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Government of India
Ministry of Urban Development
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Room No.102-G, Nirman Bhawan,
New Delhi-110011
Dated 25th May, 2016

OFFICE MEMORANDUM

Subject: Detailed development process of modules/packages for projectivisation of the proposals – regarding

Some of the Light House Cities selected in the first round of Smart City challenge have already created Special Purpose Vehicle for the implementation of the Smart Cities Mission and other cities are in the process of setting up SPVs. The cities have also identified PPP projects which can help them leverage the grant fund provided by the Centre and the State

In order to kick-start the implementation by the SPVs, the projectivisation of the proposals needs to be done in mission mode. A Crack Team is being set up in this Ministry so as to handhold the cities in designing and development of projects. These teams will visit the respective cities and help the cities in their design and to develop projects in the area of development of park and open spaces, redesigning of foot-path, junctions and smart solutions, etc.

The teams will be making three visits to the Cities to handhold them in projectivisation. The detailed development process of Modules/Packages, is enclosed.

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To

1. The Principal Secretary (UD) of the States / UTs of 20 winning cities
2. Mission Directors (MDs) of the States/ UTs of 20 winning cities
3. Municipal Commissioners of 20 Winning Cities

The Development Process of Modules / Packages			
Location		**Steps**	**Activities**
1st Field Visit & Desk work	1	Project Scope Finalization	Project will be selected from the list of project as outlined in approved Smart City Proposal.
			Clarity in terms of project component with relation to area and coverage will be brought out with relation to components defined in approved Smart City Plan and in discussions with SPV.
			The Study of similar RfPs/DPRs/Bid Documents already under implementation/executed shall be carried out so as to determine to use as starting document.
			This will lead to packaging/ modules of projects keeping in view the integrated nature of Smart City Proposals (SCP).
			The Scope will be put in public domain on MyGov portal for discussions.
	2	As-is Report	Study of City profile, Project area, User profile and existing access (i.e. service levels) including future projections & demand assessment will be made for the package / modules.
			Desk review of existing/ proposed plans, reports, and maps, available with the city / state / line agencies / other sources will be carried out.
			As is assessment of (i) Physical Infrastructure, (ii) Primary and Secondary data, (iii) land availability will be carried out so as to ascertain the gap in availability of data required for preparation of DPR.
			The As-is Report will be put in public domain on MyGov portal for discussions.
2nd Field Visit & Desk work	3	Field Investigation and Feasibility Report	To fulfill the gap in data for design of the project detail field investigations/ surveys/ data collection will be carried out.
			Based on technical, social, economical and practical construction feasibility of the project will be explored. It will include design alternatives, broad cost estimates, O&M aspects, implementation plan, and Procurement options.
			For IT modules feasibility shall also be assessed in terms of smart solutions using innovations in information technology and proposing a system integrator (see BKC RfP). As in Guidelines, develop solutions services contract (not hardware procurement contract), propose generic specifications and examine technology specification alternatives for each technology and consult with citizens using MyGov. Describe how the selected options will lead

| | | | to outcomes set out in the SCP. All IT proposals will comply with Cyber Security guidelines issued by MoUD.

Based on these inputs possible solutions will be explored in relation to best practices / smart options/ priorities of the city. Consultation will be held with SPV about proposed feasible options and most suitable option will be finalized.

The consultation on the options and the feasible report will be put in public domain on MyGov portal for discussions. |
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| 3rd Field Visit & Desk Work | 4 | Draft DPR | After selection and approval of the alternative options formulation of Technical options will be carried out. It will include detailed engineering analysis and designs, drawings, technical specifications, preparation of bills of quantities, and cost estimates based on Schedule of Rates followed by ULB and/or market rate analysis. Give reasons for selection and procurement methods (QCBS, QBS, FBS, LCS etc.)

Finance plan, O&M Strategy and issues related to conditionalities and resilience and detailed implementation plans will also make part of Draft DPR. With these inputs Draft DPR will be prepared and put up before stakeholders for discussions

The draft DPR will be put in public domain on MyGov portal for discussions. |
| Desk work | 5 | Final DPR and Bid Document | After Incorporating suggestions final DPR will be prepared and it will be approved by SPV.

Bid document (including contract forms) will also be prepared based on the selected arrangement for contracting including exploring options for PPP/ Service Level Agreements. Based on the bid document the contracting firm will be selected by city / state govt.

The Final DPR will be put in public domain on MyGov portal for information. |