

GOVERNMENT OF ASSAM
PLANNING & DEVELOPMENT DEPARTMENT
PP DIVISION, 4TH FLOOR, BLOCK-'F', ASSAM SECRETARIAT, DISPUR

Expression of Interest (EOI)

Planning and Developing Department, Government of Assam, being a nodal department is involved in extending support and providing technical assistant to sponsoring departments for developing and preparing projects in various sectors like Urban development, Road and Highways, Buildings, Water-Supply and Sewerages, Solid Waste Management, Power, Drainage, Irrigation, Tourism under various central and state funded projects (JNNURM, UIDSSMT, BSUP, IHSDP, NLCPR, NEC etc.)

1. Requirement of consultancy services

Govt. of Assam had earlier empanelled a list of consulting firms for preparation of DPRs, of projects funded under various schemes of ministries of the Govt. of India and the Govt. of Assam

Now, it further intends to expand the list to cover the wide range of sectors and to have room for varied project size. The consulting firms already empanelled with Government of Assam may not participate in this EoI.

After empanelment, the concern line departments may invite proposals from the shortlisted firms as and when required.

Indicative scope of work is given below. Details of scope of works would be informed to consultants for specified projects by concerned departments as per the scope under the project.

- a) Preparation of concept paper as per guideline of various funding schemes under central / state Govt.

- b) Preparation of Detail Project Report (DPR) under following broadly classified sectors/domain towards carrying out engineering surveys, site investigations and feasibility, technical design and drawing, cost estimate, details BOQs, implementation plan, economic and financial analysis etc.
 - a. Roads, Bridges & Highways
 - b. Urban & allied infrastructure (Town Planning, Agriculture, Tourism, Cultural, Tourism, Sports, Education, Health etc)
 - c. Water supply & Sanitation
 - d. Water Resource infrastructure (Irrigation, Flood Management and Drainage)

2) **Conflict of Interest**

P&D dept. requires that the consultants should provide precisely the professional, result oriented and impartial advice at all times hold the departments interest paramount, strictly avoid conflict with other assignment / jobs or their own corporate interest and act without any consideration for future works.

3) **Right to accept proposal**

P&D department reserves the right to accept or reject any proposal to annual the empanelment process and rejects all proposal at any time prior to award of contract, without thereby incurring any liability to the affected consultant(s) or any obligation to inform the affected consultant(s) of the grounds of such decision

4) **Fraud and corruption**

P&D department requires the consultant empanelled through this EoI must observe the highest standard of ethics during the performance and execution of such assignments as may be allotted by various department from time to time.

5) **Amendments of EoI document**

At any time prior the to last date of receipt of bids, the PP division may for any reason wherever on its own initiative or in response to a clarification requested by the prospective bidders, modify the EoI documents by an amendment. In order to provide prospective bidder responsible time in which to take the amendment into account in preparing their bids, the PP division, may on its own discretion, extended the last date of receipt of bid and /or make other changes in the requirements set out in the invitation to EoI. Any such amendment / extension of submission time shall be uploaded in the website only.

6) **Process of empanelment**

This EoI is the request for empanelment intended to result in the selection of a panel of consultant. The response received pursuant to this EoI will be evaluated as per the criteria specific in this document and the qualified consultants will be empanelled as explained in this document. The short listed empanelled consultant will be asked to submit their bids, as an when assignment arise on detail term of reference (TOR) on a case to case by various line departments. The consultant, to work with various line departments on a specific assignment, will be selected after evaluation of their financial bid received.

- Selected consultants will be empanelled for a minimum period of four years from the date of its selection.
- P&D department and other department use the panel during the tenure of empanelment.

7) **Eligibility**

- a) Minimum of 3 years of proven experience in providing consultancy for preparation of Concept Reports, Feasibility Report, DPR etc.
- b) Minimum Average Annual Turnover of the Firm/Company of Rs. 20.00 Lakhs for the last three years i.e. 2009-10, 2010-11, 2011-12.
- c) The applicant should furnish a self-certified undertaking to the effect that the firm has not been black listed in India or abroad by any Government department/agency.
- d) The consultant has to be a Registered Company / Firm of Individuals / Association of Persons and as such the eligible entity must be registered under the Companies Act, 1956 or the Partnership Act, 1932 or the Limited Liability Partnership Act 2008 or the Registration of Societies Act.

8) **EOI Documents**

The EOI documents may be downloaded from www.planassam.info or www.assamppp.gov.in and for any clarification may contact:

Additional Director, PP Division
Planning & Development Department, 4th Floor, Block – ‘F’
Assam Secretariat, Dispur, Guwahati
Ph: 0361-2237425 (O)

9) **Documents to be submitted with EOI**

Form I: Covering letter for empanelment of the Consultants with clear citation of sector under which the consultant intends to be empanelled. Consultant can opt for as many sectors within the quoted sectors referred under section 1.b subject to fulfillment of criteria referred under section 12.b

Form II: General information related to eligibility of the bidder. Certified copies of Audited Balance Sheets of preceding 3 years wherever applicable (scanned copies of original statements). Any other supporting information that is relevant to eligibility

Form III: Profile of Technical Professionals

Form IV: Relevant experience details: Project Description Sheet tabulated in the prescribed format attached in Annex-1 in support of project experience envisaged under 12.b

10) Preparation of Proposal

The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal

Proposal received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid. Consultants are not permitted to modify, substitute, or withdraw proposals after its submission.

11. Submission of EOI:

The EOI should be submitted in a sealed envelope and marked “EoI for empanelment of Consultants for preparation of DPRs, Concept Reports etc.” at the address mentioned below latest by 2.00 PM on 31/08/2013.

Address for Submission of EoI:

Additional Director, PP Division
Planning & Development Department, 4th Floor, Block – ‘F’
Assam Secretariat, Dispur, Guwahati-6

12. Evaluation Criteria and Evaluation of Proposals

During evaluation of Proposals, P & D Department, may, at its discretion, ask the Respondents for clarification of their Proposals. The process of evaluation of Proposals is as given below:

- a) **Preliminary Scrutiny:** Preliminary scrutiny of the proposals for eligibility will be done to determine whether the proposals are complete, whether the documents have been properly signed and whether the Proposals are generally in order. Proposals not conforming to such requirements will be prima facie rejected. Proposals conforming to preliminary scrutiny requirements will be checked for conformance to the minimum eligibility criteria.
- b) Only those proposals would be taken for technical evaluation, which fulfils the minimum eligibility criteria during the responsive to preliminary scrutiny. If a proposal is determined as not substantially responsive will be rejected. Technical proposals conforming to eligibility criteria will be taken up for technical evaluation. The parameters to be used for technical evaluation will be as follows:

- A minimum of three projects with at least one completed project against each sector for which the empanelment is sought.
- c) All the respondents who qualify under technical proposal will be shortlisted as qualified (sector wise) for empanelment. Out of the shortlisted consultants, P & D Department, at its own discretion, will empanel a fixed number of consultants for each sector.

Annexure-1

Name of the Sector: _____

<u>Sl. No.</u>	<u>Name of the Project</u>	<u>Project Cost</u>	<u>Brief Scope of the Work</u>	<u>Implementing Authority</u>	<u>Project Status (Ongoing / Completed)</u>	<u>Support Document (Work Order /Completion Certificate)</u>

Note: 1. All completed projects have to be supported with completion Certificate and ongoing projects to be supported with Letter of Engagement/Work Order.

2.A separate sheet to be submitted for each sector.