Preparation of Comprehensive Mela Plan (CMP)
For
Simhastha - 2016 at Ujjain
Minutes of the Pre-bid Meeting

A Pre-bid meeting, under the Chairmanship of the Shri Ambarish Shrivastava, Director (Training), held at EPCO Conference hall at 3.00 PM on dated 12/10/2011. Following members were present in the meeting:-

1. Shri Vijay Sawalkar, Joint Director, Town & Country Planning, Bhopal
2. Smt. Sandhya Vyas, Chief Architect, EPCO, Bhopal
3. Shri Anoop Shrivastava, Nodal Officer, Simhasth - 2016 Project, EPCO, Bhopal

The meeting was attended by representatives of following Firms:-

1. Mr. Ajay Agrawal, M/s DHV India Pvt. Ltd., New Delhi
2. Dr. C.P. Bohra, M/s DHV India Pvt. Ltd., New Delhi
3. Mr. Prashant Khirwarkar, M/s DHV India Pvt. Ltd., New Delhi
4. Mohammad Yusuf, M/s Augtics System & Services Pvt. Ltd., Noida
5. Mr. Kunal Marvaniya, M/s SAI Consulting Engineers Pvt. Ltd., Ahmedabad
6. Mr. Xerxes Rao, M/s SAI Consulting Engineers Pvt. Ltd., Ahmedabad
7. Mr. Nilay Patel, M/s SAI Consulting Engineers Pvt. Ltd., Ahmedabad
8. Mr. Vivek J.M. Singh, M/s Darashaw Co. Pvt. Ltd., Mumbai
9. Mr. Satish Kumar, M/s ICT Pvt. Ltd., New Delhi
10. Mr. Kinshuk Pal, M/s IMACS, Noida

Following decision were taken in the meeting:-

1. As per the clause-4 on page-4, the eligibility criteria mentioned will be treated as final. In the same context, the point no.6 of Data sheet on page-18 will be read as

   Consultant's Eligibility Criteria

   a. The consultant should have:-

      i. Minimum annual turn over of consultancy fee amounting to Rs.2.00 crore (Rs. Two crore) or more in each of the last five financial years.

      ii. Minimum experience of at least 10 years of working in the field of Urban Planning and related areas.

      iii. Experience for the preparation of one Master Plan / Development Plan of a city or two City Development Plan in India during the last 5 years; and

      iv. Received consultancy fee amounting to Rs.25 lakh or more from one similar assignment in any financial year during the last five years.

   b. Experience for preparation of Comprehensive Mela Plan of a Kumbh Mela shall be added qualification.

2. Table showing the key personnel to be deployed by the consultant on page-8, has been revised and given at **Annexure-P.**

3. Table showing Evaluation of key personnel on page 14-15, has been revised and given at **Annexed-Q.**
4. In reference to clause 2.1 A (a) of ToR, the satellite imageries for GIS mapping shall be provided by EPCO as per the need of the project. Hence bidder needs not to quote the amount for procurement of satellite imageries.
5. In reference to clause 2.1 A (e & f) of ToR, the bidder shall quote the rates for both ground water table and soil testing at 10 locations. Rates shall be quoted on per location basis in the financial bid. The revised financial proposal (Annexure-V) on page 37 has been given at **Annexure-R.**
6. In reference to clause 2.2 B (c) of ToR, the block model is excluded from ToR.
7. Clause-C item-l on page-21 of ToR, it was clarified that encroachment should be marked on map.
8. As per clause 4.0 of ToR the item 4 (i) regarding clearance for Ujjain Municipal Corporation, is excluded from ToR.
9. As mentioned in clause 2.1 D of ToR, the world LEGAL is omitted from the ToR.
10. **Payment Schedule:-** Payment schedule annexure-6 on page no.38 has been revised and shall be read as.

REVISED PAYMENT SCHEDULE

Milestone	Particulars	Percentage of Total Fees
PART 1		
1.	On submission of Pre-Design study report	15%
2.	On submission of Conceptual Comprehensive Mela Plan	15%
3.	On Approval of Conceptual Comprehensive Mela Plan	10%
PART 2		
4.	On submission of Draft Detailed Comprehensive Mela Plan	15 %
5.	On approval of Draft Detailed Comprehensive Mela Plan	15 %
6.	On submission of Final Detailed Comprehensive Mela Plan	15 %
7.	On approval of Final Detailed Comprehensive Mela Plan	15 %
	Total	**100%**

Apart from above, following clarification was made by EPCO during the discussion:-

a. **Consortium: -** Status of the firm at a time of empanelment will only be considered. Post Empanelment consortium shall not be allowed.
b. **Duration of Assignment:-** The duration of project will remain six months. The bidder will have to stick to time schedule.
c. **Cost of Document & Earnest Money:-** This shall remain as it is as given in clause-2 (a) & 3.

d. **Certificates: -** In reference to clause-4 on page-4, the bidder shall have to produce relevant certificate to fulfill the eligibility criteria.

e. **Quality of Methodology: -** Technical proposal clause-5b at Page no.30, Quality of Methodology means methodology provided by Consultant which will be evaluated by the evaluation committee.

f. **Service tax: -** The rates will be quoted exclusive of Service Tax. Service Tax will be paid as per prevailing rates at the time of payment.

g. **Team Members: -** Bidders were suggested to ensure the availability of core team members at the time of bidding. If it is found that CV(s) of any team member is included in the documents of any other Firm, both Firms will be awarded zero marks for that position.

Apart from above clarification some frequently asked questions were also discussed which are as follows:-

Q.1 Bid document also needs to be enclosed in Technical bid?

Ans. Yes

Q.2 What percentage will be considered for Technical & Financial evaluation?

Ans. As mentioned clause 12 of RFP document 80% weightage will be given to Technical score & 20% to financial score.

Q.3 What shall be the value of stamp paper for affidavit as per Annexure-1 of technical proposal (Note-3 on page-31)

Ans. The affidavit should be submitted on stamp paper of Rs.100/-

Q.4 How a bidder can visit the site?

Ans. Bidder may contact Shri B.K. Sharma, Deputy Commissioner, Municipal Corporation Ujjain on his mobile no. 9406801027.

The meeting ended with a vote of thanks by Director (Training), EPCO.

Annexure-P

Revised Table showing key personnel to be deployed by the Consultant:

S No	Position	Number	Input Months	Minimum Qualification	Minimum Experience
I	II	III	IV	V	VI
1	Team Leader (TL)	1	6	Master Degree in Urban Planning/Town Planning/Urban Design or Equivalent	15 years in Planning and Development of major cities
2	Urban Planner/Designer	1	6	Master Degree in Planning with Specialization in Urban Planning/Urban Design or Equivalent	8 years in Urban Planning.
3	Public Health Engineer (water supply / sewerage)	1	6	Post Graduate Degree in Environmental Engineering/Public Health Engineering or Equivalent	8 years in design and implementation of sewerage / urban water supply projects.
4	Civil Engineer	1	6	Graduate Degree in Civil Engineering	8 years in civil engineering works
5	Transport Engineer	1	6	Master Degree in Planning or Civil Engineering with specialization in traffic and transport planning or Equivalent	8 years in traffic and transport sector.
6	Architects	1	6	Graduation in Architecture	5 years in relevant field
7	Geographical Information System Analyst	1	6	Post Graduate in Remote Sensing & Geographical Information System or Equivalent	8 years in geographical information system
8	Quantity Surveyor	1	6	Diploma Civil Engineering	5 years in survey work
9	Security, Law & Order Expert	1	6	Relevant Degree	15 Years in Security, Law & Order (Preferably from Police/Defence Services)
10	Office Support Staff	as per requireme nt	6		

Note:

i) The CV's of Team Leader, Urban Planner/Designer, Public Health Engineer (water supply/ sewerage), Civil Engineer, Transport Engineer, Architects, Geographical Information System Analyst, Quantity Surveyor and Security, Law and Order Expert are to be submitted

ii) Number of key personnel given above is only for evaluation of the technical proposal. Consultant will have to deploy staff as per requirement.

iii) No alternative key personnel shall be proposed and only one CV shall be submitted for each position.

iv) The availability of key personnel at site during the performance of contract shall be ensured.

v) A good working knowledge of spoken and writing English and Hindi languages is essential for key personnel proposed to be deployed on this assignment.

Annexure-Q

REVISED EVALUATION OF KEY PERSONNEL

S. No.	Name of Position	Number of each position	Marks for each position	Total Marks	Particulars	Marks
I	II	III	IV	V	VI	VII
1.	Team Leader	1	40	40	Qualification	
					Master Degree	32
					Higher/Additional Qualification in relevant stream	40
		1	40	40	Experience	
					15 Years or more	32
					20 Years or more	36
					25 Years or more	40
	Total	1	**80**	**80**		
2.	Urban Planer/Designer	1	30	30	Qualification	
					Master Degree	24
					Higher/Additional Qualification in relevant stream	30
		1	30	30	Experience	
					8 Years or more	24
					9 Years or more	27
					10 Years or More	30
	Total	**1**	**60**	**60**		
3.	Public Health Engineer, Water Supply / Sewerage	1	30	30	Qualification	
					Post Graduate	24
					Higher/Additional Qualification in relevant stream	30
		1	30	30	Experience	
					8 Years or more	24
					9 Years or more	27
					10 Years or More	30
	Total	**1**	**60**	**60**		
4.	Civil Engineer	1	30	30	Qualification	
					Graduate	24
					Post Graduate	27
					Higher Qualification	30
		1	30	30	Experience	
					8 Years or more	24
					9 Years or more	27
					10 Years or More	30
	Total	**1**	**60**	**60**		
5.	Transport Engineer	1	30	30	Qualification	
					Master Degree	24
					Higher/Additional Qualification in relevant stream	30
		1	30	30	Experience	
					8 Years or more	24

					9 Years or more	27
					10 Years or More	30
	Total	**1**	**60**	**60**		
6.	Geographical Information System Expert	1	30	30	Qualification	
					Post Graduate	24
					Higher/Additional Qualification in relevant stream	30
		1	30	30	Experience	
					8 Years or more	24
					9 Years or more	27
					10 Years or More	30
	Total	**1**	**60**	**60**		
7.	Architect	1	20	20	Qualification	
					Graduate	16
					Higher Qualification	20
		1	20	20	Experience	
					5 Years or more	16
					8 Years or more	18
					10 Years or More	20
	Total	**1**	**40**	**40**		
8	Quantity Surveyor	**1**	**20**	**40**	**Qualification**	
					Diploma	32
					Higher Qualification	40
		1	**20**	**40**	**Experience**	
					5 Years or more	32
					8 Years or more	36
					10 Years or More	40
	Total	**1**	**40**	**40**		
9	Security, Law & Order Expert	**1**	**20**	**20**	Qualification	
					Graduate	16
					Higher/Additional Qualification in relevant stream	20
		1	**20**	**20**	**Experience**	
					15Years or more	16
					20Years or more	18
					25Years or More	20
	Total	**1**	**40**	**40**		
Grand Total				**500**		

Consultants scoring 800 or more marks in evaluation of their technical proposal shall only qualify for opening of their financial proposal. Relevant certificates in support of qualification shall have to be produced by the bidder.

ANNEXURE - R

REVISED FINANCIAL PROPOSAL

Assignment Title: ***Preparation of Comprehensive Mela Plan for Simhastha 2016 at Ujjain***

Summary of Costs:

S. No	Item	Cost (INR)
1.	Professional consultancy fees	
2.	Contour survey of 500 Hectare @ Rs _____ per Hectare	
3.	Testing of ground water table at 10 locations @ Rs……..per location.	
4.	Soil testing (SBC) at 10 locations @ Rs……..per location.	
5.	Discount (if any)	(–)
	NET FEES	

Amount in Words – (Exclusive of Service Tax)

Note:

a) Amount of the Financial Proposal shall be exclusive of Service Tax and in Indian Rupees (INR);

b) All the activities and items described in Technical Proposal and Terms of Reference shall be valued by the consultant and included in the amount of Financial Proposal;

c) Fees shall be inclusive of the anticipated inflationary increase over the duration of the contract and will not be reviewed during the performance of the Contract. It shall not be subject to any variation on any account;

d) The consultant shall furnish written confirmation authorizing the signatory of the Proposal to commit the Consultant;

e) The consultant shall furnish confirmation of acceptance of Conditions of Contract;

Authorised Signatory [*In full and initials*]

Name and Title of Signatory:

Name of Firm:

Address: