terminus	
01-01-09-10-00				Berth/jetties/Break waters	
01-01-09-11-00				Bus stop/ Auto stand/ Bus Bay	
01-01-09-12-00				Traffic island/ Median/ Divider/ Parking space	
01-01-09-13-00				Others	
01-01-10-00-00			Reclai med Land		
01-01-11-00-00			Vacant land		
01-01-11-01-00				Lay outs/Plotted land	
01-01-12-00-00			Vegeta ted area		
01-02-00-00-00		Built up (Rural)			
02-00-00-00-00	Agriculture				
02-01-00-00-00		Cropland			
02-02-00-00-00		Fallow land			
02-03-00-00-00		Plantation			
02-04-00-00-00		Orchard			
02-05-00-00-00		Horticulture			
02-06-00-00-00		Plant Nursery			
02-07-00-00-00		Double Cropped Area			
02-08-00-00-00		Irrigated Land based on the typology			
03-00-00-00-00	Forest				
03-01-00-00-00		Dense forest			
03-02-00-00-00		Open forest			
03-03-00-00-00		Plantation			
03-04-00-00-00		Mangroves			
04-00-00-00-00	Grazing land				
04-00-00-00-00	Wastelands	Salt affected			

04-00-00-00-01		Gullied/Rain			
04-00-00-00-02		Gullied Ravenous			
04-00-00-00-03		Land with/ without scrub			
04-00-00-00-04		Barran/ Rocky			
04-00-00-00-05		Sandy area			
05-00-00-00-00	Wet lands				
05-01-00-00-00		Marshy/ Swampy			
05-02-00-00-00		Mudflats			
05-03-00-00-00		Water logged			
05-04-00-00-00		Salts pans			
05-05-00-00-00		Creek			
05-06-00-00-00		Mudflat			
06-00-00-00-00	Water bodies				
06-01-00-00-00		Sea			
06-02-00-00-00		River			
06-03-00-00-00		Canal			
06-04-00-00-00		Lakes/ Ponds			
06-05-00-00-00		Reservoirs			
06-06-00-00-00		Tanks			
06-07-00-00-00		Cooling pond/Cooling reservoirs			
06-08-00-00-00		Abandoned quarries with water			
07-00-00-00-00	Eco Sensitive Areas				
07-01-00-00-00		Bird Sanctuary			
07-02-00-00-00		Bio-diversity Park			
07-03-00-00-00		Botanical Garden			
07-04-00-00-00		Zoological parks/Botanical gardens/ National Parks			
07-05-00-00-00		Mangroves			
08-00-00-00-00	Specific Land Use				
08-01-00-00-00		Hill/ Mountain/			
08-02-00-00-00		Quarry/Brick Kilns/ Mining Area/ Grazing land/ Sand dunes			
08-03-00-00-00		Dam/Barrage			
08-04-00-00-00		Coral reef/Atoll			

08-05-00-00-00		Others			
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Form of Bank Guarantee for Advance Payments

(Form any Nationalized Bank located in ----- /-----)

(Reference Clause 6.4 of Contract)

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref: _____ Bank Guarantee:

Date:

Dear Sir,

In consideration of M/s. (Hereinafter referred as the "Employer", which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to M/s. (hereinafter referred to as the "Consultant" which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors, and assigns), a Contract by issue of Employer's Contract Agreement No. dated and the same having been unequivocally accepted by the Consultant resulting in a Contract valued at for (scope of work) (hereinafter called the "contract") and the employer having agreed to make an advance payment to the Consultant for performance of the above contract amounting to_(in words and figures) as an advance against Bank Guarantee to be furnished by the Consultant. We(Name of Bank) having its Head Office at (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrator's executors and assigns) do hereby guarantee and undertake to pay the Employer immediately on demand an or, all monies payable by the Consultant to the extent of as aforesaid at any time up to @without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the Employer on the Bank shall be conclusive and binding notwithstanding any difference between the Employer and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Employer discharges this guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the Contract by the Consultant. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Employer and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Consultant any other course or remedy or security available to the Employer.

The bank shall not be relieved of its obligations under these presents by any exercise by the Employer of its liberty with reference to the matter aforesaid or nay of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the

Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Employer may have in relation to the Consultant's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is limited to and it shall remain in force up to and including _____@ _____ and shall extend from time to time for such _____ period (not exceeding one year), as may be desired by M/s. _____ on whose behalf this guarantee has been given.

Date this _____ day of _____ 20__ at Witness

(Signature)

(Signature)

(Name)

(Name)

Designation

Designation

(with Bank Stamp)

Attorney as per Power of Attorney

No.

Dated

Strike out, whichever is not applicable

The date will be fixed as indicated in clause 4.23 of General Terms & Conditions.

The stamp papers of appropriate value shall be purchased in the name of bank which issues the "Bank Guarantee"

The bank guarantee shall be issued either by a bank (Nationalized/Scheduled) located in India or a foreign bank through a correspondent bank (Scheduled) located in India.

Form of Confidentiality acknowledgement and certificate of undertaking form

We..... acknowledge that as part of the project, all the information, documents and data information prepared or procured shall only be used for the said project.

We undertake to the client..... that we shall keep all the data and information strictly confidential and not use any confidential information and data for any other purpose or pass on the data/ information/ analysis to other parties other than internal preparation for the official guideline publication.

The term “Confidential information” as used herein includes (i) the Deliverables and (ii) any information or documents disclosed by one party to the other party orally or in writing not limited to any written or printed documents, samples, model, technical data/ know-how, drawings, photographs, specifications, standards, manuals, reports, processes, lists, trade secrets, computer software, databases, software documentations and price lists, and clearly identified and marked as “Confidential Information”.

Both parties undertake to hold all such information in strictest confidence and not to disclose such information to third parties not to use such information for any purpose whatsoever save as may be necessary for the performance of the assignment as mentioned in the agreement.

The consultants shall not disclose, duplicate, and use in whole or in part for any purpose other than to perform a party’s obligation under this agreement.

FOR AND ON BEHALF OF

[NAME OF CLIENT]

By _____ (Authorized Representative)

FOR AND ON BEHALF OF

[NAME OFCONSULTANTS]

By _____ (Authorized Representative)

Date this _____ day of _____ month & _____ year _____ at
Witness