REQUEST FOR PROPOSAL FOR THE CONSULTANCY SERVICES FOR

Preparation of City Development Plan

Municipal Corporation Bathinda

MAY 2013

**MUNICPAL CORPORATION BATHINDA**

**TENDER NOTICE**

 The bids for the appointment of Consultant for the Preparation of City Development Plan (CDP) are invited from empanelled Consultants of Ministry of Urban Development, Govt. of India. The Request for Proposal (RFP) document for the same can be uploaded from Municipal Corporation, Bathinda website: mcbathinda.com. The bid processing fee of Rs.2000/- may be deposited with the bid in the shape of Bank Draft payable in favour of Commissioner, Municipal Corporation, Bathinda at Bathinda. The last date for submission of bids is 07.06.2013. Other Terms & Conditions may be seen from RFP document.

 Commissioner

 Municipal Corporation,

 Bathinda

**Letter of Invitation**

1. Municipal Corporation Bathinda (hereinafter ‘the Client’) invites proposals to provide Consulting Services for Preparation of City Development Plan of Bathinda, Punjab. Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under *Quality cum Cost Based Selection* and procedures described in this RFP.
3. The RFP includes the following documents:
4. Letter of Invitation
5. Data Sheet and Instructions to Consultants, see Annexure A
6. Technical Proposal, for Standard Forms see Annexure B
7. Financial Proposal, for Standard Form see Annexure C
8. Terms of Reference (ToR), see Annexure D
9. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
10. Proposals will be evaluated technically and the qualifying firms would be invited for opening of Financial Proposals.
11. Proposals would be evaluated on the basis of Quality Cost based Criteria and firm securing highest marks would be awarded the work.

**Annexure A: Data Sheet**

|  |  |
| --- | --- |
|  | **Name of the Client**: Municipal Corporation Bathinda |
|  | **Method of selection**: Quality and Cost Based Selection (QCBS) 70:30 |
|  | **Financial Proposal to be submitted together with Technical Proposal**: Yes**Title of Consulting Service is**: Preparation of City Development Plan for Municipal Corporation Bathinda. |
|  | **A pre-proposal conference will be held**: YesDate:31.05.2013Time:15.00Venue: O/o Municipal Corporation BathindaHowever, if the invitee firm wishes to seek clarification it may do so in writing to the Client with copy to the Client’s Representative. |
|  | **Client Representative**:Commissioner,Municipal Corporation Bathinda. Bathinda.  |
|  | Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet. |
|  | Clarifications may be requested not later than fourteen (10) days before the submission date.All requests for clarifications will be directed to Client’s representative. The Client will respond to requests for clarifications by electronic means within seven (5) days prior to the proposal submission date. |
|  | The Consultant is required to include with its Proposal written confirmation of authorisation to sign on behalf of the Consultant: Yes |
|  | Joint Ventures/Associations are permissible: Yes; each partner have to fulfil Eligibility Criteria given below |
|  | **Bidders Eligibility Criteria**: Applicable1. The applicant must be enlisted with Ministry of Urban Development, Government of India as a consultant for the preparation of City Development Plan.
2. Applicant should be a Private Limited Company or a Public Limited Company.
3. Applicant should have received a minimum of Rs. 2 Crores per annum as Professional Fee during each of the last 3 years.
4. Applicant should have experience in assignments related to;
* Preparation of city development plans (minimum 3 nos).
* Preparation of DPR’s in urban infrastructure projects (minimum 1 nos).
 |
|  | **Technical Presentation**: Bidders scoring 700 marks out of 1100 marks will be invited to make a Technical Presentation. The overall qualifying marks for eligible to participate in opening of the financial proposal will also be 700. Date, Time and Venue of the presentation will be notified to the bidders scoring 700 and more marks. |
|  | The Consultant must submit the original and One Copy of the Technical Proposal and the original copy of the Financial Proposal. |
|  | For each Bid Financial and Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single wax- sealed envelope. |
|  | Financial and Technical Proposals should be clearly marked ‘FINANCIAL (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’. |
|  | A Bid Security must be submitted: Yes |
|  | If Yes, the amount of the Bid Security is Rs.50,000 (Fifty Thousand Only)for each Bid and the duration for validity of Bid Security is 180 days |
|  | Format for Bid Security: Demand Draft favouring the Commissioner Municipal, Municipal Corporation Bathinda and drawn on a nationalized bank/ scheduled Bank, Payable in Bathinda. |
|  | A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract for each Bid. Amount will be 10% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Commissioner, Municipal Corporation Bathinda and drawn on a nationalized or scheduled commercial bank. |
|  | Proposals must be submitted no later than the following date and time: [Date07.06.2013 Time15.00] |
|  | **Address for submission of Proposals**: Commissioner,Municipal Corporation Bathinda, Bathinda. |
|  | Expected date for public opening of Technical Proposals: [07.06.2013] |
|  | Expected date for public opening of Financial Proposals: [14.06.2013] |
|  | Expected date for commencement of consulting services: [21.06.2013] |
|  | Evaluation of the proposal will be based on the marks given below. |

**Marking provisions for Technical Evaluation:**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Criterion** | **Percentage Score (QCBS)** |
| 1 | Experience of undertaking following assignments | 400 |
| **1.1** | **Preparation of City Development Plans /City Corporate cum Business Plans** | **250** |
|  1.1.1 | 3 Projects  | 80 |
|  1.1.2 | 4- 5 Projects | 100 |
|  1.1.3 | 6- 10 Projects | 150 |
| 1.1.4 | 11 – 15 Projects | 200 |
| 1.1.5 | 16 – 20 Projects | 250 |
|  |  |  |
| **1.2** | **Preparation of DPR for urban infrastructure project** | **100** |
|  1.2.1 | 1 - 2 no. of DPR's | 50 |
|  1.2.2 | 3 - 5 no. of DPR's | 80 |
| 1.2.3 | More than 5 DPR’s | 100 |
|  |  |  |
| **1.3** | **Preparation of Solar City Plan** | **50** |
|  1.3.1 | 1 - 3 projects  | 20 |
|  1.3.2 | 5 - 7 projects | 30 |
| 1.3.3 | More than 7 Projects | 50 |
|  |  |  |
| **2** | **Personnel (CVs)\*** | **450** |
|  |  |  |
|   | **TOTAL (1 + 2)** | **850** |
| **3** | **Technical Presentation** | **250** |
| **4** | **Total Marks** | **1100** |

# Instructions to Bidders

# Introduction

## The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.

##  The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

## The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

## **Eligibility Criteria**

### The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

### A firm declared ineligible by the Government of India or Government of Punjab shall be ineligible to provide consulting services under the project.

## **Number of Proposals**

### Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

# Clarification of RFP Documents

## Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client’s Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

## At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.

# Preparation of Proposals

## The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

## The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

# Instructions for Submission of Proposal

## These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

## Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

## Consultants shall submit one sealed envelop, containing the Technical Proposal. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

## **Technical Proposal (see Annexure B)**

## The Technical Proposal shall contain the following:

## Section 1: Covering Letter, subject to maximum of two (2) pages (Format 1);

## Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;

##  Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format), subject to maximum of fifteen (15) pages (Format 2);

## Section 5: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (Format 3);

## Section 6: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 4);

## Section 7: Matters not appropriate in any other section. This includes:

##  written confirmation authorising the signatory of the Proposal to commit the Consultant;

## No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant’s Proposal.

## **Financial Proposal (See Annexure C)**

## The Financial Proposal shall be submitted strictly as per Format 5 given in Annexure C.

## **Submission Instructions**

### Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

### The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

## **Proposal Validity**

### Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

### A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

### In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

### During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

## **Format and signing of Proposals**

### Technical Proposal (original plus the number of copies specified in the Data Sheet) shall be placed in an envelope clearly marked “TECHNICAL PROPOSAL - ORIGINAL + COPY’’. In the event of any discrepancy between the original and the copies, the original shall prevail.

### Financial Proposal (One Original only) shall be placed in a separate sealed envelope and clearly marked as “FINANCIAL PROPOSAL”.

### The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Consultant. This authorisation shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorisation must be typed or printed below the signature. Any interlineation, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.

### All bids must contain original copies of the Technical Proposal as described in the Data Sheet.

### The Envelope marked as Technical Proposal and Financial Proposal shall be placed in a separate Outer Envelope containing the Name of the Assignment and address for the submission of Proposal as mentioned in Data Sheet.

### If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.

### Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

### The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Annexure B: Technical Proposal Submission Forms**

## **Format 1: Covering Letter**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting Services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope2.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [*In case of any declaration, reference to concerned document attached must be made*].

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

We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

## **Format 2: Project Detail Sheet**

|  |  |
| --- | --- |
| **Assignment name:** | **Approx. value of the contract (in current Rs):** |
| **Country:** |  |
| **Name of Client:** |  |
| **Address of Client:** |  |
|  |
| **Start date (month/year):****Completion date (month/year):** |  |
| **Name of Joint Venture partner or sub-Consultants, if any:** |
| **Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent** |
| **Narrative description of Project in brief:** |
| **Description of actual services provided by your firm in the assignment:** |

## **Format 3:**  **Curriculum Vitae (CV) for Proposed Experts**

**NAME**

**DATE OF BIRTH**

**NATIONALITY**

**EDUCATION** [*year*] [*name of institution and degree*]

**MEMBERSHIP OF**

**PROFESSIONAL**

**ASSOCIATIONS**

**COUNTRIES OF WORK**

**EXPERIENCE**

**LANGUAGES**

**PROFESSIONAL BACKGROUND**

[*description*]

**EMPLOYMENT RECORD**

[*year(s) starting*

*with present*

*position*]

[*employer*]

**PROFESSIONAL EXPERIENCE**

**[*month and***

***year start to***

***finish*]**

**[*Name of project and client*]**

[*Descriptive paragraph of 4-5 sentences on each assignment, position held,*

*responsibilities undertaken and achievements attained*.]

**… …**

…

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

(ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilisation takes place within the validity of this Bid or any agreed extension thereof.

I understand that any wilful misstatement herein may lead to my disqualification or dismissal,

if engaged.

[*Signature of expert or authorised representative*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Name of Expert/Authorised signatory*]

Date:

Place:

## **Format 4: Expert Team and Summary of CV Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family Name, First Name** | **Position****Assigned** | **Task****Assigned** | **Employment****Status with Firm****(full-time, or other)** | **Education/****Degree****(Year /****Institution)** | **No. of years of****relevant****project****experience** |
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**Annexure C: Financial Proposal**

## **Format 5: Financial Proposal**

To,

Commissioner,

Municipal Corporation Bathinda

Bathinda (Punjab)

Dear Sir,

Subject: Consultancy Services for Preparation of City Development Plan of Bathinda City in Punjab

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

Our lump sum fee for Providing Consultancy Services is Rs. -------------------------------------- (Rupees --------------------(in words).

The fee mentioned above is inclusive of all taxes, but excluding service tax.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., ninety (90) days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

 (R)

(M)

E-mail:

Fax No:

**Annexure D: Terms of Reference**

# Brief Description of Task

The aim of this exercise is to support Bathinda Municipal Corporation in preparing the City Development Plan (CDP) for Bathinda City.TheCDP should provide a comprehensive medium term strategy (Vision 2035) as well asa City Investment Plan (CIP), based on which the concerned ULB will be able to access funds under GoI/GoP schemes as well as from own and other sourcesbased on priority actions and projects identified in the CDP .The document shouldalso provide Financial Operating Plan (FOP) to direct the ULBs for mobilising various financial resources to implement the identified projects.The City development Plan must adhere with the JNNURM’s (Revised & Heritage)CDP preparation toolkit. The inadmissible components under JNNURM should alsobe included in the task. The CDP should also include Broad Master planning of thetown and should be prepared keeping in view the Master Plan (wherever exists)provisions as prepared by Town and Country Planning Department.It is also expected that the CDP would provide Urban Reform Action Plan for theULBs as envisaged under JNNURM.

# Background

## The Need of CDP

CDP will draw on the basic structure and planning process from the revised JNNuRM toolkit with focus on integrating the current initiatives of various organisations and schemes and developing a strategic framework for undertaking priority developmental actions in themedium term. The CDP will also prepare the ground for mobilising funding beyond JNNURM and other existing programmes. It will particularly address the issue of revitalising local economic development by attracting private sector funding.

## Issues to be addressed

The CDP will also be linked into the overall spatial planning and policy framework of Master Plan and more importantly into the annual municipal budgeting. Linking the investment plan of the CDP with the municipal budgets will be crucial in ensuring the O&M and thus sustainability of the infrastructure assets created.

Preparation of the CDP will consist of city development strategies that come out of a structured consultative process. The process will enable elected representatives, key staff of MC departments, parastatal agencies and other institutions, policy makers and the citizens to participate and plan for spatial, social and economic development of the concern cities. The City Development Plan (CDP) will present both a vision of a desired future perspective for the city and the Corporation strategic framework of sectoral plans translated into actions that define on how the Corporation, together with other stakeholders, intends to work towards achieving their long-term vision in the next 25 years.

# Purpose and Objectives of the Assignment

## Specific Objectives

* The CDP will scale up existing urban development and poverty alleviation schemes within a comprehensive and coherent strategic planning framework in order to ensure optimal benefit from available resources for the citizens of the City.
* The CDP should aim to catalyse new thinking and provoke debate through a consultative stakeholder driven process. The vision and strategic thrusts of the CDP will be built around the lessons and findings of a comprehensive andrigorous stakeholder consultation and documentation process.
* It is expected that the CDP will serve the requirements of the UIDSSMT and IHSDP programmes as well as JNNURM and other development schemes.
* The CDP will generate specific priority actions and projects that can be the basisfor mobilizing funding from diverse sources.

# Description of Tasks

The consultant will carry out a multi-stage exercise to formulate the CDP in close collaboration with MC Bathinda. The main stages in the exercise will be:

## Inception

The purpose of this stage is to review and analyse the current status and uniquefeatures of the city with regard to the state of its development, systems andprocedures, as equally its institutional and financial context. This stage is meant toidentify the strengths and weaknesses in the city’s development and to provide anunderstanding of what impedes service delivery and management within the existingset-up and what contributes to better service provision. This task will consist of:

### Reconnaissance

The Consultant will spend their first week with reconnaissance activities, including:

* Introductory meetings with the Mayor/President, Municipal Commissioner/Chief Municipal Officer, Heads of Departments, Councilors, representatives of ongoing urban programmes, etc.
* Obtain base maps, and available secondary data on the city’s demographics, master plan, reports prepared under past and current urban development programmes Corporation’s annual budget reports, other reports giving status of service delivery, and other relevant documents on heritage listing, data onslums and urban poor, government policy documents, etc.
* Identify the line departments and key stakeholders for urban service delivery and development such as PHED, Town and Country Planning Department, Bathinda Development Authority, local chamber of commerce, NGOs, religious organizations, financial institutions, commerce and industry etc.
* Field reconnaissance to determine growth patterns of the city, characteristicsof slums and environmentally sensitive areas etc.
* Identify economic opportunities and blocks in tapping these (eg. Tourism,industry etc.)
* Mapping: Preparation of City level base maps using Auto-CAD/GIS.

### Kick-off workshop

The Consultants will organise, with MC Bathinda support, **a one day kick-off workshop** to familiarize the stakeholders with the purpose, process, and expected outcomes of the CDP, and build enthusiasm, understanding and commitment to the CDP. The kick off workshop will help in deriving a consensus along with the stakeholders firming the process and agreeing upon a structured programme to take the CDP forward. The formation of the Steering Group will also be announced as well as the sectors for which detailed analysis will be carried out.

Stakeholders for the kick off workshop may include:

* Elected representatives, Mayor/President, Municipal Commissioner etc.
* City level planning and service providing agencies viz., ULB, Town and CountryPlanning Department, Development Authority etc.
* Line Departments of the state government such as pollution control board,health department, tourism department, PHED, PWD, Traffic and Transportationetc.
* Private sector agencies such as chambers of commerce and industry,
* Non-governmental and community based organisations
* Representatives of the poor communities
* Representatives of ongoing urban development programmes
* Representatives of media, academic institutions, etc.

### Submission 1: Inception report

At the completion of this phase the consultants will present their preliminary analysis,methodology in an Inception report. Based on their preliminary analysis, consultationsand workshop the consultants will propose special papers (maximum 2) on specificsectors or issues and propose the names of specialists (approved by the client) whomay 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 identifyindividuals/institutions/working group who will be the local counterparts for thedifferent sectors.

## Assessment of existing situation (opportunities, strengths, risks, weaknesses and gaps)

### Sector analysis

The Consultants would interact with various stakeholder groups (meetings,workshops, focus group discussions, etc.) and review relevant publications, reports,GOs, resolutions, procedures, laws etc. to analyse the current situation in each of thesector identified. The sector analysis will be carried out by the consultant's team inconsultation with the local counterparts and will be supported by special paperscommissioned by the Consultants team. While the team will be expected to prepareits own methodology for the sector analysis, it is recommended that the following areincluded:

* Study of economic opportunity and potential for Local/regional economic development, with special reference to the poor.
* Physical infrastructure demand and gap assessment (considering service level benchmarking).
* Transport study with emphasis on low cost public transport and livelihoods.
* Heritage conservation and tourism.
* Environmental sustainability.
* Access to housing, employment and social and environmental services by thepoor.
* Health and Education services gap in the town.
* Sectoral Issues addressed under the Master Plan (as prepared by the TCPD).

### City profile

The findings from the sector analysis would be used to prepare the City Profileconsisting of the assessment of the existing situation in all the sectors identified,emerging issues, SWOT analysis and projection of the present gaps and futurerequirements. This will be done within the framework of parameters relating todemography, economic base, finance, physical and environmental issues, infrastructure, institutions and universalisation of services especially for the poor.

## Development of city vision and sector goals and strategies

### **Discussion will be initiated on strategies, priorities and major actions that may be required in the next five years to move towards the vision 2035. At this stage local counterparts for the different sectors may be added.**

### Sector strategies

The Consultants will continue to work in consultation with the local counterparts todevelop sector strategies in consonance with the city vision and sector goals. At thisstage, Consultants will need to review the relevant cases of national and internationalbest practices and explore if the same can be applied in relevant sectors to bring inimproved and efficient ways of working.

### Vision, Goal and Strategies

The output expected in the second phase is city vision, sector goals and possiblealternate strategies and projects as detailed out below.

## Development of strategies and priority actions

### Evaluation of strategies

The strategies will be evaluated from the perspective of their contribution to achievingthe vision and sector goals. Criteria will be developed for prioritising the strategies,programmes and projects in consultation with the Steering Group.

### Analyse governance framework and reform action plans

The Consultants, in consultation with the ULB officials, representatives of reformprogrammes and local counterparts will examine whether the reforms currently beingcarried out and proposed at state and local levels are sufficient to support the visionand strategic plan and to sustain the planned interventions If required additionalreforms may be proposed.

### **The output of this phase would be an agreed plan outlining the goals, strategies, priority actions and projects with an estimate of preliminary funding requirements in each sector.**

### Submission 2: City Profile, Sector Analysis, city vision, strategy and priority projects

## Preparing a City Investment Plan (CIP) and a financing strategy (FinancialOperating Plan)

### Project costing and determination of funding sources

The Consultants will undertake consultations with different stakeholders to determinetypes and sources of financing for priority projects from internal resources, state andcentral governments, local financial institutions, donors, and through public-privatepartnerships. The implications of each of these will be considered.

### Scheduling of priority actions and developing a City Investment Plan (CIP)

Based on the availability of resources, logical sequencing of actions and potential forimmediate implementation, the Consultants will prepare a City Investment Plan (CIP)in consultation with ULB that lays out the cost and revenue estimates of all priorityprojects in the next five years. The preparation of the CIP is a reiterative processrequiring adjustments to individual projects as well as changes in scheduling to makethe whole package work financially. The City Investment plan would be supportedwith a Financial Operating Plan (FOP).

## Final CDP

The Consultants will compile the draft CDP including the CIP and FOP and will finalise it after feedback from stakeholders and get the same approved from the Ministry of Urban Development to obtain grant under JNNURM and any other Central Government Scheme.

* If MoUD, GOI does not entertain approval of CDP, being a non mission city, the same shall be deemed approved after applying with MoUD, GOI for its approval.

### Second workshop on Draft CDP

The Consultants with support from MC Bathinda will organize second workshop involving all thestakeholders, who have been part of the CDP preparation process. The workshop willseek an endorsement of the City Development Plan from the stakeholder grouppresent and agree on procedures for performance monitoring.

***The 2nd Stage presentation at the City Level would be organized by the Municipal corporation with technical assistance from the Consultant***

### Submission 3: Draft CDP and city level workshop report

### Performance Monitoring

The Consultants, in consultation with MC Bathinda will identify performance-monitoring/sustainability indicators to assist ULB to review the progress and outcomes of theCDP on an annual basis and to enable them in setting the agenda for the future.

## Final CDP document

Following the Second and final workshop, the Consultants will finalize the CDPdocument incorporating the feedback from the workshop and the inputs received atthe 2nd Stage State Level discussion.

This document will be presented and submitted to council for resolution, along with asummary of the CDP for publication and wider dissemination by MC Bathinda.

### Submission 4: Final CDP report

# Outputs and Deliverables

The following outputs are expected to be delivered in stages in 18 weeks.

|  |  |  |
| --- | --- | --- |
| **Sr.no.** | **Deliverable** | **Due date** |
| 1 | Submission of inception report(including report of Kickoff workshop) | End of Week 4 |
| 2 | City Profile, Sector Analysis, City Vision, Strategy and priority projects | End of Week 10 |
| 3 | Draft City Development Plan and City Level Workshop | End of Week 14 |
| 4 | Final City Development Plan (Approved from Mo UD, GOI ) | End of Week 18 |

* If MoUD, GOI does not entertain approval of CDP, being a non mission city, the same shall be deemed approved after applying with MoUD, GOI for its approval.

Above given Time schedule shall be strictly adhered to. In case of any delay, Commissioner, Municipal Corporation may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.

# Experts and Inputs

| **Sr.No.** | **Expert Title** | **Qualifications and skills** | **Experience** | **Marks** |
| --- | --- | --- | --- | --- |
| 1 | Team Leader/ Urban Development Specialist | • Masters or equivalent in planning/engineering/ economics/ other relevant disciplines• Sound knowledge of urban development issues | Sector experience of more than 10 yrs and experience of project management of similar projects of at least 5 years | 100 |
| 2 | Economist | • Degree in economics/relevant development sectors• Expertise in statistical analysis and economic projections | At least 10 years experience | 50 |
| 3 | Governance Advisor  | • Degree or equivalent in public administration/ urban development• Sound understanding of urban governance issues – legal, institutional and organisational. | At least 8 years experience in advising governments/ ULBs | 50 |
| 4 | Social Development Specialist  | • Degree or equivalent in social development disciplines• Sound understanding on issues of urban poor | At least 8 years working experience with urban poor and communitydevelopment | 50 |
| 5 | Municipal Finance Specialist  | • Masters or equivalent degree in finance• Good knowledge of municipal financial analysis, municipal budgeting and accounting and financial projections• Knowledge and experience in project feasibility studies | At least 8 years experience | 50 |
| 6 | Municipal Engineer/ infrastructure specialist  | • Degree in Civil Engineering• Sound knowledge of municipal services network, design norms, contracting | • At least 8 years experience inmunicipal engineering. | 50 |
| 7 | Urban Planner  | • Bachelors/Masters in UrbanPlanning / urban Design• Good understanding of spatial planning and experience in data collation and analysis• Good communication and networking skills | 5 years experience of working on urban projects. | 50 |
| 8 | Renewable Energy Expert | • Bachelors/Masters in Electrical Engineering• Certified energy auditor | 5 years experience of working on renewable energy projects. | 25 |
| 9 | Urban Designer | • Masters in urban design• Fluent in English and communication skills• Certified urban designer | 5 years experience of working on urban design/planning projects | 15 |
| 10 | Green buidling expert | • Bachelors/Masters in architecture or planning• GRIHA / LEED AP certification | 5 years experience of working on Green and sustainable projects | 10 |
| 11 | Research Support  | • Relevant qualifications |   |   |

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Commissioner, Municipal Corporation, Bathinda may consider request of the bidder but that would attract a deduction of 1% of the fees payable per change.

# Working arrangements

## Management and counterpart staff

The assignment will be contracted by the Municipal Corporation Bathinda and will ensure the support of government officials, parastatal agencies wherever necessary.

## Items to be provided by the Client

MC Bathinda will:

* 1. Designate an “Officer-incharge” responsible for management and coordination ofconsultants.
	2. Constitute multi-stakeholder City Level Steering Committee and working groups.
1. As a part of this corporation will nominate officers from relevant sections of the agency toparticipate in the process of stakeholder consultation and CDP preparation.
2. Provide the Consultant with existing maps (as available with it) and data onCorporation and service delivery.
3. Provide the Consultant with necessary authorisation to procure information fromline departments.

## Consultant will be responsible to:

* 1. Arrange its own office space and equipment
	2. Arrange for all transportation and travelling required
	3. Arrange its own translations, communication, data processing, and printingequipment and necessary stationeries
	4. Work closely with the officer-Incharge and the Corporation.

# Payment Schedule

|  |  |  |
| --- | --- | --- |
| Sr.No. | Deliverable | percentage of payment |
|  | Submission of inception report | 20% of the total fees |
|  | Sector analysis, city profile, strategy and priority projects | 20 % of the total fees |
|  | Draft Final CDP with CIP | 30% of the total fees |
|  | Final CDP (Approved from Mo UD, GOI ) | 30 % of the total fees |