

## Empanelment Notice

**MPIDC/CE/New Empanel/2024**


**Date: 20/06/2024**

M P Industrial Development Corporation Ltd. (MPIDC Ltd.) invites Applications for New Empanelment of Consultants/ Architects and Category enhancement applications for already empaneled consultants under M P Industrial Development Corporation Ltd. (MPIDC Ltd.) as per the SOP and details provided on the Invest Portal of MPIDC (<https://invest.mp.gov.in>).

The detailed document for the same can be downloaded from <https://invest.mp.gov.in>

**Note:**

Any amendment regarding empanelment will be published on <https://invest.mp.gov.in> only and not in newspapers.



**Chief Engineer**

## **SOP for New Empanelment/ Category Enhancement**

MPIDC is aimed towards the development of Industrial Areas with the vision of emphasizing Industrial growth and investment in the state of Madhya Pradesh. MPIDC is planning to develop around 50 new Industrial Areas in the upcoming time. The development of these Industrial Areas will involve world class Infrastructure planning and amenities. In addition to this, certain Infrastructural works also require PMC/SQC Consultant. For this, it is required to select Architect/ Consultant that are already empaneled under various categories by MPIDC. The criteria for selection of the Architect/ Consultant for new empanelment/ Category Enhancement is as follows:

### **- SOP for New Empanelment/ Category/Area Enhancement:**

1. In case a consultant/ Architect want to be empaneled under MPIDC under respective categories as defined by the authority, they need to apply through the application as published on [www.invest.mp.gov.in](http://www.invest.mp.gov.in). New applicants will require to submit a fee of Rs. 1,00,000/- in the form of DD in favor of MD, MPIDC along with the application documents. In case of category enhancement for already empaneled consultants, no fee will be required to be submitted. In case the application is found to be ineligible, the EMD will be refunded to the applicant.

2. The applicant needs to submit technical qualification documents through mail on [empanelment@mpidc.co.in](mailto:empanelment@mpidc.co.in) for evaluation as per the evaluation criteria specified by MPIDC in the application form. Applicant needs to specify the exact category in which they want to be empaneled/ category enhancement. Applications that are not clear will be rejected.

3. The Applications submitted by the end of the month will be assessed and evaluated for empanelment in the same criteria as defined in **Annexure A** (attached herewith). The evaluation criteria, scope of work and Payment Schedule is also attached herewith.

4. The bidder needs to clearly specify the Category (defined ahead in this document) in which they want to apply for empanelment / category enhancement in their Proposal. Applications that are not clear will be summarily rejected.

The selected consultants shall be informed through a letter of acceptance for consultancy services and the Category in which they are selected.

The final selection of any consultant shall be on the sole discretion of MPIDC and MPIDC reserves the right to reject any or all of the new empanelment proposal/ category/area enhancement proposal without assigning any reasons whatsoever.

**Evaluation Criteria for New Empanelment/ Category/Area Enhancement**

**(A) For Projects Costing more than Rs. 100 Cr:**

**1. Definition of Categories:**

- a) **Category -1 :** General Architectural Services including Designing, Planning, Detailed Project Report (DPR), Bid Process Management, PMC & SQC for all type of Building Projects including but not limited to Residential, Commercial, Govt Offices, IT Parks, Logistic hub, Urban Design, Landscape and Urban Beautification Projects, Interior Design etc.
- b) **Category -2:** General Architectural Services including Designing, Planning, Detailed Project Report (DPR), Bid Process Management PMC, SQC for all type of Infrastructure Projects including but not limited to roads, water supply, sewerage, storm water drainage, Electrical etc.
- c) **Category -3:** PPP Projects and Transaction Advisory Services (Feasibility Studies, DPR Preparation, Bid Process Management, Concession Agreement and Transaction Advisory)
- d) **Category -4:** Supervision and Quality Control (SQC) and/ Or Project Management Consultancy (PMC) Services for Building Projects
- e) **Category -5:** Supervision and Quality Control (SQC) and/ Or Project Management Consultancy (PMC) Services for Infrastructure Projects
- f) **Category -6:** General Architectural Services including Designing, Planning, Detailed Project Report (DPR) for all type of Building Projects including but not limited to Residential, Commercial, Govt Offices, IT Parks, Logistic hub, Urban Design, Landscape and Urban Beautification Projects, Interior Design etc
- g) **Category -7:** General Architectural Services including Designing, Planning, Detailed Project Report (DPR) for all type of Infrastructure Projects including but not limited to Residential, Commercial, Govt Offices, IT Parks, Logistic hub, Urban Design, Landscape and Urban Beautification Projects, Interior Design etc

**2. Minimum Eligibility Criteria**

A Consultancy firm can submit application for any or all categories mentioned above. The Consultancy firm must meet the following Minimum Eligibility Criteria:-

- a) Applicant should be well-established and professionally organized Consultancy Firm/individuals with at least 5 years experience in the field of category for which application is submitted.
- b) Applicant should have an average annual turnover during last 5 (five) Financial years 0.5 Crore and above.

(Note: Annual turnover shall be consultancy fee received from consultancy

- services provided by the Applicant and it should be demonstrated by submitting certificates issued by Chartered Accountant along with Audited Balance Sheets)
- c) Applicant should demonstrate separate experience for each category (as mentioned above), for which he intends to submit application for. Applicant should have experience of providing Technical Consultancy Services, Architectural Planning, Designing & Estimation (DPR, Bid Process Management, Project Management Consultancy/Supervision & Quality Control) for the Similar Category of Projects (mentioned in the Clause 3.1) with at least 02 Projects costing more than Rs 50.00 Crs for which construction has been completed for Category 1, 2, 4, 5, 6 & 7 projects and for Category 3 projects Concession Agreement has been signed.

**Note** –Similar projects in any category only will be considered for empanelment in that particular category.

(for the purpose of this eligibility criteria the same shall be demonstrated by submitting certificates issued by the clients)

- d) Applicants should have Goods and Service Tax Registration in the category of Consultancy/Architectural Services. However, such Applicants who are not registered and are eligible for registration can also submit their bids after having applied for registration with appropriate authority. The Applicant would be required to have valid GST registration at the time of signing of the Contract.

### 3. Marking Criteria

3.1 The Evaluation of the Proposal will be taken up separately for Each of the category (mentioned in the Clause 3.1), for which he intends to bid for, only if the applicant meets the minimum Eligibility Criteria for corresponding Category as mentioned in this document.

3.2 The applications will be examined by MPIDC which may call for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated separately for each category for which the bid is submitted based on the following parameters on a scale of 100.

S. No.	Parameter	Marks
<b>1</b>	<b>Capability Statement</b>	<b>10</b>
1.1	Years of Existence (Maximum marks shall be restricted to 10)	
	a) Firm experience of Minimum 5 years	3
	b) Firm experience of 5-10 years	5
	c) Firm experience of 10-15 years	7
	d) Firm experience more than 15 years	10
<b>2</b>	<b>Work's Experience</b>	<b>60</b>

	Similar Consultancy experience separately for each category mentioned in Clause 3.1: With reference to relevant experience of the Firm, marking will commensurate with experience in number of Projects carried out in different categories as mentioned below:	
a	No. of completed similar Projects of Technical Consultancy Services for the Category of Projects (mentioned in the Clause 3.1) costing more than Rs 100.00 Crs in the last 10 years for a Govt./Semi Govt. organization where the project has been physical completed for Category 1, 2, 4, 5, 6 & 7 projects and for Category 3 projects Concession Agreement has been signed. <ul style="list-style-type: none"> <li>• 40 Marks for one project costing more than Rs. 100.00 Crs or Two Projects of Rs. 50 Cr. (20 marks for each project)</li> <li>• 10 Marks for each additional Project Costing more than Rs 50.0 Crs Subject to Maximum of 60 Marks</li> </ul>	60
<b>3</b>	<b>Firm's Financial Capacity</b>	<b>30</b>
3.1	Average Annual Financial Turnover for last three years	
a	Rs. 0.50Cr. to Rs. 5.00 Cr.	10
b	Rs. 5.00 Cr.- Rs. 10.00 Cr.	20
c	Above Rs. 10.00 Cr.	30

3.3 Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub-agencies. Joint Ventures / Consortium / MOU shall not be entertained in any category.

Separate Technical evaluation will be carried out for each category mentioned in Clause 3.1 for which the Applicant has bid for. Based on the above evaluation, Applicants scoring 60 marks in each category shall only be considered for empanelment under the subsequent category.

A) Under Category 3, MPIDC proposes to engage with reputed Consultancy organizations having relevant experience in providing Advisory Services for the public sector

The indicative list of tasks to be performed by TA firms are provided below. It is to be noted that the list below defines indicative areas of work but is neither exhaustive nor limited to the list mentioned below.

- Evaluating Project Feasibility – To do the study and analysis for the preparation of pre-feasibility and feasibility reports.
- Preparation of DPR (Detailed project report)
- Transaction advisory
- Finalization of Bidding Documents
- Support and assistance in selection of Concessionaire

**Team Composition**

S.no.	Positions	Experience in No. of Years	Qualification
1.	Team Leader cum PPP Expert	10+ Years	MBA/CA/Master's in relevant field with experience of 10+ years in government consulting. Atleast worked on 5 PPP projects across infrastructure categories as

			specified in Harmonized Master list of Department of Economic affairs. Our of which at least 3 projects should have achieved transaction closure.
2.	Finance Expert	7-10 years	MBA/CA/CMA/Masters in relevant field with minimum experience of 7 years in government consulting. Atleast worked on 3 PPP projects specifically on financial feasibility and financial model across infrastructure categories as specified in Harmonized Master list of Department of Economic affairs.
3.	Infrastructure Expert	5-7 Years	Masters in Civil Engineering / Planning or in relevant field with minimum experience of 5+ years in government consulting. At least worked on 3 PPP projects across infrastructure categories as specified in Harmonized Master list of Department of Economic affairs.
4.	Senior Consultant	3-5 Years	MBA/PGDM/CA or Masters in relevant field with minimum experience of 3 years in government consulting. At least worked on 1 PPP projects across infrastructure categories as specified in Harmonized Master list of Department of Economic affairs.
5.	Consultant	1-3 Years	MBA/PGDM/CA or Masters in relevant field with minimum experience of 1 year in government consulting
6.	Subject Matter Expert	10+ Years	Graduate/Post graduate with certification or specialization in Domain and subject matter area(s). Minimum 10 years of Industry / Domain Specific.

**(Note: Apart from above key personnel, other experts required for the successful planning & implementation of the project like Surveying expert, MEP expert, Plumbing etc. would have to be deployed as directed by the client.)**

## **(B) For Projects Costing less than Rs. 100 Cr:**

### **1. Definition of Categories:**

- a) **Category -1** : General Architectural Services including Designing, Planning, Detailed Project Report (DPR), Bid Process Management, PMC & SQC for all type of Building Projects including but not limited to Residential, Commercial, Govt Offices, IT Parks, Logistic hub, Urban Design, Landscape and Urban Beautification Projects, Interior Design etc.
- b) **Category -2:** General Architectural Services including Designing, Planning, Detailed Project Report (DPR), Bid Process Management PMC, SQC for all type of Infrastructure Projects including but not limited to roads, water supply, sewerage, storm water drainage, Electrical etc.
- c) **Category -3:** Supervision and Quality Control (SQC) and/ Or Project Management Consultancy (PMC) Services for Building Projects
- d) **Category -4:** Supervision and Quality Control (SQC) and/ Or Project Management Consultancy (PMC) Services for Infrastructure Projects

There will be following sub categories corresponding to each category –

- a) Sub-category-A – for Projects Costing more than Rs 50.00 Crs. up to 100 crs.
- b) Sub-category-B – for Projects costing more than Rs.20.00 Crs. up to Rs 50.00 Crs.
- c) Sub-category-C – for Projects Costing up to Rs 20.00 Crs.

### **2. Minimum Eligibility Criteria**

A Consultancy firm can submit application for any or all categories mentioned above. The Consultancy firm must meet the following Minimum Eligibility Criteria:-

- a) Applicant should be well-established and professionally organized Consultancy Firm/individuals with at least 5 years of experience in the field of category for which application is submitted.
- b) Applicant should have an average annual turnover during last 5 (five) Financial years as mentioned below:
  - i. For Sub Category A – at least Rs. 0.50 Crs.
  - ii. For Sub category B – at least Rs. 0.25 Crs.
  - iii. For Sub Category C - at least Rs. 0.20 Crs.

(Note: Annual turnover shall be consultancy fee received from consultancy services provided by the Applicant and it should be demonstrated by submitting certificates issued by Chartered Accountant along with Audited Balance Sheets)

- c) Applicant should demonstrate separate experience for each category (mentioned above), for which he intends to submit EoI for. Applicant should have experience of providing Technical Consultancy Services, Architectural Planning, Designing & Estimation (DPR, Bid Process Management, Project Management Consultancy/Supervision & Quality Control) for the Similar Category of Projects (mentioned in the Clause 3.1) with at least 1 Projects costing more than Rs 5.00 Crs in one or more/each of various category

projects in the last 7 years for a Govt./Semi Govt. Organization where the work has been physically completed for Sub-category-A, Rs. 2.50 Crs. Sub-category-B and Rs. 1.00 Cr. for Sub-category-C.

Note –Similar projects in any category only will be considered for empanelment in that particular category. (for the purpose of this eligibility criteria the same shall be demonstrated by submitting certificates issued by the clients)

d) Applicants should have Goods and Service Tax Registration in the category of Consultancy/Architectural Services. However, such applicants who are not registered and are eligible for registration can also submit their applications after having applied for registration with appropriate authority. The Applicant would be required to have valid GST registration at the time of signing of the agreement.

### 3. Evaluation Criteria

3.1 The Evaluation of the Proposal will be taken up separately for Each of the category (mentioned in the Clause 3.1), for which he intends to apply for, only if the applicant meets the minimum Eligibility Criteria for corresponding Category as mentioned in this document.

3.2 The applications will be examined and applicant may further be called by MPIDC for clarifications/additional information from the Applicants which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated separately for each category for which the bid is submitted based on the following parameters on a scale of 100.

S No	Parameter	Marks
<b>1</b>	<b>Capability Statement</b>	<b>10</b>
1.1	Years of Existence (Maximum marks shall be restricted to 10)	
	a) Firm experience of Minimum 5 years	3
	b) Firm experience of 5-10 years	5
	c) Firm experience of 10-15 years	7
	d) Firm experience more than 15 years	10
<b>2</b>	<b>Work's Experience</b>	<b>60</b>
	Similar Consultancy experience separately for each category mentioned in Clause 3.1: With reference to relevant experience of the Firm, marking will commensurate with experience in number of Projects carried out in different categories as mentioned below:	
a	No. of completed similar Projects of Technical Consultancy Services for the Category of Projects (mentioned in the Clause 3.1) costing more than Rs 5.0 Crs in the last 7 years for a Govt./Semi Govt. organization where the project has been physical completed.  <b>Scoring criteria for Sub Category A</b> <ul style="list-style-type: none"> <li>• 20 Marks for one project costing more than Rs. 5.0 Crs</li> <li>• 10 Marks for each additional Project Costing more than Rs 5.0 Crs</li> </ul> Subject to Maximum of 60 Marks <b>Scoring criteria for Sub Category B</b> <ul style="list-style-type: none"> <li>• 20 Marks for one project costing more than Rs. 2.5 Crs</li> </ul>	60



	<ul style="list-style-type: none"> <li>10 Marks for each additional Project Costing more than Rs 2.5 Crs Subject to Maximum of 60 Marks</li> </ul> <p><b>Scoring criteria for Sub Category C</b></p> <ul style="list-style-type: none"> <li>20 Marks for one project costing more than Rs. 1.0 Crs</li> <li>10 Marks for each additional Project Costing more than Rs 1.0 Crs Subject to Maximum of 60 Marks</li> </ul>		
<b>3</b>	<b>Firm's Financial Capacity</b>		
3.1	Average Annual Financial Turnover for last five years		30
	<b>Sub Category A</b>	<b>Sub Category B</b>	<b>Sub Category C</b>
a	Upto Rs. 0.50 Crs	Upto Rs. 0.25 Crs	Upto Rs. 0.20 Crs.
b	More than Rs. 0.50 Crs. and upto Rs. 1.00 Crs.	More than Rs. 0.25 Crs. and upto Rs. 0.50 Crs.	More than Rs. 0.20 Crs. and upto Rs. 0.50 Crs.
c	Above Rs. 1.00 Crs.	Above Rs. 0.50 Crs.	Above Rs. 0.50 Crs.

3.3 Applicant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub- agencies. Joint Ventures / Consortium / MOU shall not be entertained in any category.

3.4 Separate Technical evaluation will be carried out for each category mentioned in this document for which the applicant has applied for. Based on the above evaluation, applicants scoring 70 marks in each category shall only be considered for empanelment under the subsequent category.

### **C) Team Composition for all categories**

The scope of services would require a multi-disciplinary team having a mix of experience in similar nature of works. The key expertise required as the minimum is prescribed below:

No.	Sr.	Position	Minimum Education/ Qualification/ Expertise as per EOI
1.		Team Leader	Master's degree in Civil Engineering (in any discipline) with minimum 7 years of experience. <b>OR</b> Degree in Civil Engineering with minimum 10 years of experience in Planning / designing / implementation of Residential / Commercial / Industrial Projects.
2.		Senior Engineer (Civil)	Master's Degree in Civil Engineering (in any discipline) with minimum 5 years of experience. <b>OR</b> Degree in Civil Engineering with minimum 7 years of experience in designing and execution of services such as roads, building, water supply, sewerage, solid waste, etc.

3.	Urban Planner / Architect	<p><u>For Planner:</u> -Master's degree in Planning with minimum 2 years of experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Degree in Planning with minimum 5 years of experience.</p> <p><u>For Architect:</u>-Degree in Architecture with minimum 5 years of experience.</p>
4.	Electrical Engineer	<p>Master's Degree in Electrical Engineering with minimum 3 years of experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Degree in Electrical Engineering with minimum 5years of experience.</p>
5.	Civil Engineer	<p>Degree in Civil Engineering with minimum 2 years of experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Civil Engineering with minimum 5 years of experience.</p>

**(Note: Apart from above key personnel, other experts required for the successful planning & implementation of the project like Surveying expert, MEP expert, Plumbing etc. would have to be deployed as directed by the client.)**

**General Conditions and Scope of Work for all Categories:**

**1. Period of Empanelment**

- a) The empanelment of the Consultants/Architects will be for a period of 5 (Five) Years from the date of Resolution(Sanction). However, the client reserves the rights to cancel the empanelment of any or all the consultant(s) and request a fresh proposal for empanelment at any time.
- b) The client reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be final.
- c) The empanelment of the Consultants/Architects will remain in force for the purpose of completion of all works Allotted during the currency of the empanelment until they have been completed.

**2. Litigation History**

- 2.1 The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Five (5) years ending . A consistent history of litigations against the Applicant may result in failure of the application at the desertion of MPIDC.

### **3. Broad Scope of Services to be Performed by the Consultant /Architects**

#### **3.1 For Group I projects -**

1. Discussions with the client about the specific requirements and conceptualization of the assigned work.
2. Evaluation of the site and carrying out soil investigation and testing, topographical survey etc. as may be necessary with prior approval from MPIDC, Engineer-in-Charge it shall be in scope of work of Consultants/Architects.
3. Preparation of Design, Layout Plan, Site Plan, Architectural Plan, Site Development, Interior Design Details, Elevations, Sections, Walk-through models etc., (if needed) with details of area analysis, Building geometry etc., wherever required. If walk through models are required to be prepared, consultants shall be reimbursed at actual based on documentary evidence.
4. Use of value engineering concepts to consider alternate design solutions to optimize expected cost/worth ratios. Design should include incorporation of maximum possible natural light/ventilation, visually impaired & physically disabled friendly & Green Building concepts to the extent possible and flexibility for future changes.
5. Preparation & submission of required Layout Plan, Site Plan, Drawings (Architectural & Structural) conforming to latest Development Control Regulations (DCR) and local bye- laws to the Statutory authority(s).
6. Liasoning and obtaining requisite approvals / permissions from the Concerned Statutory Authorities prior to commencement and also after successful completion of the work.
7. Preparation of technical specifications, cost estimates including rate analysis, bill of quantities, inspection & testing etc.
8. Preparation of all drawings good for construction for structural designs, internal and external MEP/utility services, telecommunications, Networking, Graphic signage's, fire fighting arrangements, security systems, parking etc. as per the approved technical specifications.
9. Preparation of landscape architecture, interior architecture, architectural conservation, graphic design and signage's etc.
10. Preparation of Tender drawings, Technical specifications, vendors / manufactures for materials and equipment. Assistance to MPIDC in providing clarifications to bidders, Pre bid meeting and specifying the construction contract.
11. The approvals of MPIDC are required on all drawings, specifications, documents, etc. and Consultant shall be responsible for providing modifications, incorporation of suggestions etc. Approval of structural drawings & designs from Govt. Engineering College shall be in scope of work of consultant.
12. Ensure engaging the required key professionals for the services such as architectural, structural, MEP/utility services, landscaping, conservation etc. for the project designing and execution.
13. Attend the reviews, meetings, conferences pertaining to the project.
14. In case of new construction, the design shall be strictly in accordance with the latest Indian Standard Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.

15. Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding Environment and neighborhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.
16. Preparation and issue of working drawings with all details for proper execution of the work. This shall include preparation of fabrication / shop drawings for select items as well as scrutiny / approval of shop drawings submitted by contractors for various services.
17. Site Supervision to review and ensure approved design compliance by the executing agency.
18. Revision of drawing details and specifications as and when required in due course of construction progress and re-approval of required.
19. Preparation and planning of all design details, deliverables and plan the construction program to complete the project.
20. The consultant shall attend all the review meetings conducted by MPIDC from time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra shall be made.
21. Provide all necessary technical assistance required to the client in the finalization of the scheme including DPR, Bid process Management, PMC/SQC complete till finalization of project.
22. Submit the DPR with plans, designs and estimations, tender document etc for the scheme (Hard copy minimum 3 sets and Soft copy including AutoCAD file, KML files).
23. Preparation of As-Built drawings for the construction (Hard and Soft copy including AutoCAD file,, KML files).
24. Authorized licensed drawings software shall be used & license copy shall be providing in tender submission.

### **3.2 For Group II Projects -**

- For Group II Projects, prior to the scope of work as specified in section 3.1 for Group I Projects, the consultant shall conduct a feasibility study for the proposed land parcel along with the justification of its acquisition by MPIDC and shall develop a concept plan accordingly as required by MPIDC.

### **4. General Scope of Work**

This consultancy service should include preparation of DPR including Planning, designing & detailing of architectural, Structural and allied services, Interior Designing, Bid Process Management and supervision & quality control consultancy of the proposed project etc required to complete the work successfully the nature of services to be rendered are briefly as follows :

1. Taking employers instructions, site appraisal, conducting field survey and investigations.
2. Submitting PERT Chart / Bar Chart incorporating all the activities required for completion of the project well in time i.e. Preparation of Working Drawings, Structural Drawings, Detailed Drawings, and Calling Tenders etc.
3. On the basis of the base line data, architect shall prepare a Single Line Conceptual Plan, Floor Plan, Section & Elevations of building & facilities and a broad cost estimate on Plinth Level basis. Preparing Sketch designs which shall be in accordance with local

- governing codes / standards etc. Including carrying out necessary revisions as per directions of approval authority, so as to enable the employer to take a decision.
4. Modify the sketch designs incorporating the required changes and Prepare final concept designs & computer 3D model, Physical model on specified scale for the approval along with revised cost (Stage I).
  5. Based on approved concept plan, Preparing Detailed Estimate, Detailed Architectural Working Drawings, Plans, Elevations, Structural Calculations, Structural Drawings & Designs, Layout Drawings for Water Supply & Drainage, Electrical, Mechanical Utilities, PHE, Parking, HVAC, Landscape etc, required to invite tenders to commence work at site and for the proper execution during construction.
  6. Submitting required drawings & designs to municipality & other local authorities and obtaining their approval. Structural & Allied Services designs should be certified from any Govt. Engineering College. The Expenses will be borne by MPIDC.
  7. Preparing of detailed composite tender documents after approval of draft bid document for various services viz. general builders work & specialist services such as water supply & sanitary installations, electrical installation etc complete with articles of agreement, conditions of contract, special conditions, specification, bill of quantities based on respective SOR including detailed analysis of rates based on market rates, if required, time & progress charts etc and assisting MPIDC in finalization of construction agencies.
  8. Preparing for the use of the employer, 4 copies of the contract documents including all drawings, specifications and other particulars.
  9. Assuming full and overall responsibility for supervision & quality control for proper execution of all works by contractor who are engaged from time to time including control over quantities during the execution to restrict variation, if any.
  10. Review & Approve work programs.
  11. Identify construction delay and recommend to MPIDC, remedial measures to expedite the progress.
  12. Determine any extension of the project completion schedule to which the contractor is entitled & notify the same to MPIDC accordingly.
  13. To assist the MPIDC in arriving at any cost variation and its impact on design during construction stage, related to drawing & design.
  14. To ensure that quality of the material & work is in accordance with contractual specifications. All quality control test and observation shall be recorded in duplication by the contractor, a copy of which will be sent to the architect for certification. It will be responsibility of consultancy firm to supervise the work as per specifications and to check the quality as per specifications.
  15. No deviations or substitutions should be authorized by the architect without working out the financial implication, if any, to the contractor and if necessary prior approval should be obtained from the MPIDC.
  16. Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill.
  17. Checking measurement of works at site in full and issuing certificate to that effect.
  18. Obtaining final building completion certificate and securing permission of municipality and such other authority for occupation of the building, if applicable.
  19. Appearing on behalf of the employer before the municipal assessor in connection with settlement of the ratable value of the building and tendering advice in the matter to the employer, if applicable.
  20. On completion of the project, certify "as made" completion drawings prepared by the Consultant for architectural, structural, water supply & drainage works, electrical & other services along with a brief report on the project & relevant structural design calculations and submitting 3 copies of the same for the records of the employer.

21. The consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer.
22. The consultant shall assist the MPIDC in all arbitration proceedings between the contractors and MPIDC and also defend MPIDC in such proceedings.
23. Any other services connected with the works usually and normally rendered by the architect, but not referred to herein above.
24. The consultant shall engage qualified & competent / reputed civil, structural, electrical, HVAC and fire protection consultants as required to assist them in the Preparation of design and details of the services. The service consultants will be appointed with the approval of the MPIDC. The fees payable to these consultants shall be borne by the principal consultants out of the fees received by them. The later shall be however fully responsible for the design and soundness of the activities of various consultants.
25. In addition to above, the consultants shall advise and assist the MPIDC in preparing suitable replies to the Chief Technical Examiner of Central Vigilance Commission and also in the arbitration proceedings, if any, in case of need.
26. The consultant shall be responsible for the supervision/ checking, rectification through contractor (if Required ) in Defect liability period(DLP) of the project .the consultant should inform the same to the department time to time.
27. Level Sheet of Sewerage Work should be verified from Consultants with 100% liability.
28. Third Party Inspection of material and other equipment will be done in presence of Consultant.
29. GIS Mapping of Sewerage Network laid under the supervision of PMC will be under its scope.
30. Contour survey, Geographical survey, Soil Investigation survey, Aquifer Survey will be under the scope of Consultant Interested in water Body Rejuvenation work

#### **4. Recording of Measurements and Other Liabilities : -**

- i. All record and running measurements of the works shall have to be entered by the engineers of the consultant in Measurement Books which will be issued by the MPIDC. At least 50% of the measurements shall have to be checked by the Senior Engineer and at least 10% of the measurements shall have to be checked by the Team leader.
- ii. However overall responsibility of correctness of all the measurements shall be of the consultant.
- iii. All tests for quality control shall have to be supervised by the engineers of the consultant.
- iv. Tests of finished works and materials shall be at laboratory / site lab of the contractor. Test will be carried out on materials as well as on finished Product at laboratory / site of the contractor.

#### **5. Permanent record of the running and final bills shall also have to be maintain in Bill Measurement books.**

##### **Scope Of Work**

1. Consultant shall have to submit detailed design, drawings, estimate, autocad drawing , 3d views, KML Files etc
2. Consultant has to revise design , drawings time to time as per consultation with engineer in charge .
3. Consultant shall be solely responsible for execution of work at site as per design and drawing .
4. Consultant shall have to record measurements of work executed at site.

## 6. Payment Terms and Schedule

### A) Payment Terms and Schedule for Projects above Rs. 100 Cr. :

The Consultants Fees shall be fixed in the form of Percentage of the Project cost inclusive of all the overhead expenses and taxes excluding GST which will be paid over and above the quoted rate.

MPIDC shall pay fee to consultants as:

- 1.25 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR & Bid Process Management Services
- 1.5 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Project Management (PMC), Supervision and Quality Control Services (SQC) Services

### B) Payment Terms and Schedule for Projects below Rs. 100 Cr. :

The Consultants Fees shall be fixed in the form of Percentage of the Project cost inclusive of all the overhead expenses and taxes excluding GST which will be paid over and above the quoted rate.

MPIDC shall pay fee to consultants as:

- 1.6 % of the estimated cost of project (ON GOVERNING SOR) for preparation of DPR & Bid Process Management Services
- 2.0 % of the EXECUTED cost of project (ON GOVERNING SOR INCLUDING TENDER PREMIUM) for Project Management (PMC), Supervision and Quality Control Services (SQC) Services

### C) The payment shall be made in the following stages for Group I projects :

<i>Stage</i>	<i>Work Particulars</i>	<i>Payment</i>
1.	On submitting conceptual design with Survey Report	10% of the total fees payable
2.	On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost	20% of the total fees payable less payment already made at Stage 1
3.	On incorporation Client's suggestions and submitting drawings for approval from the Client/statutory authorities, if required.	40% of the total fees payable less payment already made at Stages 1 and 2
4.	Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents. (Preparation of D.P.R. on the basis of Detailed Drawings & Estimate including Submission to the Authority for Principal Approval of Project)	50% of the total fees payable less payment already made at Stages 1 to 3
5.	On inviting, receiving and analyzing tenders; advising Client on appointment of Contractors	60% of the total fees payable less payment already made at Stages 1 to 4
6.	On submitting execution drawing and details required for commencement of work at site	70% of the total fees payable less payment already made at Stages 1 to 5
7.	(i) On completion of 20% of the work	80% of the total fees payable less payment already made at Stages 1 to 6
	(ii) On completion of 50% of the work	90% of the total fees payable less payment already made at Stages 1 to 7(i)
	(iii) On AFTER DLP Period.	100% of the total fees payable less payment already made at Stages 1 to 7(ii)

**D) The payment shall be made in the following stages for Group II projects :**

<b>Stage</b>	<b>Work Particulars</b>	<b>Payment</b>
1.	On submitting of Feasibility Study, Justification note & Concept plan	2.5% of the total fees payable
2.	On approval of Feasibility Study, Justification note & Concept plan by MPIDC	5% of the total fees payable less payment already made at Stage 1
3.	On submitting of final Survey, Final Land Acquisition Plan, Broad estimates on Final available land	7.5% of the total fees payable less payment already made at Stage 1 to 2
4.	On approval of final Survey, Final Land Acquisition Plan, Broad estimates on Final available land	10% of the total fees payable less payment already made at Stage 1 to 3
5.	On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost	20% of the total fees payable less payment already made at Stage 1 to 4
6.	On incorporation Client's suggestions and submitting drawings for approval from the Client/statutory authorities, if required.	40% of the total fees payable less payment already made at Stages 1 to 5
7.	Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents. (Preparation of D.P.R. on the basis of Detailed Drawings & Estimate including Submission to the Authority for Principal Approval of Project)	50% of the total fees payable less payment already made at Stages 1 to 6
8.	On inviting, receiving and analyzing tenders; advising Client on appointment of Contractors	60% of the total fees payable less payment already made at Stages 1 to 7
9.	On submitting execution drawing and details required for commencement of work at site	70% of the total fees payable less payment already made at Stages 1 to 8
10.	(i) On completion of 20% of the work	80% of the total fees payable less payment already made at Stages 1 to 9
	(ii) On completion of 50% of the work	90% of the total fees payable less payment already made at Stages 1 to 9 (i)
	(iii) On AFTER DLP Period.	100% of the total fees payable less payment already made at Stages 1 to 9(ii)

- **VARIATION OF DPR COST AS APPLICABLE FOR GROUP II PROJECTS -**
  - Initially the DPR Cost of the Group II project shall be determined as per the tentative land area provided by MPIDC.
  - The final land area and DPR Cost shall be considered as approved after submission of Stage 1 & 2 deliverables.
  - After the approval i.e. after Stage 2 payment as mentioned in clause 6.D, revised land area shall be considered for the calculation of Final DPR Costing. The same shall be considered for further payment stages & Payment done at Stage 1 and Stage 2 shall be adjusted accordingly if required.
  - Consultant shall start to work on the next stage only after due approval of MPIDC. The payment shall be made only upto the stage completed in approval with MPIDC.
- **GST SHALL BE PAID AS APPLICABLE**



# **Part - 2**

## **Prescribed Forms / Annexure**

**Covering letter format**

(On the letter head)

To  
Managing Director  
MPIDC Ltd., 21, Arera Hills,  
Bhopal

**Sub:** Application for “**Empanelment of Consultant and Architects for Providing Consultancy Services**”  
in the jurisdiction of MPIDC Ltd.

Having examined all the details given in Application document and Pro-forma for the above  
Consultancy & Architectural works, I/we hereby submit application for New Empanelment under Category  
..... / Category Enhancement from Category ..... to Category ..... /  
Group 1 Projects or Group 2 Projects

1. I / We hereby certify that all the statements made and information furnished in the enclosures is true and correct.
2. I / We have furnished all information and details necessary for application and have no further pertinent information to supply.
3. I / We also agree that MPIDC authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the MPIDC in respect of the Empanelment of the Consultants and Architects is final and binding.

Date

Signature(s) of Applicant(s) with seal

Enclosures:

- 1.
  - 2.
- Etc.

## Annexure 2

### **Application Form for Empanelment** **Information to be furnished by the Applicant**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Organization	
2.	Address	
3.	Contact Person	
4.	Telephone No.	
5.	Mobile No.	
6.	Fax No.	
7.	E-mail ID	
8.	Organization Details	To be filled as per <b>Annexure 3</b>
9.	Details of Directors/Partners/Proprietors	To be filled as per <b>Annexure 4</b>
10.	List of Consultancy Assignments completed	To be filled as per <b>Annexure 5</b>
11.	List of Consultancy Assignments in progress	To be filled as per <b>Annexure 6</b>
12.	Financial Status	To be filled as per <b>Annexure 7</b>
13.	Checklist of Categories Applied for by the Applicant	To be filled as per <b>Annexure 8</b>
14.	List of equipment available with the firm /individual	To be filled as per <b>Annexure 9</b>
15.	Litigation/ Arbitration	To be filled as per <b>Annexure 10</b>
16.	Affidavit	To be filled as per <b>Annexure 11</b>
17.	Mention the category/categories/ Enhancement in which application has been submitted	

**Organizational Details**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Details</b>
1.	<p><b><u>Organizational Set-up:</u></b></p> <ul style="list-style-type: none"> <li>• Place of Incorporation</li> <li>• Year of Establishment/ Incorporation/ Registration</li> <li>• Status of Firm (Proprietorship/Partnership/Limited/Any other)</li> <li>• Name of Directors/Partners/Proprietors</li> <li>• Empanelment with Govt. Organizations (Mention names along with copies of Certificates)</li> </ul>	
2.	<p><b><u>Employee Strength: (CV NOT TO BE ENCLOSED)</u></b></p> <ul style="list-style-type: none"> <li>• Principal Architects (mention nos. here)</li> <li>• Junior Architects (mention nos. here)</li> <li>• Urban Planner (mention nos. here)</li> <li>• Interior Designers (mention nos. here)</li> <li>• Civil Engineers (mention nos. here)</li> <li>• MEP Engineers (mention nos. here)</li> <li>• Infrastructure Planning/Engineering Specialist</li> <li>• Mapping &amp; AutoCAD/GIS Specialist</li> <li>•</li> </ul>	Mention Details Here
3.	<ul style="list-style-type: none"> <li>• Details of staff to be deployed for different category for execution for each project :</li> </ul>	

**\*\*Note :- Firm applied for .....**

Signature of the Applicant  
Name & Designation

Place : .....

Date : .....

**Annexure 4**

**Details of Directors /Partners /Proprietors**

<b>Sl. No.</b>	<b>Name of Partners /Directors/Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address/ Phone/Fax /e Mail</b>

Signature of the Applicant

Name & Designation

Place :

Date :

**Annexure 5**

**List of Consultancy / Architectural Consultancy Assignments Completed in Last 7 Years**

Category as per Clause 5.1 :										
Sl. No.	Name of Work/Project with addresses	Short description of Architectural/Consultancy assignment	Name and address of Owner / Client	Value of Work / Project	Date of Start of Work/Project		Date of Completion of Work/Project		Liquidated Damages, if any, imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

**Note :**

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates.
2. Applications received without necessary documentary evidence are liable to be rejected.
3. Separate Annexure 5 should be submitted for each category Applicant has applied for demonstrating similar projects of that category.

Signature of the Applicant

Name & Designation

Place :

Date :

**Annexure 6**

**List of Major Consultancy / Architectural Consultancy Assignments in Progress**

Category as per Clause 5.1 :									
Sl. No.	Name of Work/ Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/ Project	Date of Start of Work/ Project	Stipulated time of Completion	Status of Work	Expected Date of Completion	Any other relevant information

**Note:**

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation

Place :

Date :

**Annexure 7**

**Financial Status**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (Consultancy Fee) (Rs.)</b>	<b>Profit/Loss(-) (Rs.)</b>

***(Note: Annual turnover shall be consultancy fee received from consultancy services provided by the bidder and it should be demonstrated by submitting certificates issued by Chartered Accountant)***

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of the Applicant

Name & Designation

Place :

Date :



**Annexure 8**

**List of Equipment Available With The Firm**

<b>Sl. No.</b>	<b>Name of Equipment</b>	<b>Type</b>	<b>Nos.</b>
1.	Computers		
2.	Printers		
3.	Plotters		
4.	Software's		

Signature of the Applicant

Name & Designation

Place :

Date :

**Annexure 9**

**Litigation/Arbitration**

<b>Year</b>	<b>Contract Identification and Matter in Dispute</b>	<b>Value of Pending Claim in INR or any other currency</b>
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	

Signature of the Applicant

Name & Designation

Place :

Date :

**Affidavit**

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs.100/- DULY CERTIFIED BY NOTARY)**

Affidavit of Mr. ....S/o .....  
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s. ....having its Head Office /Regd. Office at .....
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this Application for Empanelment of Consultants and Architects to MPIDC are genuine and true and nothing has been concealed.
3. I shall have no objection in case MPIDC verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case MPIDC demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, MPIDC at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me /M/s.....from participating in any future tenders/EOI/applications.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this .....day of .....

**Deponent**

(See clause 22 of Section 2 -ITB)

**PERFORMANCE SECURITY**

To,

..... (Name of Employer)  
..... (Address of Employer)

WHEREAS .....(Name and address of Contractor) (Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. .... Date ..... to execute ..... (Name of Contract and description of Works) (hereinafter called "the Contract")

**AND WHEREAS** it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of guarantee]\* \_\_\_\_\_ (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 contractor before presenting us with the demand.

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

Our liability under this Bank Guarantee shall not exceed Rs. ....( Rs. ....only) & we further declare that this Bank Guarantee will be valid from .....to ..... and we declare that this Bank Guarantee will be renewed automatically; we undertake to renew this Bank Guarantee on our own till the matter is settled & fully discharged by the Managing Director, M.P. Industrial Development Corporation Ltd.,. The liability of the importer shall not be discharged in any account without the consent of the Executive, M.P. Industrial Development Corporation Ltd., in writing.

Signature, Name and Seal of the guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_ Address \_\_\_\_\_

Phone No., Fax No., E-mail Address, of Signing Authority \_\_\_\_\_ Date \_\_\_\_\_

\* An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

## **GENERAL TERMS AND CONDITIONS**

### **1. Penalties**

a) In case of delay in execution of the assigned work by the agency, the Department may impose a penalty, as per specified norms. If the delay is beyond stipulated time then the Department may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. Department may debar and blacklist the Agencies for applying in its future empanelment also".

b) If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent (such as inadequate interactions with the Department), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non- engagement of adequate resources in the prescribed time frame), of the Agencies and the Department decides to abort the contract because of such failure, then a sum up to 10% of the value of the contract shall be recovered from the Agencies. This shall be without prejudice to other remedies available under law and this agreement with the Department.

### **2. GENERAL TERMS AND CONDITIONS OF AGREEMENT**

The following terms and conditions are of a general nature, and are given here only for the information of the applicant.

#### **2.1 Nativity**

The organization must be incorporated in India.

#### **2.2 Relationship**

a) Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the "Department" and the "Applicant". No partnership shall be constituted between Department and the applicant by virtue of this empanelment nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party or represent that by virtue of this or any other empanelment a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.

b) Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first having obtained the other party's prior written approval.

#### **2.3 Right to rejection and Right to annulment**

The Department reserves the right to reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

#### **2.4 No obligation**

Empanelment with the Department does not guarantee that any or all applicants shall be awarded any project / assignment as a result of this empanelment.

### **2.5 Confidentiality**

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the empanelment process may result in the rejection of their application.

### **2.6 Governing Language**

All documents relating to agreement shall be written in English/Hindi Language.

### **2.7 Applicable Law**

Applicable Law 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.

### **2.8 Jurisdiction of Courts**

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Bhopal only.

### **2.9 Amendment**

At any time prior to deadline for submission of applications, the Department may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all applicants.

### **2.10 Agency's Obligations**

a) The Agency is obliged to work closely with the Department's staff, act within its own authority and abide by directives issued by the Department.

b) The Agency will abide by the job safety measures prevalent in India and will free the Department from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the Department responsible or obligated.

c) The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

d) The Agency will treat as confidential all data and information about the Department, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Department.

2.11 The Department may withdraw/cancel/terminate the empanelment at any time during the empanelment period.

2.12 The Department reserves the right to analyze the work of the empaneled agency any time during the period of empanelment. If found unsatisfactory, the empanelment/agreement may be cancelled.