

**DIRECTORATE OF URBAN ADMINISTRATION & DEVELOPMENT (UADD)  
GOVERNMENT OF MADHYA PRADESH (GoMP)**

6 No. Stop, Palika Bhawan, Shivaji Nagar, Bhopal 462 016, Madhya Pradesh  
Telephone: + 91 755 2552356 Fax: +91 755 2552591

### Clarification

Pre-bid Meeting :- **City Development Plan of Various Urban Local Bodies (Municipal Council Towns) of Madhya Pradesh**  
RFP Number :- **UADD / CDP / MPCITIES / 07 / 09**  
Date :- **20 July 2009**  
Place :- **Bhopal**

Attended by:

Name	Designation	Organisation
K K Shrivastava	CE	UADD, GoMP
Moonis Ahmed Ansari	Web Content Manager	City Managers' Association, MP
R. Silakari	Chief Consultant	Aakar consultants Sagar (M.P.)
Satish Kumar	Senior Manager	ICT Pvt. Ltd.
Naresh Patel	Manager (Urban Planner)	REPL, Delhi
Sumit Gothi	Architect	SGA
Jau Singh	Planner	J & J Associates, Bhopal
R Nageswara Rao	Manager	Aarvee Associates, Hyderabad
Sanjiv Jain	Consultant	JP Associates
RK Shrivastava	Consultant	1846/1 Silver oak compound Napier Town Jabalpur Contact :- 9827062222
Praveen Beohar	Consultant	Unique Construction Contact :- 9893043131
Sohini Sarvaiya	Consultant	SAI Consulting, Ahmedabad 9427352746
Shikha Dwivedi	Consultant	SAI Consulting, Ahmedabad 9427352746
Ashok Jain	Consultant	Jabilpur (M.D.) Contact :- 9827063858, 9424728217

Queries received are clarified below

S. No.	Reference	Clause	Queries / Explanation	Sought Clarification
1	General Clarification		<p><b>JPS Associates (P) Ltd.</b> As per the advertisement given in the newspaper, the submission of the proposal is July 16, 2009 at 1500 hrs while on downloading the assignment details from the given website, it is observed that there is a pre proposal conference to be held at Bhopal on July 20, 2009 at 1100 hrs and date of submission is July 24, 2009 at 1500 hrs.</p> <p><b>Darashaw</b> We kindly suggest you to extend the date for submission of proposals by at least 7 days since the changes as accepted as per the minutes of the pre bid meeting need to be incorporated in the submission.</p>	<p>The Corrigendum regarding extension of proposal submission date and pre-bid meeting was uploaded on 9<sup>th</sup> July, 2009</p> <p>After the pre-bid meeting, the last date for submission of Proposal/Consent has been extended to July 28, 2009.</p>
2	Point No. 1 of Annexure C	The City development Plan must adhere with the JNNURM's CDP preparation toolkit. The inadmissible components under JNNURM should also be included in the task. The CDP should also include Broad Master planning of the town (using GIS) and should be prepared keeping in view the Master Plan (wherever exists) provisions as prepared by Town and Country Planning Department .	<p><b>CRISL</b> The Scope of work indicates that the CDP should also include Broad Master Planning of the towns(using GIS) and should be prepared keeping in view the Master Plan (wherever exists) provisions as prepared by Town and Country Planning Department. As undertaking Broad Master Planning of the Town using GIS will mean extra cost, we would request that this activity be paid for separately. This will mean purchasing Satellite imageries which will be very expensive.</p> <p><b>Sai Consulting</b> <b>Brief Description of Task:</b> - Kindly elaborate what "Broad Master Planning of the Town (using GIS)" specifies to? Normally under CDP, we don't prepare GIS based maps provided that work of Master Planning on GIS has already been undertaken. We understand that we have to include provisions of Master Plan which exists, on which ever platform it is prepared and that we don't have to prepare maps on GIS platform</p>	<p>CDP should give a broad idea of recommended spatial planning for the town. In several cities where Master Plan is already approved it should be followed.</p> <p>Where it is under preparation the CDP should confine to the draft Plan.</p> <p>Where no Master Plan is under preparation CDP should give a preliminary approach to the Master Plan.</p> <p><b>(GIS mapping is not Mandatory)</b></p> <p>As per the discussions held in the Pre-bid meeting, purchasing Satellite imageries for preparation of Maps in not viable for the consultants. We came to the conclusion that Town level Base Maps (Not to Scale) would be provided by the ULBs and Town Maps (to the scale) would be prepared by the Consultant. The consultant may opt any other alternative for the same but the purpose of</p>

			<p><b>Darashaw</b> Detailed Scope of work does not specify anything about GIS. However the said clause mentions about the same. Please clarify.</p>	preparation of town map needs to be achieved.
3	Point No. 1.8 of Instructions to Consultants	All the consultancy firms/ organisations who have been empanelled by the GoI for CDP preparation under JNNURM need not to apply and can send their consent only.	<p><b>CRISL</b> It is mentioned that Consultants empanelled with MOUD need to send consent letter only. Does this mean that empanelled Consultants need not to send the EMD nor the proposal in the required format. Please confirm.</p> <p><b>JPS Associates (P) Ltd.</b> As given in the advertisement it states “the firm / organisation which have been empanelled by the Government of India under JNNURM for CDP preparation need not to apply and can send their consent only”</p>	<p>Consultants empanelled by the GoI for CDP preparation under JNNURM are not required to submit the proposal in the required format and can send Letter of Consent with the EMD / Bid Security in format of Bank Draft favouring “Commissioner, Urban Administration and Development Department, MP” and drawn on a scheduled commercial bank with a branch in Bhopal.</p> <p>Other supporting documents : 1.General Company/organisational profile 2. Letter of empanelment as received from the GoI. Proposals received through <b>e-mail only</b> would not be entertained.</p>
4	General Clarification		<p><b>CRISL</b> It is mentioned that not more than 3 towns will be given to one Consultant. Can you please let us know how the towns be allocated.</p>	The Urban Administration and Development Department reserves all the rights in this regard. It would be kept in mind that in case a consultant gets the task of preparing CDP for more than 1 town than the towns would be nearby towns as far as possible.
5	General Clarification		<p><b>CRISL</b> The RFP mentions 4 District Level Workshops and 3 State Level Workshops. Given our past experience of having prepared CDPs, we request if this can be reduced to 1 State Level Workshop and 2 District Level Workshops. Also the cost of organizing the workshop may be borne by the ULB.</p>	<p>It is already mentioned in the RFP that workshops will be organized by the ULB. But the traveling and lodging expenses will be borne by the consultant. The presentation at district level has been reduced to 3.</p> <p>The 2nd stage presentation at the district level (See 4.4 Development of strategies and priority actions) can be avoided.</p> <p>The second and third stage presentation at the state level would remain same. Instead of first stage presentation at the state level a workshop</p>

				would be organized by the UADD (Date of the workshop will be intimated later on)																																										
6	General Clarification		<b>CRISL</b> We Would Request that only Final CDP be translated in local Language i.e. Hindi	Draft and Final CDP must be provided in Hindi. All the District level presentations must be done in Hindi.																																										
7	Section 5 of Annexure D	<p><b>SCHEDULE OF PRICES</b></p> <p>a. This is a <b>lump sum contract</b> and all payments shall be based on specified milestones as shown in the table 5 below. It is a requirement for both lump sum and input based contracts that consultants maintain timesheets with details of inputs as well as supporting information for reimbursable costs with them as they may be asked to produce the same at a later date for project audit purposes. Only one invoice per period, as defined in Clause 16 of the General Conditions of Contract, should be submitted.</p> <p><b>PAYMENT SCHEDULE</b></p> <table border="1"> <thead> <tr> <th>Milestone Linked Payment</th> <th>Per</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>Total Contract Value</td> <td>100%</td> <td>(To be quoted)</td> </tr> <tr> <td>On Approval of Inception Report</td> <td></td> <td></td> </tr> <tr> <td>On Approval of.....</td> <td></td> <td></td> </tr> <tr> <td>On Approval of.....</td> <td></td> <td></td> </tr> <tr> <td>On Approval of.....</td> <td></td> <td></td> </tr> <tr> <td>On Approval of.....</td> <td></td> <td></td> </tr> </tbody> </table>	Milestone Linked Payment	Per	Amt	Total Contract Value	100%	(To be quoted)	On Approval of Inception Report			On Approval of.....			On Approval of.....			On Approval of.....			On Approval of.....			<p><b>Sai Consulting &amp; An Anonymous Consultant</b> The Consultancy Fees is fixed amount of Rs. 10 Lacs and the Payment Schedule is also specified in Point No. 9 of Annexure C, do we have to quote the equivalent amount in Payment Schedule and Amount (to be quoted) in Section 5 of Annexure D.</p>	<p>The payment Schedule can be read as below :-</p> <p><b>PAYMENT SCHEDULE</b></p> <table border="1"> <thead> <tr> <th>Milestone</th> <th>Percent</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Total Contract Payment</td> <td>100%</td> <td>10 Lacs</td> </tr> <tr> <td>Inception report (Approval from SLSMC)</td> <td>15%</td> <td>1.5 Lacs</td> </tr> <tr> <td>Sector analysis and city profile (Approval from SLSMC)</td> <td>20%</td> <td>2 Lacs</td> </tr> <tr> <td>Report of the strategy and priority project workshop (Approval from SLSMC)</td> <td>20%</td> <td>2 Lacs</td> </tr> <tr> <td>Draft Final CDP with CIP (Approval from SLSMC)</td> <td>25%</td> <td>2.5 Lacs</td> </tr> <tr> <td>Final CDP (Approval from SLSMC)</td> <td>20%</td> <td>2 Lacs</td> </tr> </tbody> </table>	Milestone	Percent	Amount	Total Contract Payment	100%	10 Lacs	Inception report (Approval from SLSMC)	15%	1.5 Lacs	Sector analysis and city profile (Approval from SLSMC)	20%	2 Lacs	Report of the strategy and priority project workshop (Approval from SLSMC)	20%	2 Lacs	Draft Final CDP with CIP (Approval from SLSMC)	25%	2.5 Lacs	Final CDP (Approval from SLSMC)	20%	2 Lacs
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8	Point No. 1.8 of Instructions to Consultants	All the consultancy firms/ organisations who have been empanelled by the GoI for CDP preparation under JNNURM need not to apply and can send their consent only.	<b>Sai Consulting</b> Our firm has been empanelled by the Urban Development and Housing Department, Government of Gujarat, for preparation of CDP under JNNURM, does our empanelment hold equivalent to GoI empanelment.	No. Only those consultancy firms / organisations who have been empanelled by the GoI for CDP preparation under JNNURM need not to submit the proposal in the required format.																																										

				Firms / organisations empanelled by any other State under JNNURM are required to submit the proposal in the prescribed format.															
9	General Clarification		<b>Sai Consulting</b> There is ambiguity on pages 11, 16 and 47 regarding taxes. Whether the amount of 10 Lacs fixed in excluding taxes or including	Consultancy Fees of Rs. 10 Lacs is excluding taxes. "Contract Value is <b>inclusive</b> of service tax" specified in Section 5 of Annexure D read as "Contract Value is <b>exclusive</b> of service tax"															
10	Point No. 4.1.3 of Annexure C	<b>Inception report:</b> - At the completion of this phase the consultants will present their preliminary analysis, methodology in an Inception Report <sup>6</sup> . Based on their preliminary analysis, consultations and workshop the consultants will propose special papers (maximum 3) on specific sectors or issues and propose the names of specialists (approved by the client) who may be commissioned to prepare the same as a part of the sector analysis/survey. The inception report will be presented to the Steering Group, who will identify individuals / institutions / working group who will be the local counterparts for the different sectors.	<b>Sai Consulting</b> <b>Inception Report:</b> - Regarding proposal for "Special papers" to be prepared. No financial consideration has been made in the payment schedule, nor the Output and deliverables shows at which stage this papers have to be submitted as specified on pages 26 & 29. Kindly clarify. <b>Darashaw</b> Kindly specify whether the specialists shall be chosen from the team proposed for the assignment.	Special papers here mean - A broad outline of specific sector which can prove as a virtue of the town.															
11	Point No. 5.1 of Annexure C		<b>Sai Consulting</b> <b>Outputs and Deliverables:</b> - There is ambiguity regarding time frame has mentioned on page 29 which states 28 weeks while page 30 stage wise output show 32 weeks. Kindly Clarify	With the consent of consultants in the pre-bid meeting the time frame is amended to 24 weeks excluding approval time taken by the SLSMC. And Point 5.1 of Annexure C read as under:- <table border="1"> <thead> <tr> <th>S.No.</th> <th>Outputs</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inception Report (including report of Kick off workshop)</td> <td>At the End of Week 6</td> </tr> <tr> <td>2</td> <td>Sector Analysis Report and City Profile</td> <td>At the End of Week 12</td> </tr> <tr> <td>3</td> <td>Report of 2nd workshop on city vision and sector goals</td> <td>At the End of Week 15</td> </tr> <tr> <td>4</td> <td>of the 3rd workshop on strategy and priority projects</td> <td>At the End of Week 18</td> </tr> </tbody> </table>	S.No.	Outputs	Due Date	1	Inception Report (including report of Kick off workshop)	At the End of Week 6	2	Sector Analysis Report and City Profile	At the End of Week 12	3	Report of 2nd workshop on city vision and sector goals	At the End of Week 15	4	of the 3rd workshop on strategy and priority projects	At the End of Week 18
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				5	Draft CDP and city level workshop	At the End of Week 21
				6	Final CDP	At the End of Week 24
12	Point No. 8 of Annexure C	<p><b>Project Monitoring</b> The process of preparing the City Development Plan would be monitored at the State Level by State Level Steering and Monitoring Committee (SLSMC) and at the District level by a committee headed by the District Collector .There will be 4 District level presentations and 3 State Level presentations. The State level presentations would be conducted only after the approval of the project by District committee at that particular stage.</p> <p>The final technical approval would be given by the State Level Technical Sanctioning Committee (SLTSC).</p>	<p><b>Sai Consulting</b> <b>Project Monitoring:</b> - As mentioned that “State level presentation would be conducted only after approval”, the approval time should be considered additional to the specified project period. Since the time taken cannot be anticipated, it should not affect the next submission stages.</p>	The presentation at the State Level would be considered as approval (The changes as suggested by the SLSMC would be mentioned in the minutes and it is expected that the consultant would incorporate amendments as required).		
13	Point No. 9 of Annexure C		<p><b>Sai Consulting</b> <b>Payment Schedule:</b> - At every submission, the approval is required from the State Level which will be time consuming and will extend the total project period which needs to be considered. Hence for the first three stages, the payment should be on submission instead of approval.</p>	After every submission at the State Level the approval would be provided within 10 days. In case it extends the payment would be released immediately.		
14	General Clarification		<p><b>VM Hegde</b> The total number of forms given in the RFP document is 4. Each of these forms will give a clear picture of the capabilities to take up the project as an agency and as a team by the bidder. However the formats are silent towards the objectives, approach and methodology required for the successful completion of the project. We seek your clarification on whether this part is not required in the proposal or it should be added separately.</p>	See Annexure-A. Marking criteria. It is expected that the interested firms/organisations would give methodology and action plan for the CDP preparation in the RFP.		
15	General Clarification		<p><b>Darashaw</b> Please confirm if EMD/Bid Security is refundable for unsuccessful bidder.</p>	Yes the EMD/Bid security is refundable for unsuccessful bidders.		

16	Point No. 6 of Annexure C	Degree or equivalent in public administration/ urban development	<p><b>Darashaw</b> We request for changing the same to Urban Planner with experience in legal, institutional and organizational in urban governance issues. The qualification asked for is not easily available with the said experience.</p>	<p>The qualifications &amp; skills/experience of team members would remain same. Its mandatory to have an economist in the team However the following flexibility can be provided: 1.For Municipal finance specialist CA (Chartered accountant) having a similar experience is acceptable 2.an 'Acamedician' having similar work experience is also acceptable</p>
17	Point No. 1 of Annexure C	The City development Plan must adhere with the JNNURM's CDP preparation toolkit. The inadmissible components under JNNURM should also be included in the task.		Requirement of basic physical infrastructure should be detailed out while broadly considering other social areas such as Education, Health, Livelihood etc.