Addendum

No: TPR: 1520/ZDP/Emp./2019

Jaipur, 29.03.2019

Prior to the Request for Proposal (RFP) issued on 06.03.2019 for consultancy services for "Empalement of Consultants" for preparation of Zonal Development Plans and Other Planning Services / Projects by the office of The Chief Town Planner, Rajasthan, Jaipur. The terms and conditions of Bid Documents is hereby amended as under:

1. In clause no 4.1.3 of TOR; Annual Turnover (last 3 years i.e. 2016-17, 2017-18 and 2018-19) is not mandatory for eligibility criteria.


3. In clause 3.2 of section-II of Bid Data Sheet "Whether Joint Ventures are permitted to submit Proposals (Yes/No): No" is amended as "Yes"

4. The following text should be read as added in Clause 3.3.1(i) of Instruction to Consultants: "In case of Joint Venture, duly attested original copy of the Joint Venture agreement prescribed on non-judicial stamp paper to be submitted."
   "In case of proprietorship, registration certificate issued by competent authority should be submitted."

5. The clause 3.3.1(ii) of Instruction to Consultants "GST Registration Certificate in the name of the Consultant be submitted" is amended as "GST Registration Certificate (if applicable) in the name of the Consultant be submitted."

6. In clause 8.4 (Mode of payments) of Instructions to Consultants the description is replaced by "the stage wise payment shall be done by the paying authority depending on the progress of work, details of which will be provided at the time of award of work."

7. In the following clauses:
   - Sr. No. 1 of 4.1.3 of TOR
   - 1.1.3 of Instructions to Consultants
   - 5.2.1.1 of Instructions to Consultants
   - 7.2.1(b)1 and Point No.1 and 3 of 7.2.1 of Bid Data Sheet
   - B(1) of Form TECII-2

The text "consultancy firm/company" is amended as "consultancy firm/company/joint venture/proprietorship"
8. The following text is deleted in Clause 3.1 of TOR “Looking to the quantum of work and multidisciplinary tasks, no Individual consultant shall be considered for empanelment.”

9. The following new clauses (Clause no. 4.1.4 and 4.1.5) should be read as added in the TOR:

**4.1.4 Categorization of consultants:**
The empanelment of consultants would be categorized on the basis of their annual turnover, work experience and technical team as per the below table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Eligibility Criteria</th>
<th>Minimum Number of Technical persons in addition to key persons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Turn Over in Rs.</td>
<td>Completed assignments/ work order of Master Plan /Zonal Development Plan/Sector Plan*</td>
</tr>
<tr>
<td>D</td>
<td>Up to 25 lakhs</td>
<td>Minimum Work order of Rs. 10 Lakhs or one completed assignment.</td>
</tr>
<tr>
<td>C</td>
<td>Above 25 lakhs and up to 50 lakhs</td>
<td>More than two completed assignments</td>
</tr>
<tr>
<td>B</td>
<td>Above 50 lakhs and up to 1 Cr.</td>
<td>More than three completed assignments</td>
</tr>
<tr>
<td>A</td>
<td>Above 1 Cr.</td>
<td>More than five completed assignments</td>
</tr>
</tbody>
</table>

* In case of a consultancy firm/company/joint venture/proprietorship, if the key person is a Retd. Senior Town Planner his past experience in the Department would be considered towards completed assignment.

**4.1.5 Assignment of work related to Municipal Town:**
The consultant would be assigned to work for a particular town on the basis of its eligible category, the categorization of towns as classification of Municipal Towns is as mentioned in the table below:

<table>
<thead>
<tr>
<th>Category of Consultant</th>
<th>Class of Municipal Town</th>
<th>Class Wisc No. of Towns</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Class I to V</td>
<td>Class I: 29</td>
</tr>
<tr>
<td>B</td>
<td>Class II to V</td>
<td>Class II: 26</td>
</tr>
<tr>
<td>C</td>
<td>Class III to V</td>
<td>Class III: 98</td>
</tr>
<tr>
<td>D</td>
<td>Class IV to V</td>
<td>Class IV: 38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class V: 02</td>
</tr>
<tr>
<td><strong>Total No. of Municipal Towns</strong></td>
<td></td>
<td><strong>193</strong></td>
</tr>
</tbody>
</table>

Note: While allocating/assigning of work of various Municipal Towns, preference would be given to the consultants empanelled in the higher category.
10. The sealed proposals (only Technical bid) shall be submitted in the office of Chief Town Planner, Rajasthan, Jaipur, upto 5:00 PM on 15.04.2019 in place of 08.04.2019 and the sealed proposals (only Technical bid) shall be opened at 11:30 AM on 16.04.2019 in the presence of consultants or their representatives in place of 09.04.2019.

11. The following text in the entire document:
"one key personnel having PG qualification in urban/regional planning with 5 years of experience in the field of urban planning" is substituted as "one key personnel having PG qualification in urban/regional/housing/transport/infrastructure planning with 5 years of experience in the field of urban/regional/housing/transport/infrastructure planning"

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File No. TPR 15(20)/ZDP/Emp./2019 2790 9

Minutes of the Meeting

Pre Bid Meeting for the “Empanelment of Consultants” for preparation of Zonal Development Plans and Other Planning Services/Projects was held on 25.03.2019 at Nagar Niyojan Bhawan, Town Planning Department under the Chairmanship of Shri Bhaskar A. Sawant, Principal Secretary, Urban Development & Housing Department, Govt. of Rajasthan.

The following officers were present in the meeting:

1. Sh. R.K.Vijayvargia, Chief Town Planner, Rajasthan
2. Sh. V.K.Dalela, Addl. Chief Town Planner (West)
3. Sh. D.R.Varyani, Chief Accounts Officer, Town Planning Department
4. Sh. Subhash Sharma, Sr. Town Planner (HQ)
5. Concerned Officers of Town Planning Department
6. Representatives of prospective bidders (List enclosed)

At the outset, a brief presentation was made by the Chief Town Planner, Rajasthan providing an overview regarding the Empanelment of Consultants” for preparation of Zonal Development Plans and Other Planning Services/Projects.

Further, to this Principal Secretary, Urban Development & Housing Department, Govt. of Rajasthan addressed about the priority of the State Govt. while replying to the several queries which were received in relation to the Expression of Interest, Terms of Reference (TOR), Bid documents, etc. for the “Empanelment of Consultants” for preparation of Zonal Development Plans and Other Planning Services/Projects. Later on, the prospective bidders were also asked to raise their queries and comments on the same.

After reviewing the queries received through e-mails and other general queries and comments following clarification/decision were made:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Query/Comment</th>
<th>Clarification/Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Joint Ventures and Sole Proprietorship should be made eligible for applying.</td>
<td>Joint Ventures and Sole Proprietorship to be made eligible for applying and corrigendum to this effect to be issued.</td>
</tr>
<tr>
<td>2.</td>
<td>The limit of minimum annual turnover of Rs. 25 Lakhs should be removed in order to promote startups and young entrepreneurs.</td>
<td>The limit of minimum annual turnover of Rs. 25 Lakhs to be replaced with “turnover up to 25 Lakhs” in order to promote startups and young entrepreneurs and corrigendum to this effect to be issued. However, categorization of consultants to be done depending on their financial turnover and technical capacity.</td>
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<tr>
<td>3.</td>
<td>The companies/firms which are already working on planning projects in the state and their work is on-going should be included in the eligibility criteria.</td>
<td>On-going work would be considered as work experience in the eligibility criteria for categorization only.</td>
</tr>
<tr>
<td>4.</td>
<td>Civil engineers should be included as key personal in the eligibility criteria.</td>
<td>The query/suggestion was not accepted as the nature of work is related to urban planning; therefore a civil engineer may be part of the consultant’s team but cannot be the key person.</td>
</tr>
<tr>
<td>5.</td>
<td>Payment for the consultancy work should not be done by the concerned ULB instead a centralized system should be made.</td>
<td>The current process is only for the empanelment. The decision regarding payment issue would be taken at later stage.</td>
</tr>
<tr>
<td>6.</td>
<td>Whether property level mapping along with details of the property are to be mapped by the consultants</td>
<td>The consultant would have to complete the work as per technical guidelines issued in this regard, which includes digitization of property level mapping.</td>
</tr>
<tr>
<td>7.</td>
<td>What will be the basis of assignment of work</td>
<td>The consultants would be categorized based on their annual turnover, work experience and technical persons in the team and broadly on the basis of this categorization the Municipal Town of a particular category would be assigned.</td>
</tr>
</tbody>
</table>

The meeting ended with vote of thanks to the Chair.

(R.K. Vijayvargia)
Chief Town Planner,
Rajasthan

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Copy to the following for information and necessary action:
1. PS to Principal Secretary, UDH, Rajasthan
2. Addl. Chief Town Planner (East), Rajasthan
3. Addl. Chief Town Planner (West), Rajasthan
4. Sh. D.R. Varyani, Chief Accounts Officer, Town Planning Department
5. Guard File

(S.C. Sharma)
Sr. Town Planner (HQ),

Date: 29 MAR 2019