

**SELECTION OF CONSULTANT FOR PREPARATION  
OF  
“COMPREHENSIVE MOBILITY PLAN FOR THE  
STATE OF GOA  
AND PARKING MASTER PLAN FOR PANAJI”**



**Request for Proposal (RFP) for MoUD  
Empanelled Consultants/Agencies only**

***Through Quality and Cost based  
Selection (QCBS)***

**IMAGINE PANAJI SMART CITY DEVELOPMENT LIMITED**

**(A Government of Goa Undertaking)**

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## Disclaimer

The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Imagine Panaji Smart City Development Limited, or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by Imagine Panaji Smart City Development Limited to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for Imagine Panaji Smart City Development Limited, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Imagine Panaji Smart City Development Limited, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Imagine Panaji Smart City Development Limited, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

Imagine Panaji Smart City Development Limited, also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

Imagine Panaji Smart City Development Limited, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that Imagine Panaji Smart City Development Limited, is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and Imagine Panaji Smart City Development Limited, reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Imagine Panaji Smart City Development Limited, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and Imagine Panaji Smart City Development Limited, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## Glossary

Additional Costs	As in Clause 1.1.1 (a) of schedule 2
Agreement	As defined in Schedule-2
Agreement Value	As defined in Clause 6.1.2 of Schedule-2
Applicable	Laws As defined in Schedule-2
Applicant	As defined in Clause 2.1.1
Associate	As defined in Clause 2.3.3
Authorised Representative	As defined in Clause 2.13.3
Award	As defined in Clause 9.4.3 of schedule 2
Bid Security	As defined in Clause 2.20.1
Concession Agreement	As defined in Clause 1.1.2
Concessionaire	As defined in Clause 2.3.3
Conditions of Eligibility	As defined in Clause 2.2.1
Confidential Information	As defined in Clause 3.3 of Schedule 2
Conflict of Interest	As defined in Clause 2.3.1
Consultancy	As defined in Clause 1.2
Consultancy Team	As defined in [Clause 1.7] of Schedule-1
Consultant	As defined in Clause 1.2
CV	Curriculum Vitae
Deliverables	As defined in 1.4 of Schedule-1
Documents	As defined in Clause 2.12
Effective Date	As defined in Clause 2.1 of Schedule-2
Expatriate Personnel	As defined in Clause 1.1.1(i) of Schedule-2
Feasibility Report or FR	As specified in Clause 1.16.7 of Schedule-1
Financial Expert	As defined in Clause 2.1.4
Financial Proposal	As defined in Clause 2.15.1
Form of Agreement	Form of Agreement as in Schedule-2
INR, Re, Rs.	Indian Rupee(s)
Inception Report	As specified in 1.3.1of Schedule-1
<b>IPSCDL</b>	As defined in Clause 1.1.1
Key Date or KD	As defined in Annexure 6
Key Personnel	As defined in Clause 2.1.4
Lead Member	As defined in Clause 2.8.2
LOA	Letter of Award
LOC	Letter of Commencement
CMP	As defined in Clause 1.1.3
Member	As defined in Clause 2.3.3(1)
Official Website	As defined in Clause 1.12.2
Personnel	As defined in Clause 1.1.1(n) of Schedule-2
PPP/BOT/JV	Public Private Partnership
Interim Report	As defined in Clause 1.3.2 of Schedule 1



## Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji

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Professional Personnel	As defined in Clause 2.14.5
Prohibited Practices	As defined in Clause 4.1
Project	As defined in Clause 1.1.1
Project Team	As defined in Clause 1.6 of Schedule 1
Proposal	As defined in Clause 1.2
Proposal Submission Date or PSD	As defined in Clauses 2.17
Resident Personnel	As defined in Clause 1.1.1(o) of Schedule-2
Rules	As defined in Clause 9.4.1 of Schedule 2
RFP	As defined in Disclaimer
Selected Applicant	As defined in Clause 1.7
Selection Process	As defined in Clause 1.7
Services	As defined in Clause 1.1.1(q) of Schedule-2
Applicant Firm	As defined in Clause 2.1.1
Statutory Auditor	An Auditor appointed under Applicable Laws
Subject Person	As defined in 2.3.3 (a)
Sub-Consultant	As defined in Clause 1.1.1(r) of Schedule-2
Support Personnel	As defined in Clause 2.14.5
Team Leader	As defined in Clause 4.6
Technical Proposal	As defined in Clause 2.14.1
TOR	As defined in para 1 in Schedule 1
US\$	United States Dollar

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

# INVITATION FOR PROPOSALS

## 1 INVITATION FOR PROPOSALS

### A. INTRODUCTION

#### 1.1 Background

1.1.1 The Government of Goa has constituted Imagine Panaji Smart City Development Limited (hereinafter called “IPSCDL” or the Employer) to take up the development of infrastructure in Goa State, under the Smart City Mission for the State of Goa. A Comprehensive Mobility Plan for the State of Goa will provide strategic direction to transport infrastructure development in the state based on holistic view on achieving sustainable development.

1.1.2 Goa is a state located in the South Western region of India; it is bounded by the state of Maharashtra to the North and by Karnataka to the east and south, while the Arabian Sea forms its western coast. It is India's smallest state by area and the fourth smallest by population. Goa has a coastline of about 104 km and inland waterways of about 255 km. Goa is one of India's richest states with a GDP per capita two and a half times that of the country. It was ranked the best placed state by the Eleventh Finance Commission for its infrastructure and ranked on top for the best quality of life in India by the National Commission on Population.

Goa covers an area of 3702 km<sup>2</sup> and comprises two revenue districts, North Goa and South Goa with headquarters at Panaji and Margao respectively. Goa has a population of 14.59 lakhs (as per census 2011) residents, making it India's fourth smallest (after Sikkim, Mizoram and Arunachal Pradesh). The population has a growth rate of 8.23% per decade.

Panaji is the state's capital, while Vasco da Gama is the largest city. The historic city of Margao still exhibits the cultural influence of the Portuguese, who first landed in the early 16th century as merchants and conquered it soon thereafter. Goa is visited by large numbers of international and domestic tourists each year for its beaches, places of worship and world heritage architecture. It has rich flora and fauna, owing to its location on the Western Ghats range, a biodiversity hotspot.



The City Panaji lies on the banks of the Mondovi estuary; it is Goa's fastest growing city after Vasco and Madgaon. It is the state capital of Goa and district head quarter of North Goa district. The City Corporation of Panaji covers an area of 8.12 km<sup>2</sup> with total population of 40,017 as per Census 2011. The city mainly functions as administrative and tourist hub of the state. Panaji has been the administrative centre from the time of Portuguese rule. It is the only urban centre in the state with the status of Municipal Corporation. It has rich historical, political, commercial, educational, cultural and tourist importance. The city is major tourist hub of the state as well as trade and commerce centre of the region.

Being Goa's capital city and administrative headquarter, Panaji is well connected by road to the towns and cities within the state and with important towns in neighboring states by major regional roads viz. NH-17 (Panvel - Mahad - Panaji - Karwar - Mangalore - Cannanore – Calicut - Ferokh - Kuttipuram- Pudu – Ponnami – Chowghat - Cranganur) and NH-4A (Belgaum-Anmod-Ponda-Panaji) which also forms the major spine of the city road network. The city lacks direct rail linkage. The nearest railway station is Karmali located at a distance of 14 km. Other major railway stations viz. Vasco da Gama and Madgaon are located at distance of about 40 km.

The airport at Dabolim is an international airport which is also known as Goa International Airport. It is the only airport in the state and operates to all six main cities in India such as Mumbai, Bangalore, Hyderabad, Delhi, Chennai & Kolkata. It is also connected to Middle East and Europe by airlines operating daily and weekly trips from Goa. It is 4 km from the nearest city Vasco da Gama, 23 km from the South Goa district headquarters of Margao, and 30 km from the capital city Panjim.

Mormugao port is the major hub of maritime trade in the state of Goa. With its location at the mouth of the Zuari River, the Mormugao port is a crucial component in the flourishing export industry of the state. It is the leading iron ore exporting port of India with an annual throughput of around 24.50 million tonnes of iron ore traffic. The Mormugao Port accounts for about 32% of India's iron ore export. The Mormugao harbour is also a major attraction for tourists coming to the Vasco da Gama city.

- 1.1.3 Parking in capital city is not organised and free parking is allowed in most areas of Panaji especially in the central commercial areas.

The central business area (CBD) of Panaji attracts a large volume of traffic, especially during the peak hours and the demand for parking spaces is also high in this area. Most of the roads within CBD have been made into one-way and allowed parking on both sides of the road thus compromising smooth movement of traffic.

There is lack of multilevel parking facilities in the core city area. City also lacks parking policy in general and pricing policy in particular. There is an urgent need to solve the parking issues in the city with proper parking policy, provision of multilevel parking in the core city and adequate parking management.

- 1.1.4 To complement the above objectives, Imagine Panaji Smart City Development Limited, represented by its Managing Director & CEO (IPSCDL) intends to appoint a consultant for Preparation of Comprehensive Mobility Plan (CMP) for the State of Goa and Parking Master Plan (PMP) for Panaji” (the Project).

- 1.1.5 In pursuance of the above, IPSCDL has decided to carry out the process for selection of a Consultant for the preparation of **“Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji” (the Project)** through **Quality and Cost Based Selection (QCBS) Bidding**, as per procedure set out in this RFP. The Applicant shall prepare the ‘Project’ in accordance with Terms of Reference specified at Schedule - 1 (the "TOR") and the CMP Tool Kit (REVISED), released by MoUD, GoI, in September 2014. Goa State including towns and cities in the North District and South District shall hereby refer to as “Region” in the Project Document.

- 1.1.6 The prospective bidders may refer to various studies/reports in respect of Goa and Panaji, available in IPSCDL website and with other government department websites.

## 1.2 Request for Proposal

IPSCDL invites Proposals (the "Proposals") for selection of Consultant (the “Consultant”) for the preparation of **“Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji” (the “Project”)**.

The Project shall include all requisite studies and surveys, demand assessment, conceptual plans conforming to rules and regulations and recommendations for the development mechanism to be followed.

### **1.3 Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the proposal by paying a visit to Project area.

### **1.4 Availability of RFP Document**

RFP document has been uploaded in IPSCDL web site. The applicants, having experience in related field as mentioned in this RFP may participate in the bidding process.

### **1.5 Bid Processing Fee**

The eligible applicants shall submit a bid processing fee of **Rs. 50000/-** (Fifty thousand only) in the form of a demand draft or banker's cheque drawn in favour of **IMAGINE PANAJI SMART CITY DEVELOPMENT LIMITED** payable at Panaji along with the bid document.

### **1.6 Validity of the Proposal**

The Proposal shall be valid for a period of not less than **90 days** from the Proposal submission Date.

### **1.7 Brief description of the Selection Process**

IPSCDL has adopted a two stage QCBS selection process (collectively the "Selection Process") in evaluating the Proposals, comprising technical and financial bids. The bids in separate envelopes, are to be submitted in a single sealed envelope on Proposal submission Date. In the first stage, a technical evaluation will be carried out as specified in Clause 3.1. Based on the technical evaluation, a list of short-listed applicants shall be prepared as specified in Clause 3.2. In the second stage, a financial evaluation will be carried out as specified in Clause 3.3. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 3.4. The first ranked Applicant shall be selected for negotiation (the "Selected Applicant") while the second ranked Applicant will be kept in reserve.

## 1.8 Payment to consultant

- 1.8.1 For the purposes of evaluation of Applicants, only Indian Rupees (INR) will be considered as the applicable currency.
- 1.8.2 All payments to the Consultant shall be made in INR in accordance with the provisions of this RFP. The Consultant may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consultant.

## 1.9 Schedule of Selection Process

The following schedule shall be adhered for the selection process of the consultant.

	Event Description	Date
	Last date and time for receiving queries/clarifications	31/07/2017 upto 15:00 hrs.
	Pre-Proposal Conference	04/08/2017 at 15:00 hrs.
	<b>IPSCDL</b> response to queries	07/08/2017 upto 15:00 hrs.
	Proposal Submission Date (PSD)	14/08/2017 upto 15:00 hrs
	Opening of Proposal (Technical Bid)	14/08/2017 at 15:30 hrs
	Opening of Financial Proposal (FPO)	Will be Intimated
	Letter of Award (LOA)	Within 15 days of FPO
	Submission of Performance Security	Within 15 days of LOA
	Signing of Agreement	Within 15 days of LOC/Work order
	Validity of the Proposal	90 days from PSD

### 1.10 Pre-Proposal visit to the Site and inspection of data

Prospective applicants may visit the site at any time prior to Proposal Submission Date (PSD).

### 1.11 Pre-Proposal Conference

There is a pre-proposal conference scheduled on 04/08/2017 at 15.00hrs for the study at Imagine Panaji Smart City Development Limited, Adil Shah Palace, Old Secretariat Panaji Goa

The interested Applicants can email their queries at: Email – [projects@imaginepanaji.com](mailto:projects@imaginepanaji.com), before 31/07/2017 upto 15.00 hrs. **IPSCDL** shall respond to the queries in accordance to the timelines given under Clause 1.9 of this RFP.

## **1.12 Communications**

1.12.1 All communications including the submission of Proposal should be addressed to:

The Managing Director & CEO,  
Imagine Panaji Smart City Development Limited  
Adil Shah Palace, Old Secreteriat  
Panaji-Goa 403-004  
Tel: (0832)—2220440  
Email: [projects@imaginepanaji.com](mailto:projects@imaginepanaji.com)

1.12.2 The official Website of IPSCDL is:- <http://www.imaginepanaji.com>

# INSTRUCTIONS TO APPLICANTS

## 2 INSTRUCTIONS FOR APPLICANTS

### A. GENERAL

#### 2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the consultancy, it may participate in the Selection Process in response to this invitation. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by IPSCDL through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that IPSCDL's decisions are without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its Proposal in the form and manner specified in APPENDIX I. Upon selection, the Applicant shall be required to enter into an agreement with IPSCDL in the form specified at Schedule-2.

#### 2.1.4 Key Personnel

The applicant's Consultancy Team shall have the following key personnel (the "**Key Personnel**") who shall discharge their respective responsibilities. Key Personnel shall fulfil the conditions of eligibility in respect of qualification & experience, as given in table-1.

**TABLE-1 – QUALIFICATIONS & EXPERIENCE.**

Sl.No.	Key	Educational Qualifications	Minimum Experience Required
A	<b>Urban Transport Planner (Team Leader)</b>	Master's Degree in Transport Planning/ B.Tech. Degree in Transportation Engineering.	15 years relevant experience in consultancy and advisory assignments in Urban Transport Planning Domain. Should have experience in Similar capacity / Team Leader in preparation of mobility plans, public transport, traffic and allied services, demand estimations, projections and modelling /Development of transport related policies and strategies, preparation of master plans, traffic engineering, feasibility studies and preparation of financial models for transportation projects.
B	<b>Urban Planner / PPP Expert</b>	Master's Degree in Urban Planning.	10 years of relevant experience in consultancy and advisory assignments in Urban Development Domain. Should have experience in similar capacity in development of transport related policies and strategies, integration of land use and transport, preparation of master plans, and feasibility studies for Comprehensive Mobility Plans and other relevant projects
C	<b>Transport Modeller</b>	Master's Degree in Transport Planning / B. Tech. Degree in Transportation Engineering	10 years in consultancy and advisory assignments in Traffic Management in Urban domain with expertise in transport demand modelling for cities and urban areas
D	<b>Traffic Engineer</b>	B.Tech. Degree in Transportation Engineering	5 years in consultancy and advisory assignments with experience in Traffic Management Plan/ Highway projects, Pre-bid studies/ Parking related projects



Sl.No.	Key	Educational Qualifications	Minimum Experience Required
E	<b>Transport Technology Expert / ITS Expert</b>	B.Tech. Degree in Electrical/Electronics/Mechanical/Computer/IT Engineering	10 years in consultancy and advisory assignments with experience in implementation and management of various ITS facilities in public transport systems, Parking, traffic management etc.
F	<b>NMT Expert / Urban Designer</b>	Master's Degree in Urban Planning / Urban Design / B.Tech. Degree in Transportation Engineering.	10 years in consultancy and advisory assignments in Urban domain with an experience of planning and improving facilities for non-motorized transportation, development of Complete streets, TOD etc.
G	<b>Economist</b>	Master's Degree in Transport Economics/ Economics	10 years of relevant experience in transport sector and preparation of Financial Implementation plan for Regional Mobility Plan.
H	<b>Sociologist</b>	Master's Degree in Sociology	10 years of experience in working with inclusive planning projects pertaining to the inclusion of the vulnerable road users and the urban poor in transport planning.

- While the above mentioned years of experience are a minimum requirement for eligibility, additional minimum experience, if any, is detailed as part of the technical evaluation criteria (clause 3.2).

## 2.2 Conditions of Eligibility of Applicants

2.2.1 To be eligible for evaluation of its Proposal, the Applicant shall fulfil the following:

**Qualification & Experience:** The consultant shall fulfil the conditions of eligibility in respect of qualification & experience, as given in Clause 2.1.4 table-1. All the experts shall be on the payroll of the Consultancy firm.

Average Annual Turnover of Company by consultancy service in last 3 years shall be 5 Cr. or above.

**2.2.2 The Applicant should submit a Power of Attorney (PoA) as per the format in Form-8 of Appendix-I; provided, however, that such Power of Attorney would not be required if the Application is signed as a partner of the Applicant, in case the Applicant is a partnership firm or limited liability partnership. The authority to the person issuing the PoA shall be established through a copy of the board resolution.**

2.2.3 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

**2.2.4 The applicant who intends to participate in the bidding process may submit the contact details in form-16 of Appendix-I, within one week of downloading the document, for pre-submission communications.**

### **2.3 Conflict of Interest**

2.3.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "**Conflict of Interest**"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, IPSCDL shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to IPSCDL for, *inter alia*, the time, cost and effort of IPSCDL including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to IPSCDL hereunder or otherwise.

**2.3.2 IPSCDL requires** that the Consultant provides professional, objective, and impartial advice and at all times hold IPSCDL's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the **IPSCDL**

2.3.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note at Schedule-3.

Without limiting the generality of the above, an Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- 1) the Applicant, its consortium member (the "**Member**") or Associate (or any constituent thereof) and any other Applicant, its consortium member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be) in the other Applicant, its consortium member or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause 2.3.3(a), indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- 2) A constituent of such Applicant is also a constituent of another Applicant; or
- 3) Such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
- 4) Such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- 5) Such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Application of either or each of the other Applicant; or\

- 6) there is a conflict among this and other consulting assignments of the Applicant (including its personnel and Sub-consultant) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the **IPSCDL** for this particular assignment, the Consultant shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- 7) a firm which has been engaged by the **IPSCDL** to provide goods or works or services for a project, and its Associates, will be disqualified from providing consulting services for the same project save and except as provided in Clause 2.3.4; conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or the Applicant, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its Consultant(s) or sub- Consultant(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its Consultant(s) or sub-Consultant(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Concessionaire or its Consultant(s) or sub-Consultant(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 4A of the Companies Act, 1956. For the purposes of this sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant (the “Associate”). As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

2.3.4 An Applicant eventually appointed to provide Consultancy for this Project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the construction and operation of the same Project envisaged as the end product of this RFP initiative and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 5 (five) years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services performed for IPSCDL in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for IPSCDL in accordance with the rules of IPSCDL. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

## **2.4 Number of Proposals**

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be.

## **2.5 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to IPSCDL, Project site etc. IPSCDL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process

## **2.6 Site visit and verification of information**

Ascertaining for themselves the site conditions, traffic, location, surroundings, climate, access to the site, availability of drawings and other data with IPSCDL, and collection of preliminary data required, Applicable Laws and regulations or any other matter considered relevant by them. Visits shall be organized for the benefit of prospective Applicants on dates, time and venue as specified in Clause 1.9.

## **2.7 Acknowledgement by Applicant**

2.7.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- 1) made a complete and careful examination of the RFP;
- 2) received all relevant information requested from IPSCDL;
- 3) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the **IPSCDL** or relating to any of the matters referred to in Clause 2.6 above;
- 4) satisfied itself about all matters, things and information, including matters referred to in Clause 2.6 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- 5) acknowledged that it does not have a Conflict of Interest; and  
Agreed to be bound by the undertaking provided by it under and in terms hereof.

2.7.2 IPSCDL shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by IPSCDL.

## **2.8 Right to reject any or all Proposals**

2.8.1 Notwithstanding anything contained in this RFP, IPSCDL reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.8.2 Without prejudice to the generality of Clause 2.8.1, IPSCDL reserves the right to reject any Proposal if:

- 1) At any time, a material misrepresentation is made or discovered, or
- 2) The Applicant does not provide, within the time specified by IPSCDL, the supplemental information sought by IPSCDL for evaluation of the Proposal. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected.

## **B. DOCUMENTS**

### **2.9 Contents of the RFP**

2.9.1 This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.11:

#### **Request for Proposal**

- 1 Introduction
- 2 Instructions to Applicants
- 3 Criteria for Evaluation
- 4 Fraud and corrupt practices
- 5 Pre-Proposal Conference
- 6 Miscellaneous

#### **Schedules**

##### **1 Terms of Reference**

##### **2 Form of Agreement**

- a. Annex-1 : Terms of Reference
- b. Annex-2 : Deployment of Persons
- c. Annex-3 : Estimate of Personnel Costs
- d. Annex-4 : Approved Sub-Consultant(s)
- e. Annex-5 : Cost of Services
- f. Annex-6 : Payment Schedule
- g. Annex-7 : Bank Guarantee for Performance Security

##### **3 Guidance Note on Conflict of Interest**

#### **Appendices**

##### **1 Appendix-I: Proposal**

- a. Form 1 : Letter of Proposal
- b. Form 2 : Financial Proposal
- c. Form 3 : Breakup of Price per Activity
- d. Form 4 : Estimate of Personal Costs
- e. Form 5 : Reimbursables per Activity
- f. Form 6 : Miscellaneous Expenses

- g. Form 7 : Statement of Legal Capacity
- h. Form 8 : Power of Attorney
- i. Form 9 : Financial Capacity of Applicant
- j. Form 10 : Particulars of Key Personnel
- k. Form 11 : Proposed Methodology and Work Plan
- l. Form 12 : Abstract of Eligible Assignments of Applicant
- m. Form 13 : Eligible Assignments of Applicant
- n. Form 14 : Proposal for Sub-Consultant(s)
- o. Form 15 : Unconditional Bank Guarantee in lieu of retention money
- p. Form 16 : Contact Details Form
- q. Form 17 : Form for seeking queries
- r. Form 18 : Deployment of Personnel

## 2 Appendix-II: List of Bid-Specific Clauses

### 2.10 Clarifications

2.10.1 Applicants requiring any clarification on the RFP may send their queries to IPSCDL in writing, as per the form-17, before the date mentioned in the Schedule of Selection Process at Clause 1.9. The envelopes shall clearly bear the following identification:

"Queries/Request for Additional Information concerning RFP for Preparation of "Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji"

Alternatively, the queries can be e-mailed to the address given in the RFP. IPSCDL shall endeavour to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Submission Date. The responses will be sent by fax or e-mail. IPSCDL will post the reply to all such queries on the Official Website and copies thereof will also be circulated to all Applicants who have purchased the RFP document without identifying the source of queries.

2.10.2 IPSCDL reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 2.10 shall be construed as obliging IPSCDL to respond to any question or to provide any clarification.



## **2.11 Amendment of RFP**

- 2.11.1 At any time prior to the deadline for submission of Proposal, IPSCDL may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail.
- 2.11.2 All such amendments will be notified in writing through fax or e-mail to all Applicants who have intended to participate in the bidding process. The amendments will also be sent along with the revised RFP containing the amendments and will be binding on all Applicants
- 2.11.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, IPSCDL may, in its sole discretion, extend the Proposal Submission Dates.

## **C. PREPARATION AND SUBMISSION OF PROPOSAL**

### **2.12 Language**

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### **2.13 Format and Signing of Proposal**

- 2.13.1 The Applicant shall provide all the information sought under this RFP. IPSCDL would evaluate only those Proposals that are received in the specified forms and complete in all respects.

2.13.2 The Applicant shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP and clearly marked "ORIGINAL". In addition, the Applicant shall submit 1 (one) copy of the Proposal, along with Documents, marked "COPY" and soft copy in the form of CD. In the event of any discrepancy between the original and its copies, the original shall prevail. No modifications or alterations are permitted on RFP document including all Annexures, Appendices and Forms.

2.13.3 The Proposal and its copy shall be printed and signed by the authorised signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover page shall be initialled. All the alterations, omissions, additions, or any other change made on the printed/typed/written documents shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (the "Authorised Representative") as detailed below:

- 1) By the proprietor, in case of a proprietary firm; or
- 2) By a partner, in case of a partnership firm and/or a limited liability partnership; or
- 3) By a duly authorised person holding the Power of Attorney, in case of a Limited Company or a corporation; or
- 4) By the authorised representative of the Lead Member, in case of consortium

A copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarised by a notary public in the form specified in Appendix-I (Form 8) shall accompany the Proposal.

2.13.4 Applicants should note the Proposal Submission Date, as specified in Clause 1.9, for submission of Proposals. Except as specifically provided in this RFP or in the matters related to confirmation of legal aspects, no supplementary material will be entertained by IPSCDL, and that evaluation will be carried out only on the basis of documents received by the closing time of Proposal Submission Date as specified in Clause 2.17.1. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, IPSCDL reserves the right to seek clarifications under and in accordance with the provisions of Clause 2.23.

## 2.14 The Proposal

- 2.14.1 Applicants shall submit the proposal in the formats at Appendix-I (the "**Proposal**").
- 2.14.2 While submitting the Proposal, the Applicant shall, in particular, ensure that:
- 1) The Bid Security is provided;
  - 2) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
  - 3) Power of Attorney in original, duly attesting the specimen signature of the person signing the bid documents, along with copy of board resolution in support of the person issues the PoA, if applicable, is executed as per Applicable Laws;
  - 4) Professional Personnel proposed are meeting the conditions of eligibility and have good working knowledge of English language;
  - 5) Copy of educational certificates of professions, supporting the eligibility criteria is provided;
  - 6) Key Personnel would be available for the period indicated in the TOR;
  - 7) No Key Personnel should have attained the age of **60 (Sixty) years** at the time of submitting the proposal; and
  - 8) The proposal is responsive in terms of Clause 2.21.3.
- 2.14.3 Failure to comply with the requirements spelt out in this Clause 2.14.2 shall make the Proposal liable to be rejected.
- 2.14.4 If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of IPSCDL for a period of 5 (five) years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.
- 2.14.5 The proposed team shall be composed of experts and specialists (the "**Professional Personnel**") in their respective areas of expertise and managerial/support staff (the "**Support Personnel**") such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Clause 2.1.4 shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy.

- 2.14.6 An Applicant may, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise. Credentials of such sub-consultants should be submitted in Form-14 of Appendix-I. A Sub-Consultant, however, shall not be a substitute for any Key Personnel.
- 2.14.7 IPSCDL reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by IPSCDL to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of IPSCDL there under.
- 2.14.8 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by IPSCDL without IPSCDL being liable in any manner whatsoever to the Applicant or Consultant, as the case may be.

In such an event, IPSCDL shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to IPSCDL for, inter alia, time, cost and effort of IPSCDL, without prejudice to any other right or remedy that may be available to IPSCDL.

## **2.15 Financial Proposal**

- 2.15.1 Applicants shall submit the financial proposal in the formats at Appendix-I (the "Financial Proposal") clearly indicating the total cost of the Consultancy in Form-2 & 4 of Appendix-I, in both figures and words, in Indian Rupees, and signed by the Applicant's Authorized Representative. In the event of any difference between figure and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. May refer chapter -3, Criteria for Evaluation for further details.
- 2.15.2 While submitting the Financial Proposal, the Applicant shall ensure the following:
- 1) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Professional and Support Personnel and overhead

expenditure such as travel, accommodation, office space and equipments, printing and stationaries, surveys, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- 2) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
- 3) Costs (including break down of costs) shall be expressed in INR.

## 2.16 Submission of Proposal

2.16.1 The Applicants shall submit the Proposal in bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialled by the Authorised Representative of the Applicant as per the terms of the RFP. In case the proposal is submitted based on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by IPSCDL and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by IPSCDL, the latter shall prevail.

2.16.2 The Proposal shall be sealed in an outer envelope which will bear the address of IPSCDL, RFP Notice number, Consultancy name as indicated at Clauses 1.12.1 and the name and address of the Applicant. It shall bear on top, the following:

"Do not open, except in presence of the Authorised Person of IPSCDL"

If the envelope is not sealed and marked as instructed above, IPSCDL assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Applicant.

2.16.3 The "**Proposal**" shall contain:

- 1) Application in the prescribed format (Form-1 of Appendix-I) along with Forms 2 to 18 of Appendix-I and supporting documents; and
- 2) Bid security as specified in Clause 2.20.1
- 3) Complete RFP documents, including addendums if any, signed on all pages.

The envelope marked "**Financial Proposal**" shall contain the financial proposal in the prescribed format (Forms 1, 2, 3, 4 & 6 of Appendix-I).

- 2.6.4 The Proposal shall be printed / typed or written in indelible ink and signed by the Authorised Representative of the Applicant. All pages of the original Proposal must be numbered and initialed by the person or persons signing the Proposal.
- 2.16.5 The completed Proposal must be delivered on or before the specified time on Proposal Submission Date. **Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.**
- 2.16.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. Submission of unsolicited documents like printed annual statements, company brochures, copy of non-relevant contracts etc. shall be avoided.
- 2.16.7 The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the Feasibility Report by IPSCDL and discharge of all obligations of the Consultant under the Agreement.

## **2.17 Proposal Submission Date**

- 2.17.1 Proposal should be submitted at or before the Proposal Submission Date/Time specified at Clause 1.9 at the address provided in Clause 1.12 in the manner and form as detailed in this RFP. A receipt thereof should be obtained from the person specified therein.
- 2.17.2 IPSCDL may, in its sole discretion, extend the Proposal Submission Date by issuing an Addendum in accordance with Clause 2.11 uniformly for all Applicants.

## **2.18 Late Proposals**

Proposals received by IPSCDL after the specified time on Proposal Submission Date shall not be eligible for consideration and shall be summarily rejected.

## **2.19 Modification/ substitution/ withdrawal of Proposals**

- 2.19.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by IPSCDL

prior to Proposal Submission Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Submission Date.

2.19.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.16, with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

2.19.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Submission Date, unless the same has been expressly sought for by IPSCDL, shall be disregarded.

## 2.20 Bid Security

2.20.1 The Applicant shall furnish as part of its Proposal, a bid security of **Rs.10 (ten) lakhs** in the form of a Demand Draft in favour of IPSCDL payable at Panaji (the "**Bid Security**"), returnable not later than 30 (thirty) days from FPO except in case of the two highest ranked Applicants as required in Clause 2.24.1. In the event that the first ranked Applicant commences the assignment as required in Clause 2.29, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case not later than 90 (Ninety) days from FPD. The Selected Applicant's Bid Security shall be returned, upon the receipt of performance security and the Applicant signing the Agreement. Bid Security of unsuccessful Applicants shall be returned, upon the receipt of accepted LoA from the successful Applicant.

2.20.2 Any Bid not accompanied by the Bid Security shall be rejected by IPSCDL as nonresponsive.

2.20.3 IPSCDL shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

2.20.4 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to IPSCDL's any other right or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by the **IPSCDL** as the mutually agreed pre-estimated compensation and damage payable to IPSCDL for, inter alia, the time, cost and effort of IPSCDL in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- 1) If an Applicant submits a non-responsive Proposal;

- 2) If an Applicant engages in any of the Prohibited Practices specified in Section 4 of this RFP;
- 3) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time
- 4) In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 2.24.1;
- 5) In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 2.28 and 2.29 respectively ;  
or
- 6) If the Applicant is found to have a Conflict of Interest as specified in Clause 2.3
- 7) If the applicant is found to have modified/alterd any clause(s) and/or condition(s) of RFP, diluting the substance of the RFP document.

#### 2.20.5 Performance Security

The successful bidder shall furnish a Performance Security, in the form of a bank guarantee or a demand draft, valid for a period of 15 months respectively, from a scheduled bank in India, for an amount equivalent to **5% (five per cent)** of the contract amount mentioned in the letter of Acceptance, subsequent to acceptance of LoA by the successful Applicant. The Applicant, by submitting its application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Performance Security, if available, shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- 1) If an Applicant engages in any of the Prohibited Practices specified in Clause 4.1 of this RFP;
- 2) If the Applicant is found to have a Conflict of Interest as specified in Clause 3.2 of Schedule 2;  
and
- 3) If the selected Applicant commits a breach of the Agreement



## **D. EVALUATION PROCESS**

### **2.21 Evaluation of Proposals**

- 2.21.1 The **IPSCDL** shall open the Technical / Financial Proposals at the Opening of Proposal day (specified for each in Clause 1.9), at the place specified in Clause 1.12.1 and in the presence of the Applicants who choose to attend.
- 2.21.2 Proposals for which a notice of withdrawal has been submitted in accordance with Clause 2.19 shall not be opened.’
- 2.21.3 Prior to evaluation of Proposals, IPSCDL will determine whether each Proposal is responsive to the requirements of the RFP. IPSCDL may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
- 1) The Proposal is received in the form specified at Appendix-I;
  - 2) It is received by the Proposal Submission Date including any extension thereof pursuant to Clause 2.17;
  - 3) It is accompanied by the Bid Security as specified in Clause 2.20.1 and RFP Processing fee.
  - 4) It is signed, sealed, bound together in cover and marked as stipulated in Clauses 2.13 and 2.16;
  - 5) It is accompanied by the Power of Attorney in original as specified in Clause 2.2.2;
  - 6) It contains all the information (complete in all respects) as requested in the RFP;
  - 7) It does not contain any condition or qualification; and
  - 8) It is not non-responsive in terms hereof.
- 2.21.4 IPSCDL reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by IPSCDL in respect of such Proposals.
- 2.21.5 IPSCDL shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.6 and the criteria set out in Section 3 of this RFP.
- 2.21.6 After the evaluation, IPSCDL shall prepare a list of pre-qualified and shortlisted Applicants in terms of Clause 3.2 for opening of their Financial Proposals. The date, time and venue will be notified to all selected Applicants for announcing the result of evaluation and opening of Financial Proposals.

The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present. IPSCDL will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3.

2.21.7 Applicants are advised that Selection will be entirely at the discretion of IPSCDL. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.

2.21.8 Any information contained in the Proposal shall not in any way be construed as binding on IPSCDL, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

## **2.22 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising IPSCDL in relation to matters arising out of, or concerning the Selection Process. IPSCDL will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. IPSCDL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or IPSCDL.

## **2.23 Clarifications**

2.23.1 To facilitate evaluation of Proposals, IPSCDL may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by IPSCDL for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

2.23.2 If an Applicant does not provide clarifications sought under Clause 2.23.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, IPSCDL may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of IPSCDL.

## **E. APPOINTMENT OF CONSULTANT**

### **2.24 Negotiations**

- 2.24.1 The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant under this RFP, unless the bid price is substantially front loaded in the opinion of **IPSCDL**. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, IPSCDL reserves the right to reject the proposal.
- 2.24.2 IPSCDL will examine the credentials of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of IPSCDL.
- 2.24.3 IPSCDL will examine the credentials of all Sub-Consultants proposed for this Consultancy and those not found suitable shall be replaced by the Applicant to the satisfaction of IPSCDL.

### **2.25 Substitution of Key Personnel**

- 2.25.1 IPSCDL will not normally consider any request of the Selected Applicant for substitution of Key Personnel. Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of IPSCDL.
- 2.25.2 IPSCDL expects all the Key Personnel to be available during project as per their involvement specified. IPSCDL will not consider substitution of any Key Personnel except for reasons of any incapacity or due to health or the personnel has left the organisation. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the **IPSCDL**. For further substitution of any key personnel (2nd onwards), a sum equal to 1% (one per cent) of the contract amount shall be deducted from the payments due to the Consultant.
- 2.25.3 Those Key Personnel not found suitable during the course of the agreement shall be replaced by the Consultant immediately to the satisfaction of IPSCDL.

## **2.26 Indemnity**

The Consultant shall, subject to the provisions of the Agreement, indemnify IPSCDL for an amount not exceeding 2 (two) times the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services provided as per TOR.

## **2.26 Indemnity**

The Consultant shall, subject to the provisions of the Agreement, indemnify IPSCDL for an amount not exceeding 2 (two) times the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services provided as per TOR.

## **2.27 Award of Consultancy**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by IPSCDL to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, IPSCDL may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Applicant as mutually agreed genuine pre-estimated loss and damage suffered by IPSCDL on account of failure of the Selected Applicant to acknowledge the LOA, and the next highest ranking Applicant may be considered.

## **2.28 Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period prescribed in Clause 1.9 & 2.20.5, pursuant to submission of Performance Security. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

## **2.29 Commencement of assignment**

The Consultant shall commence the Services within 7 (seven) days of the date of the Agreement or such other date as may be mutually agreed. If the Consultant fails to either sign the Agreement as specified in Clause 2.28 or commence the assignment as specified herein, the Bid Security of the Consultant shall be forfeited and appropriated in accordance with the provisions of Clause 2.20.4.

### **2.30 Proprietary data**

Subject to the provisions of Clause 2.22, all documents and other information provided by IPSCDL or submitted by an Applicant to IPSCDL shall remain or become the property of IPSCDL. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. IPSCDL will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to IPSCDL in relation to the Consultancy shall be the property of IPSCDL.

# CRITERIA FOR EVALUATION

### 3 CRITERIA FOR EVALUATION

#### 3.1 Evaluation of Proposals

- 3.1.1 Proposals of only those Applicants who satisfy the Conditions of Eligibility (*Clause 2.2-Instructions to Applicant*) will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.
- 3.1.2 The ‘Applicant’ must be enlisted in the Empanelment of consultants for preparation of Comprehensive Mobility Plan (CMP) under the scheme of Urban Transport Planning, published by MoUD.

#### 3.2 Technical Evaluation

The aforesaid applicants, subject to detailed evaluation as per the scoring criteria given in the table below will be short listed and considered for evaluation of their financial proposal. The Applicants, scoring 50 marks and above will only be qualified for further evaluation and shall be short-listed for presentation of their understanding of services, credentials and strategy to handle all the tasks as stated in the ToR. At this stage, the selection committee appointed by **IPSCDL** will shortlist, based on their presentations, 3 (three) highest rated Applicants for Financial Evaluation.

- **Applicant Scoring 50/90 marks will be invited for Technical Presentation which will carry 10 Marks.**

Sl. No.	Evaluation criteria	Max Marks
<b>1) Financial Capability</b>		
1.1	Turnover in Consultancy in Last 3 years (In INR Cr.)	<b>5</b>
	> 10 Cr.	5
	> 5 Cr. upto 10 Cr.	3
	5 Cr.	1
<b>2) Technical Capability</b>		
<b>2.1</b>	<b>Experience of Preparing Comprehensive Mobility Plans</b>	<b>20</b>
	Minimum experience of preparing the Comprehensive Mobility Plans for at least two cities with a planning area in excess of 500 sq. km & a population of 10 lakhs or more. (A CMP development project for a city with a planning area in excess of 500 sq. km & a population of 10 lakhs or more, will satisfy the requirement jointly.)	14

<b>Sl. No.</b>	<b>Evaluation criteria</b>	<b>Max Marks</b>
	For every additional project experience of preparing the Comprehensive Mobility Plans of a city with a planning area in excess of 500 sq. km	3
	For every additional project experience of preparing the Comprehensive Mobility Plans of a city with population of 10 lakhs or more.	3
	The maximum score that can be scored against the above mentioned technical capability is <b>20</b> .	
<b>2.2</b>	<b>Experience of Developing Parking Master Plan</b>	<b>15</b>
	Minimum experience of preparing the Parking Master Plan of an area (city/town/ULB) having a residential population in excess of 10 lakh residents.	10
	For every additional project experience of preparing the Parking Master Plan of an area (city/town/ULB) having a residential population in excess of 10 lakh residents.	2.5
	The maximum score that can be scored against the above mentioned technical capability is <b>15</b> .	
<b>3) Experience of Key Personnel</b>		
3.1	Urban Transport Planner (Team Leader)	<b>10</b>
	Minimum experience of having lead the development of one CMP of a city with planning area in excess of 500 sq. km & a population of 10 lakhs or more.	4.5
	For every additional project experience of developing the CMP a city with a planning area in excess of 500 sq. km	3
	For every additional project experience of preparing developing the CMP of a city with a population of 10 lakhs or more.	2.5
	The maximum score that can be scored against the evaluation for this role is <b>10</b> .	
3.2	Urban Planner / PPP Expert	<b>5</b>
	Minimum experience of having played a similar role in the development of the CMP of a city with planning area in excess of 500 sq. km & a population of 10 lakhs or more.	2
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 500 sq. km	2
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 10 lakhs or more.	1
	The maximum score that can be scored against the evaluation for this role is <b>5</b> .	
3.3	Transport Modeller	<b>4</b>
	Minimum experience of having played a similar role in the development of the CMP of a city with planning area in excess of 500 sq. km. & a population of 10 lakhs or more.	2



<b>Sl. No.</b>	<b>Evaluation criteria</b>	<b>Max Marks</b>
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 500 sq. km	1
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 10 lakhs or more.	1
	The maximum score that can be scored against the evaluation for this role is <b>4</b> .	
3.4	<b>Traffic Engineer</b>	<b>4</b>
	Minimum experience of having played a similar role in the development of the CMP of a city with planning area in excess of 500 sq. km & a population of 10 lakhs or more.	2
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 500 sq. km	1
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 10 lakhs or more.	1
	The maximum score that can be scored against the evaluation for this role is <b>4</b> .	
3.5	<b>Transport Technology Expert /ITS Expert</b>	<b>4</b>
	Minimum experience of having played a similar role in the development of the CMP of a city with planning area in excess of 500 sq. km. & a population of 10 lakhs or more.	2
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 500 sq. km	1
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 10 lakhs or more.	1
	The maximum score that can be scored against the evaluation for this role is <b>4</b> .	
3.6	<b>NMT Expert/Urban Designer</b>	<b>4</b>
	Minimum experience of having played a similar role in the development of the CMP of a city with planning area in excess of 500 sq. km & a population of 10 lakhs or more.	2
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 500 sq. km	1
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 10 lakhs or more.	1
	The maximum score that can be scored against the evaluation for this role is <b>4</b> .	
3.7	<b>Economist</b>	<b>2</b>
	Experience of having played a similar role in the development of the CMP of a city with planning area in excess of 250 sq. km & a population of 5 lakhs or more.	1

Sl. No.	Evaluation criteria	Max Marks
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 250 sq. km	0.5
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 5 lakhs or more.	0.5
	The maximum score that can be scored against the evaluation for this role is <b>2</b> .	
3.8	Sociologist	<b>2</b>
	Experience of having played a similar role in the development of the CMP of a city with planning area in excess of 250 sq. km & a population of 5 lakhs or more.	1
	For every additional project experience, in a similar role, of preparing the CMP of a city with a planning area in excess of 250 sq. km	0.5
	For every additional project experience, in a similar role, of preparing the CMP of a city with a population of 5 lakhs or more.	0.5
	The maximum score that can be scored against the evaluation for this role is <b>2</b> .	
<b>4) Adequacy of Methodology and Work Plan</b>		<b>15</b>
	a) Methodology	10
	b) Work Plan	5
<b>5) Presentation in respect of understanding of services, credentials and strategy to handle all the tasks as stated in the ToR &amp; CMP Toolkit.</b>		<b>10</b>
<b>6) Total Marks</b>		<b>100</b>

### 3.3 Evaluation of Financial Proposal

- 3.3.1 In the second stage, the financial evaluation will be carried out as per this Clause 3.3. Each Financial Proposal will be assigned a financial score (SF).
- 3.3.2 For financial evaluation, the total cost indicated in the Financial Proposal at in Form-2 of Appendix-I will be considered.
- 3.3.3 IPSCDL will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = Amount of Financial Proposal)

- 3.3.4 Provided that the bid is substantially responsive, the **IPSCDL** shall correct arithmetical errors on the following basis:
- 1) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - 2) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - 3) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

### 3.4 Combined and final evaluation

- 3.4.1 Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where **S** is the combined score, and **T** and **F** are weights assigned to Technical Proposal and Financial Proposal that shall be **0.80** and **0.20** respectively.

#### 3.4.2 In case of tie marks and negotiations

The Selected Applicant shall be the first ranked Applicant (having the highest combined score). specified in Clauses 2.24, 2.28 and 2.29, as the case may be the bids shall be re-invited. In the event two or more proposals have the same scores in the final ranking, the proposal with the higher technical score should be ranked first.

# **FRAUD AND CORRUPT PRACTICES**

## 4 FRAUD AND CORRUPT PRACTICES

- 4.1 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, IPSCDL shall reject a 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, IPSCDL shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to IPSCDL **for**, *inter alia*, time, cost and effort of IPSCDL, **in** regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- 4.2 Without prejudice to the rights of IPSCDL under Clause 4.1 hereinabove and the rights and remedies which IPSCDL may have under the LOA or the Agreement, if an Applicant or Consultant, as the case may be, is found by IPSCDL 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 during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by IPSCDL during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by IPSCDL 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.
- 4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- 1) "**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 IPSCDL who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA 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 IPSCDL, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA 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 or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of IPSCDL in relation to any matter concerning the Project;

- 2) "**Fraudulent practice**" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- 3) "**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;
- 4) "**Undesirable practice**" means (i) establishing contact with any person connected with or employed or engaged by IPSCDL 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
- 5) "**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.

# **PRE-PROPOSAL CONFERENCE**



## 5 PRE-PROPOSAL CONFERENCE

- 1) There is a pre-proposal conference scheduled on 04/08/2017 at 15:00 hrs for the study. The interested Applicants can email their queries at: **Email – [projects@imaginepanaji.com](mailto:projects@imaginepanaji.com)**, before 31/07/2017 upto 15:00 hrs as per the form-17. **IPSCDL** shall respond to the queries in accordance to the timelines given under Clause 1.9 of this RFP.
- 2) IPSCDL shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

# MISCELLANEOUS

## **6 MISCELLANEOUS**

- 6.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Goa shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.2 IPSCDL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- 1) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - 2) consult with any Applicant in order to receive clarification or further information to support legal aspects;
  - 3) Retain any information and/or evidence submitted to IPSCDL by, on behalf of and/or in relation to any Applicant; and/or
  - 4) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 6.3 It shall be deemed that by submitting the Proposal, the Applicant agrees and releases IPSCDL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.4 All documents and other information supplied by IPSCDL or submitted by an Applicant shall remain or become, as the case may be, the property of IPSCDL. IPSCDL will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential. IPSCDL reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

# SCHEDULES

## **SCHEDULE-1**

*(See Clause 1.1.5)*

### **SELECTION OF CONSULTANT FOR PREPARATION OF “COMPREHENSIVE MOBILITY PLAN FOR THE STATE OF GOA AND PARKING MASTER PLAN FOR PANAJI”**

## **TERMS OF REFERENCE**

## Contents

### 1 TERMS OF REFERENCE (TOR)

#### 1.1 Objective

1.1.1 The objective of this Consultancy (the "objective") is to develop a perspective Low Carbon Mobility plan for sustainable regional transport over a 20 year planning horizon, known as herein, the Comprehensive Mobility Plan (CMP) for the State of Goa and Parking Master Plan (PMP) for Panaji. Goa State including towns and cities in the North District and South District shall hereby refer to as "Region" in the Project Document.

1.1.2 The Region/City needs a plan

- That envisages the **Region/City** to have sustainable transportation and complying to the parameters on National Mission on Sustainable habitat by the MoUD.
- To guide the Region/City to develop a transportation network for all modes including pedestrian, cyclist and IPT to achieve convenient and cost effective accessibility to all people across the city.
- To study and suggest organizational structure (institutional arrangement) and financial options to implement the plan.
- To study the regional transport linkages both with respect to people and freight movement
- To ensure optimal utilization of funds and human resources.

1.1.3 The intended investment program for augmenting and upgrading transport infrastructure with sustainable transportation solutions within the Region/City would be guided by the "Comprehensive Mobility Plan" hereinafter referred to as the "CMP".

1.1.4 As a part of this exercise and in order to meet the present and projected mobility needs of the region/city, several projects for implementation under immediate, short term, medium and long term would get identified for the region/cities. The main objective of the immediate Traffic Improvement measures will be on the elements such as developing regional transport linkages between cities, accessibility improvement of major tourist places, bypasses, junction improvement plans, NMT mobility improvement plans, street improvement, parking improvement measures, traffic management and circulation plans and road infrastructure improvement plans, which can be implemented within 12 months. Short term measures can be implemented within next

2 years duration. Medium and Long term measures can be implemented within 2-10 years and 20 years respectively by being in alignment with regional development plans.

In Comprehensive Mobility Plan, some of these measures could be related to the areas listed as under:

- Public Transportation system improvement plan ( regional and at local level) including Inland Water Transport (Ferry system), Bus System, suburban transit system ( bus based/rail based), as per requirement
- Connectivity Improvement of various economic nodes and tourist places in region
- Transport demand estimations including floating population
- Intermediate Public Transport system in city
- Pedestrian and other Non-Motorized Transport development in city
- Integration with railway station area
- All Intersections (both at grade and grade separated)
- Review of existing and proposed land use for Goa and Master plan on Transit Oriented Development (TOD) on specific corridor.
- Passenger Terminals & Depots ( Bus/Rail/Airports)
- Transport Technology Development Road Map
- New links, missing links and Bypasses development
- Freight Movement plan , Hub and Spoke models and necessary Infrastructure
- Freight Terminals Accessibility Planning ( Truck Terminals/Ports/ Airports)
- River Based / Sea Based Navigations
- Integration of Modes, multimodal transport options and regional accessibility development plans
- Traffic Safety Improvement proposals
- Traffic/Transport Demand Management Measures
- Service Level Benchmarking as per MoUD guidelines
- Parking Facilities development in cities and park & ride facilities

In addition, consultants are also required to prepare a “**Parking Policy and Parking Master Plan for Panaji**” for which broad objectives are:

- Development of Parking Policy Framework
- To assess current parking inventory and utilization (both on and off street) and document the extent of unauthorized parking on footpaths and other no parking zones

- To assess the effectiveness of current parking management systems, if any, including parking fees, parking time limits, and enforcement efforts
- To develop a plan of on street and off street parking facilities in city in line with proposed policy and parking demand
- To identify locations where parking management is necessary to ensure the efficient and equitable use of public street space
- Suggest suitable technology intervention for improvement of parking way finding, parking information and revenue collection
- To develop a parking information system to assist authorities in parking management.
- To develop a schedule of parking fee that responds to parking occupancy rates and ensures that the fees are proportional to vehicle size.
- Identification of PPP potential of some selected parking areas

1.1.5 It is envisaged that Parking Facilities development model shall be explored to be self-sustained for the purpose of firming up IPSCDL's requirements in respect of development of Project Facilities

## 1.2 Scope of Service

The Terms of Reference (ToR) for the preparation of “Comprehensive Mobility plan for the State of Goa and Parking Master Plan for Panaji” (the “project”) is divided into two parts; part I for preparation of Comprehensive Mobility Plan for the State of Goa and part II for preparation of Parking Master Plan for Panaji. The details are discussed below:-

### **Part I: Comprehensive Mobility Plan**

The major tasks to prepare a Comprehensive Mobility Plan for the State of Goa shall include:

- Task 1: Defining Scope of the CMP
- Task 2: Data Collection and Analysis of the Existing Urban Transport Environment
- Task 3: Development of Business as Usual (BAU) Scenario
- Task 4: Development of Sustainable Urban Transport Scenarios
- Task 5: Development of Urban Mobility Plan
- Task 6: Preparation of the Implementation Program

The Comprehensive Mobility Plan is to be prepared as per the revised Comprehensive Mobility Plan (CMP) toolkit (September 2014) issued by Ministry of Urban Development (MoUD), Government of India.



The study shall also include:-

- i) Study on Service Level Benchmark for the city as per the indicators identified by Ministry of Urban Development (MoUD)
- ii) Compliance as per guidelines on Sustainable Habitat Mission for the city to make habitat sustainable through modal shift to public transport as per National Mission on Sustainable Habitat
- iii) The task should include one meeting, at the inception stage with state level authorities and 2 meeting at the district and city levels
- iv) The financing plan and governance plan should be indicated. Besides the other standard aspects as notified/propounded by MoUD from time to time.
- v) Furthermore the CMP should be notified under State T & CP Act as part of the Master Plan for the respective Local Planning area.

## Detailed Scope of Work

### 1.2.1 Task 1: Defining the Scope of the CMP

The first step in preparing the CMP for Goa shall include defining the scope of the project which shall include defining the planning area, planning horizon, work plan and vision.

### 1.2.2 Task 2: Data Collection and Analysis of the Existing Urban Transport and Environment

The task shall involve the consultant undertaking the following sub tasks:

- Task 2-1: Review of the Regional Profile including land area, demographic profile, location, regional linkages for people and freight movement etc.
- Task 2-2 : Delineation of Traffic Analysis Zones: For the purpose of analysis and development of travel demand forecasting model, the study area is required to be subdivided into smaller areas known as Traffic Analysis Zones (TAZs) or Zones as they are commonly referred to. This shall be done keeping in mind the requirements of the revised CMP guidelines by MoUD.
- Task 2-3 Review of Land Use Pattern and Population Density: This shall include review of the land use data as per NUIS guidelines as well as reviewing the density patterns in the city.
- Task 2-4 : Review of the Existing Transport Systems, connectivity and accessibilities at regional and city levels for various areas, economic nodes, tourist centers, Airports, Ports etc.
- As a part of this task various traffic and transport surveys shall be conducted as follows:-
  - Classified traffic volume and occupancy counts: should be carried out for 16/24/72 hours per day at all identified locations in consultations with IPSCDL and should be conducted

for each direction separately. The surveys should record volumes of all motorised vehicles, non-motorised vehicles and pedestrians. All the results should be presented in tabular and graphical form. Daily variations in traffic volumes should be presented. The results also shall be used to calibrate the transport model. Proposed traffic survey locations should be identified during Task 1 and be listed in the Inception Report.

- Road side motor vehicle O-D Survey (Including Goods vehicles) Road side interview for 24 hours & public transport surveys of a conventional kind shall be done at outer cordon points, to be determined in consultation with IPSCDL.
- Screen line traffic counts: The consultant shall do screen line traffic counts at identified screen line locations
- Turning and through movements of all elements across major junctions (intersections) to be determined in consultation with IPSCDL.
- Frequency-occupancy Survey: The Consultant will use the results of the traffic counts conducted above to identify major public transport corridors. At each of these locations, a detailed frequency-occupancy survey will be conducted to aid in the assessment of the supply and quality of public transport services and level of service of road network. The data should be compiled in using spreadsheet or database software. At each location, the following data should be noted for each public transport vehicle that passes the screen line:
  - Type of service (e.g. city bus, shared rickshaw, intercity bus, private bus etc.)
  - Vehicle size (e.g. 12 m bus, minibus, diesel rickshaw, etc.,—to be determined based on the local fleet composition)
  - Route number (if applicable). In the case of para-transit vehicles for which the route number cannot be determined from obvious signage, the Consultant should devise an alternate methodology to determine the relative frequency of each service on the corridor
  - Number of passengers in the vehicle
  - Time the vehicle passed the screen line
- The Consultant should also collect the following system-wide data for the previous 6 months from public transport operators: Fare schedule (i.e. fares vs. travel distance), total daily boardings, boarding & alighting of passenger at each bus stop, average daily revenue by ticket denomination, average daily/ weekly/ monthly revenue from tickets and passes, daily/monthly vehicle-km operated, operating cost per vehicle-km. For each route that the agency operates, the following should be collected: Route definition (i.e. list of stop names/locations). The bus stops listed in the route itineraries should be reconciled with the stop names identified in the street survey, resulting in a master list of unique bus stops.
- Taxi, auto rickshaws and other surveys, (IPT Surveys – trip lengths, costs, maintenance cost, ownership etc): For para-transit modes (e.g. shared auto rickshaws, taxis, etc), an equivalent set of data should be collected through driver and passenger interviews. A survey of these operators shall be conducted inside the city area. Information on vehicle and operating characteristics shall be collected. Surveyors should also gather information on socioeconomic characteristics of operators.
- Speed and delay surveys for all private modes and PT modes

- Intercity (Bus) Passenger survey / Airport surveys/ Ferry passenger survey
- Tourist & Floating population OD surveys at terminals
- Goods (Freight) focal point surveys: This survey is designed to collect information on freight movement patterns across the city. The commercial vehicle surveys should be done for trucks and LCV trips within the target area. Data on O-D time period and goods carried shall be collected for 24 hours. The Consultant must collect accurate information on the total number of goods vehicles based in the target area.
- Parking Survey: Work and business centres, shopping complexes, and tourist attractions are major generators of travel demand. Parking demand should be established by a count of each vehicle type where significant on-street parking occurs. A 16-hour parking survey should be conducted in each traffic zone. The Consultant should record the number of parked vehicles at each hour, classified by vehicle type. The survey should cover on-street parking areas as well as off-street public or semi-public parking. The Consultant should also conduct a parking duration survey in order to estimate turnover rates. Finally, parking fee levels at the respective zone should be noted.
- Non-Motorized Traffic survey
- Pedestrian Surveys
- Opinion survey regarding willingness to pay, willingness to change and capacity to pay for various services like on street and off street parking, public transport and rental bicycles.
- Bus/Airport/Freight/ Port terminal surveys to understand the capacity and turnover of passengers and freight
- Task 2-5 : Study of Existing Travel Behavior: The collected data should cover the travel behavior of individuals within a household, and the data should be segregated by mode and trip purpose. Household survey to be conducted based on questionnaire as per MoUD revised toolkit for CMP preparation. The sample should consider 2% of the total population of Goa, equally distributed across the region covering all income categories.
- Task 2-6 : Review of Energy and Environment: Energy consideration is one of the key concerns of a “Smart City”. Quantifying energy consumption for transport is important for estimating the CO<sub>2</sub> and local air pollution emissions from transport related activities. The consultant shall look into the aspects of energy balance, vehicles – fuel types and efficiency and ambient air quality as per the MoUD guidelines.
- Task 2.7 : Service Level Benchmarks: service & infrastructural data have to be collected other than the data listed in the MoUD guidelines. This data should then be compared with the Service-Level Benchmarks ( as per MoUD guidelines) to understand the level of service provided to the citizen of under specified parameters.
- Task 2.8 : Analysis and Indicators (Comparison with Benchmarks): As indicated in the revised toolkit by MoUD for CMPs.

### 1.2.3 Task 3: Development of Business as Usual (BAU) Scenario

The task for BAU scenario shall include the following sub tasks to be undertaken in detail so as to achieve the envisioned objective:

- Task 3-1 : Framework for Scenarios: The BAU scenario shall extrapolate existing trends and assume no radical policy interventions for sustainable development and emission mitigation. However, it shall incorporate infrastructure development and land use according to the Regional plan for North and South District and City Development Plan for Panaji City.
- Task 3-2 : Socio-Economic Projections: The consultant shall undertake demographic projects, employment projections and industrial growth projections as desired by the revised CMP toolkit.
- Task 3-3 : Land Use Transitions: The land use transitions shall be reviewed and studied considering the transition in land use type as well as the built up area, in accordance with the data available with the the client/city authorities.
- Task 3-4 : Transport Demand Analysis: The MoUD guidelines indicate the four step model to be followed for the transport demand analysis and details out the methodology for the same. The consultant shall use the same methodology.
- Task 3-5 : Technology Transitions: The consultant shall also consider the latest technology transitions such as vehicle types, fuel technology and vehicle technology in preparation of the CMP to make Goa a Low Carbon Region.
- Task 3-6 : CO2 Emissions and Air Quality: The consultant should study the impacts of alternative strategies using key indicators for mobility, safety, and local environment, as well as more aggregate indicators like CO2 and energy use.
- Task 3-7 : Analysis and Indicators (Comparison with Benchmarks)

### 1.2.4 Task 4: Development of Sustainable Urban/Regional Transport Scenarios

Post Task 3, i.e. developing the Business As Usual Scenario, the consultant is required to develop sustainable regional urban transport scenarios. The sub-tasks shall include:

- Task 4-1 : Framework for Scenario: The consultant shall review the national carbon indicators, undertake identification and quantifications of the drivers as indicated in the toolkit.
- Task 4-2 : Strategies for Sustainable Regional/Urban Transport Scenario: CMP must identify priorities to help achieve the sustainable regional/city goals of increased public transport, non-motorised transport etc.

- Task 4-3 A : Strategies for Regional Connectivity, Accessibility and Terminals for Freight and Passengers movement
- Task 4-3B : Transport Demand Analysis of Alternative Strategies for Sustainable Regional/Urban Transport: The task shall include alternative analysis of strategies with the aim to improve transport infrastructure and increase the cost of using personal motorised vehicles.
- Task 4-4 : Technology Transitions under a Low Carbon Scenario
- Task 4-5 : CO2 Emissions and Air Quality (Refer to tasks 3-6.)
- Task 4-6 : Analysis and Indicators (Comparison with Benchmarks)

All the above scenarios shall comply with the urban transport parameters for the National Mission on Sustainable Habitat (NMSH) by MoUD.

### 1.2.5 Task 5: Development of Comprehensive Mobility Plan

Based on the analysis of existing urban transport in Panaji and other major settlements and, BAU scenario, preferred land use and transport scenario, vision and strategy for development, a detailed regional mobility plan for Goa should be prepared.

- Task 5-1: Integrated Land Use and Mobility Plan: revised CMP toolkit advocates integrating the mobility plan with the land use plan and vice-versa. Consultants should consider the following elements for land use transport integration while preparing the CMP:
  - Enabling regional/urban structure
  - Completing the hierarchy of roads
  - Aligning public transit with high density areas
  - Connectivity proposals for tourism potential areas/settlement pattern
  - Integrating multimodal transit interchange policy and planning integration at vertical and horizontal level
- Task 5-2 : Formulation of the Public Transport Improvement Plan: CMP divides Public Transport Improvement Plans into a number of sections, including service improvements for buses, trams and para-transit, island waterways, appropriate MRT options and infrastructure development plans and intermodal integration plans. The consultants shall develop master plan for high capacity transit system (MRT/BRTS) with proper phasing and prioritization.
- Task 5-3 : Preparation of Regional Road Network Development Plan: CMP should list out road projects which are to be developed, strengthened, upgraded and interconnected including

hierarchical road network, arterial road construction / widening projects, secondary road construction / widening projects, intersection improvement projects, flyover projects, railway over bridge or underpass projects. The hierarchical road network should be based on travel demand forecast.

- Task 5-4 : Preparation of NMT Facility Improvement Plan
- Task 5-5 : Freight Movement Plan: Freight traffic and movement of goods within city and passing through inter-city traffic affects the overall city mobility. The freight planning needs to be integrated with mobility plan by organising the freight movement in the Region/city. The freight management plan should address issues regarding the location of distribution centres, terminals, mode of transport, time restrictions, air and noise pollution etc.
- Task 5-6 : Mobility Management Measures: In CMP, traffic management plans cover parking management plans, traffic control measures, intermodal facilities, demand management measures, traffic safety plan and ITS. Mobility management measures suggested in the CMP should enable enhanced use of public transit and NMT modes.
- Task 5-7 : suggest process improvements as follows ;
  - Some of the projects identified may not directly relate to a goal, but may be necessary to ensure larger success of the CMP. Some such examples are provided below. It should be noted that the examples provided below are merely to explain the point and the Consultant should decide which such projects to suggest, as per his work on CMP.
  - Complete streets: Different streets have different usage patterns and "personalities". For example, some streets are in residential localities, some are in commercial areas, while some may be designated as mobility corridors.
  - Road design guidelines: Irrespective of the "personality" of the roads, all roads may have to adopt some design standards, e.g. with respect to how man-holes are positioned, trees are planted etc.
  - Road inventory: IPSCDL desires to have an inventory of all roads in the City in electronic database form. With this inventory, it would be possible to track and predict the need of road repairing and resurfacing works.
  - As said above, the Consultant should identify any such projects that may help IPSCDL do its work more systematically in future
- Task 5-8 : Development of Fiscal Measures: Fiscal measures should also be considered to achieve a balanced modal split, and to secure the budget necessary to implement urban transport projects.

- Task 5-9 : Mobility Improvement Measures and NUTP Objectives: The land use and transport measures proposed in the CMP will improve the mobility in the metropolitan area and cover the critical issues addressed in the NUTP. A summary of the relationship between the NUTP objectives and the measures proposed in the CMP for Goa, together with a classification of the measures according to their implementation time frame (immediate, short, medium and long term) as per the provision of NUTP should be prepared.

#### **1.2.6 Task 6: Preparation of the Implementation Program**

Task 5 involves the development of various regional mobility measures as discussed earlier. The necessary interventions for these measures shall include a set of actionable projects to be implemented in the cities and prioritised based on a linear timeframe.

- Task 6-1 : Preparation of Implementation Programs: The CMP should prepare a guideline to prioritise various projects simultaneously such that preliminary study and feasibility assessment of long-term projects can be an immediate priority.
- Task 6-2 : Identification and Prioritization of Projects: All sustainable transport projects must have equal priority, but their planning can be phased based on short, medium and long-term planning. The consultant shall take into account the guidelines from the MoUD revised toolkit for the CMP.
- Task 6-3: Funding of Projects: CMP should make a resource assessment for all the projects listed in the CMP and should suggest the city authorities, city-specific and project specific indicative source of financing for the project. Financing options for urban transport needs to be suggested based on the details given in the toolkit on financing and financial analysis of urban transport. Refer MoUD guidelines.

#### **1.2.7 Task 7: Travel Demand Model Development**

Consultant is expected to develop a travel demand model for proposed project. This model will be setup by the consultants in IPSCDL office / or any other location specified by the client. Consultant will also train the specified client staff on model operation and use. Consultant shall separately indicate cost or purchasing one license of modern transport modelling software in financial proposal.

## **Part II: Parking Policy and Parking Master Plan**

The expected outputs from the Parking Policy & Master Plan would be:

- 1 Parking Policy
- 2 Existing situation analysis of parking system in city including available on-street parking, off street parking, parking encroachment etc
- 3 Identification of sites for off-street parking in the form of surface parking lot and Multilevel parking lots
- 4 Delineation of on-street parking zones in terms of roads and links in the city
- 5 Delineation of restricted on-street parking based on parking demand characteristics and network characteristics
- 6 Delineation of no parking zones.
- 7 Parking pricing policies
- 8 Improvement of parking management using technology.
- 9 Development of new parking facilities

### **Detailed Scope of Work**

The preparation of Parking Policy and the Master Plan for Panaji shall include the following stages:

- Stage I: Preparation of Parking Policy
- Stage II: Parking Demand Supply Gap Analysis (Review existing parking condition)
- Stage III: Forecast Future Parking Demand
- Stage IV: Parking Master Plan
- Stage V: Parking Operation Plan (Business Plan and Enforcement Plan)

The details of the above stages are discussed below:

#### **1.2.8 Stage I: Preparation of Parking Policy**

- **Review of Parking Policies in Indian cities and other International best practices**

Identify and appraise innovative initiatives in parking management in other Indian cities and international best practices. Cities in South East Asia, Europe, and Latin America are considered as model cities for parking policy and operations. However, consideration would be given to Panaji's demographic profile and traffic and travel characteristics, floating population demand etc. before



picking up any case study. This will ensure that the learning from this exercise would be best suited to Panaji city.

- **Review of existing Parking Policy and regulations of Panaji**

Summarizing and evaluating existing parking policies and regulations of Panaji to understand the policy level issues prevailing across the study area. Study of findings and proposals of CDP, Regional Plans, Smart City proposals and other relevant studies shall be undertaken to understand the existing parking issues and policy. Parking of para transit is also an important element to be considered in the parking master plan, as pointed out in the earlier studies; hence an innovative resolution should be worked out. The outcome of this along with learning from case studies will suggest the best suited policy and regulatory measures for Panaji area.

- **Stakeholder's discussions and recommendations**

All stakeholders will be met and their ideas and experiences will be noted through discussions and their recommendations will be incorporated during formulation of final policy document. This will ensure that the local experience and expertise is given its due importance in the overall planning process.

- **Formulation of Parking Policy**

After going through the above mentioned steps, the desired principles of the parking policy shall be formulated taking care of the city specific issues, existing policies and literature study. This policy shall also outline a vision for the city in terms of parking demand, supply and associated/allied infrastructure such as signage's, street furniture etc

### 1.2.9 Stage II: Parking Demand Supply Gap Analysis (Review existing parking condition)

- **Delineation of Study Area**

The study area shall be influence zone of Panaji City (planning area)

- **Secondary Data Collection**

The consultant shall obtain, validate and prepare baseline database for parking within all commercial areas of Panaji and at other major locations. The same would be prepared from various available secondary data sources.

- **Primary Data Collection**

The consultant shall conduct primary surveys at all identified important locations to create baseline data base for parking and also fulfil gaps in the data base prepared through secondary data sources thus creating complete data base for the study. Some of the primary surveys to be conducted include:

- Reconnaissance survey to identify and delineate critical areas as study area

- Detailed inventory of parking supply at identified locations
- Registration Plate Survey for parking duration
- Questionnaire survey including willingness to pay surveys
- **Parking Demand Supply Gap Analysis**
  - **Existing Parking Demand Assessment:** The existing parking demand will be assessed by primary surveys through manual count of different category of vehicles along the major road stretches of commercial area and other important locations where significant on-street parking occurs and for off-street parking locations within these areas. Parking survey would be carried out for 16 hours at locations with significant parking demand. Both parking accumulation and duration surveys would be carried out. Data on on-street and off-street parking demand would be recorded separately. The parking characteristics such as parking duration, parking index and parking turnover shall also be analyzed.
  - **Existing Parking Supply Assessment:** The existing parking supply will be assessed for on-street Parking based on primary road inventory surveys, while off street parking would be assessed based on secondary data available with Panaji and if required, it would be estimated through primary surveys.

**Existing Parking Demand-Supply Gap Assessment:** This will be carried out for the entire study area based on the existing situation and goal of parking such as multi-objective parking strategy including demand management as one of Goal in cities

#### 1.2.10 Stage III: Forecast Future Parking Demand as per policy objectives

The consultant shall, based on overall impact that future developments including land use change may have on city parking conditions, forecast the future demand for parking. The gap in demand-supply would also be assessed for projected parking demand over short term of 0-5 years and long term of 5-20 years. The future demand would be forecasted and various scenarios would be developed to estimate the future parking demand over the short term and long term durations. The scenarios would be developed with anticipated changes in the travel demand pattern by demand management intervention.

#### 1.2.11 Stage IV: Parking Master Plan

After analysing the above, a parking master plan will be prepared which will include the following outputs:

- **Policy statement and guidelines**

Parking policy shall be formulated in line with the vision and objectives as identified, the guidelines will follow the concurrent national level policies and ensure the adherence to sustainable transport

- **Policy linkages with other master plan elements such as land use and transport**

The land use and transport proposals shall be a part of the parking plan. Since parking is a derived demand and is a function of land use and transport infrastructure, it will be very important to link the policy framework to the proposals

- **Identification of sites for off-street parking in the form of ground level parking lots and Multilevel parking lots**

- **Delineation of on-street parking zones on specified roads and links in the city**

- **Delineation of restricted on-street parking based on parking demand characteristics and network characteristics**

- **Delineation of no parking zones**

- **Parking demand management measures**

The supply of parking will never be able to suffice the ever growing demand due to the high rate of personalized vehicle growth as well as para-transit. Hence it will be a conscious effort to develop measures to curb the growing demand for parking spaces.

- **Identified locations for time based parking and associated parking fees**

The parking fee revision formulae also shall be worked out keeping the WPI and other factors.

- **Implementation Plan**

Develop a phased implementation plan with immediate, intermediate and long term parking infrastructure provisions

- **Use of suitable ITS technology for efficient management of on-street and off-street parking to be reviewed.**

- **Framework for Funding and Operation of Off-street parking**

- **Public Outreach Plan**

Public awareness is very important for proper implementation of the proposed policies. A strategy will be prepared and policies for public outreach will be formed which may be implemented phase wise.

- **Identification of projects for PPP implementation**

The Parking Master Plan would identify a number of specific projects that need to be taken up for implementation. Some of these projects would be

I. Off Street Parking Projects such as Multi level Parking Projects and

## II. On Street parking projects along the road.

The consultant shall broadly indicate the potential projects suitable for PPP implementation

- **Parking Information System**

The consultant would prepare a Parking Information System framework in which all the parking areas are identified in the city, mapped with appropriate details on GIS platform.

### 1.2.12 Advisory

The Consultant shall provide such other advice and assistance as may be necessary and incidental to the services and as may be requested by **IPSCDL** in respect of the project, including but not limited to attending meetings, conferences and discussion with **IPSCDL** and shall otherwise advice on and assist **IPSCDL** in the diverse legal and commercial issues that may arise from time to time.

### 1.2.13 Studies, Surveys and Investigations

The geographic area within the jurisdiction of the Panaji (Corporation of the City of Panaji) area would be considered as part of study area.

## 1.3 Preparation of reports

In pursuance of this TOR the Consultant shall prepare the Reports as a part of this Consultancy. These reports, except the Final CMP & Parking Master Plan, are not intended to be used as final products but as intermediate inputs for obtaining **IPSCDL**'s feedback to aid preparation of the Final

Report. The Consultant shall submit the draft of each report to the **IPSCDL**'s at least one week before its final submission. Upon submission of draft reports, **IPSCDL** will scrutinize the draft reports and convey its observations to the Consultant through the Project Team. The Consultant shall make necessary presentations, attend meetings and provide clarifications during **IPSCDL**'s scrutiny. The Consultant shall address the Project Team's observations and carry out necessary additional work, rectification, modification, clarification etc. and submit the final report thereafter.

### 1.3.1 Inception Report on CMP & Parking

The Consultant shall prepare crystallized methodology and work plan and a preliminary plan for secondary surveys, if any of the proposed Project and based on **IPSCDL**'s feedback on its recommendations, the Consultant shall proceed further.

### **1.3.2 Interim Report on CMP & Parking**

The Consultant shall collect all available secondary data, review it, identify data gaps if any and develop a transport demand model and formulate parking policy. The consultant shall outline the existing situation Analysis, land use transportation issues in integration, and suggest preliminary strategies to works towards the draft CMP. The Interim Report shall also include a first-hand information note on parking policy which shall also outline a vision for the city in terms of parking demand, supply and associated/allied infrastructure.

### **1.3.3 Draft CMP & Parking Policy**

- The Consultant shall a Draft CMP on based on integrated land use and transportation model and associated parameters for the proposed transportation system development of a world class project in a manner which would utilize the existing land and infrastructure to the best advantage without being constricted in creativity and imagination for designing a truly urban transportation icon. The Draft CMP shall outline the vision, goals and objectives and details detail out the mobility strategies for Goa.
- The Consultant shall study the traffic pattern of the area taking into account the future planned developments. Based on such study, the Consultant shall prepare the plan for (re)development of road network, subways, traffic integration, parking etc. Analysis of traffic flow and quality of service with the existing approach roads and with the improvements in approach roads shall be worked out.
- The Consultant shall prepare a Parking Policy for the city ensuring optimised land utilisation considering land is premium. It shall also look into parking strategies and guidelines to be adopted at city level. The parking policy shall also detail out the parking strategies and standards for the TOD area vis a vis the city.

### **1.3.4 Final CMP & Draft Parking Master Plan**

- The Final Report (the "CMP") shall include the revised and updated “Draft CMP Report” after incorporating observations of IPSCDL, an executive summary of relevant survey/Investigation/study reports, drawings of traffic integration, conceptual plans, costing, scenario analysis, phasing and implementation planning.
- The Draft Parking Master Plan shall include components listed under Stage III and IV of the TOR given above.

### 1.3.5 Final Parking Master Plan

The Final Parking Master Plan shall include component V of the Parking TOR and shall also include summarised details from the Draft Master Plan for Parking.

## 1.4 Deliverables

### Deliverables for “the project” is as under:

The Consultant shall deliver the following during the course of this Consultancy. Each deliverable shall include drawings, plans, reports, photographs and such other documents that generally comprise deliverables for similar consultancy work internationally by way of best practices. The deliverables shall be so drafted that they could be given to the Bidders for guidance in preparation of their bids. **3 (three) hard copies and 1 (one) soft copies in CDs** of all the Reports mentioned herein below shall be submitted to IPSCDL.

The deliverables shall include:

- Inception Report on CMP & Parking (Refer Para 1.3.1)
- Interim Report on CMP & Parking (Refer Para 1.3.2)
- Draft CMP & Parking Policy (Refer Para 1.3.3)
- Final CMP & Draft Parking Master Plan (Refer Para 1.3.4)
- Final Parking Master Plan (Refer Para 1.3.5)
- Above timelines are indicative and exclusive of receipt of necessary approvals and information from the relevant Competent Authorities. The timeline for the subsequent deliverable(s) shall commence after all approvals and information, as may be necessary, has been provided by the Client.
- The timelines for the assignment shall be extended mutually between Client and Consultant at no extra cost to the Client provided there is no change in the scope of Services being provided by the Consultant under the terms of this Agreement

The above though exhaustive are tentative/ indicative and will be finalized during the signing of agreement. **IPSCDL** reserves the right to modify the deliverables according to the requirement of the project.

## 1.5 Time and payment schedule

1.5.1 The total duration of “the Project” shall be 12 months, excluding any delay in granting approvals by IPSCDL to the draft reports. Irrespective of the availability or otherwise of the Personnel beyond the period of 12 months, it shall be the responsibility of the Consultant to provide the Services as per the Agreement. The services of the professional personnel shall be available throughout the contract period.

1.5.2 **Retention Amount:** IPSCDL shall retain 5% from each payment due to the Consultant to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in the RFP, till the completion of the Works. Upon the issue of a Certificate of Completion of the Works by IPSCDL Representative, the balance amount retained shall be paid to the Consultant. The Consultant may also exercise the option of substituting the retention amount with an “on demand” Bank Guarantee as given in Annex 1 – Form 15.

1.5.3 Time Schedule for important Deliverables (the "**key Date**") of the Consultancy and the payment schedule linked to the specified Deliverables is given below:

Key Date No.	Prescription of Deliverables	Month No.	Payment
KD1	Inception Report on CMP & Parking Plan	01	10%
KD2	Master Plan for high capacity transit system (MRT/BRTS)	03	10%
KD3	Interim Report on CMP & Parking Plan	08	10%
KD4	Draft CMP & Parking Policy	10	30%
KD5	Final CMP & Draft Parking Master Plan	11	20%
KD6	Final Parking Master Plan	12	20%
<b>Total</b>			100%

1.5.4 Final report shall be the final product of the Consultancy to be completed in **12 months**.

1.5.5 In the event that the Consultancy is terminated at the instance **IPSCDL** prior to its completion, the Consultant shall be entitled to full payment for the Deliverables completed by it.

## **1.6 Meetings with IPSCDL**

1.6.1 The Consultancy requires close interaction with the project team (the "**Project Team**") that will be nominated by IPSCDL at Panaji for timely inputs, feedbacks on proposals, confirmation of operational requirements and approval of intermediate stages. The Team leader or respective Key Personnel shall make formal presentations to IPSCDL, Panaji as part of the interactive process as and when mutually agreed upon. Inputs and response provided by IPSCDL in these presentations shall be minuted by the Consultant and be considered as IPSCDL's tentative response. Consultant shall actively associate in IPSCDL's reviews of various submissions and provide necessary clarifications, documents and backup information for conducting the reviews. Further, IPSCDL will send brief formal responses to the Consultant in response to the Consultant's request for certain decisions and in response to draft reports. These should be considered and reflected in the final report of the respective deliverables including subsequent revisions of final reports by the Consultant.

1.6.2 IPSCDL will review the progress of the Consultancy in quarterly meetings to be held in Panaji at **IPSCDL's** office. Personnel costs of such meetings would be deemed as included in the Financial Proposal.

## **1.7 Key personnel & supporting team**

The applicant shall propose consultancy team consist of professional personnel in detail (the "**Key Personnel**") who shall discharge their respective responsibilities to fulfil the Project. Expertise, that required for technical and financial analysis, legal assistance and advisory services etc. for the Project shall be included in the Supporting Team.

## **1.8 Completion of services**

All the study outputs including primary data shall be compiled, classified and submitted by the Consultant to the **IPSCDL** in soft copy, apart from the reports indicated in the Deliverables in para 5. The study outputs shall remain the property of IPSCDL and shall not be used for any purpose other than that intended under these Terms of Reference without the permission of IPSCDL. The Consultancy shall stand completed on acceptance by the **IPSCDL**



of all the Deliverables of the Consultant. IPSCDL Representative shall issue a certificate to that effect. However the consultant is honour bound to clarify queries of **IPSCDL** till the completion of execution of the project.

**SCHEDULE-2**

*(See Clause 2.1.3)*

**SELECTION OF CONSULTANT FOR PREPARATION OF  
“COMPREHENSIVE MOBILITY PLAN FOR THE STATE GOA  
AND PARKING MASTER PLAN FOR PANAJI”**

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## CONTRACT AGREEMENT

### AGREEMENT No.

This AGREEMENT (hereinafter called the "**Agreement**") is made on the day of the month of 2016, between, on the one hand, IPSCDL through its Managing Director & CEO (hereinafter called the "IPSCDL" which expression shall include their respective successors and permitted assigns, unless the context otherwise requires) and, on the other hand, (hereinafter called the "Consultant" which expression shall include their respective successors and permitted assigns).

### WHEREAS

IPSCDL vide its Request for Proposal for selection of Consultant for preparation of "Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji", under Public Private Partnership (hereinafter called the "Project") by forming Special Purpose vehicle (hereinafter called the Consultancy);

The Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to the IPSCDL that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to IPSCDL on the terms and conditions as set forth in the RFP and this Agreement; and

IPSCDL, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated (the "LOA"); and

In pursuance of the LOA, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows

## GENERAL

### 1.1 Definitions and Interpretation

1.1.1 The words and expressions beginning with capital letters and defined in this Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to the

- (a) **"Additional Costs"** means any expenses the consultancy will have to meet after the acceptance of the proposal, at the instance of IPSCDL;
- (b) **"Agreement"** means this Agreement, together with all the Annexes
- (c) **"Agreement Value"** is the value set forth as agreement value in Clause 6.1.2;
- (d) **"Applicable Laws"** means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time;
- (e) **"Confidential Information"** shall have the meaning set forth in Clause 3.3;
- (f) **"Conflict of Interest"** shall have the meaning set forth in Clause 3.2 read with the provisions of RFP.
- (g) **"Dispute"** shall have the meaning set forth in Clause 9.2.1;
- (h) **"Effective Date"** means the date on which this Agreement comes into force and effect pursuant to Clause 2.1;
- (i) **"Expatriate Personnel"** means such persons who at the time of being so hired had their domicile outside India;

- (j) **"Government"** means the Government of Goa;
- (k) **"INR, Re. or Rs."** means Indian Rupees;
- (l) **"Member"**, in case the Consultant consists of a joint venture or consortium of more than one entity, means any of these entities, and "Members" means all of these entities;
- (m) **"Party"** means IPSCDL or the Consultant, as the case may be, and Parties means both of them;
- (n) **"Personnel"** means persons hired by the Consultant or by any Sub-Consultant as employees and assigned to the performance of the Services or any part thereof;
- (o) **"Resident Personnel"** means such persons who at the time of being so hired had their domicile inside India;
- (p) **"RFP"** means the Request for Proposal document in response to which the Consultant's proposal for providing Services was accepted;
- (q) **"Services"** means the work to be performed by the Consultant pursuant to this Agreement, as described in the Terms of Reference hereto;
- (r) **"Sub-Consultant"** means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clause 4.7; and
- (s) **"Third Party"** means any person or entity other than the Government, the IPSCDL, the Consultant or a Sub-Consultant.

All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.

1.1.2 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:

- (a) Agreement;
- (b) Annexures of Agreement;
- (c) RFP; and
- (d) Letter of Award.

## **1.2 Relation between the Parties**

1.2.1 Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between IPSCDL and the Consultant. The Consultant shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## **1.3 Rights and obligations**

The mutual rights and obligations of IPSCDL and the Consultant shall be as set forth in the Agreement, in particular:

- (a) The Consultant shall carry out the Services in accordance with the provisions of the Agreement; and
- (b) IPSCDL shall make payments to the Consultant in accordance with the provisions of the Agreement.

## **1.4 Governing law and jurisdiction**

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Panaji shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

## **1.5 Language**

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing as per instructions in RFP.

## **1.6 Table of contents and headings**

The table of contents, headings or sub-headings in this Agreement is for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

## **1.7 Notices**

Any notice or other communication to be given by any Party to the other Party under or in connection with the matters contemplated by this Agreement shall be in writing and shall:

- (a) in the case of the Consultant, be given by facsimile or e-mail and by letter delivered by hand to the address given and marked for attention of the Consultant's Representative set out below in Clause 1.10 or to such other person as the Consultant may from time to time designate by notice to IPSCDL; provided that notices or other communications to be given to an address outside India may, if they are subsequently confirmed by sending a copy thereof by registered acknowledgement due, air mail or by courier, be sent by facsimile or e-mail to the number as the Consultant may from time to time specify by notice to IPSCDL;
- (b) in the case of IPSCDL, be given by facsimile or e-mail and by letter delivered by hand and be addressed to IPSCDL with a copy delivered to IPSCDL Representative set out below in Clause 1.10 or to such other person as IPSCDL may from time to time designate by notice to the Consultant; provided that if the Consultant does not have an office in Panaji it may send such notice by facsimile or e-mail and by registered acknowledgement due, air mail or by courier; and

- (c) any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on the actual date and time of delivery; provided that in the case of facsimile or e-mail, it shall be deemed to have been delivered on the working days following the date of its delivery.

## **1.8 Location**

The Services shall be performed at the site of the Project in accordance with the provisions of RFP and at such locations as are incidental thereto, including the offices of the Consultant.

## **1.9 Authority of Member-in-charge**

In case the Consultant consists of a consortium of more than one entity, the Parties agree that the Lead Member shall act on behalf of the Members in exercising all the Consultant's rights and obligations towards IPSCDL under this Agreement, including without limitation the receiving of instructions and payments from IPSCDL. The members of the consortium shall have joint and several liability for performance of their obligations and to ensure delivery of the services.

## **1.10 Authorised Representatives**

1.10.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Agreement by IPSCDL or the Consultant, as the case may be, may be taken or executed by the officials specified in this Clause 1.10.

1.10.2 IPSCDL may, from time to time, designate one of its officials as IPSCDL representative. Unless otherwise notified,



IPSCDL Representative shall be:

The Managing Director & CEO,  
Imagine Panaji Smart City Development Limited,  
Adil Shah Palace, Old Secreteriat  
Panaji-Goa 403-001  
Tel : ( 0832)-2220440,  
Email – projects@imaginepanaji.com  
Website – <http://www.imaginepanaji.com>

1.10.3 The Consultant may designate one of its employees as Consultant's Representative.

Unless otherwise notified, the Consultant's Representative shall be:

.....

Tel:

Mobile:

Fax:

Email:

## **1.11 Taxes and duties**

Unless otherwise specified in the Agreement, the Consultant shall pay all such taxes, duties, fees and other impositions as may be levied under the Applicable Laws and IPSCDL shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

## **2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT**

### **2.1 Effectiveness of Agreement**

This Agreement shall come into force and effect on the date of this Agreement (the "Effective Date").

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## **2.2 Commencement of Services**

The Consultant shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

## **2.3 Termination of Agreement for failure to commence Services**

If the Consultant does not commence the Services within the period specified in Clause 2.2 above, IPSCDL may, by not less than 2 (two) weeks' notice to the Consultant, declare this Agreement to be null and void, and in the event of such a declaration, the Bid Security of the Consultant shall stand forfeited.

## **2.4 Expiration of Agreement**

Unless terminated earlier pursuant to Clauses 2.3 or 2.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent, expire upon the expiry of 1 <sup>1</sup>/<sub>2</sub> (one and a half) years from the Effective Date. Upon Termination, IPSCDL shall make payments of all amounts due as on the date of termination to the Consultant hereunder.

## **2.5 Entire Agreement**

- 2.5.1 This Agreement and the Annexes together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Consultant arising out of the provisions of the RFP shall continue to subsist and shall be deemed to form part of this Agreement.

2.5.2 Without prejudice to the generality of the provisions of Clause 2.5.1, on matters not covered by this Agreement, the provisions of RFP shall apply.

## **2.6 Modification of Agreement**

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification made by the other Party.

## **2.7 Force Majeure**

### **2.7.1 Definition**

- (a) For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **2.7.2 No breach of Agreement**

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

### **2.7.3 Measures to be taken**

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

### **2.7.4 Extension of time**

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.7.5 Payments**

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to be reimbursed for additional costs reasonably and

necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period.

### **2.7.6 Consultation**

Not later than 30 (thirty) days after the Consultant has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

## **2.8 Suspension of Agreement**

IPSCDL may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Consultant to remedy such breach or failure within a period not exceeding 30 (thirty) days after receipt by the Consultant of such notice of suspension.

## **2.9 Termination of Agreement**

### **2.9.1 By IPSCDL**

IPSCDL may, by not less than 30 (thirty) days' written notice of termination to the Consultant, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- (a) the Consultant fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as IPSCDL may have subsequently granted in writing;

- (b) the Consultant becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c) the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- (d) the Consultant submits to IPSCDL a statement which has a material effect on the rights, obligations or interests of IPSCDL and which the Consultant knows to be false;
- (e) any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
- (f) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (g) IPSCDL, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

### 2.9.2 By the Consultant

The Consultant may, by not less than 30 (thirty) days' written notice to IPSCDL, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- (a) IPSCDL fails to pay any money due to the Consultant pursuant to this Agreement and not subject to dispute pursuant to Clause 9 hereof within 45 (forty five) days after receiving written notice from the Consultant that such payment is overdue;
- (b) IPSCDL is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (forty five) days (or such longer period as the Consultant may have subsequently granted in writing) following the receipt by IPSCDL of the Consultant's notice specifying such breach;

- (c) as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- (d) IPSCDL fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

### **2.9.3 Cessation of rights and obligations**

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survive such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) the Consultant's obligation to permit inspection, copying and auditing of such of its accounts and records set forth in Clause 3.6, as relate to the Consultant's Services provided under this Agreement; and (iv) any right or remedy which a Party may have under this Agreement or the Applicable Law.

### **2.9.4 Cessation of Services**

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by IPSCDL, the Consultant shall proceed as provided respectively by Clauses 3.9 or 3.10 hereof.

### **2.9.5 Payment upon Termination**

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, IPSCDL shall make the payment of remuneration pursuant to Clause 6 hereof for Services satisfactorily performed prior to the date of termination, to the Consultant (after offsetting against these payments any amount that may be due from the Consultant to IPSCDL):

### **2.9.6 Disputes about Events of Termination**

If either Party disputes whether an event specified in Clause 2.9.1 or in Clause 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9.4 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

## **3. OBLIGATIONS OF THE CONSULTANT**

### **3.1 General**

#### **3.1.1 Standards of Performance**

The Consultant shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Agreement or to the Services, as a faithful adviser to IPSCDL, and shall at all times support and safeguard IPSCDL's legitimate interests in any dealings with Sub-Consultants or Third Parties.

#### **3.1.2 Terms of Reference**

The scope of services to be performed by the Consultant is specified in the Terms of Reference (the "**TOR**") at Annex-1 of this Agreement. The Consultant shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

#### **3.1.3 Applicable Laws**

The Consultant shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that any Sub-Consultant, as well as the Personnel and agents of the Consultant and any Sub-Consultant, comply with the Applicable Laws.



## **3.2 Conflict of Interest**

3.2.1 The Consultant shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

### **3.2.2 Consultant and Affiliates not to be otherwise interested in the Project**

The Consultant agrees that, during the term of this Agreement and after its termination, the Consultant or any Associate thereof and any entity affiliated with the Consultant, as well as any Sub-Consultant and any entity affiliated with such Sub-Consultant, shall be disqualified from providing goods, works, services, loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction herein shall not apply after a period of five years from the completion of this assignment or to consulting assignments granted by banks/ lenders at any time; provided further that this restriction shall not apply to consultancy/ advisory services provided to IPSCDL in continuation of this Consultancy or to any subsequent consultancy/ advisory services provided to IPSCDL in accordance with the rules of IPSCDL. For the avoidance of doubt, an entity affiliated with the Consultant shall include a partner in the Consultant's firm or a person who holds more than 5% (five per cent) of the subscribed and paid up share capital of the Consultant, as the case may be, and any Associate thereof.

### **3.2.3 Prohibition of conflicting activities**

Neither the Consultant nor its Sub-Consultant nor the Personnel of either of them shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement;
- (b) after the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) at any time, such other activities as have been specified in the RFP as Conflict of Interest.

3.2.4 **Consultant not to benefit from commissions, discounts, etc.**

The remuneration of the Consultant pursuant to Clause 6 hereof shall constitute the Consultant's sole remuneration in connection with this Agreement or the Services and the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or to the Services or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultant, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.5 The Consultant and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**"). Notwithstanding anything to the contrary contained in this Agreement, IPSCDL shall be entitled to terminate this Agreement forthwith by a communication in writing to the Consultant, without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, IPSCDL shall forfeit and appropriate the performance security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to IPSCDL towards, *inter alia*, the time, cost and effort of IPSCDL, without prejudice to IPSCDL's any other rights or remedy hereunder or in law.

3.2.6 Without prejudice to the rights of IPSCDL under Clause 3.2.5 above and the other rights and remedies which IPSCDL may have under this Agreement, if the Consultant is found by IPSCDL to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Consultant shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Consultant is found by IPSCDL to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

3.2.7 For the purposes of Clauses 3.2.5 and 3.2.6, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) "**corrupt practice**" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person

connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of IPSCDL who is or has been associated in any manner, directly or indirectly with Selection Process or LOA or dealing with matters concerning the Agreement 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 IPSCDL, 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 LOA 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 or the Agreement, who at any time has been or is a legal, financial or technical adviser the **IPSCDL** in relation to any matter concerning the Project;

- (b) **"fraudulent practice"** means a misrepresentation or omission of facts or suppression 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 person or property to influence any person's participation or action in the Selection Process or the exercise of its rights or performance of its obligations by IPSCDL under this Agreement;
- (d) **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by IPSCDL 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.

### 3.3 Confidentiality

The Consultant, its Sub-Consultants and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement

disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by IPSCDL to the Consultant, its Sub-Consultants and the Personnel; any information provided by or relating to IPSCDL, its technology, technical processes, business affairs or finances or any information relating to IPSCDL's employees, officers or other professionals or suppliers, customers, or Consultants of IPSCDL; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("**Confidential Information**"), without the prior written consent of IPSCDL. Notwithstanding the aforesaid, the Consultant, its Sub-Consultants and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:

- (i) was in the public domain prior to its delivery to the Consultant, its Sub-Consultants and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub-Consultants and the Personnel of either of them;
- (ii) was obtained from a third party with no known duty to maintain its confidentiality;
- (iii) is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, the Consultant, its Sub-Consultants and the Personnel of either of them shall give the **IPSCDL**, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and
- (iv) is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub-Consultants or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub-Consultants or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

### **3.4 Liability of the Consultant**

- 3.4.1 The Consultant's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.
- 3.4.2 The Consultant shall, subject to the limitation specified in Clause 3.4.3, be liable to IPSCDL for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.
- 3.4.3 The Parties hereto agree that in case of negligence or willful misconduct on the part of the Consultant or on the part of any person or firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused to IPSCDL's property, shall not be liable to IPSCDL:
- (i) for any indirect or consequential loss or damage; and
  - (ii) for any direct loss or damage that exceeds (a) 2 times the Agreement Value set forth in Clause 6.1.2 of this Agreement, or (b) the proceeds the Consultant may be entitled to receive from any insurance maintained by the Consultant to cover such a liability in accordance with Clause 3.5.2, whichever of (a) or (b) is higher.
- 3.4.4 This limitation of liability specified in Clause 3.4.3 shall not affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services subject, however, to a limit equal to 3 (three) times the Agreement Value.

### **3.5 Insurance to be taken out by the Consultant**

- (a) The Consultant shall, for the duration of this Agreement, take out and maintain, and shall cause any Sub-Consultant to take out and maintain, at its (or the Sub-Consultant's, as the case may be) own cost, but on terms and conditions approved by IPSCDL, insurance against the risks, and for the coverages, as specified in the Agreement and in accordance with good industry practice.
- (b) Within 15 (fifteen) days of receiving any insurance policy certificate in respect of insurances required to be obtained and maintained under this clause, the Consultant shall furnish to IPSCDL, copies of such policy certificates, copies of the insurance

policies and evidence that the insurance premia have been paid in respect of such insurance. No insurance shall be cancelled, modified or allowed to expire or lapse during the term of this Agreement. If the Consultant fails to effect and keep in force the aforesaid insurances for which it is responsible pursuant hereto, IPSCDL shall, apart from having other recourse, available under this Agreement, have the option, without prejudice to the obligations of the Consultant, to take out the aforesaid insurance, to keep in force any such insurances, and pay such premia and recover the costs thereof from the Consultant, and the Consultant shall be liable to pay such amounts on demand by IPSCDL.

- (c) Except in case of Third Party liabilities, the insurance policies so procured shall mention IPSCDL as the beneficiary of the Consultant and the Consultant shall procure an undertaking from the insurance company to this effect; provided that in the event the Consultant has a general insurance policy that covers the risks specified in this Agreement and the amount of insurance cover is equivalent to 2 (two) times the cover required hereunder, such insurance policy may not mention IPSCDL as the sole beneficiary of the Consultant or require an undertaking to that effect.

**3.5.2 The Parties agree that the risks and coverage's shall include but not be limited to the following:**

- (a) Third Party liability insurance as required under Applicable Laws, with a minimum coverage of **Rs.10 (Ten)Lac**;
- (b) **Employer's liability and workers' compensation insurance** in respect of the Personnel of the Consultant and of any Sub-Consultant, in accordance with Applicable Laws; and
- (c) Professional liability insurance for an amount **no less than the Agreement Value**.

The indemnity limit in terms of "Any One Accident" (AOA) and "Aggregate limit on the policy period" (AOP) should not be less than the amount stated in Clause 6.1.2 of the Agreement. In case of consortium, the policy should be in the name of Lead Member and not in the name of individual Members of the consortium.

### **3.6 Accounting, inspection and auditing –**

The Consultant:

- i) shall keep accurate and systematic accounts and records in respect of the Services, hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the basis thereof (including such basis as may be specifically referred in the SCC);
- ii) shall permit the Employer or its designated representative periodically, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Employer

### **3.7 Consultant's actions requiring IPSCDL's prior approval**

The Consultant shall obtain IPSCDL's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Professional Personnel as are not listed in Annex-2.
- (b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub-Consultant and the terms and conditions of the subcontract shall have been approved in writing by IPSCDL prior to the execution of the subcontract, and (ii) that the Consultant shall remain fully liable for the performance of the Services by the Sub- Consultant and its Personnel pursuant to this Agreement; or
- (c) any other action that is specified in this Agreement

### **3.8 Reporting obligations**

The Consultant shall submit to the **IPSCDL** the reports and documents specified in the Agreement, in the form, in the numbers and within the time periods set forth therein.

### **3.9 Documents prepared by the Consultant to be property of IPSCDL**

- 3.9.1 All plans, drawings, specifications, designs, reports data and other documents (collectively referred to as "**Consultancy Documents**") prepared/collected by the Consultant (or by the Sub-Consultants or any Third Party) in performing the Services shall become and remain the property of IPSCDL, and all intellectual property rights in such Consultancy Documents shall vest with IPSCDL. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with IPSCDL under law, shall automatically stand assigned to IPSCDL as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as IPSCDL may deem necessary to secure its rights herein assigned by the Consultant.
- 3.9.2 The Consultant shall, not later than termination or expiration of this Agreement, deliver all Consultancy Documents to IPSCDL, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, its Sub-Consultants or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Agreement without the prior written approval of IPSCDL.
- 3.9.3 The Consultant shall hold the **IPSCDL** harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as 'claims') which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or its Sub-Consultants or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of IPSCDL.

### **3.10 Equipment and materials if furnished by IPSCDL**

Equipment and materials, **if made available** to the Consultant by IPSCDL shall be the property of IPSCDL and shall be marked accordingly. Upon termination or expiration of this Agreement, the Consultant shall furnish forthwith to IPSCDL, an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the instructions of IPSCDL. While in possession of such equipment and materials, the Consultant shall, unless otherwise instructed by IPSCDL in writing, insure them in an amount equal to their full replacement value.



### **3.11 Providing access to Project Office and Personnel**

The Consultant shall ensure that the officials of the **IPSCDL** having authority from IPSCDL, are provided unrestricted access and right to inspect the Services in progress, interact with the key Personnel of the Consultant and verify the records relating to the Services for his satisfaction.

### **3.12. Accuracy of Documents**

The Consultant shall be responsible for accuracy of the data collected by it directly or procured from other agencies/authorities, the designs, drawings, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it shall indemnify IPSCDL against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Consultant or arises out of its failure to conform to good industry practice. The Consultant shall also be responsible for promptly correcting, at its own cost and risk, the drawings including any re-survey / investigations.

## **4. CONSULTANT'S PERSONNEL AND SUB-CONSULTANTS**

### **4.1 General**

The Consultant shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.

### **4.2 Deployment of Personnel**

4.2.1 The designations, names and the estimated periods of engagement in carrying out the Services by each of the Consultant's Personnel are described in Annex-2 of this Agreement. The estimate of Personnel costs and man-day rates are specified in Annex-3 of this Agreement

4.2.2 If additional work is required beyond the scope of the Services specified in the Terms of Reference, the estimated periods of engagement of Personnel, set forth in the Annexes of the Agreement may be increased by agreement in writing between IPSCDL and the Consultant, provided that any such increase shall not, except as otherwise agreed, cause payments under this Agreement to exceed the Agreement Value set forth in Clause 6.1.2.

### **4.3 Approval of Personnel**

- 4.3.1 The Key Personnel listed in Annex-2 of the Agreement are hereby approved by IPSCDL. No other Key Personnel shall be engaged without prior approval of IPSCDL.
- 4.3.2 If the Consultant hereafter proposes to engage any person as Key Personnel, it shall submit to IPSCDL its proposal along with a CV. **IPSCDL** may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Consultant may propose an alternative person for IPSCDL's consideration. In the event IPSCDL does not reject a proposal within 14 (fourteen) days of the date of receipt thereof under this Clause 4.3, it shall be deemed to have been approved by IPSCDL.

### **4.4 Substitution of Key Personnel**

IPSCDL expects all the Key Personnel specified in the Proposal to be available during implementation of the Agreement. IPSCDL will not consider any substitution of Key Personnel except under compelling circumstances beyond the control of the Consultant and the concerned Key Personnel. Such substitution shall be limited to not more than one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of IPSCDL. Without prejudice to the foregoing, further substitution of any key personnel (2nd onwards), a sum equal to 1% (one per cent) of the contract amount shall be deducted from the payments due to the Consultant. Any substitution beyond 3 key personnel may lead to disqualification of the Applicant or termination of the Agreement. Those key personnel not found suitable during the course of agreement shall be replaced by the consultant immediately to the satisfaction of IPSCDL.

### **4.5 Leave.**

Any taking of leave by any Personnel for a period exceeding 15 (Fifteen) days shall be subject to the prior approval of IPSCDL, and the Consultant shall ensure that any absence on leave will not delay the progress and quality of the Services.

### **4.6 Team Leader**

The person designated as the Team Leader of the Consultant's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel.

#### **4.7 Sub-Consultants**

Sub-Consultants listed in Annex-4 of this Agreement are hereby approved by IPSCDL. The Consultant may, with prior written approval of IPSCDL, engage additional Sub-Consultants or substitute an existing Sub-Consultant. The hiring of Personnel by the Sub-Consultants shall be subject to the same conditions as applicable to Personnel of the Consultant under this Clause 4.

### **5. OBLIGATIONS OF IPSCDL**

#### **5.1 Assistance in clearances etc.**

Unless otherwise specified in the Agreement, IPSCDL shall make best efforts to ensure that the Government shall:

- (a) provide the Consultant, its Sub-Consultants and Personnel with work permits and such other documents as may be necessary to enable the Consultant, its Sub-Consultants or Personnel to perform the Services;
- (b) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

#### **5.2 Access to land and property**

IPSCDL warrants that the Consultant shall have, free of charge, unimpeded access to the site of the project in respect of which access is required for the performance of Services; provided that if such access shall not be made available to the Consultant as and when so required, the Parties shall agree on (i) the time extension, as may be appropriate, for the performance of Services, and (ii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause 6.1.3.

### 5.3 Change in Applicable Law

If, after the date of this Agreement, there is any change in the Applicable Laws with respect to taxes and duties which increases or decreases the cost or reimbursable expenses incurred by the Consultant in performing the Services, by an amount exceeding 2% (two per cent) of the Agreement Value specified in Clause 6.1.2, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Agreement shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the aforesaid Agreement Value.

### 5.4 Payment

In consideration of the Services performed by the Consultant under this Agreement, IPSCDL shall make to the Consultant such payments and in such manner as is provided in Clause 6 of this Agreement.

## 6. PAYMENT TO THE CONSULTANT

### 6.1 Cost estimates and Agreement Value

6.1.1 An abstract of the cost of the Services payable to the Consultant is set forth in Annex-5 of the Agreement.

6.1.2 Except as may be otherwise agreed under Clause 2.6 and subject to Clause 6.1.3, the payments under this Agreement shall not exceed the agreement value specified herein (the "**Agreement Value**"). The Parties agree that the Agreement Value is Rs (Rupees

.....), which does not include the Additional Costs specified in Annex-5 (the "**Additional Costs**").

6.1.3 Notwithstanding anything to the contrary contained in Clause 6.1.2, if pursuant to the provisions of Clauses 2.6 and 2.7, the Parties agree that additional payments shall be made to the Consultant in order to cover any additional expenditures not envisaged in the cost estimates referred to in Clause 6.1.1 above, the Agreement Value set forth in Clause 6.1.2 above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

## **6.2 Currency of payment**

All payments shall be made in Indian Rupees (INR). The Consultant shall be free to convert Rupees into any foreign currency as per Applicable Laws.

## **6.3 Mode of billing and payment**

Billing and payments in respect of the Services shall be made as follows:

- (a) The Consultant shall be paid for its services as per the Payment Schedule at Annex-6 of this Agreement, subject to the Consultant fulfilling the following conditions:
  - (i) No payment shall be due for the next stage till the Consultant completes, to the satisfaction of IPSCDL, the work pertaining to the preceding stage.
  - (ii) IPSCDL shall pay to the Consultant, only the undisputed amount.
- (b) IPSCDL shall cause the payment due to the Consultant to be made within 30(thirty) days after the receipt by IPSCDL of duly completed bills with necessary particulars complete in all respects (the "Due Date"). Interest at the rate of 10% (ten per cent) per annum shall become payable as from the Due Date on any amount due by, but not paid on or before, such Due Date.
- (c) The final payment under this Clause shall be made only after all the deliverables stated under this agreement, shall have been submitted by the Consultant and approved as satisfactory by IPSCDL. The Services in each stage of payment as specified in Annex 6 shall be deemed completed and finally accepted by IPSCDL and the deliverables shall be deemed approved by IPSCDL as satisfactory upon expiry of 90 (ninety) days after receipt of the final deliverable by IPSCDL unless IPSCDL, within such 90 (ninety) day period, gives written notice to the Consultant specifying in detail, the deficiencies in the Services. The Consultant shall thereupon promptly make any necessary corrections and/or additions, and upon completion of such corrections or additions, the foregoing process shall be repeated. IPSCDL shall make the payment upon acceptance or deemed acceptance of the final deliverable by IPSCDL.

- (d) Any amount which IPSCDL has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Agreement shall be reimbursed by the Consultant to IPSCDL within 30 (thirty) days after receipt by the Consultant of notice thereof. Any such claim by IPSCDL for reimbursement must be made within 1 (one) year after the agreement period in accordance with Clause 6.3 (d). Any delay by the Consultant in reimbursement by the due date shall attract simple interest @ 12% (twelve per cent) per annum.
- (e) All payments under this Agreement shall be made to the account of the Consultant as may be notified to IPSCDL by the Consultant.

## 7. LIQUIDATED DAMAGES AND PENALTIES

### 7.1 Performance Security

7.1.1 The IPSCDL shall secure the contract by way of performance security (the "Performance Security"), **5% (five per cent)** of the contract amount, mentioned in LoA. The Performance Security shall be returned to the Consultant at the end of 3 (three) months after the completion of services and subject to the other provisions of this Agreement.

7.1.2 The IPSCDL shall also retain by the way of retention amount (the "Retention Amount"), **5% (five per cent)** of all the amounts due and payable to the Consultant, to be appropriated against breach of this Agreement or for recovery of liquidated damages as specified in Clause 7.2 herein. The Consultant may (if desired), during the validity of contract, in lieu of retention of the amounts (The Retention Amount) as referred above, furnish a Bank Guarantee of equivalent amount, substantially in the form specified at Annex-7 of this Agreement. The balance remaining amount retained shall be repaid to the Consultant, upon the issue of a Certificate of Completion of the Services, by IPSCDL.

### 7.2 Liquidated Damages

#### 7.2.1 Liquidated Damages for error/variation

In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damages thereof shall be quantified by IPSCDL in a reasonable

manner and recovered from the Consultant by way of deemed liquidated damages, subject to a maximum of 10% (ten per cent) of the Agreement Value.

### **7.2.2 Liquidated Damages for delay**

In case of delay in completion of Services, KD2, KD4 & KD5 specified in Annexure 6 liquidated damages not exceeding an amount equal to 0.5% (zero point five per cent) of the Agreement Value per week, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

### **7.2.3 Encashment and appropriation of Performance Security and Retention Amount.**

IPSCDL shall have the right to invoke and appropriate the proceeds of the Performance Security and Retention Amount, in whole or in part, without notice to the Consultant in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 7.2.

### **7.3 Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty, as specified in Clause 7.2, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of IPSCDL, other penal action including debarring for a specified period may also be initiated as per policy of IPSCDL.

## **8. FAIRNESS AND GOOD FAITH**

### **8.1 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

## **8.2 Operation of the Agreement**

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause shall not give rise to a dispute subject to arbitration in accordance with Clause 9 hereof.

## **9. SETTLEMENT OF DISPUTES**

### **9.1 Amicable settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

### **9.2 Dispute resolution**

9.2.1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure set forth in Clause 9.3.

9.2.2 The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non- privileged records, information and data pertaining to any Dispute.



### 9.3 Conciliation

In the event of any Dispute between the Parties, either Party may call upon Chairman, IPSCDL and the Managing Director & CEO, IPSCDL or the Consultant or a substitute thereof for amicable settlement, and upon such reference, the said persons shall meet no later than 10 (ten) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 10 (ten) day period or the Dispute is not amicably settled within 15 (fifteen) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 30 (thirty) days of the notice in writing referred to in Clause 9.2.1 or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration in accordance with the provisions of Clause 9.4.

### 9.4 Arbitration

- 9.4.1 Any Dispute which is not resolved amicably by conciliation, as provided in Clause 9.3, shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 9.4.2. Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi (the "Rules"), or such other rules as may be mutually agreed by the Parties, and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Panaji and the language of arbitration proceedings shall be English.
- 9.4.2 In case the Agreement Value specified in Clause 6.1.2 of this Agreement does not exceed Rs.1 (one) crore, a sole arbitrator shall be appointed. In case the Agreement Value specified in Clause 6.1.2 of this Agreement is more than Rs.1 (one) crore, an Arbitral Tribunal of three arbitrators shall be appointed.
- 9.4.3 The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to this Clause 9 shall be final and binding on the Parties as from the date it is made, and the Consultant and IPSCDL agree and undertake to carry out such Award without delay.
- 9.4.4 The Consultant and IPSCDL agree that an Award may be enforced against the Consultant and/or the **IPSCDL**, as the case may be, and their respective assets wherever situated

9.4.5 This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.**

**SIGNED, SEALED AND DELIVERED**

**SIGNED, SEALED AND DELIVERED**

For and on behalf of

For and on behalf of

Consultant:

IPSCDL:

(Signature)

(Signature) (Name)

(Name)

Designation)

(Designation)

(Address)

(Address) (Fax No.)

(Fax No.)

In the presence of:

1.

2.

***Depending upon the Agreement Value, one of the two curly parentheses shall be deleted from Clause 9.4.2.***

**Annexure-1**

**Terms of  
Reference**

*(Refer Clause 3.1.2 of Schedule-2)*

**(Reproduce Schedule-1 of RFP)**

**Annexure-2**

**Deployment of  
Personnel**

*(Refer Clause 4.2 of Schedule-2)*

*(Reproduce as per Form 18)*

### **Annexure-3**

#### **Estimate of Personnel Costs**

*(Refer Clause 4.2 of Schedule-2)*

**(Reproduce as per Form-4 of Appendix-I)**

**Annexure-4**

**Approved Sub-  
Consultant(s)**

*(Refer Clause 4.7.of Schedule-2)*

**(Reproduce as per Form-14 of Appendix-I)**

**Annexure-5**

**Cost of  
Services**

*(Refer Clause 6.1 of Schedule-2)*

**(Reproduce as per Form-2 of Appendix-I)**

**Annexure-6**
**Payment Schedule**

<b>Key Date</b>	<b>Prescription of Deliverables</b>	<b>Month No.</b>	<b>Payment</b>
<b>KD1</b>	Inception Report on CMP & Parking Plan	01	10%
<b>KD2</b>	Master Plan for high capacity transit system (MRT/BRTS)	03	10%
<b>KD3</b>	Interim Report on CMP & Parking Plan	08	10%
<b>KD4</b>	Draft CMP & Parking Policy	10	30%
<b>KD5</b>	Final CMP & Draft Parking Master Plan	11	20%
<b>KD6</b>	Final Parking Master Plan	12	20%
<b>Total</b>			100%

**Notes:**

- All Reports shall first be submitted as draft reports for comments of IPSCDL. IPSCDL shall provide its comments no later than 1 (one) week from the date of receiving a draft report and in case no comments are provided within such 1 (one) week, the Consultant shall finalize its report. Provided, however, that IPSCDL may take upto 1 (one) weeks in providing its comments on the Draft Final Report.*
- Final Report shall be completed in 12 months excluding the time taken by IPSCDL in providing its comments on the Draft Final Report. The Consultant may take 1 (one) week for submitting its Final Report after receipt of comments from IPSCDL.*



## Annexure- 7

### **Bank Guarantee for Performance Security (*Refer Clause 7.1.2 of Schedule-2*)**

In consideration of Managing Director & CEO, acting on behalf of IPSCDL (hereinafter referred as the "**IPSCDL**", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s , having its office at (hereinafter referred as the "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide IPSCDL's Letter of Acceptance (LoA) No.....dated..... valued at Rupees ), (hereinafter referred to as the "LoA") Consultancy Services for preparing “Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji” and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs (Rupees) to IPSCDL for performance of the said Agreement.

- 1 We,.....(hereinafter referred to as the "Bank") at the request of the Consultant do hereby undertake to pay to IPSCDL an amount not exceeding Rs (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by IPSCDL by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Agreement.
  
- 2 We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IPSCDL stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by IPSCDL by reason of breach by the said Consultant of any of the terms or conditions contained in the said Agreement or

- by reason of the Consultant's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs (Rupees.....).
- 3 We, ..... (indicate the name of Bank) undertake to pay to IPSCDL any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Consultant shall have no claim against us for making such payment.
- 4 We,..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of IPSCDL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IPSCDL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.
- 5 We, ..... (indicate the name of Bank) further agree with IPSCDL that IPSCDL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by IPSCDL against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of IPSCDL or any indulgence by IPSCDL to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji

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- 6 This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).
- 7 We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of IPSCDL in writing.
- 8 We the Bank further agree that this Guarantee shall be encashable at our Branch at Panaji, Goa.
- 9 This guarantee is furnished and is deemed to be furnished in Panaji, Goa and the court's in Panaji, Goa will have Civil Jurisdiction.
- 10 Notwithstanding anything contained therein:
  - a) Our liability under this bank guarantee shall not exceed \_\_\_\_\_ (Rupees \_\_\_\_\_).
  - b) This Bank Guarantee shall be valid upto \_\_\_\_\_.
- 11 The Bank shall be liable to pay the said amount or any part thereof only if IPSCDL serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [\*\*\* (indicate date falling 180 days after the date of this Guarantee)].

For

Name of Bank:

Seal of the Bank:

Dated, the ..... day of....., 2017

(Signature, name and designation of the authorised signatory)

NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch

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### SCHEDULE-3

*(See Clause 2.3.3 under Instruction to Applicants)*

#### **Guidance Note on Conflict of Interest**

- 1 This Note further explains and illustrates the provisions of Clause 2.3 of the RFP and shall be read together therewith in dealing with specific cases.
- 2 Consultants should be deemed to be in a conflict of interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of consultants should avoid both actual and perceived conflict of interest.
- 3 Conflict of interest may arise between IPSCDL and a consultant or between consultants and present or future concessionaries/ Consultants. Some of the situations that would involve conflict of interest are identified below:
  - (a) IPSCDL and consultants:
    - (i) Potential consultant should not be privy to information from IPSCDL which is not available to others; or
    - (ii) potential consultant should not have defined the project when earlier working for IPSCDL; or
    - (iii) potential consultant should not have recently worked for IPSCDL overseeing the project.

(b) Consultants and concessionaires/Consultants:

- (i) No consultant should have an ownership interest or a continuing business interest or an on-going relationship with a potential concessionaire/ Consultant save and except relationships restricted to project-specific and short-term assignments; or
- (ii) no consultant should be involved in owning or operating entities resulting from the project; or
- (iii) no consultant should bid for works arising from the project.

The participation of companies that may be involved as investors or consumers and officials of IPSCDL who have current or recent connections to the companies involved, therefore, needs to be avoided.

4. The normal way to identify conflicts of interest is through self-declaration by consultants.

Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of IPSCDL. All conflicts must be declared as and when the consultants become aware of them.

5. Another approach towards avoiding a conflict of interest is through the use of "Chinese walls" to avoid the flow of commercially sensitive information from one part of the consultant's company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of "Chinese walls" may be a difficult proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, "Chinese walls" have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, "Chinese walls" should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a consultant coupled with provision of safeguards to the satisfaction of IPSCDL.

6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if consultants drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called "scope-creep" arises when consultants advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of IPSCDL but which will generate further work for the consultants. Some forms of contractual arrangements are more likely to lead to scope-creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for consultants to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Consultants should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to IPSCDL at the earliest. Officials of the **IPSCDL** involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

# APPENDICES



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**APPENDIX-I**

*(See Clause 2.1.3 under Instruction to Applicants)*

**Form-1**

**Letter of Proposal**

**(On Applicant's letter head)**

To,

The Managing Director & CEO  
Imagine Panaji Smart City Development Limited  
Adil Shah Palace, Old Secreteriat  
Panaji-Goa

Sub: Appointment of Consultant for Preparation of “Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji”.

Dear Sir,

With reference to your RFP Notification dated DD/MM/YY, I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consultant for preparing “Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji”. The proposal is unconditional and unqualified.

1. I/We, \_\_\_\_\_ (Applicant's name) herewith enclosed the Financial Proposal for the selection of my/our firm as Consultant for above, and our total Price is \_\_\_\_\_ (Amount in words)
2. I/We, certify that we have an average annual turnover of Rs \_\_\_\_\_ (2014-2017) and the authenticated statement has been attached at Form-9.

3. I/We, certify that we have experience in accordance with clause 2.2.1 under Instructions to Applicants and the authenticated statement has been attached at Form-12.
4. I/We agree that this offer shall remain valid for a period of 90(Ninety) days from the Proposal Submission Date or such further period as may be mutually agreed upon.
5. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
6. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
7. I/We shall make available to IPSCDL any additional information it may deem necessary or required for supplementing or authenticating the Proposal.
8. I/We acknowledge the right of IPSCDL to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
9. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by IPSCDL;
  - (b) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP Document;
  - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.3 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with IPSCDL or any other public sector enterprise or any government, Central or State; and
  - (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

10. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance with Clause 2.8 of the RFP document.
11. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for Selection as a Consultant.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by IPSCDL and/ or the Government of Goa in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
13. The Bid Security of **Rs. 10 Lakh (Rupees Ten Lakh)** in the form of a Demand Draft is attached, in accordance with the RFP document.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 90 (ninety) days from the Proposal Submission Date specified in the RFP.
16. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 8.
17. In the event of my/our firm/ consortium being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at Schedule-2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
18. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by IPSCDL or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

19. The Financial Proposal is being submitted in a separate cover.
  
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant / Lead Member)

**APPENDIX-I**

*(See Clause 2.15.1)*

**Form-2**

**Financial Proposal**

Sl. No.	Name of Activity	Costs	Amount (Rs.)	
			In Figures	In Words
1.	<b>Remuneration</b>			
	Sub Total			
	Taxes and Duties Taxes payable on fees for technical services provided by consulting firm			
	Consultancy service tax			
2.	<b>Reimbursables, if any</b>			
	Sub Total			
	Taxes and Duties Taxes payable on fees for technical services provided by consultants			
	Consultancy service tax			
3.	<b>Miscellaneous Expenses</b>			
	Sub Total			
	Taxes and Duties Taxes payable, Fees for technical services provided by consultants			
	Consultancy service tax			

**Total Amount of Financial Proposal:**

**Grand Total including all Taxes:**

(In Figures)

(In Words)

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**APPENDIX-I**

**Form-3**

**Breakup of Price Per Activity**

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_

<b>Sl. No.</b>	<b>Price Component</b>	<b>Amount (Rs.)</b>
1.	Remuneration	
2.	Reimbursable, if any	
3.	Miscellaneous Expenses	
	Sub Total	

*Note: The above form is to be filled up separately for each activity.*

**APPENDIX-I**

**Form-4**

**Estimate of Personal Costs**

**(See Clause 2.1.4 and 2.15.1)**

Activity No.: \_\_\_\_\_ Name: \_\_\_\_\_

Sl.No.	Names	Position	Input*	Remuneration Rate	Amount (in Rs.)
	Regular Staff				
		Urban Transport Planner (Team Leader)			
		Urban Planner/PPP Expert			
		Transport Modeller			
		Traffic Engineer			
		Transport Technology Expert / ITS Expert			
		NMT Expert/ Urban Designer			
		Economist			
		Sociologist			
	Local Staff				
	Consultants				
	Grand Total				

\* Staff months or days as appropriate.

*Note: The above form is to be filled up separately for each activity.*

**APPENDIX-I**

**Form-5**

**Reimbursables per Activity**

Activity No.: \_\_\_\_\_ Name: \_\_\_\_\_

Sl. No.	Description	Unit	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1.	Return Flights between _____ and _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs				
5.	Office rent/ accommodation, clerical assistance, etc.				
	Grand Total				

*Note: The above form is to be filled up separately for each activity.*



**APPENDIX-I**

**Form-6**

**Miscellaneous Expenses**

Activity No.: \_\_\_\_\_ Name: \_\_\_\_\_

Sl. No.	Description	Unit	Quantity	Unit Price (Rs.)	Total Amount (Rs.)
1.	Communication costs between _____ and _____ (telephone, telegram, etc.)				
2.	Drafting, reproduction of reports				
3.	Equipment: Vehicles, Computers, etc.				
4.	Software				
	Grand Total				

*Note: The above form is to be filled up separately for each activity.*

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**APPENDIX-I**  
**Form-7**

**Statement of Legal Capacity**

*(To be forwarded on the letter head of the Applicant)*

Ref. Date:

To

Dear Sir,

Sub: RFP for Selection of Consultant for preparation of “Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji”

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, constitution of which has been described in the Proposal\*), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (insert Applicant's name) will act as the Lead Member of our consortium.

I/We have agreed that .....(insert individual's name) will act as our Authorized Representative / will act as the Authorized Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorised signatory)  
For and on behalf of

*NOTE: Please strike out whichever is not applicable*

**APPENDIX-I**

**Form-8**

**Power of Attorney**

Know all men by these presents, we, .....(name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms.

.....son/daughter/wife and presently residing at....., who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") 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 the Consultant for preparing “Comprehensive Mobility Plan for the State of Goa and Parking Master Plan for Panaji”, under Public Private Partnership / Joint Venture (JV) proposed to be developed by IPSCDL 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 IPSCDL, representing us in all matters before the IPSCDL, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with IPSCDL 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 till the entering into of the Agreement with IPSCDL.

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 WHEREOF WE,..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON ..... DAY OF , 2017.

ACCEPTED

Signature of Authorized Representative:

Initial of the Authorized Representative:

For M/s.....

(Signature, name, designation and address of the Person who issues the PoA)

Witnesses:

1.

2.

Notarisation by Notary Public

Verified Authority and Signatures, Executed before me on .....day of .....2017.

(Signature, name, designation and address of the Attorne

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (one hundred) and duly notarized by a notary public.*

*The Applicant should submit for verification the extract of the charter documents and other documents such as a resolution of Board/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

**APPENDIX-I**

**Form-9**

**Financial Capacity of the Applicant**

Sl. No.	Financial Year	Average Annual Turnover (Rs. in million)
1.	2016-17	
2.	2015-16	
3.	2014-15	
<b>Certificate from the Statutory Auditor/Chartered Accountant/CFO/Company Secretary</b>		
<p>We certify that the above mentioned figures have been extracted from the audited financial statements of ..... (name of the Applicant). Name of the audit firm:</p> <p>Seal of the audit firm</p>		

**APPENDIX-I**

**Form-10**

**Particulars of Key Personnel**

Sl. No.	Designation of Key Personnel	Name	Age	Educational Qualification	Length of Professional Experience	Brief Experience	Present Employment		No. of Assignments
							Name of Firm	Employed Since	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

1. **Supporting documents in respect of educational qualification to be submitted.**

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## APPENDIX-I

### Form-11

#### **Proposed Methodology and Work Plan**

**The proposed methodology and work plan shall be described as follows:**

1. Understanding of TOR

The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

2. Methodology and Work Plan

The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a consortium, it should specify how the expertise of each firm is proposed to be utilized for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.



**APPENDIX-I**

**Form-12**

**Abstract of Eligible Assignments of the Applicant**

*(Clause 3.1 under Criteria for Evaluation)*

Sl.	Name of Project	Name of Client	Estimated capital cost of	Payment of professional fees
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				

The Applicant should provide details of only those projects that have been undertaken by it under its own name.

**Certificate from the Statutory Auditor/Chartered Accountant OR Company**

<p><b><u>Secretary/CFO of the Applicant</u></b></p> <p>This is to certify that the information contained as above is correct as per the accounts of the Applicant and/ or the clients.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p>
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(Signature, name and designation of the authorized signatory)

**APPENDIX-I**

**Form-13**

**Eligible Assignments of Applicant**

<b>Name of Applicant:</b>	
<b>Name of the Project:</b>	
<b>Particulars of the Project, including area &amp; population:</b>	
<b>Description of services performed by the Applicant firm:</b>	
<b>Name of client and Address:(Indicate whether public or private entity)</b>	
<b>Name, telephone no. and fax no. of client's representative:</b>	
<b>Estimated capital cost of Project (in Rs. Crore):</b>	
<b>Payment received by the Applicant (in Rs. Crore):</b>	
<b>Start date and finish date of the services</b>	
<b>Brief description of the Project:</b>	

Notes:

- 1 Use separate sheet for each Eligible Project.
- 2 The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

**APPENDIX-I**

**Form-14**

**Proposal for Sub-Consultant(s)**

<b>1. Details of the Firm</b>				
Firm's Name, Address and Telephone				
Name and Telephone No. of the Contact Person				
Fields of Expertise				
No. of Years in business in the above Fields				
<b>2. Services that are proposed to be sub contracted:</b>				
<b>3. Person who will lead the Sub-Consultant</b>				
Name:				
Designation:				
<b>4. Details of Firm's previous experience</b>				
Name of Work	Name, address and	Total Value of	Duration of	Date of Completion of
1.				

(Signature and name of the authorized signatory)

Note:

1 Use separate form for each Sub-Consultant

**APPENDIX-I**

**Form-15**

**UNCONDITIONAL BANK GUARANTEE IN LIEU OF RETENTION MONEY**

To:

**The Managing Director & CEO,  
Imagine Panaji Smart City Development Limited,  
Adil Shah Palace, Old Secreteriat, Panaji- Goa**

WHEREAS \_\_\_\_\_ [*name and address of Consultant*] (hereinafter called the “Consultant”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ [*name of Contract and brief description of Works*] (herein after called the “Contract”.);

AND WHEREAS IT HAS BEEN AGREED BY YOU IN THE SAID contract that the Consultant has option to replace the Retention Money with an irrevocable and unconditional Bank Guarantee, in instalments of \_\_\_\_\_ (*indicate the value*) from a Bank acceptable to you as security for compliance with Consultant’s obligations in accordance with the contract.

AND WHEREAS the Consultant has opted to replace the retention money with an irrevocable and un conditional Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ [*amount of Guarantee in figures*],

\_\_\_\_\_ [*amount in words*], # such sum being payable in the types

and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We the Bank further agree that this Guarantee shall be encashable at our Branch at Panaji, Goa.

This guarantee is furnished and is deemed to be furnished in Panaji, Goa and the court's in Panaji, Goa will have Civil Jurisdiction.

Notwithstanding anything contained therein:

- a) Our liability under this bank guarantee shall not exceed \_\_\_\_\_ (Rupees \_\_\_\_\_).
- b) This Bank Guarantee shall be valid upto \_\_\_\_\_.

The Bank shall be liable to pay the said amount or any part thereof only if IPSCDL serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [\*\*\* (indicate date falling 180 days after the date of this Guarantee)].

This guarantee shall be valid till the 'Engineer' certifies repayment of retention money in accordance with the Conditions of Contract i.e., upto.....

SIGNATURE AND SEAL OF THE GUARANTOR

Name of the Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

# *An amount is to be inserted by the Guarantor, representing the amount specified in the Contract, and denominated either in the currency (ies) of the Contract or in a freely convertible currency acceptable to the Employer.*

**APPENDIX-I**

**Form-16**

**(Contact Detail Form)**

**Name of Applicant:**

**Address for Correspondence:**

**Landline :**

**Fax:**

**E-mail:**

**Name of Authorised Signatory:**

**Address for Correspondence:**

**Landline:**

**Fax:**

**E-mail:**

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**APPENDIX-I**

**Form-17**

**(Form for seeking queries)**

<b>Sl No</b>	<b>Clause No</b>	<b>Subject</b>	<b>Bidder's Query</b>

(Signature, name and designation of the authorised signatory)

For and on behalf of





**APPENDIX-I**

**Form-18**

**Deployment of Personnel**

**(Time Schedule for Key Professional Personnel)**

Sl. No.	Name	Position	Reports Due/ Activities	Weeks (in the form of a Bar Chart)											Number of Weeks	
				1	2	3	4	5	6	7	8	9	10	...		
1.																Subtotal (1)
2.																Subtotal (2)
3.																Subtotal (3)
4.																Subtotal (4)

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature (Authorized \_\_\_\_\_

Representative): \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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## APPENDIX- II

### LIST OF BID-SPECIFIC CLAUSES

#### **A. Clauses and appendices with non-numerical footnotes**

1. Schedule-1: Terms of Reference (TOR)
  - (i) Para 6.2: Time and Payment Schedule
2. Form 7, Appendix -I Statement of Legal capacity
3. Form-9, Appendix-I: Financial Capacity of the Applicant
4. Form 10, Appendix -I : Particulars of Key Personnel
5. Form-12, Appendix-I: Abstract of Eligible Assignments of the Applicant
6. Form 13, Appendix-I: Eligible assignments of Applicant
7. Appendix-II: List of Bid-specific clauses

#### **B. Clauses and appendices with curly brackets**

1. Schedule-2: Form of Agreement: Clause 9.4.2: Arbitration

#### **C. Clauses and appendices with blank spaces**

- 1 Schedule-2: Form of Agreement: Clause 1.10.3 and 6.1.2
- 2 Annex-7, Schedule-2: Bank Guarantee for Performance Security
- 3 Form-1, Appendix-I: Letter of Proposal
- 4 Form-7, Appendix-I: Statement of Legal Capacity

- 5 Form-8, Appendix-I: Power of Attorney
- 6 Form-9, Appendix-I: Financial Capacity of the Applicant
- 7 This Appendix-II contains a list of clauses and appendices that would need to be suitably modified for reflecting applicant-specific provisions. This Appendix-II may, therefore, be included in the RFP document to be issued to prospective Applicants. The blank spaces in Appendices may be filled up by the Applicant and the footnotes may be deleted when it submits its proposal.