

No. 220/PPA/MP/2020/
PUDUCHERRY PLANNING AUTHORITY
JAWAHAR NAGAR, PUDUCHERRY – 605005

14 DEC 2020

INVITATION FOR EXPRESSION OF INTEREST

**REQUEST FOR EXPRESSION OF INTEREST FOR SHORTLISTING OF
CONSULTING FIRMS FOR THE PREPARATION OF DETAILED
DEVELOPMENT PLAN PROPOSED FOR THE GROWTH CENTRES AT
MADAGADIPET, NETTAPAKKAM, BAHOUR REVENUE VILLAGES
PUDUCHERRY REGION**

Applications are invited from experienced, well established, resourceful and reputed consultants who may be considered for "Shortlisting" to prepare a Detailed Development Plan for Growth Centres proposed at Madagadipet Revenue Village, Mannadipet Commune; Nettapakkam Revenue Village, Nettapakkam Commune and Bahour Revenue Village, Bahour Commune as identified in the Comprehensive Development Plan for Puducherry Planning Area – 2036. Interested parties may download the REOI document and other details in the official website of Puducherry Planning Authority and submit their EOI in a sealed envelope by registered post / Courier / in Hand on or before 13.01.2021 to the undersigned.

For further details visit at: <https://ppa.py.gov.in> ; <https://tcpd.py.gov.in>

Place: Puducherry

Date: 12.12.2020


(V. BHUVANESWARAN)
MEMBER SECRETARY

**GOVERNMENT OF PUDUCHERRY
PUDUCHERRY PLANNING AUTHORITY**

**REQUEST FOR EXPRESSION OF INTEREST
(REOI)**

FOR

SHORTLISTING OF CONSULTING FIRMS

FOR

**“PREPARATION OF DETAILED DEVELOPMENT PLAN
FOR THE GROWTH CENTRES AT MADAGADIPET,
NETTAPAKKAM AND BAHOUR REVENUE VILLAGES IN
PUDUCHERRY REGION”.**

DISCLAIMER

This REOI Document is not an agreement and is neither an offer nor an invitation by the Government of Puducherry to any other party. The purpose of this REOI Document is to provide interested parties with information to assist the formulation of their Application for shortlisting pursuant to this REOI Document. This REOI Document includes statements, which reflect various assumptions and assessments arrived at by Puducherry Planning Authority in relation to the assignment. Such assumptions and statements, in this REOI Document do not purport to contain all the information that each Consultancy Firm may require. This REOI Document may not be appropriate for all persons, and it is not possible for Puducherry Planning Authority to consider the investment objectives, financial situation and particular needs of each party who reads or uses this REOI Document. The assumptions, assessments, information and statements contained in this REOI Document may not be accurate, adequate and complete and each Consultancy Firm should conduct its own enquiries and analyses, and should check the accuracy, reliability and completeness of the assumptions, assessments, information and statements in this REOI Document, and obtain independent advice from appropriate sources.

The Puducherry Planning Authority make no representation or warranty and shall incur no liability to any person, including any Consultancy Firm or Bidder, under any law, statute, rule or regulation 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 REOI Document or otherwise, including the accuracy, reliability or completeness of the REOI Document and any assessment, assumption or information contained therein or deemed to form part of this REOI Document or arising in any way with qualification of Consultancy Firms for participation in the Bidding Process.

The Puducherry Planning Authority may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this REOI Document.

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1. INTRODUCTION

1.1. BACKGROUND

- (a) Under the Puducherry Town and Country Planning Act, the entire area of Puducherry Region was declared as the Planning Area. The Puducherry Planning Authority, a statutory Authority in the Government of Puducherry, has prepared “Comprehensive Development Plan (CDP) for Puducherry Planning Area- 2036” and was notified vide G.O.Ms.No.:21/2019-Hg dated 31.10.2019. The Comprehensive Development Plan is available @ <https://ppa.py.gov.in/>
- (b) The CDP-2036 has adopted the Multi-Nuclei Model Concept for the development of Puducherry Planning Area taking into consideration the unique characteristics of the region, non-contiguous settlement pattern, etc.
- (c) Based on various analysis and the concept adopted, the CDP-2036 has recommended for Development of Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages.
- (d) The Puducherry Planning Authority, based on the recommendations in the CDP-2036, has now desired to prepare a Detailed Development Plan for the above 3 Growth Centres viz., Madagadipet, Nettapakkam and Bahour Revenue Villages, for which the Puducherry Planning Authority intends to appoint a consultancy firm.
- (e) Expression of Interest is invited from eligible, experienced and reputed consulting firms having experience in preparation of Master Plans (Comprehensive Development Plans) / Detailed (or) Zonal Development Plans, etc. for the following work at Puducherry Planning Authority, Government of Puducherry:

“Preparation of Detailed Development Plan for the Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages in Puducherry Region”.

- (f) The bidders are advised to study this REOI document carefully before submitting the proposal. Submissions of EOI shall be deemed to have been done after careful study and examination of this REOI document with full understanding of its implications.

1.2. BRIEF TERMS OF REFERENCE

The Puducherry Planning Authority desires to prepare “**Detailed Development Plan**” for the following 3 Growth Centres in the Puducherry Planning Area as recommended in the Comprehensive Development Plan for Puducherry – 2036:

No.	Name of the Revenue Village	Name of Local Body	Approximate Area in Hectares
1.	Madagadipet	Mannadipet Commune	368.62
2	Nettapakkam	Nettapakkam Commune	289.06
3	Bahour	Bahour Commune	887.92

The Brief Terms of Reference for the proposed consultancy work for preparation of Detailed Development Plan for the above 3 identified Revenue Villages are:

- a) Prepare a Vision / Mission statement for each of the Growth Centres. Redefine boundaries and its influence zone after conducting necessary surveys / studies.
- b) Preparation of Base Map (in the scale 1:2000) for the identified Villages using GIS based Comprehensive Development Plan for Puducherry – 2036 notified by the Puducherry Planning Authority.
- c) The base map submitted by the National Remote Sensing Centre, Hyderabad (under the AMRUT Sub-Scheme “Formulation of GIS based Master Plan”) in respect of the 3 Revenue Villages shall have to be updated after thorough field verification for each parcel of the land. Total Station Survey, wherever required, also need to be done in preparation of the base map.
- d) The Finalized Base Map showing the Existing Land Use shall indicate the features / Layers in accordance with the GIS Data Structure Standards prescribed in the Design and Standards for the AMRUT Sub-Scheme “Formulation of GIS based Master Plan”.
- e) Preparation of plans showing variations and deviations with the finalized Base Map with the Existing Land Use Map (notified during 2017) and the Proposed Land Use Plan (notified during 2019) under the Comprehensive Development Plan, 2036.
- f) Conducting necessary field surveys for collection of primary / secondary data required for preparation of Detailed Development Plan.

- g) Study and analysis of primary and secondary data collected on present and future demand. The study / analysis shall necessarily include on the fields of local economy, Housing, respective field of development of Growth Centres, physical and social infrastructure facilities, land uses, protection of natural resources, etc.
- h) Preparation of Draft Detailed Development Plan, separately for the 3 Revenue Villages, showing the Land Uses for various purposes. The Draft Detailed Development Plan and its report have to indicate the features as detailed in Section 28(2) of the Puducherry Town and Country Planning Act, 1969. Further, the draft DDP shall identify the projects for development of Growth Centres and its cost estimates, strategies for mitigation of natural hazards, implementation strategies, augmentation of financial resources, etc.
- i) Conducting various stakeholder meetings for preparation of Detailed Development Plan during various stages viz., vision development, existing land use plan preparation, formulation of Draft Detailed Development Plan etc. and inviting suggestions / objections from the general public in accordance with the provisions of the Puducherry Town and Country Planning Act.
- j) Processing the objections / suggestions with the assistance of the Puducherry Planning Authority and the Town and Country Planning Department and carrying out modifications wherever required in the Draft Detailed Development Plan.
- k) Preparation of Final Detailed Development Plan for the 3 Revenue Villages and notification of the same.

The Scope of Work and Tasks defined above are only indicative. The Detailed Terms of Reference including Scope of Work, Tasks to be performed, Payment Schedule and Implementation Arrangement, etc., will be detailed in the Request for Proposal (RFP) to be issued to the shortlisted consultants.

1.3. AVAILABILITY OF REOI DOCUMENT

The document may be downloaded from the websites <https://tcpd.py.gov.in> and <https://ppa.py.gov.in>

1.4. VALIDITY OF APPLICATIONS

The Application shall be valid for a period of not less than 90 (Ninety) days from the Application Due Date hereinafter called "Application Validity Period". The Puducherry Planning Authority

reserves the right to reject any or all the Applications without assigning any reason whatsoever.

1.5. SCOPE AND DESCRIPTION OF SHORTLISTING PROCESS

- (a) The applications received in response to this REOI will be evaluated by an Evaluation Committee constituted by the Puducherry Planning Authority, based on criteria set out in this REOI Document.
- (b) Based on this evaluation, a panel of shortlisted consulting firms will be prepared.
- (c) The purpose of shortlisting is to prepare a panel of consulting firms that will be issued the RFP for this assignment. However, by virtue of getting shortlisted, does not entitle the shortlisted consultancy firms to claim their expenses incurred, if any, in the process of shortlisting nor to claim for any assignment, whatsoever, it may be.
- (d) The Puducherry Planning Authority will invite Technical and Financial proposals from selected shortlisted consultancy firms by issuing an RFP for selection of a consultant for preparation of Detailed Development Plan for 3 Growth Centres.

1.6. SCHEDULE OF REOI

The Puducherry Planning Authority would endeavour to adhere to the following schedule:

Sl. No.	Event Description	Indicative dates
1.	Name of the Assignment	Preparation of Detailed Development Plan for the Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages in Puducherry Region
2.	Date of Issue of REOI	15.12.2020
3.	Last date for receiving queries	28.12.2020
5.	Puducherry Planning Authority's response to the queries latest by	31.12.2020
6.	Last date for submission of EOI	13.01.2021

Sl. No.	Event Description	Indicative dates
7.	Address for submission of proposal through registered post	The Member Secretary, Puducherry Planning Authority, Jawahar Nagar, Boomianpet, Puducherry – 605 005. Phone: 0413 – 2201716, 2205851 Fax: 0413 – 2205851 E-mail: puducherry.ppa.ms@gmail.com ; ppa.pon@nic.in
8.	Date and time of evaluation of EOI proposals by Evaluation committee	Will be intimated later

1.7. COMMUNICATIONS

All communications excluding the submission of Application shall be addressed to
Email: puducherry.ppa.ms@gmail.com

2. INSTRUCTIONS TO APPLICANTS

2.1. SCOPE OF APPLICATION

- a) The Puducherry Planning Authority will receive Applications from eligible entities for this assignment in order to create a panel of consulting firms.
- b) The Consultancy Firm shall submit its Application in the form and manner specified in this REOI.

2.2. ELIGIBILITY

The Consultancy Firm shall have to meet the following qualifying criterion:

- i. Bidding could be done by a Company / Partnership Firm / Societies registered under the Indian Companies Act (1956 or 2013) / Indian Partnership Act, 1932 / Societies Registration Act, 1860 respectively or under any other law applicable in India functioning for the last 5 years. (Copy of the registration Certificate to be produced).

- ii. The average annual turnover of the company for the services relating to the assignment should be ₹ 50.00 Lakhs or more during the last three financial years (2017-18 to 2018-20).
- iii. The Company should not have been blacklisted by any State / UT Governments in India or by the Central Government during the last 5 financial years. Certificate in this regard needs to be furnished.
- iv. The Company should have prepared GIS based Comprehensive Development Plan / Master Plan for atleast Five (5) Cities or Towns and the Master Plan should have been notified by the respective City / Town in India.
- v. The Company should have prepared Five (5) Zonal / Detailed Development Plan for a zone / area in a City / Town/ Village during the last 5 financial years.
- vi. The Firm should have two qualified manpower having 5 years experience in each of the fields' viz., Urban / Regional Planner (PG qualification), GIS Expert, Civil Engineering with specialization in Public Health / Infrastructure Planners, Conservation Architects, Environment Specialist, Sociologist, Financial Experts.

Note: Illustrative list of assignments of similar nature:

- Preparation of Master Plan / Development Plans, Regional / District Development Plans in India.
 - Formulation of GIS based Master Plan for a City / Town in India.
 - Generation of geo-spatial database for a City / Town.
 - Spatial Planning for a New Town / Industrial Township.
 - Preparation of Slum Free City Plan of Action using GIS.
- b) The Consultancy Firm should submit a Power of Attorney as per the format enclosed at "Appendix 3: Format for Power of Attorney for Signing of Application" authorizing the signatory of the Application.
 - c) A Consultancy Firm which has earlier been barred by Government of Puducherry or blacklisted by any State Government or Central Government / Department / Agency in India/ from participating in Bidding Process shall not be eligible to submit an Application. The Consultancy Firm shall be required to furnish an affidavit as per the format enclosed at

“Appendix 4: Format for Affidavit Certifying that Entity / Director (s) of Entity are not blacklisted” that there is no such bar imposed and existing as on the Application Due Date.

2.3. APPLICATION PREPARATION COST

The Consultancy Firm shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the shortlisting. It is clarified that Puducherry Planning Authority shall not be responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the shortlisting.

2.4. ACKNOWLEDGEMENT BY THE CONSULTANCY FIRM

- (a) It is desirable that each Consultancy Firm submits its Application after collection of required information and analysis or any other matter considered relevant by it.
- (b) It would be deemed that by submitting the Application, the Consultancy Firm has:
 - i. Made a complete and careful examination of the REOI Document; and
 - ii. Received all relevant information requested from the Puducherry Planning Authority.
- (c) The Puducherry Planning Authority shall not be liable for any mistake or error on the part of the Consultancy Firm in respect of the above.

2.5. RIGHT TO ACCEPT OR REJECT ANY OF THE APPLICATIONS

- (a) Notwithstanding anything contained in this REOI Document, the Puducherry Planning Authority reserves the right to accept or reject any Application or to annul the shortlisting process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.
- (b) The Puducherry Planning Authority reserves the right to reject any Application if:
 - i. At any time, a material misrepresentation is made or discovered; or
 - ii. The Consultancy Firm does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.
- (c) Rejection of the Application by the Puducherry Planning Authority, as aforesaid, would lead to the disqualification of the Consultancy Firm.

2.6. AMENDMENT OF REOI DOCUMENT

- (a) At any time prior to the Application Due Date, the Puducherry Planning Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Consultancy Firms, modify the REOI Document by the issuance of Addenda posted on the website: <https://ppa.py.gov.in> & <https://tcpd.py.gov.in>
- (b) In order to provide the Consultancy Firms a reasonable time to examine the Addendum, or for any other reason, the Puducherry Planning Authority may, at its own discretion, extend the Application Due Date.

2.7. CLARIFICATIONS

A Consultancy Firm requiring any clarification on the REOI Document may request the Puducherry Planning Authority through mail at: puducherry.ppa.ms@gmail.com and ppa.pon@nic.in.

The Consultancy Firms should send in their queries latest by the relevant date and time mentioned in Clause 1.6. The Puducherry Planning Authority would endeavor to respond to the queries by the date mentioned in the Schedule of shortlisting process. The responses to the queries will be uploaded on the website <https://ppa.py.gov.in> & <https://tcpd.py.gov.in>.

3. PREPARATION AND SUBMISSION OF APPLICATION

3.1. LANGUAGE

The Application and all related correspondence and documents should be furnished by the Consultancy Firm in English language. The documents which are submitted with the Application in any other language shall be accompanied by appropriate translations in the English language. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated documents in English language shall prevail.

3.2. SUBMISSION OF APPLICATION

- (a) The Consultancy Firm should provide all the information in terms of this REOI Document. Only those Applications that are received in the prescribed format and complete in all respects will be evaluated. The Application shall be submitted in maximum of 100 pages.
- (b) The Consultancy Firm shall submit their Proposals at the office address of the Client on or before the last date and time for receipt of proposals mentioned in Clause 1.6: Schedule of the REOI.
- (c) Consultant shall be required to submit one hard copy in Original of the complete proposal along with one soft copy of complete Proposal documents on a CD/DVD. No proposal will be accepted, if the same is submitted in any of the electronic formats.
- (d) Every page of the documents submitted by the Consultant must be duly signed by the authorized signatory of the firm / Company along with the Company seal.
- (e) The envelope containing Expression of Interest (EOI) proposal shall be sealed and superscripted **“EOI Proposal – Preparation of Detailed Development Plan for the Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages in Puducherry Region”**. Following list of documents shall be submitted as part of EOI Proposal:

a.	Appendix 1: Format for Letter of Application
b.	Appendix 2: Consultant’s Organization
c.	Appendix 3: Format for Power of Attorney for Signing of Application
f.	Appendix 4: Format for Affidavit Certifying that Entity / Director (s) of Entity are not blacklisted

3.3. APPLICATION DUE DATE

- (a) The Application or its modifications must be submitted no later than the deadline mentioned in the Schedule of REOI (refer Clause 1.6), or any extension to this deadline. Applications submitted without signature of the Authorized Representative or with facsimile signature will not be accepted.
- (b) The Puducherry Planning Authority may in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.6(b), uniformly to all concerned Consultancy Firms.

4. EVALUATION AND SHORTLISTING PROCESS

4.1. OPENING OF APPLICATIONS

An Evaluation Committee constituted by the Puducherry Planning Authority will open the Applications after the Application submission deadline.

4.2. EVALUATION OF APPLICATIONS

- (a) The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Clause 5.1 by the Evaluation Committee.
- (b) The Puducherry Planning Authority reserves the right to reject any or all the Applications, if:
 - i. At any time, a material misrepresentation is made or discovered; or
 - ii. The Consultancy Firm does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

4.3. CONFIDENTIALITY

- (a) Information relating to the examination, clarification, evaluation, and recommendation for the Short listed Consultancy Firms shall not be disclosed to any person not officially concerned with the shortlisting process. The Puducherry Planning Authority will treat all information submitted as part of Application in confidential and would require all those who have access to such material to treat the same in confidential. At the conclusion of the evaluation process, the Puducherry Planning Authority will publish the list of Consultancy Firms who have been shortlisted.

- (b) The Puducherry Planning Authority shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

4.4. TEST OF RESPONSIVENESS

- (a) Prior to evaluation of Applications, it will be determined whether each Application is responsive to the requirements of the REOI Document. An Application shall be considered non-responsive, if the Application:
 - i. is not received before the date and time as indicated in Clause 1.6 Schedule of REOI;
 - ii. is not signed with the submission letters as stipulated in Clause 3.2;
 - iii. does not contains all the information and documents as set out in Clause 3.2 and in the formats set out in this REOI Document; and
 - iv. does not mention the Application Validity Period as set out in Clause 1.4.
- (b) The Puducherry Planning Authority reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by the Puducherry Planning Authority in respect of such Applications.

4.5. CLARIFICATIONS TO FACILITATE EVALUATION

- (a) To facilitate evaluation of Applications, the Puducherry Planning Authority, at its sole discretion, will seek clarifications in writing from any Consultancy Firm regarding its Application. Such clarifications shall be provided within the time specified by the Puducherry Planning Authority, for this purpose. Any request for clarifications and all clarifications shall be in writing.
- (b) If a Consultancy Firm does not provide clarifications sought under Sub-Clause 4.5(a) above within the prescribed time, its Application will be liable to be rejected. In case the Application is not rejected, the Puducherry Planning Authority may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Consultancy Firm shall be barred from subsequently questioning such interpretation.

4.6. CONFLICT OF INTEREST

The Puducherry Planning Authority requires that the Shortlisted Consultants shall provide professional, objective and impartial advice and at all times hold paramount the interests of Government of Puducherry, strictly avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Shortlisted Consultants shall not accept or engage in any assignment that would be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

4.7. SHORTLISTING OF CONSULTANTS

- (a) After the evaluation of Applications, the Puducherry Planning Authority will prepare a list of Consultancy Firms who meet the qualification criteria as set out in this REOI Document. Other Consultancy Firms will be informed that their Applications have been unsuccessful.
- (b) The Shortlisted Consultancy Firms would be duly notified that such Consultancy Firms are Shortlisted with the Puducherry Planning Authority (“Notification of Shortlisting”).
- (c) The Detailed Terms of Reference including Scope of Work, Tasks to be performed, Payment Schedule and Implementation Arrangement, etc., will be provided in the Request for Proposal (RFP) to be issued to the shortlisted consultants.
- (d) The mode of Notification of RFP, Technical and Financial bid submission and evaluation will be intimated to the shortlisted Consultancy Firms.

5. CRITERIA FOR EVALUATION

5.1. EVALUATION OF APPLICATIONS

The Applications received by the Puducherry Planning Authority in response to this REOI will be evaluated on the basis of the following mandatory criteria:

Sl. No.	Parameter	Specific Requirement	Documents Required
1	Existence	Company registered under the Indian Companies Act (1956 or 2013) and operating in India for the last 5 years	Copy of the registration Certificate
2	Turnover of the Company	Average Annual turnover of the company for the services relating to the assignment should be ₹50.00 Lakhs or more during the last three financial years(2017-18 to 2019-20)	<ul style="list-style-type: none"> • Copies of Audited Balance Sheet. • Certificate from the Chartered Accountant for turnover of the firm for the services relating to the assignment. • Income Tax Certificate for last three years.
3	Technical Capability	<p>Should have prepared GIS based Comprehensive Development Plan / Master Plan for atleast five (5) City or Town and the Master Plan should have been notified by the respective City / Town in India</p> <p>The Company should have prepared five (5) Zonal / Detailed Development Plan for a zone / area in a City / Town in India during the last 5 financial years</p>	<ul style="list-style-type: none"> • Copies of the Work Order of the respective City. • Proof of preparation of Master Plan using GIS. • Copies of the notification of final Master Plan (or) the Zonal Development Plan by the respective Authority, as the case may be.
4	Manpower Strength	The Firm should have two qualified manpower having 5 years experience in each of the fields' viz., Urban / Regional Planner (PG qualification), GIS Expert, Civil Engineering with specialization in Public Health / Infrastructure Planners, Conservation Architects, Environment Specialist, Sociologist, Financial Experts.	A Self Certified list of Manpower.

The bidders who fulfill the above Mandatory Criteria will be shortlisted for issue of Request for Proposal for the Assignment.

6. FRAUD AND CORRUPT PRACTICES

- 6.1 The Consultancy Firms and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the shortlisting process. Notwithstanding anything to the contrary contained in this REOI, the Puducherry Planning Authority will reject a Proposal without being liable in any manner whatsoever to the Consultancy Firm, if it is found that the Consultancy Firm 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 shortlisting Process.
- 6.2 Without prejudice to the rights of Government of Puducherry under Clause herein above, if a Consultancy Firm is found by the Puducherry Planning Authority 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 shortlisting process, or after the issue of the notification of shortlisting, such Consultancy Firm shall not be eligible to participate in any tender or RFP issued by Government of Puducherry during a period of 2 (two) years from the date such Consultancy Firm is found by the Puducherry Planning Authority 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.
- 6.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the shortlisting process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the shortlisting process or after the issue of the Notification of shortlisting as the case may be, any person in respect of any matter relating to the shortlisting or Notification of shortlisting, who at any time has been or is a legal, financial or technical consultant / adviser of Government of Puducherry in relation to any matter concerning the Project;
 - (b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the shortlisting 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 shortlisting Process;

- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Government of Puducherry with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the shortlisting process; or (ii) having a Conflict of Interest; and
- (e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Consultancy Firms with the objectives of restricting or manipulating a full and fair competition in the shortlisting Process. Such violations shall also be brought to the notice of Competition Commission of India for initiating action under the Competition Act, 2002.

7. MISCELLANEOUS

- 7.1 The shortlisting process will be governed by, and construed in accordance with, the laws of India and the Courts at Puducherry shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the shortlisting process.
- 7.2 The Puducherry Planning Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - (a) Suspend and/or cancel the shortlisting process and/or amend and/or supplement the shortlisting process or modify the dates or other terms and conditions relating thereto;
 - (b) Consult with any Consultancy Firm in order to receive clarification or further information;
 - (c) Retain any information and/or evidence submitted to the Puducherry Planning Authority by, on behalf of and/or in relation to any Consultancy Firm; and/or
 - (d) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Consultancy Firm.
- 7.3 It shall be deemed that by submitting the Application, the Consultancy Firm agrees and releases Government of Puducherry, 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.

- 7.4 All documents and other information supplied by the Puducherry Planning Authority or submitted by an Consultancy Firm shall remain or become, as the case may be, the property of Government of Puducherry. The Puducherry Planning Authority will not return any submissions made here under. Consultancy Firms are required to treat all such documents and information as strictly confidential.
- 7.5 The Puducherry Planning Authority reserves the right to make inquiries with any of the clients listed by the Consultancy Firms in their previous experience record.

APPENDICES

7.1. APPENDIX 1: FORMAT FOR LETTER OF APPLICATION

[On the Letter head of the Consultancy Firm]

Date:

To

The Member Secretary,
Puducherry Planning Authority,
Jawahar Nagar, Boomianpet,
Puducherry – 605 005.

Dear Sir,

Sub: Expression of Interest for Preparation of Detailed Development Plan for the Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages in Puducherry Region.

Being duly authorized to represent and act on behalf of
..... (herein after referred to as “the Consultant”), and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for shortlisting for the captioned project.

We are enclosing our Application for Qualification in one (1) original, along with soft copy, with the details as per the requirements of the REOI Document, for your evaluation.

We confirm that our Application is valid for a period of 90 (Ninety) days from
(Application Due Date)

Yours faithfully,

(Signature of Authorized Signatory)
(Name, Title and Address)

7.2. APPENDIX 2: CONSULTANT’S ORGANIZATION

a.	Name of Consultant with full address	:	
b.	Organisation Status	:	
c.	Tel. No. / Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name of the Proprietor / Partners / Directors (as applicable)	:	
g.	Name and address of the person holding the Power of Attorney.	:	
h.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
	(iii) Regional Office (nearest to Puducherry) and its address	:	
i.	Name of Bankers with full address.	:	
j.	GST Registration Number (copy).	:	
k.	PAN Account Number (copy).	:	
l.	Annual Turnover of the firm towards the consultancy fee (relevant to the assignment)		
	FY 2017 – 2018	:	
	FY 2018 - 2019	:	
	FY 2019 -2020	:	
m.	Annual Turnover of the firm		
	FY 2017 – 2018	:	
	FY 2018 - 2019	:	
	FY 2019 -2020	:	
n.	Name of the Cities / Towns for which GIS based Master Plan was prepared by the Consultant <i>(furnish name of the cities / towns for which the Master Plan has been notified – proof of the same to be furnished)</i>	:	1. 2. 3.
o.	Name of the Area / Zone and its respective City / Towns for which Area / Zonal / Detailed Development Plan was prepared by the Consultant		1. 2.

	<i>(furnish name of the cities / towns for which the Master Plan has been notified – proof of the same to be furnished)</i>			3.		
p.	Whether presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish details)		:			
q.	Name and details (Tel / Mobile / E mail) of contact persons		:			
r.	Total Number of Professionals available with the firms on permanent roll: <i>(Urban / Regional Planners (with PG qualification); GIS Expert; Civil Engineering with specialization in Public Health / Infrastructure Planner; Conservation Architects; Environment Specialist, Sociologist, Financial Expert; etc.)</i>		:			
	Name	Qualification <i>(UG / PG / Other)</i>	Specialization	Years of Experience	Years of Service in Firm	Task / Assignments Completed
1						
2						
3						
4						

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the shortlisting, it is proved that the information furnished by us is wrong, the Puducherry Planning Authority reserves the right to take necessary action against our firm as per applicable Laws / Rules.

Signature of Authorized Representative of the Firm

Date: Name _____

Place: Designation

7.3. APPENDIX 3: FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

POWER OF ATTORNEY

Know all men by these presents, we (Name and Address of the Registered Office) do hereby constitute, appoint and authorise Mr. / Ms..... (Name and Residential Address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for “**Preparation of Detailed Development Plan for the Growth Centres at Madagadipet, Nettapakkam and Bahour Revenue Villages in Puducherry Region**”, including signing and submission of all documents and providing information / responses to the Puducherry Planning Authority, representing us in all matters before the Puducherry Planning Authority in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)
(Name, Title and Address)

Accepted

..... (Signature)
(Name, Title and Address of the Attorney)

- *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 wherever it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *In case the Application is signed by an authorised Director of the Consultant firm, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.*

7.4. APPENDIX 4: FORMAT FOR AFFIDAVIT CERTIFYING THAT ENTITY / DIRECTOR (S) OF ENTITY ARE NOT BLACKLISTED

(On a Stamp Paper of relevant value)

AFFIDAVIT

I M/s. (Consultancy firm), (the Names and Addresses of the Registered Office) hereby certify and confirm that we or any of our Promoter(s) / Director(s) are not barred or blacklisted by any State Government or Central Government / Department / Agency / PSU in India from participating in Project(s), either individually or as member of a Consortium as on _____.

We further confirm that we are aware that as per Clause 2.5, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of Clause 2.2(c) at any stage of the shortlisting process or thereafter during the shortlisting period.

Dated thisDay of, 202....

Name of the Consultancy Firm

.....

Signature of the Authorised Person

.....

Name of the Authorised Person