

REQUEST FOR PROPOSAL (RFP)
FOR HIRING THE SERVICES OF
ENVIRONMENTAL IMPACT ASSESSMENT (EIA) CONSULTANTS
FOR OBTAINING ENVIRONMENTAL CLEARANCE (EC) FOR THE PROJECT
'CONSTRUCTION OF HAL STAFF QUARTERS – TYPE A, B & C IN BANGALORE'
UNDER THE PROVISIONS OF
MOEF&CC's OFFICE MEMORANDUM DATED 7th JULY 2021
& MOEF NOTIFICATION DATED 14th SEPTEMBER 2006"

November 2022



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Section 1 : Tender Details & Schedule of the Bidding Process

1.1 Tender Details.

Tender Title: Request for Proposal (RFP) for hiring the services of Environmental Impact Assessment (EIA) Consultants for obtaining Environmental Clearance (EC) for the project "Construction of HAL staff quarters – Type A, B & C in Bangalore" under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006.

Tender No: HUDCO/BRO/Consultancy/RFP/2022

10.11.2022

1.2.Schedule of Bidding

Schedule of bidding process Process shall follow the events as detailed in **Table.1**

Table1. Schedule of Bidding Process

S. No.	Event Description	Date/Time
1	Date of Publication of Newspaper Advertisement	10.11.2022
2	RFP download start date	10.11.2022
3	Last date of ONLINE SUBMISSION of proposals on HUDCO website: https://hudco.etenders.in and on http://www.tenderwizard.com/HUDCO	20.11.2022
4	Online opening of EMD	21.11.2022
5	Online Opening of Technical Proposals	21.11.2022
6	Online Opening of Financial Proposals	21.11.2022
7	Validity of Proposals	60 days from the Due Date of proposals/ bids
8	Signing of Agreement	Within 3 days from the issue of LOA / Work Order.
Other details		
EMD		Rs. 30,000/-

For further information:

The Regional Chief
Bengaluru Regional Office
Housing & Urban Development Corporation Limited,
7th Floor, N-703 & 704
Manipal Centre North Block,
47, Dickenson Road, Bengaluru – 560042
Tel: 080-25587010 (Extn: 408/410)

Contact: P Subramanian :9444906130KH.Keshavamurthy : 94498 61993

Email. Id.: - bro@hudco.org/ psubramanian@hudco.org / keshavamurthy@hudco.org

Section 2 : Letter of Invitation to Proposals

Letter of Invitation

Request for Proposal (RFP) for hiring the services of Environmental Impact Assessment (EIA) Consultants for obtaining Environmental Clearance (EC) for the project 'Construction of HAL staff quarters – Type A, B & C in Bangalore' under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006

From,

**The Regional Chief
Housing and Urban Development Corporation Ltd. (HUDCO)
Bengaluru Regional Office**

1. HUDCO invites e-bids from NABET accredited EIA consultants for obtaining Environmental Clearance (EC) for the project 'Construction of HAL staff quarters – Type A, B & C in Bangalore' under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006
2. The 'Terms of Reference' for the Consultancy Services are provided in the Section 2 of the 'Request for Proposal' (RFP)
3. A firm will be selected using 3 stages method and procedure described in this RFP. This RFP includes the following Sections:
Section 1 - Tender Details & Schedule of the Bidding Process
Section 2–Letter of Invitation for Proposals
Section 3–Terms of Reference
Section 4–Information to Bidders
Section 5 – Annexures containing various formats
4. The last date for receipt of proposals online shall be 20.11.2022 till 5:00 P.M.
5. HUDCO reserves the right to negotiate if deemed necessary with L1. However, under no circumstances anyone other than L1 will be considered for award of bid.
6. HUDCO reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours Sincerely,



B T Umesh
Regional Chief,
Housing and Urban Development Corporation Ltd.,
Bengaluru Regional Office,
7th Floor, N-703 & 704, Manipal Centre North Block,
47, Dickenson Road, Bengaluru – 560042

Section 3 : Terms of Reference (TOR)

3.1. Introduction

Housing and Urban Development Corporation Ltd (HUDCO), a Government of India undertaking, having its registered Regional Office for the State of Karnataka at Bengaluru, is inviting e-tenders from NABET accredited EIA Consultants for obtaining Environmental Clearance (EC) for the project 'Construction of HAL staff quarters – Types A, B & C in Bangalore' under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006.

3.2 Scope of Work

HUDCO as the Consultant to M/s HAL has been providing Design Consultancy Services for the project "Construction of A, B & C type Staff Quarters (PHASE – III) in Bangalore". Details are as given below:

Table 2. Project Details

Sl No	Name of the Project	Site Location	Structure	No of Flats / Total Built up Area	Present Stage
1	Construction of A type Quarters	Land extent of 15814 Sq.metres comprising in Parts of Survey No. 117, 126 & 129 of Vibhuthipura Village.	G+10	240/ 19651.00 Sq.metres	nearing completion
2	Construction of B & C type Quarters	Land extent of 34902.878 Sq.metres comprising in Sy No.126, Vibhuthipura Village, Krishnarajapuram Hobli, Bengaluru			
		B Type	G+10	240/ 24117.00 Sq.metres	nearing completion
		C Type	G+10	80/ 8245.04 Sq.metres	nearing completion

HUDCO has designed the project in conformity with BBMP local building bye laws/ NBC Norms/ other governing factors. These buildings are designed as "Green Buildings" incorporating energy efficiency and sustainability concepts.

As per Ministry of Environment & Forests, GoI Notification dated 14th September 2006, under Clause 8(a) (List of projects or activities requiring prior environmental clearance), construction projects with built up area more than 20,000 sq metres require prior environmental clearance from the State Environment Impact Assessment Authority (SEIAA).

As per the project design, Sewage and other waste water emanating from the township will be treated on site through 2 Sewage Treatment Plants (STP) (200 KLD for B & C and 150 KLD capacity for A type quarters) and the STP effluent is proposed to be utilized for gardening within the landscape area of the Township. Karnataka State Pollution Control Board while issuing Consent to Operate the STPs (CTE-332899 dt.23.08.2022) has directed M/s HAL to obtain Environmental Clearance from the Competent Authority within 6 months.

MoEF&CC has issued an Office Memorandum No.F.No.22-21/2029-IA.III dated 7th July 2021 indicating 'Standard Operating Procedures – Guiding principles' for issuance of Environmental clearance for the projects which have not obtained prior Environmental clearance. As the construction of staff quarters projects referred above is nearing completion, process of obtaining Environmental Clearance has to be taken up as the procedures stipulated in the MoEF&CC's Office Memorandum dated 7th July 2021 which are detailed below:

As per the Standard Operating Procedures prescribed:

1. Permissibility of the project shall be examined from the perspective of whether such activity / project was at all eligible for grant of prior EC.
If not permissible, project shall be ordered for demolition / closure.
2. If permissible, Terms of reference shall be issued with directions to complete Impact assessment studies and submit Environmental Impact Assessment Report & Environmental Management Plan.
3. Upon submission of EIA & EMP report, the project shall be appraised by Central level Sectoral Expert Appraisal Committee or State level Expert Appraisal Committee as the case may be as if it was a new proposal.
4. If the project is considered permissible for operation as per extant regulations, requisite Environmental clearance will be issued which shall be effective from the date of issue.
 - This is subject to appropriate (a) damage assessment (b) remedial plan and (c) Community augmentation plan by the Central level Sectoral Expert Appraisal Committee or State level Expert Appraisal Committee.
 - The Competent authority shall issue directions to the project proponent under section 5 of Environmental Protection Act 1986 on case to case basis mandating payment of such amount and undertaking activities relating to remedial plan and Community augmentation plan. (a bank guarantee equivalent to the amount of remedial plan & Community augmentation plan with the Central or State Pollution Control Board prior to grant of EC and the same shall be released after successful implementation of remedial plan & Community augmentation plan)
5. If the project is considered permissible for operation as per extant regulations, requisite Environmental clearance will be issued which shall be effective from the date of issue.
6. During the appraisal, if it is found that the project is not environmentally sustainable in its present form / configurations/ features then the project shall be directed to be modified. If it is not considered appropriate to issue EC, the project shall be ordered for demolition / closure.

Penalty Provisions mentioned in the MoEF&CC's Office Memorandum dated 7th July 2021 will be applicable as the case may be.

HUDCO propose to avail the services of Environmental consultant organizations which are accredited with the Quality Council of India (QCI) or National Accreditation Board for Education and Training (NABET) for construction sector projects for obtaining the Environmental clearance for this project under MoEF&CC's Office Memorandum No.F.No.22-21/2029-IA.III dated 7th July 2021.

3.3 Eligibility

- 1) Environmental consultant organizations which are accredited by the Quality Council of India (QCI) or National Accreditation Board for Education and Training (NABET) or any other agency as may be notified by the Ministry of Environment, Forest and Climate Change for construction sector projects.
- 2) The Consultant should have well established office setup in Bengaluru.
- 3) The Consultant who have successfully handled the EC processes with SEIAA, Karnataka for Govt. Sector projects / Projects of State Government Agencies / PSUs under MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) will have more weightage in the Technical assessment.

- 4) Adherence to the time limits for the various processes in obtaining EC in the earlier projects will be given appropriate weightage.
- 5) Completion certificates issued by the clients will be given weightage.
- 6) The selection will be based on Quality and Cost Based Selection (QCBS)

3.4 Schedule of Deliverables

The entire work is expected to be carried out as per the timelines given in **Table.3**

Table 3. Time Schedule and Deliverables

Sl. No	Task	Time Schedule
1	Review the existing status of the project, obtain the relevant documents, prepare the application (Form 1) in line with the Provisions of Ministry of Environment & Forests, GoI Notification dated 14th September 2006 & MoEF's OM dated 7th July 2021 and facilitate submission of the same to SEIAA.	10 days
2	Liaison with MOEF&CC / SEIAA and obtain the Terms of Reference to conduct the EIA study and submit Environmental Impact Assessment Report & Environmental Management Plan as per the MoEF notification dated 14th March 2017, 13th March 2018 and OM dated 7th July 2021.	10 days
3	The TOR presentation is to be prepared and a mock up presentation is to be made before HUDCO & HAL	5 days
4	TOR presentation in-front of the SEIAA committee and obtain the requisite approval from the SEIAA for preparation of Environmental Impact Assessment Report & Environmental Management Plan and a time schedule for the submission.	5 days
5	Preparation of EIA report & EMP with reference to the TOR issued by SEIAA (Ambient air quality monitoring, noise monitoring, surface and ground water sampling and analysis, soil quality analysis, study of ecology and biodiversity and socio economic status of the study area, Damage assessment as per the violation notification and estimation of the cost). Coordination with client (HUDCO/ HAL) to collect the required documents and finalize the EIA & EMP report in Compliance to all the TOR conditions	90 days
6	Submit the EIA & EMP Reports to SEIAA / SEAC as per the time schedule prescribed in the TOR	10 days
7	Mock up presentation with client (HUDCO & HAL) about the final EIA presentation and discussion of FAQs.	3 days
8	Document circulation to SEAC members and Liaison with MOEF&CC / SEIAA for early consideration in ensuing meeting for approval of EC.	2 days
9	Prepare the final EIA presentation documents and presentation to the State Expert Appraisal Committee	15 days
10	Furnishing of Appropriate Reply to the queries by SEAC if any in Coordination with client (HUDCO & HAL) and obtaining the conditional Environmental Clearance.	5 days
11	Coordination with client and MoEF&CC / SEIAA to complete the procedure of violation (finalization of remedial plan and Natural & Community Resource Augmentation plan) and necessary coordination for submission of required Bank guarantee to KSPCB.	15 days
12	Liaison with MOEF&CC / SEIAA and obtain the final the Environmental clearance	10 days

3.5 Terms for provision of the services and reporting

- The EIA Consultant will correspond with and report to the concerned authorized official/s from HUDCO.
- The Consultant shall strictly adhere to the deadlines provided in the Table.3 of the RFP.
- The Consultant will conduct itself in a professional and ethical manner and will ensure that none of its actions have an adverse effect on HUDCO.
- The Consultant shall deploy appropriate and adequate key professionals who shall work in close co-ordination with HUDCO officials.

3.6 Terms and Schedule of Payment.

For carrying out the scope of work to the entire satisfaction of HUDCO, the Consultant shall be paid the Fee (plus applicable GST) as per the schedule of payment mentioned in **Table 4.**

Table 4. Payment Schedule

Installment No	Task accomplishment	Fee payable
1	Upon Submission of Application Form (Form 1) to MoEF&CC / SEIAA	15%
2	Upon obtaining the TOR from MoEF&CC / SEIAA to conduct EIA study	15%
3	Upon TOR presentation In-front of the SEIAA committee and obtain the requisite approval from the SEIAA to conduct EIA study with time schedule	15%
4	Upon preparation of EIA & EMP Reports and submission of the same to SEIAA	20%
5	Upon presentation to the State Expert Appraisal Committee & furnishing appropriate satisfactory replies to the queries of SEIAA if any	5%
6	Upon completion of the procedure of violation - finalization of remedial plan and Natural & Community Resource Augmentation plan and submission of the required Bank guarantee to KSPCB	10%
7	Upon obtaining Final Environmental Clearance	20%

Note 1: The fee shall be payable upon satisfactory completion of the respective stages

Note 2 : 10% of the fee payable at each payment interval shall be retained as security deposit, which shall be paid at the end of the project in the manner as contained in **clause 4.6 (a)** hereunder.

Note 2: Payment to the agency shall be made on production of the invoice for the relevant stage.

- a) The Consultant will be required to attend meetings and/or make presentations as and when required by HUDCO. No extra cost shall be paid for the aforesaid works. The fee to be quoted by the consultant shall include all such expenses.
- b) The fee shall include all charges i.e. all taxes (except GST which will be paid extra), duties, levies, out of pocket expenses, TA/DA, procurement cost, professional fee, etc. and nothing extra shall be payable by the HUDCO.
- c) The fee shall be inclusive of fees payable by the consultant for any other services, products etc. procured by them for the task.
- d) The Consultant shall acquaint itself with all the legislation and standards pertaining to the task prescribed by the concerned authorities from time to time.

Section 4 : Information to Bidders

4.1 Information to Bidders:

Environmental consultant organisations which are accredited by the Quality Council of India (QCI) or National Accreditation Board for Education and Training (NABET) or any other agency as may be notified by the Ministry of Environment, Forest and Climate Change for construction sector projects and fulfilling the eligibility/selection criteria are eligible for bidding.

- a) Bidders have to do registration with our Service Provider which is presently M/s ITI Ltd. Service Provider will provide them telephonic training and assistance after payment of requisite fee as onetime registration fee from bidders of Rs. 3000/- (Rs. Three Thousands only) plus statutory taxes, if any as per actual, which is valid for a period of three years. Digital certificates can be obtained from M/s ITI Ltd. or from any other Certifying authorities after paying requisite cost and submitting required documents as nominated by the Office of Controller of Certifying authorities (CCA) as available on website <http://cca.gov.in>. The cost of Digital certificates is not covered in one time registration fee. It is the sole responsibility of bidder to arrange Digital certificates and/or registration and any such excuse of Non-availability of digital certificates and/or registration shall not be accepted in any case.

Contact details for Helpdesk Support are follows.

Name – Mr. Mayank Contact No: 8800115628 E-mail ID: twhelpdesk605@gmail.com

Name: Mr. Mohan Contact No: 8310751842 E-mail ID: twhelpdesk727@gmail.com

Tendering Website: <http://www.tenderwizard.com/HUDCO>. Bidders are advised to add e-mail IDs related to this tender to their address book to avoid bouncing of e-mail / non-delivery of email / delivery of e-mail to junk or spam folder etc.

- b) It is mandatory for all the applicants to have Class III Digital Signature Certificate (in the name of person who will sign the bid documents) from any of the licensed certifying agency. For more information, refer installation guide provided during first log-in. Any untested or new token or token without latest drivers may not work properly. Bidders are advised to check the compatibility of their Digital Signature, EToken, JAVA requirements (minimum Java JRE 6 and above), available under system requirement link at <http://www.tenderwizard.com/HUDCO>., using Administrator user access etc. Further latest updated information, if any, in this regard may please be checked by the bidders in the "Systems Requirements" tab on e- tendering website.
- c) The bids are to be submitted online only thru e-tendering website. This site is best viewed in Google Chrome and Mozilla Firefox. Bidders are advised to ensure availability of essential requirements at their end eg internet connectivity, digital signature, registration with the Service Provider, valid compatible etoken of Digital Signature, bid preparation etc and not to wait for last date to avoid last minute problems. Bidder may request for extension of last date in case of technical problems well before last date which HUDCO may consider or not depending on HUDCO's business requirements of time period available to HUDCO and other factors. But if request of extension is made in last Hours, HUDCO may not be able to consider the request, so bidders are requested to ensure submission of bids well before last date and time. Neither HUDCO, nor Service Provider (presently M/s ITI. Ltd.) shall be responsible for non-submission of tenders in time. Complaints attributable to compatibility of the Client Systems, ignorance of users, non-availability of internet connectivity/bandwidth/compatible Digital Signature tokens/any other aspects will not be entertained. No further communication in this regard shall be entertained.
- d) EMD of Rs.30,000/- is required to be submitted by way of RTGS in Favour of HUDCO Ltd., payable at Bangalore (Bank A/C Details for payment of EMD indicated in RFP). Bidders have to upload the scanned image

of the EMD instrument/document in the Technical Bid. The govt. agencies or bidders registered under MSME etc., If exempted from payment of EMD amount, subject to prevailing Office Memorandum issued by competent authorities from time to time, has to upload the EMD exemption certificate. On receipt of valid EMD or EMD Exception certificate, if any, the technical bid & Financial bids opened online shall be evaluated as per criteria given in the RFP to the satisfaction of HUDCO.

- e) The bids should be prepared strictly as per terms & conditions failing which the bid is liable to be rejected without any further notice. The bidder has to agree to the terms & conditions mentioned in the tender document online before proceeding further with filling in the data in the bidding schedules.
- f) The bidder has to upload supporting documents. All the bidding schedules which have been identified as mandatory by HUDCO have to be filled in compulsorily. The system will not allow a bidder to make his final submission of tender until all the mandatory bidding schedules are filled up by the bidder. Bidders have to provide clarifications through email or as physical documents, if required by HUDCO for proper evaluation of bids.
- g) When a Tenderer submits his bid, system generates a Final submission receipt with the tender details and the date and time of submission. Once the tender is submitted by the bidder, it is equivalent to dropping the envelope in the electronic tender box. However withdrawal of the bid can only be done before the last date of submission of the tender. Any modification in offer after the closing time is not permitted.
- h) Even if any single cell/column of any online form is left blank in a mandatory field, the bidder may not be able to submit his bid in the electronic tender box.
- i) Bid shall not be entertained by other modes but only through E-Procurement as detailed in this tender-eg bids received physically/telegraphically/by fax/e-mail shall not be entertained. However HUDCO may ask to submit subsequent clarifications/hard copies thru physical documents/email etc. During selection process HUDCO reserves the right to seek clarification or verification of any information mentioned in the bid/supplied by vendors before finalizing the award of work.
- j) Tenders are to be submitted online on or before prescribed last date and time. The bidder gets an online receipt (Date & Time) for the final submission of tender. This receipt will always be available on his respective login-ID against the particular tender.
- k) It is not compulsory for Bidders to physically come to HUDCO office to attend bid opening and the result of Financial bid opening.
- l) **The fee quoted should clearly specify the cost excluding GST. The lumpsum fee should be quoted in Table.18 given in Annexure 5.14.** GST needs to be indicated separately. No extra cost will be paid on account of transportation, insurance, packaging & forwarding or any other account including budget levies, if any. Please note that no other alternate items(s) will be considered.
- m) HUDCO will select the consultant as per the selection criteria mentioned in the RFP
- n) Interested agencies should submit their proposals in English Language ONLY.
- o) Proposals must remain valid for 60 days after the submission date until validity extended by HUDCO. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. HUDCO will make the best effort to complete the tendering process within this period. If HUDCO wishes to extend the validity period of the proposals, HUDCO may do so and those who do not agree have the right not to extend the validity of their proposals.

- p) At any time before the submission of Proposals, HUDCO may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, may modify the RFP documents by amendment/corrigendum. Interested agencies should visit <https://hudco.etenders.in/> and/or www.hudco.org from time to time and before final online submission of bid to take into account of any such developments.

4.2 Method of selection

A 3-Stage process with Quality and Cost Based Selection method would be adopted for selection

Basis of 3-stage process as detailed below:

- Stage 1 – EMD
- Stage 2 – Technical Proposal
- Stage 3 – Financial Proposal

Stage 1 – EMD (Online)

- Scanned copy of receipt of the payment of Earnest Money Deposit of Rs. 30,000/- (Rupees **thirty thousand only**) is to be uploaded. In case of an MSME the bidder has to upload the scanned image of MSME registration certificate. The EMD amount shall only be accepted electronically in the current a/c of HUDCO as per details given in the Table.5.

Table 5. Current Account of HUDCO for EMD deposit

Name of Beneficiary	HUDCO Ltd.
Bank	ICICI BANK
Branch	Bangalore Branch
IFSC Code	ICIC0000002
MICR	560229002.
A/c Type & No.	Current A/c.No.000205033714

- The bidder has to ensure that the EMD amount is credited to HUDCO's account as mentioned in Table.5 well before the stipulated date and time
- Earnest money of the unsuccessful bidder(s) shall be refunded within 60 days of award of work to successful bidder, no interest would be payable on EMD.

Stage 2 – Technical Proposal (Online)

In preparing the Technical Proposal, agencies are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the Proposal. The Technical Proposal shall not include any financial information. Consultancy firm shall submit its technical proposals as per Table.6 along with a covering letter on agency's letter head as per Annexure 5.7

Table 6. Technical Proposal

Sl.No	Evaluation parameter	Eligible Documentary Evidence
I	Project References	
	- Experience in handling EIA Projects - Higher Weightage will be given to Experience with SEIAA, Karnataka in successful handling of EIA for construction projects. - EIA Consultants having experience with SEIAA, Karnataka in successful obtaining of EC under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) will be given more weightage.	- Details of projects as per Table.11 and Table. 12 given in Annexure 5.8 - Submission of work orders/ Completion Certificates issued by the respective Clients. - Corresponding agreements
2	Qualifications and competence of the key professional staff to be deployed for the assignment like Team Leader, professional team members and other support staff. Qualification in Environmental Engineering / Environmental Science is a must for the Team Leader.	Details and Curriculum Vitae of concerned personnel (as mentioned in Table.13 & Table.14 given in Annexure 5.9) as per the format given in Annexure 5.10
3	Proposed Approach, Work Plan, Methodology and Organizational Structure with details of in-house infrastructure, equipment, software, human resource/staff etc.	Details as per Annexure 5.11 and 5.12
4	Certificate of Conformity/ No Deviation	Details as per Annexure 5.13

Table 7. Evaluation Criteria/Scores assigned

No.	Evaluation Criteria	Scores/100
1	Experience in handling EIA Projects	5
2	Agency's Experience with SEIAA, Karnataka in successful handling of EIA for construction projects. (Successful Experience of 5 projects will be given 100% score)	5
2	Agency's Experience with SEIAA, Karnataka in successfully obtaining Environmental Clearance under the provisions of MoEF&CC's Office Memorandum dated 7 th July 2021 (violation cases) (Successful Experience of 2 projects will be given 100% score)	50
2	Proposed Approach, Methodology and Work Plan	20
3	CV of Team Lead (Qualification in Environmental Engineering / Environmental Science)	10
4	CV of Team Member	10
Total Score		100

Stage 3 – Financial Proposal (Online)

The Financial Proposal shall contain the financial quotes as per **Table. 18 in Annexure 5.14**

4.3 Clarifications regarding the RFP

If the Agencies need any further clarifications may contact :

P Subramanian : 9444906130 K.H. Keshavamurthy : 94498 61993

Or send e-mail to : psubramanian@hudco.org / keshavmurthy@hudco.org / bro@hudco.org /

4.4 Proposal Evaluation

From the time the bids are opened to the time the contract is awarded, if any agency wishes to contact HUDCO on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the firm to influence HUDCO in the proposal evaluation, proposal comparison or contract award decisions, may result in the rejection of the agency's proposal.

Evaluation of Technical Proposals

The constituted Committee will evaluate the Technical Proposal using the evaluation parameters as detailed in **Table.7** and would select the qualified bidder.

- All the personnel mentioned in the **Project Team** should be computer savvy and be able to use latest design software, project management software for the respective area of work.
- Proposed personnel must be proficient in English and Kannada (Speaking, Reading and Writing) .

The financial proposals of bidders will be opened and will be ranked in terms of their total quoted amount.

Final Evaluation of Proposal

Quality and Cost Based Selection Method (QCBS) with Technical Score having weightage of 50% and Financial Price having weightage of 50% will be adopted for selection of bidder,

Formula for Normalization of Technical bid for each bidder

$$T_n = (T_b / T_{max}) \times 100$$

Where T_b is the bidder's technical score and T_{max} is the Highest technical score.

Formula for Normalization of Financial bid for each bidder

$$F_n = (F_{min} / F_b) \times 100$$

where F_b is the bidder's financial bid value and F_{min} is the Lowest bid value.

Formula for Cumulative Bid Score

The Normalized technical and financial scores secured by each bidder will be added with weightage of 50:50 respectively and a Cumulative Bid Score (CS) arrived at, using the formula:

$$CS = (T_n \times 50/100 + F_n \times 50/100)$$

The Bidder who scores the highest of cumulative bid score shall be considered as successful bidder.

4.5 Exclusion of Bids/ Disqualification

HUDCO shall exclude/ disqualify a Bid, if

- a) The bidder is not qualified as per eligibility criteria mentioned in the bidding document.
- b) The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete
- c) The Bid materially departs from the requirements specified in the bidding document or it contains false information.

4.6 Award of Contract

On award of the assignment, the successful bidder shall be required to enter into an agreement with HUDCO for the successful completion of the assignment as per the Terms of Reference.

- a. The selected agency shall be required to give security deposit of 10% of the fee payable at the award of contract. However, if agency so desires, the same can also be deducted from each payment in the manner detailed at clause 3.6 above. HUDCO shall be at liberty to forfeit the security deposit as damages without prejudice to any other rights or remedy that may be available to it under the present and/or any other applicable law.
- b. The firm is expected to commence the assignment as per stipulation in the LOA/Work Order
- c. Collecting all required data relevant to the assignment will be the responsibility of the Consultant.
- d. In case of delay in obtaining EC within the time fixed or in the event of repudiation of the contract, HUDCO reserves the right to recover liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to 0.5% (half percent) of total contractual value, which the agency has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% (ten percent) of the total contract price.

Fraud and Corrupt Practices

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, HUDCO shall reject the Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, HUDCO shall, without prejudice to its any other rights or remedies, forfeit the EMD and the Security Deposit, as the case may be or mutually agreed genuine pre-estimated compensation and damages be payable to HUDCO for, inter alia, time, cost and effort of HUDCO, with regard to evaluation and processing of the RFP.

Without prejudice to the rights of HUDCO under clauses hereinabove and the rights and remedies which the HUDCO may have under the LOA/Work Order, if an Applicant or Agency, as the case may be, is found by the HUDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice after the issue of the LOA/Work Order, such Applicant or Agency shall not be eligible to participate in any tender or RFP issued by HUDCO for a period of 2 (two) years from the date such Applicant or Agency, as the case may be, is found by HUDCO to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the HUDCO who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA/Work Order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the HUDCO, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA/Work Order or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA/Work Order or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the HUDCO in relation to any matter concerning the Project;
- b. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the HUDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Right for Negotiation

HUDCO reserves the right to negotiate if deemed necessary with L1. However, under no circumstances anyone other than L1 will be considered for award of bid.

Right to reject Bids:-

HUDCO reserves the right to reject any or all the Bids received without assigning any reason or incurring any liability to the bidder.

4.7 Arbitration

All differences and disputes arising between HUDCO and the consultant on any matter connected with these presents/assignments/agreements or in regard to the interpretation of the contents thereof shall be referred for arbitration to a sole arbitrator appointed by Chairman & Managing Director, HUDCO in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the decision and award of the arbitrator shall be final and binding on the parties hereof. The place of arbitration proceedings shall be Bengaluru.

Section 5 : Annexures

Annexure 5.1. Details about the Agency / Firm

1. Name of the Agency / firm:
2. In case the firm is a subsidiary of a larger organization, please write the name of the parent organization:
3. Agency/firm's registered address in Bengaluru ,India:
4. Agency/firm's address for correspondence regarding this project, including phone numbers (mention city code), fax numbers and email addresses :
5. Details of the authorized signatory of the firm for communication regarding this project
 - a) Name
 - b) Designation
 - c) Contact details of the authorized signatory
 - d) Office Phone (Direct Line/ Extension) Number
 - e) Fax Number
 - f) Mobile Phone Number
 - g) Email Id
6. Experience of the Agency/Firm
 - a) Total Experience since the inception of firm (in years) :
 - b) Main line business :
 - c) Experience in Conducting EIA Studies/ (in years) :
7. At least three major completed projects (of similar nature) to be filled in details as per **Table.8**

Table 8. Major Completed Projects (of similar nature)

Sl.no.	Name of Project	Client	Location of Project	Fee of the Project(in Rs.)	Completed as on date (Yes/No)	Year of completion
1						
2						
3						

Encl. :

1. Copies of Registration of the Firm/Certificate of Incorporation
 2. Completion Certificate/ Work Orders/ Contract/ Agreements of previous projects regarding experience of successful projects of similar nature.
8. Details of accreditation from National Accreditation Board For Education and Training (NABET) to conduct EIA studies for Construction Projects

Annexure 5.2. Average Annual Turnover and Financial Statement

Audited Balance sheet and Profit and Loss account for the last three financial years shall be submitted.

Format for Financial Details of the Firm

The information regarding the Turnover in last three years should be provided in the format given in **Table.9**

Table 9. Turnover from Environmental related Consultancy Services for past Three FYs

S.No	Financial Year	Turnover from Environmental related Consultancy Services(in Rupees)
1.	2019-2020	
2.	2020-2021	
3.	2021-2022	
	Average Annual Turnover	

Certificate from the Chartered Accountant

This is to certify that [name of company] [registered address] has the turn over shown in **Table. 9** against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Note : If 2021-2022 accounts are still being audited, please provide provisional figures.

Annexure 5.3.Declaration that the bidder has not been blacklisted by any organisation

[Letterhead of Agency/Firm]

To

[name & address of Nodal Officer]

Subject: Self Declaration of not been blacklisted in response to the RFP for Selection of consultant for obtaining Environmental Clearance (EC) for the project 'Construction of HAL staff quarters – Types A, B & C in Bangalore' under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006

Dear Sir,

We confirm that our company, _____, is not blacklisted/ in any manner whatsoever by any of the State/UT/PSU/CPSE and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure 5.4 Self-Declaration

1. I _____ son/daughter/wife of Shri _____ Proprietor/Director/Authorized signatory of the agency/firm _____ is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the RFP and undertake to abide by them.
3. The information/documents related to Work experience and any other documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my bid at any stage beside liabilities towards prosecution under appropriate law.

Signature of the authorized Signatory of the firm.

Date:

Full Name:

Place:

Seal:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder

Annexure 5.5. Format for Power of Attorney for Authorized Representative

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize 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 (herein after referred to as the "Authorized 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 [name of assignment], by Housing & Urban Development Corporation Ltd. (the "Client") 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 HUDCO, representing us in all matters before the HUDCO, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the HUDCO 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 HUDCO.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized 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 Authorized 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]

Annexure 5.6Format for Bank Details for EMD refund

The details of Bank Account in which payment is to be transferred and other details are as given in **Table.10**

Table 10. Bank Account Details for EMD Refund

Sl No.	Name of Bank	Details
1	Name of bank	
2	Bank Account Number	
3	Bank Branch Name	
4	Bank Branch Address	
5	Bank Branch Telephone No.	
6	Type of Account (SB A/C/CA/Cash Credit with code)	
7	Bank Code No / MICR Code (9 digit code number of bank & Branch)	
8	PAN No. (copy to be attached)	
9	Service Tax No	
10	TIN No.	
11	GST No.	
12	IFSC Code No	

Authorized Signature:

Name:

Seal:

Annexure 5.7. Technical Proposal –Covering Letter

[Location, Date]

To

[name & address of Nodal Officer]

Subject: Services for “obtaining Environmental Clearance (EC) for the project‘ Construction of HAL staff quarters – Types A, B & C in Bangalore’ under the provisions of MoEF&CC’s Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006– **Technical Proposal**

Sir,

We, the undersigned, offer to provide the consultancy services for the above assignment in accordance with your Request for Proposal vide advertisement dated 04.11.2022 [Date] for “obtaining Environmental Clearance (EC) for the project‘Construction of HAL staff quarters – Types A, B & C in Bangalore’ under the provisions of MoEF&CC’s Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006

We are hereby submitting our Technical Proposal

The Proposal contains the following documents in separate folders:

- Technical Proposal documents as per **Table.6**

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Encl: As above

Annexure 5.8. Summary of Project References

Furnish a summary of the Firm's Project References(as indicated in Table.6) in the format given in Table.11

Table 11. Summary of Firm's Project References.

Sl.No	Name of Project	Client	Location of the Project	Nature of Assignment	Fee for the Project	Completion Date	Proof Enclosed (Contract / Agreement / Work Order / LOA / Completion Certificate)
1							
2							
3							

In Table.11 provide information on each reference assignment for which your firm was legally contracted.

Project sheet indicating relevant services that best illustrate qualifications of the firm (Work Orders along with agreement or completion certificates to be annexed with each project sheet)in the format given in **Table.12**

Table 12. Project Sheet of each Project

Assignment Name with project location		
Key professional staff provided by your Firm/ (profiles):		
Name of Client:		No. of Staff:
Address:		No. of Staff-months: Duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs):
Name of Associated Consultants, if any:		No. of months of key professional staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		

Annexure 5.9 Team Composition & Task Assignments

1. Team Leader/ Other Professional

Table 13. Team Composition & Task Assignments (Technical and Managerial Staff)

Sl. No.	Name	Educational Qualification	Proposed Position	Total experience (years)	Relevant experience in years
1.					
2.					
3.					
4.					

2. Support Staff

Table 14. Team Composition & Task Assignments Support Staff

Sl. No.	Name	Educational Qualification	Proposed Position	Total experience (years)	Tasks to be performed
1.					
2.					
3.					
4.					

Annexure 5.10 Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Expert: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: (if any) _____

Details of Tasks Assigned: _____

Key Qualifications: _____

Education: _____

[Summarize college/university and other specialized education of expert member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Relevant Work Experience:

Table 15. Relevant Work Experience

Sl No	Name of Project	Organization	Position held	Key Responsibilities

Employment Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by expert member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Languages: _____

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned certify that to the best of my knowledge and belief, these data provided by me regarding my qualifications and experience are true.

[Signature of expert member]

Date: Day/Month/Year

[Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of expert:

Full name of authorized representative:

Annexure 5.11 Description of the Methodology and Workplan for Performing the Assignment

a) **Technical Approach and Methodology:** In this, the Agencies explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. The agencies shall highlight the problems being addressed and their importance and explain the technical approach they would adopt to address them. The agencies 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 agencies shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed workplan 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.

c) **Organization and Staffing:** In this chapter, the agencies shall propose the structure and composition of the team. The agencies shall list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Annexure 5.12 Activity Schedule

A detailed schedule for the activities towards completing the assignment with deliverables indicated.

Table 16. Activity Schedule

Sl. No.	Item of Activity (Work)	Days from inception of the assignment (in the form of a Bar Chart)												
		1	2	3	4	5	6	7	8	9	10	...	Number of Days	
1.													Subtotal (1)	
2.													Subtotal (2)	
3.													Subtotal (3)	
4.													Subtotal (4)	

Time schedule for Professional staff

Detailed week wise break-up of staff allocation for key staff and support staff

Table 17. Time Schedule of Professional Staff

Sl. No.	Name	Position	Activity (Work)	Days from inception of the assignment (in the form of a Bar Chart)												
				1	2	3	4	5	6	7	8	9	...	Total number of Days		
1.																
2.																
3.																
4.																
...																

Annexure 5.13 Certificate of Conformity/ No Deviation

I undersigned certify that, the qualification of Team members and other information which I/ We have mentioned in the Technical bid, and which I/ We shall provide / supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications / qualifications of the bidding document and that there are no deviations of any kind from the requirement specifications. Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

[Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of expert: _____

Full name of authorized representative: _____

Annexure 5.14 Financial Proposal (To be duly filled online)

Table 18. Financial Proposal

DESCRIPTION	Amount (Rs.)	
	In Figures	In Words
"Request for Proposal (RFP) for "obtaining Environmental Clearance (EC) for the project' Construction of HAL staff quarters – Type A, B & C in Bangalore' under the provisions of MoEF&CC's Office Memorandum dated 7th July 2021 (violation cases) & MoEF Notification dated 14th September 2006 Lumpsum Fee (Excluding GST)		
GST		
Total Fee including GST		

Note: The bidders are required to quote a Lumpsum Fee inclusive of everything but excluding GST

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Address: