

**GOVERNMENT OF ASSAM
PLANNING & DEVELOPMENT DEPARTMENT**

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
CONSULTANT FOR PREPARATION OF DETAILED PROJECT REPORT ETC.**

Planning and Development Department, Govt of Assam invites Expression of Interest (EOI) for empanelment / short-listing of consultants/consulting firms/ Companies having experience in preparation of Concept paper, Detailed Project Report (DPR) etc for various central and state government including NLCPR funded projects in the infrastructure sectors includes some of sectors as follows:

Water supply, Sewerage & sanitation, Roads & bridges, Urban-services, Power, Tourism, Transport, Culture, Sports, Industry, Agriculture, IT, Educational and Health Infrastructures.

Reputed consulting firms / companies having requisite experience in the above areas may submit the EoI in specified format by 4.00 PM on 14/12/2011 (14th December, 2011).

The EOI documents may be downloaded from www.planassam.in and for any clarification, may contact below –

(J Phukan)

Additional Director, PP Division

Planning & Development Department, 4th Floor, Block 'F'

Assam Secretariat, Dispur, Guwahati. Tel No. 0361-2237425(O)(F)

INSTRUCTION TO CONSULTANTS

Planning & Development Department, Government of Assam being a nodal department is involved in extending support and providing technical assistance to sponsoring departments for developing and preparing projects in various sectors like urban development, roads and highways, buildings, water supply and sewerage, solid waste management, power, drainage, irrigation, tourism under various central and state funded projects (JNNURM, UIDSSMT, BSUP, IHSDP, NLCPR, NEC etc).

1. Requirements of Consultancy Services

Government of Assam requires services of reputed consultants/consultancy firms/ Companies for preparation of DPRs of projects funded under various ministries of the Government of India and the Government of Assam. After short listing, the concerned line departments may, invite proposals from the shortlisted firms from time to time as required.

Indicative Scope of Work is given below. Detailed scope of works would be informed to consultants for specific projects by concerned departments as and when arise.

- a) Preparation of concept plan as per guidelines of various funding schemes under central/state Government
- b) Preparation of detailed project report for projects under following sectors (carrying out Engineering surveys, Site-investigation & Feasibility, Technical design and Drawings, Cost estimates, Detail BOQs, Implementation plan, Economic and Financial analysis etc.)
 - a. Water supply, sewerage & sanitation
 - b. Drainage and Water Resource Engineering
 - c. Roads, Bridges and highways
 - d. Urban Infrastructure
 - e. Power
 - f. Solid Waste Management
 - g. Tourism Infrastructure
 - h. Cultural & Heritage Infrastructure
 - i. Sports Infrastructure
 - j. Industrial infrastructure
 - k. Agricultural Infrastructure
 - l. Educational Infrastructure
 - m. Health Infrastructure
 - n. IT infrastructure
 - o. Transport Infrastructure

2. Conflict of Interest

P&D Dept requires that the Consultants should provide precisely the professional, result-oriented and impartial advice and at all times hold the department's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

3. **Right to Accept Proposal**

P&D Dept reserves the right to accept or reject any Proposal, and to annul the Empanelment process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected consultant(s) or any obligation to inform the affected consultant(s) of the grounds for such decision.

4. **Fraud and Corruption**

P&D Dept requires that the Consultants empanelled through this EoI must observe the highest standards of ethics during the performance and execution of such assignments as may be allotted by various departments from time to time.

5. **Amendments of EoI document**

At any time prior to the last date of receipt of bids, the PP Division, may for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI document by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, the PP Division, may on its own discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the invitation to EOI. Any such amendment/extension of submission time shall be uploaded in the website only.

6. **Process of Empanelment**

This EoI is in the nature of request for empanelment intended to result in the selection of a panel of Consultants. The responses received pursuant to this EoI will be evaluated as per the criteria specified in this document and the qualified Consultants will be empanelled, as explained in this document. The empanelled Consultants will be asked to submit their bids, as and when assignments arise, on detailed Terms of Reference (TOR) on a case to case basis by various line departments. The Consultant, to work with various line departments on a specific assignment, will be selected after evaluation of their financial bids received.

- P&D Dept will maintain the panel of Consultants for a period of 3 years from the date of its selection.
- P&D Dept and other Departments use the panel for selection of Consultants to work with it, during the 3-year period as above.

7. **Eligibility**

- a) Minimum of 5 years of proven experience in providing consultancy for preparation of Concept Report, Feasibility Report, DPR etc.
- b) Minimum Average Annual Turnover of the Firm/ Company of Rs.500.00 Lakhs per year for the last three years i.e., 2008-9, 2009-10 & 2010-11.
- c) Experience of handling projects under JNNURM / UIDSSMT / NLCPR and other central/state Govt. schemes.
- d) The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any government department /agency.
- e) The consultant firm may be a Registered Company/Firm of Individuals/ Association of Persons and as such, the eligible entity must be registered under the Companies Act 1956 or the Partnership Act 1932 or the Limited Liability Partnership Act 2008 or the Registration of Societies Act.

8. **EOI documents**

The EOI documents may be downloaded from www.planassam.in and for any clarification, may contact below --

Additional Director, PP Division
Planning & Development Department, 4th Floor, Block 'F'
Assam Secretariat, Dispur, Guwahati
Ph:0361-2237425 (O), (F)

9. **Documents to be submitted with EOI**

Form I : Covering letter for empanelment of the consultants

Form II General Information related to eligibility of the bidder. Certified copies of Audited Balance Sheets of preceding 3 years wherever applicable (scanned copies of original statements). Any other supporting information that is relevant to eligibility.

FORM III : Profile of Technical Professionals

FORM IV Summary of Experience in preparation of DPR

Form IV(A): Relevant experience details: Project Description Sheet

Preparation of Proposal

The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid. Consultants are not permitted to modify, substitute, or withdraw Proposals after its submission.

The consultant may submit proposal for single or multiple sector as mentioned in **clause 1**.

10. **Submission of EOI:**

The EoI should be submitted in a sealed envelope and marked “EOI for empanelment of consultants for preparation of DPRs, Concept Reports etc” at the address mentioned below latest by 4.00 PM on 14/12/2011 14th Dec., 2011).

Address for Submission of EOI:

Secretary to the Government of Assam.
Planning & Development Department, 4th Floor, Block ‘F’
Assam Secretariat,
Dispur, Guwahati

11. **Evaluation Criteria and Evaluation of Proposals**

During evaluation of Proposals, P&D Department, may, at its discretion, ask the Respondents for clarification of their Proposals. The process for evaluation of Proposals is as given below:-

- a) **Preliminary Scrutiny:** Preliminary scrutiny of the Proposals for eligibility will be done to determine whether the Proposals are complete, whether the documents have been properly signed and whether the Proposals are generally in order. Proposals not conforming to such preliminary requirements will be *prima facie* rejected. Proposal conforming to preliminary scrutiny requirements will be checked for conformance to the minimum eligibility criteria.
- b) **Technical Evaluation:** Only those proposals would be taken for technical evaluation, which fulfils the minimum eligibility criteria during and responsive to preliminary scrutiny. If a Proposal is determined as not substantially responsive, the P&D Deptt will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The parameters and weight ages to be used for technical evaluation will be as follows:

	Max Weightage
a) The background of the Consulting Firm	10
b) Experience in preparation of detailed project reports for various central/state govt schemes. (2 marks for each completed projects worth >= 5 crores)	50
c) Duration of Consulting Services in relevant field beyond 5 years (one mark for each year beyond 5 years)	10
d) Empanelment with other state govt/central govt/other agencies	10
e) Technical Professionals in the sector for which empanelment is sought	20

c) **Technically qualified Consultants:** All the respondents who secure a Technical Score of 70% or more will be shortlisted as qualified (Sector wise) for empanelment. Out of the

shortlisted consultants, P&D Dept, at its own discretion, will empanel a fixed number of consultants for each sector.

12. **Award of Contract**

P&D Dept will notify the consultants in writing about their empanelment along with the sector for which empanelment is done Consultants.

13. **Confidentiality**

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any consultants or any other persons. The undue use by any consultant of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of the P&D Dept, the Consultant and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

FORM -I TECHNICAL PROPOSAL SUBMISSION FORM

To:

Dear Sirs:

We, the undersigned, hereby offer to be empanelled by Planning and Development Department, Government of Assam in accordance with your Expression of Interest dated We are hereby submitting our Expression of Interest, which includes all formats as per your request along with all supporting documents as required.

We would request you to empanel us for projects in the following sectors in which we have requisite experience.

- 1.....
- 2.....

We are submitting our Proposal in association with the following:

Organization	Address

Attached is the letter of association from all Associates. *(Strike off if not applicable)*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Yours sincerely,

(.....)

FORM II

General Information related to eligibility of the bidder

1. General information

- A. Name
- B. Status (Firm/Company/Association of Individuals)
- C. Contact
 - Address
 - Telephone Number
 - Fax
 - Mobile
 - Email
 - Website
- D. Locations and Addresses of office
 - Indian
 - Overseas
- E. E. Turnover (wherever it is applicable)
 - Financial Turnover- 2008-9, 2009-10, 2010-2011
 - Consultancy related Turnover- 2008-9, 2009-10, 2010-2011
 - Net worth of the Company as on 31st March 2011
- F. Number of Professionals in the Organization
 - Management
 - Consulting
 - Others

2. Brief description of activities of the organization

3. Experience in handling projects under various central & state govt schemes

4. Details of Empanelment with Central / State Government (Attached documentary evidence)

FORM III

Profile of Technical Professionals

Sl No.	Name	Qualification	Total experience in years	No. of years with the company	Summary of professional/domain experience

FORM IV

Summary of Experience in preparation of DPR

Sector 1				
DPRs Completed	Name of Client	Project Cost	Project Sheet Attached under IV-(A)(yes / No)	Completion Certificate Attached (yes/no)
Sector 2				

