



GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

Request For Proposal

Atal Mission for Rejuvenation and Urban Transformation 2.0
Sub Scheme

February 2025

Urban Development Department
Government of Sikkim

Near State Bank of Sikkim Headquarters, National Highway 10, Gangtok, Sikkim – 737101

Email: udhdsikkim@gmail.com

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DISCLAIMER

The information contained in this **Request for Proposal** document (hereinafter referred to as the “RFP”) subsequently provided to Applicants, whether verbally, in documentary form, or any other form, by or on behalf of the **Urban Development Department, Government of Sikkim** (hereinafter referred to as the “Client” or “UDD”) or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions under which such information is provided.

This RFP is neither an agreement nor an offer by the Client to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Technical & Financial Proposals pursuant to this RFP. While all efforts have been made to ensure the accuracy of information contained in this RFP, it does not purport to contain all the information that each Applicant may require. Each Applicant should, therefore, conduct its own investigations and analysis, check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this RFP, and obtain independent advice from appropriate sources.

The Client, or any of its employees, or advisers shall not incur any liability to any person, including any Applicant, under any law, statute, rules, regulations, or tort, or any principles of restitution or unjust enrichment or otherwise, for any loss, damage, cost, or expense that may arise from, or be incurred or suffered on account of, anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability, or completeness of the RFP and any assessment, assumption, statement, or information contained therein, or deemed to form part of this RFP, or arising in any way from this Selection Process.

The Client may, in its absolute discretion and without being under any obligation to do so, update, amend, or supplement the information, assessments, or assumptions contained in this RFP. The Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.



ABBREVIATIONS

AMRUT	Atal Mission for Rejuvenation and Urban Transformation
CERC	Consultancy Evaluation & Review Committee
CPHEEO	Central Public Health and Environmental Engineering Organisation
CV	Curriculum Vitae
EMD	Earnest Money Deposit
ESZ	Ecological Sensitive Zone
FY	Financial Year
GC	General Conditions of Contract
GIS	Geographic Information System
GST	Goods and Service Tax
INR	Indian Rupee
JNNURM	Jawaharlal Nehru National Urban Renewal Mission
JV	Joint Venture
LOA	Letter of Award
MoHUA	Ministry of Housing and Urban Affairs
PMAY	Pradhan Mantri Awas Yojana
RFP	Request for Proposal
SC	Special Conditions of Contract
SNA	State Nodal Agency
SUGAY	Sikkim Urban Garib Awas Yojana
TCPO	Town and Country Planning Organization
ToR	Terms of Reference
UDD	Urban Development Department
ULB	Urban Local Body
URDPFI	Urban and Regional Development Plans Formulation and Implementation



SECTION I. INVITATION

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I.I. Letter of Invitation



URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK

No. 158/000/SECT.

Dated: 06.02.2025

LETTER OF INVITATION

Request for Proposal for "Formulation of GIS-Based Master Plan for Namchi Planning Area"

Urban Development Department in coordination with AMRUT 2.0 State Mission Directorate, Government of Sikkim invites Request for Proposal (RFP) for GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under the AMRUT 2.0 Sub Scheme "Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999" of Ministry of Housing & Urban Affairs (MoHUA), Government of India.

The objective of this assignment is to develop a **Master Plan** for the **Planning Area** as specified in Notification No. 02/UDD/2025, dated 09/01/2025, in accordance with the Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act, 1985, and/or any other Act in operation during the preparation of the plan. Consultancy firms/organizations/institutions/others with similar work experience can complete the application as per instructions given in the following sections of the RFP document:

- Section 1 – Invitation
- Section 2 – Terms of Reference
- Section 3 – Information to Consultants
- Section 4 – Prequalification - Standard Forms
- Section 5 – Technical Proposal - Standard Forms
- Section 6 – Financial Proposal - Standard Forms
- Section 7 – Standard Form of Contract

Last date for receipt of the Proposals is **12th March 2025** till **3:00 pm**.

Yogeeta Rai
State Mission Director (AMRUT)
Principal Architect cum Secretary
Urban Development Department, Government of Sikkim
Government of Sikkim, Gangtok

NH 10, GANGTOK-737101; PHONE: 03592-202900; FAX: 205087; udhdsikkim@gmail.com



I.2. Data Sheet

1.2.1. The Data Sheet is as given below:

Sl. No.	Particulars	Details
1	Name of the Client inviting RFP	Urban Development Department, Government of Sikkim
2	Name of the Assignment	Formulation of Geographic Information System (GIS)-based Master Plan for Namchi Planning Area under AMRUT 2.0 Sub scheme
3	Mode of Bidding	Offline Hard copies of the same are to be submitted at the address mentioned in Sl. No. 17 of the Data Sheet
4	Date of RFP Issue/ Download	10.02.2025 to 05.03.2025
5	Last Date of Receiving Pre-Bid Queries (Online)	21.02.2025 by 3:00 pm at udhdsikkim@gmail.com
6	Date/Time/Place of Pre-Bid Meeting (Hybrid Mode)	27.02.2025 at 11:00 am Offline: In the office of the State Mission Director, AMRUT, Urban Development Department, Government of Sikkim, Gangtok Online: Meeting Link will be intimated later.
7	Last Date and Time of Bid Submission	12.03.2025 by 3:00 pm (Submissions of hard copy through Speed/Registered post/courier/submission by hand. No drop box facility available)
8	Date and Time of Pre-Qualification Opening	15.03.2025 at 11:00 am at the office of the State Mission Director, AMRUT, Urban Development Department, Government of Sikkim, Gangtok
9	Date and Time of Technical Proposal Opening	21.03.2025 at 11:00 am at the office of the State Mission Director, AMRUT, Urban Development Department, Government of Sikkim, Gangtok

GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

Request For Proposal



Sl. No.	Particulars	Details
10	Date and Time of Financial Proposal Opening	Will be intimated after the evaluation of the Technical Proposals
11	Tender Fee	₹20,000/- (Rupees Twenty thousand only) Payable in the form of Demand Draft in favour of State Mission Director, Urban Development Department payable at Gangtok as non-refundable charges for the RFP document.
12	Earnest Money Deposit (EMD)	Refundable: ₹1,75,000/- (Rupees One lakh seventy-five thousand only) Payable in the form of Demand Draft in favour of State Mission Director, AMRUT, Urban Development Department, Government of Sikkim payable at Gangtok as refundable proposal security. The duration of validity of the proposal security is 180 days and will be refunded after the work is awarded to the successful bidder.
13	Validity of Bids	180 Days
14	Time Period	2 Years (Preparation Work completion 1 year + Support 1 year)
15	Signing of Agreement	Within 15 days of Letter of Award (LOA)
16	Selection Method	Three-part bid/proposal system
17	Name & Address for Correspondence	State Mission Director (AMRUT) Principal Chief Architect cum Secretary Urban Development Department, Government of Sikkim, Near State Bank of Sikkim Headquarters, National Highway 10, Gangtok, Sikkim – 737101 Email: udhdsikkim@gmail.com Phone No.: +918348385806

1.2.2. In case, any of the bidders fails to pay the Tender Fee and EMD, its bid shall not be accepted.



- 1.2.3. UDD will not be responsible for delay in bid submission due to any reason.
- 1.2.4. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the bids without assigning any reason.
- 1.2.5. No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 1.2.6. Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid.
- 1.2.7. If the tenders are cancelled or recalled on any grounds, the cost of bid document will not be refunded.
- 1.2.8. Three-part bid/proposal system: Three stage process with four-envelope system would be adopted, Envelope -1 being for Pre-Qualification; Envelope - 2 being for Technical Proposal, Envelope -3 being for Financial Bid and an Outer Envelope enclosing all other three main envelopes.
- 1.2.8.1. **Envelope – 1 named “Pre-Qualification”:** The consultant must submit the following particulars / documents as Pre-Qualification failing which the RFP may be treated as non-responsive.
- Tender Fee
 - Earnest Money Deposit
 - Photocopy of the PAN card
 - Copy of company registration certificate
 - Copy of GST registration
 - For Joint Ventures (JVs):
 - A copy of the legally executed Joint Venture Agreement (JVA) or Memorandum of Understanding (MoU), specifying the roles, responsibilities, and share of each party involved in the JV.
 - Details of each JV partner, including their qualifications, experience, and financial capabilities, as applicable.
 - A declaration stating that the JV parties will be jointly and severally liable for the execution of the contract.
 - Submission Form of Clause 4.1
 - Filled Standard Forms from Clause 4.2 to 4.7 of Section 4



- 1.2.8.2. **Envelope – 2 named “Technical Proposal”**: The consultant must submit the following particulars / documents as Technical Proposal which the RFP may be treated as non-responsive.
- Submission Form of Clause 5.1
 - Filled Standard Forms from Clause 5.2 to 5.8 of Section 5
- 1.2.8.3. **Envelope – 3 named “Financial Proposal”**: The consultant must submit the following particulars / documents as Financial Proposal failing which the RFP may be treated as non-responsive.
- Submission Form of Clause 6.1
 - Filled Standard Forms from Clause 6.2 to 6.6 of Section 6
- 1.2.8.4. **Outer Envelope**: The outer envelope must include the address as mentioned in Sl. No. 17 of Clause 1.2.1. and assignment name as mentioned in Sl. No. 2. of Clause 1.2.1. to ensure proper identification of the submission. The outer envelope will enclose the three main envelopes 1, 2 and 3.



SECTION 2. TERMS OF REFERENCE

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2.1. Introduction

- 2.1.1. On 25th June 2015, the Hon'ble Prime Minister, had launched the AMRUT for 500 cities. Thereafter, as a mandatory reform under the AMRUT Mission a 'Sub-Scheme on Formulation of GIS-based Master Plan for AMRUT cities' was launched by the Ministry of Housing and Urban Affairs (MoHUA) with 100% Central funding. This Sub-Scheme targeted the Metro and Class I towns of India.
- 2.1.2. In continuation to the above, the Hon'ble Prime Minister of India launched the AMRUT 2.0, on October 1, 2021. As per Reforms/Milestone no. 13 at Annexure 5 of AMRUT 2.0 Guidelines, a Sub-Scheme for 'Formulation of GIS-based Master Plans of Class-II Towns with a population of 50,000 - 99,999' has been designed and approved by MoHUA.
- 2.1.3. The AMRUT 2.0 GIS Sub Scheme comprises of five components i.e., Geo-database creation, Formulation of GIS-based Master Plans, Capacity Building, Development of National Urban Geo-portal and Development of Integrated Mobile Application. While the first three components will be implemented by the State directly, the latter two components will be developed by MoHUA and have to be put into usage by the States.
- 2.1.4. In this regard, Urban Development Department, Government of Sikkim shall be the State Nodal Agency (SNA) in coordination with AMRUT State Mission Directorate, Government of Sikkim for implementing the AMRUT 2.0 GIS Sub-Scheme in Sikkim. The UDD in association with AMRUT State Mission Directorate, Government of Sikkim proposes to undertake work in the following city in Sikkim.

Sl. No.	Name of City/ Town/Planning Area	Civic Status	Extent of Planning Area (sq.km)
1	Namchi	Planning Area	99

- 2.1.5. The notified Planning Area as specified in Notification No. 02/UDD/2025, dated 09/01/2025 (herein after referred to as "Namchi Planning Area" or "Planning Area") for the development of Master Plan includes Namchi Municipal Council, Nayabazaar-Jorethang Nagar Panchayat and 36 (thirty-six) Revenue Blocks which are within the Namchi District. River Rangeet borders the Planning Area in the west and south. Namchi town located at around 1,675 meters has emerged as a center of tourism and culture with landmarks like the Samdruptse Hill Statue (the world's largest statue of Guru Padmasambhava, built in the early 2000s) and the Char Dham Complex, a pilgrimage site for Hindus. This town has developed has also developed into an economic hub for Namchi District, with growth in agriculture (especially cardamom cultivation). Namchi is a growing urban center with modern amenities, markets, schools, and healthcare facilities. While, Nayabazaar-



Jorethang located at a lower elevation, around 300 meters, near the banks of the River Rangeet has developed as a commercial hub, connecting the Himalayan regions with the plains of West Bengal. It serves as a transit point for traders and travelers moving between Sikkim and regions like Darjeeling.

2.1.6. **Description of the Formulation of GIS-based Master Plan for Namchi Planning Area:**

The formulation of the said Master Plan will be as per Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act, 1985 and/or any other Act in operation during the preparation of the plan. The GIS based Master Plan (herein after referred to as “Namchi Master Plan” or “Master Plan”) prepared by the Consultant shall be aligned to the vision, policies, strategies and programmes of Sikkim and shall focus on the spatial, socio-cultural, economic, and environmental development of the Planning Area. The actions and recommendations of the Master Plan prepared by the Consultant shall also contribute towards the intended development of the Sikkim. The major components for formulating the Master Plan for Namchi Planning Area are bifurcated, but not limited to the following: -

2.1.6.1. **Stage I – Creation of Database and Ground Verification of Base Maps:** The Consultant shall create a database for the Planning Area through primary and field surveys. The gaps in information in the primary database may be filled in from credible secondary sources, which may include government reports and international/multilateral donor agency reports, among others. The database should provide comprehensive information regarding the spatial, socio-cultural, economic, and environmental baseline of Planning Area. Further, the SNA will make available the draft base map of the city to the Consultant. The Consultant shall liaise with the concerned agency/department, or independently, as facilitated by the SNA for verification and/or ground truthing the draft base map, as may be required for the purposes of the Consultant to prepare the Master Plan. If the Consultant has any input or suggestion to the draft base map then they shall inform, in writing, the SNA about the same for consideration through appropriate channel. The final base maps shall be used as an input for Formulation of GIS-based Master Plan by the Consultant.

2.1.6.2. **Stage II – Existing Situation and Gap Analysis Report:** After ground verification, the database serves as the foundation for the assessment of the existing conditions in the Planning Area. The comprehensive and verified database is analyzed to evaluate the spatial, socio-economic, cultural, infrastructure, environmental baseline of the Planning Area. Insights derived from the database help identify trends, gaps, and challenges, which inform the vision and goals of the Master Plan.

2.1.6.3. **Stage III – Stakeholder Consultations, Vision Document, Strategy Formulation and Integrated Development Planning:** This stage will be a transformative roadmap, setting the long-term aspirations for the Planning Area while aligning with national objectives under Viksit Bharat@2047. This stage builds on the detailed analysis of existing development trends and leverages opportunities for growth to establish a clear strategy for sustainable



and inclusive urban transformation. Stakeholder engagement will ensure the vision reflects collective aspirations and actionable outcomes.

- 2.1.6.4. **Stage IV – Preparation and Approval of Draft Master:** Based on the collected data, existing situation and gap analysis, vision, strategies, and stakeholder consultations, the Consultant will proceed to prepare the draft Namchi Master Plan. This will be a comprehensive document outlining the vision and strategic roadmap for the sustainable development of Namchi Planning Area, with a focus on meeting the city's needs, fostering balanced growth, and addressing long-term development goals.
- 2.1.6.5. **Stage V – Handholding Support:** At this stage, the Consultant shall conduct workshops, facilitate discussions, make presentations to the stakeholders, various agencies and departments to ensure a clear understanding of the Namchi Master Plan and incorporate any changes as required by the Client if any.
- 2.1.6.6. **Stage VI – Submission and Approval of Master Plan:** It involves the preparation of the final version of the Master Plan based on objections, feedback and detailed consultations. The plan is formally submitted to the concerned authorities for evaluation, feedback and approval.
- 2.1.7. Prior to starting the assignment an **Inception Report** shall be prepared by the Consultant. The Inception Report should outline the Consultant's understanding of the assignment, methodology, work plan, key deliverables, etc.



2.2. Scope of Work

2.2.1. Stage I – Creation of Database and Ground Verification of Base Maps

- 2.2.1.1. The Consultant shall organize 1 (one) workshop at the city level after the approval of the inception report. The Consultant shall prepare, present and explain through power point presentations, charts, short notes, documents and booklets to various stakeholders about the methodology, work plan and key deliverables. The Consultant, in consultation and under directions of the Client, will incorporate the relevant suggestions provided by the stakeholders for the preparation of Master Plan.
- 2.2.1.2. Collection of the primary and secondary data (for entire Namchi Planning Area) relevant in formulation of Namchi Master Plan shall be responsibility of the Consultancy. All expenses in this regard will be borne by the Consultancy (if any).
- 2.2.1.3. The Consultant shall visit & collect data from various State Government Departments and agencies such as, but not limited to, Urban Development Department, Rural Development Department, Tourism & Civil Aviation Department, Public Health Engineering Department, Forest Department, Buildings Department, Transport Department, Science & Technology Department, Energy and Power Department, Roads and Bridges Department, Land Revenue and Disaster Management Department, Agriculture Department, Housing and Development Board, Namchi Municipal Council, Nayabazaar-Jorethang Nagar Panchayat, and other state departments & agencies regarding existing scenario information, completed, under construction and in-process projects; and future development plans / proposals prepared by respective department/agency which are relevant in formulation of Master Plan.
- 2.2.1.4. The mapping agency will provide a draft base map at functional scale as per the Design & Standards document ('Sub-Scheme on Formulation of GIS based Master Plan for AMRUT Cities', 'Application of Drone/UAV Technology for Formulation of GIS based Master Plan for Small and Medium Towns' issued in October 2020 by Town and Country Planning Organization (TCPO), MoHUA and URDPFI Guidelines). To provide authenticity to the information provided by the mapping agency, value-addition of spatial features will be done through collection of attributes and the same will be vetted by Urban Local Bodies (ULBs) and/or UDD for further usage.
- 2.2.1.5. The layer-wise spatial attributes as per the 'GIS data Structure' given in different Tables of Design & Standards document will be collected from the field by the Consultant in co-ordination with officials of concerned department and provided to mapping agency for incorporation, so that the final base map can be generated which can be used as a input to the plan formulation.



- 2.2.1.6. All expenses in regard to ground verification of base maps will be borne by the Consultancy (if any).
- 2.2.1.7. An indicative format for data collection is provided in the Design & Standards document as mentioned in Clause 2.1.3, which is to be modified as per the Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act, 1985 and/or any other Act in operation during the preparation of the plan. Databases to be created and surveys to be conducted – including land use survey, socio-economic, traffic and transport and other surveys will be as per the Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act, 1985 and/or any other Act in operation during the preparation of the plan.
- 2.2.1.8. The database created should include but not limited to the following:
- i. General data regarding the district, Namchi Planning Area - cities, towns, Gram Panchayat Units, revenue blocks and villages.
 - ii. Historical Background.
 - iii. Location, Regional and Physical Setting.
 - iv. Contour mapping and identification of geographical features such as hills, drains, rivers, jhoras, waterbodies.
 - v. Physiography & linkages.
 - vi. Spatial growth of the Namchi Planning Area.
 - vii. Climate.
 - viii. Demographic data including population (urban/ rural, ward-wise, male & female), literacy rate, growth of population, workers and non-workers, occupational structure, etc. shall be collected – as per current & past Census data, Economic Census Data, Housing Data and other related reports of the State and the central government.
 - ix. Land Use including incorporation of all parameters and projects for existing year 2024-2025.
 - x. Employment generating activities – existing and potential
 - xi. Shelter/ Housing including shortfalls in various categories of housing stock and the total requirement.
 - xii. Transportation, Traffic and Circulation facilities – Analysis of existing road network, projected requirement of road network based on surveys, traffic assessment based on primary survey, parking facilities, capacity and requirement comparison assessment, helipads, road transport terminals, stands for taxis, buses and trucks, journey to work data, commuter data, vehicle ownership data, walk to school/college/work data, & other relevant data etc.
 - xiii. Industries–existing, their nature, employment etc.
 - xiv. Commercial activities including retail and wholesale business, warehousing and godowns, rural and haat markets, restaurants, guest houses, hotels, resorts, casino, tours and travel agencies, financial institutions, etc.
 - xv. Government and semi-government offices and government reserved areas.



- xvi. Educational facilities (Government /Private) including universities, colleges (engineering, medical, arts, science, commerce, law, etc.), schools (higher secondary, secondary, middle, primary, nursery, etc.) vocational training centres, etc.
- xvii. Medical facilities (Government /Private) including hospitals, clinics, dispensaries, primary health centres, veterinary, ayurvedic, homeopathic, etc.
- xviii. Social, cultural, other religious activities and distributive services like police, fire and telecom, etc.
- xix. Other community facilities such as public gathering grounds, public libraries, cremation and burial grounds
- xx. Physical infrastructure – water supply, used water/wastewater, storm water, solid waste management, electricity, etc.
- xxi. Recreational facilities including parks, open spaces, mela grounds and playgrounds, semi-public recreation, etc.
- xxii. Agricultural use including dairies, orchards, nurseries, poultry farms, etc.
- xxiii. Proposals/projects/commitments by Central/ State Government, concerned Local Body, development authority, etc.
- xxiv. All vacant lands under government ownership (non-built)
- xxv. Reserved Areas - All forest lands, reserved forest, protected area, wildlife sanctuaries.
- xxvi. Places of tourist and heritage importance both natural and manmade including natural areas, fairs and festivals, etc.
- xxvii. Legislative and Institutional Framework, institutional structure – municipal bodies, development authority, etc.
- xxviii. Vision should include an overview of new technologies and the way to develop and implement.
- xxix. Action Plan including use of alternate sources of energy and for water scarcity through new technology, identification of projects and phasing, resource mobilization.
- xxx. Such other layers/data prescribed in the Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act 1985, Sikkim Town and Country Planning Act 2024, AMRUT Guidelines, URDPFI Guidelines, CPHEEO manuals.
- xxxi. Such other relevant data as may be required by the Client.

2.2.1.9. The Consultant shall submit all data i.e. charts, documents including word, excel, Adobe InDesign/Illustrator, etc., diagrams, maps, files including shapefiles, photographs, etc. prepared at this stage both in soft and hard copy to the Client. At least 10 hard copies of the document should be submitted to the Client.



2.2.2. Stage II – Existing Situation and Gap Analysis Report

- 2.2.2.1. The Consultant shall identify the gaps in terms of information needed for formulation of Master Plan for Namchi Planning Area along with the approach and methods to overcome such deficiency/gaps and accordingly fulfil the deficiency/gaps.
- 2.2.2.2. The Consultant shall comprehensively assess and analyze the existing situation and identify the general trends of socio-economic development at the city and regional level. The Consultant shall assess the available data in terms of quantity, quality and its adequacy for the purpose of the preparation of the GIS-Based Master Plan.
- 2.2.2.3. Based on the Demographic data the Consultant, in consultation with the Client, shall propose a projected population (up to the horizon year 2047) for the Namchi Planning Area. Based on the projected population the Consultant in consultation with the Client, must identify the new revenue blocks and villages to be added/subtracted from the existing notified Planning Area.
- 2.2.2.4. The Consultant shall assess and analyse existing plans, projects, guidelines and policies of various State Government Departments and agencies such as, but not limited to, Urban Development Department, Rural Development Department, Tourism & Civil Aviation Department, Public Health Engineering Department, Forest Department, Buildings & Housing Department, Transport Department, Science & Technology Department, Energy and Power Department, Roads and Bridges Department, Land Revenue and Disaster Management Department, Agriculture Department, Housing and Development Board, Namchi Municipal Council, Nayabazaar-Jorethang Nagar Panchayat, and other state departments & agencies relevant in formulation of GIS-based Master Plan.
- 2.2.2.5. The Existing Situation and Gap Analysis Report shall include, but not limited to, the subsections mentioned in Clause 2.2.1.8 and the following areas:
- i. Built-up environment and existing land-use.
 - ii. Physical infrastructure data including water supply and networks, electricity supply and network, sewerage system, telecommunication, solid waste treatment facilities.
 - iii. Social infrastructure data including hierarchy of educational, health and other community facilities, their distribution and accessibility.
 - iv. Estimate the population and activity level that can be supported in relation to levels of urban development (Density, location, land-uses, scale, etc.).
 - v. Socio-economic data including economic base characteristics of various economic sectors, employment, population and demographic characteristics, industrial base, prevalent sectors and output, etc.
 - vi. Environment and Natural Resources including forests, rivers, lakes and other water resources, environment and protected areas, natural drainage areas and flooding areas, ravines, sanctuaries/biodiversity areas, mining and quarrying,



high value natural scenic sites including the heritage areas etc. related to the environmental concerns.

- vii. Physiographic and geology including climate, winds, topography, geology, natural risk sites etc.
- viii. Human settlement hierarchy, function and distribution including urban and rural settlements/habitats.
- ix. Transportation infrastructure including road based, rail based, waterways and air transport and networks.
- x. Projects under implementation including the inventory of all infrastructure, housing, industrial and real estate projects.
- xi. Review and assessment of land owned & acquired by Government of Sikkim in the notified Planning Area.
- xii. Existing population of the Planning Area (Census 2011 and latest population as mentioned in Statistical Journal 2023 by Directorate of Economics, Statistics, Monitoring and Evaluation Planning & Development Department Government of Sikkim) and projected population as mentioned in Clause 2.2.2.3.

2.2.2.6. Data analysis will be presented sector-wise, in the form of chapters in the Master Plan document. The final chapter structure of the Master Plan will be as per the Sikkim Allotment of House Sites and Construction of Building (Regulation and Control) Act, 1985 and/or any other Act in operation during the preparation of the plan.

2.2.2.7. The Client can instruct the Consultant to revise plan(s) and/or reports(s), till the quality, detail and accuracy of the work are met.

2.2.2.8. The Consultant shall submit all data i.e. charts, documents including word, excel, Adobe InDesign/Illustrator, etc., diagrams, maps, files including shapefiles, photographs, etc. prepared at this stage both in soft and hard copy to the Client. At least 10 hard copies of the document should be submitted to the Client.

2.2.3. **Stage III – Stakeholder Consultations, Vision Document, Strategy Formulation and Integrated Development Planning**

2.2.3.1. Based on the detailed study & analysis of the existing development and current trends of development, mentioned in Clause 2.2.2, the Consultant shall examine opportunities & potential sectors for improved services/ resources/ facilities/ socioeconomic growth/ housing etc. to develop a vision for the city outlining the long-term goals and aspirations for the city and strategies to achieve these goals and objectives.

2.2.3.2. Stakeholder Consultations: -

- i. The Master Plan shall adopt participatory approach by conducting interactive sessions. Therefore, the Consultant shall devise effective strategy to conduct consultation with various stakeholders including administrative bodies, civil



society of both urban and rural areas, elected representatives, academicians, government and non-governmental organizations, communities, industrialists, traders, etc.

- ii. The Consultant shall prepare, present and explain through power point presentations, charts, short notes, documents and booklets to various stakeholders about the existing situation gap analysis, vision, strategies proposed and major ideas for the preparation of Master Plan.
- iii. The Consultant shall organize at least 1 (one) meeting in each Gram Panchayat Unit, at least 5 (five) meetings at each ULB namely Namchi Municipal Council and Nayabaazar-Jorethang Nagar Panchayat. The Consultant shall also bear the cost of organizing meetings, workshops at Department/ULBs/wards/villages etc. The Client may require the Consultant to organize additional number of stakeholder consultation meetings, if needed.
- iv. The Consultant, in consultation and under directions of the Client, will incorporate the relevant suggestions provided by the stakeholders. Sample size of various desired surveys shall be as per planning standards.

2.2.3.3. The vision document should provide an overview of where the Planning Area will stand in the near future in terms of spatial growth, economic growth, sustainability, inclusiveness & holistic development.

2.2.3.4. Based on the detailed analysis and vision the Consultant shall formulate strategies to achieve the goals and objectives of GIS-Based Master Plan. The applicability and feasibility of the best planning strategies should be studied and proposals in this regard shall be developed by the Consultant. Some planning strategies proposed to be incorporated in the Master Plan are, but not limited to, Old/Core City Development, Mixed Use Development, Transit Oriented Development, Heritage Area Development, Transferable Development Rights, Sustainable Development, Eco-City Development, Livable City, Smart City, Slum Rehabilitation and Resettlement Policy, Tourism Policy, Affordable Housing Policy, etc.

2.2.3.5. The Consultant shall evolve 2-3 strategies and shall prepare a document containing approaches and strategies for the preparation of master development plan based on the vision for the city. The document will contain all relevant topics related to preparation of master plan including, but not limited to, the following:

- i. Conduct a thorough analysis of the existing settlements, infrastructure, and road network to develop a new road network plan that minimizes disruptions to existing settlements and the natural environment, ensuring connectivity without harming fragile ecosystems.
- ii. Commitments done by UDD, Namchi Municipal Council, Nayabazaar-Jorethang Nagar Panchayat, Roads and Bridges Department, National Highways & Infrastructure Development Corporation Limited, etc. and other relevant bodies for infrastructure improvements, development policies, and sustainable growth plans in the region.



- iii. Realistically assess the demand for key economic activities and employment opportunities. This will involve identifying target sectors based on Sikkim's competitive and comparative advantages, such as tourism, agriculture, horticulture, and eco-friendly industries, with a focus on balanced regional development.
- iv. Develop a spatial structure vision considering demographic trends and the likely scale of urban development in the Planning Area. The vision will incorporate sustainable growth, considering the state's mountainous terrain, environmental protection, and integration of rural and urban areas.
- v. Assess the population distribution and activity centers' impact on land-use, ensuring that the built environment complements the natural landscape, and environmental concerns are taken into account in every phase of planning.
- vi. Evaluate the role of growth centers that can attract inward investments, including foreign investments, generate employment, and promote sustainability and balanced development. Identify specific areas for growth such as eco-tourism zones, agricultural centers, and light industry hubs.
- vii. Assess the carrying capacities of various environmental factors such as water resources, forest areas, and fragile ecosystems to ensure sustainable development without overburdening natural resources.
- viii. Identify key infrastructure projects such as hydropower, tourism infrastructure, and green housing projects that are commercially viable and can be implemented by the Sikkim government or other agencies.
- ix. Develop a sustainable and integrated infrastructure plan, including a transportation network, trunk-level water, used water, storm water and power systems, and communication infrastructure that caters to both urban and rural needs.
- x. Focus on initiatives like urban forestry, solid waste management, flood control, and climate resilience in the context of the Planning Area's unique geographical challenges.
- xi. Implement strategies for heritage conservation, recognizing the rich cultural and natural heritage, including religious sites, historical landmarks, and biodiversity conservation areas. Plan for Eco-Sensitive Zones (ESZ) and protect water bodies with action plans for water harvesting and ecosystem conservation.
- xii. Prepare a zoning map for the Planning Area, detailing the use of land in all hierarchies (residential, commercial, agricultural, industrial, and natural zones) while considering the state's hilly terrain and susceptibility to natural hazards.
- xiii. Establish density norms and service levels that are aligned with local realities.
- xiv. Develop a comprehensive transportation model for road and rail networks, with provisions for transit-oriented development in urban centers. Consider high-rise zones for compact development in key urban areas to minimize sprawl.
- xv. Plan for health, education, and recreational facilities in urban and rural areas. Ensure accessibility to essential services, including hospitals, schools, sports facilities, and community centers in line with the Planning Area's requirements.



- xvi. Plan for solid waste management systems that address the needs of both growing urban areas and remote settlements. Develop used water treatment and sewerage systems that are compatible with the state's terrain and climate.
- xvii. Identify industries with clear advantages in the Planning Area, including organic farming, hydropower generation, and sustainable tourism. Estimate space demand for these sectors and develop strategies to boost industrial growth while ensuring ecological sustainability.
- xviii. Incorporate Sikkim's regulatory frameworks, such as the Sikkim Town and Country Planning Act, 2024 and align with AMRUT guidelines, URDPFI guidelines, and CPHEEO standards to ensure that the Master Plan meets national and state goals.
- xix. Focus on ecosystem conservation, including the protection of water bodies, forests, and biodiversity areas. Develop action plans for rainwater harvesting, sustainable agriculture, and climate-resilient urban planning to support Sikkim's long-term sustainability.

Note: Travel demand assessment survey etc. to be conducted as per standard parameters mentioned in URDPFI guidelines or Planning Norms applicable for Class II Towns.

- 2.2.3.6. The Consultant shall examine and prepare a SWOT (Strength, Weakness, Opportunities & Threats) analysis of the proposed 2-3 (two-three) alternative scenarios and in consultation with the Client shall finally choose preferred alternative. Upon approval of the preferred strategy, the Consultant shall formulate the final spatial strategy and the resultant preliminary land use plan. The preliminary land use plan shall be prepared to the detailed level for each zone and by incorporating all comments and feedback from the Client in accordance with the provisions of URDPFI Guidelines, AMRUT 2.0 guidelines and Sikkim Town and Country Planning Act, 2024, and, guidelines, various notifications, orders/ circulars issued by the State Government/ TCPO/Central Government for preparation of Master Plan.
- 2.2.3.7. The Client can instruct the Consultant to revise the above documents till the quality, detail and accuracy of the work is met.
- 2.2.3.8. The new shape file generated for proposed Master Plan at this stage will be required to make available to the Client. The provision of viewing shape file on query basis is also required so that proposed Master Plan can be viewed.
- 2.2.3.9. The Consultant shall submit all data i.e. charts, documents including word, excel, Adobe InDesign/Illustrator, etc., diagrams, maps, files including shapefiles, photographs, etc. prepared at this stage both in soft and hard copy to the Client. At least 10 (ten) hard copies of the document should be submitted to the Client.



2.2.4. Stage IV - Preparation and Approval of Draft Master Plan

2.2.4.1. The Namchi Master Plan shall include, but not limited to the following documents, reports:

- i. Perspective Plan (along with review framework at every 5 years).
- ii. Transportation & Mobility Plan
- iii. Zonal Development Plan
- iv. Village Development Plan
- v. Development Control and Zoning Development guidelines
- vi. Urban Design Guidelines and Framework

2.2.4.2. The broad structure and other documents, reports along with plans shall include, but not limited to the following:

- i. Historical evolution
- ii. Physiography
- iii. Projection of requirements and assessment of deficiencies
- iv. Establishment of development aims and objectives
- v. Consultation with public, private and all other stakeholders
- vi. Surveys and studies of existing-conditions, major problems and development issues
- vii. Development policies and proposals
- viii. Resource mobilization proposals
- ix. Phasing and implementation
- x. Monitoring and evaluation
- xi. Mobility Plan/Transportation Plan with the traffic projections for the year 2047, public transportation plan, circulation network and pedestrian street network.
- xii. Strategic Environmental Action Plan
- xiii. Heritage Plan
- xiv. Tourism plan
- xv. Physical and Social Infrastructure Plan with demand and supply assessment, capacity estimations and network plan of water, power, sewer, waste management, medical facilities, security and safety facilities, education facilities etc.;
- xvi. Industrial Development Plan
- xvii. Affordable Housing Plan
- xviii. Financial Resource Mobilization Plan/Capital Investment Plan
- xix. Disaster Management Plan
- xx. Risk Informed Plan
- xxi. Blue and Green Infrastructure Plan
- xxii. Climate Action Plan
- xxiii. Integration plan with the Smart City project and other projects.

2.2.4.3. The maps and diagram shall include but not limited to the following:

- i. Regional setting maps



- ii. Impactful projects and activities
- iii. Urban sprawl map
- iv. Urban Growth Trends: Direction of Growth & Potential of Development
- v. Population density map
- vi. Contour map of the Planning Area
- vii. Base map and existing land use map
- viii. Historical evolution maps
- ix. Demography and settlement pattern maps
- x. Social infrastructure (education, health, fire stations, etc.) maps
- xi. Physical infrastructure (water supply, sewerage, storm water, solid waste utilities) map
- xii. Traffic & transportation (existing and projected) maps
- xiii. Ground water status: mapping of quantity & quality
- xiv. Water supply network including water reservoirs (existing and proposed) map and value chain diagram
- xv. Rain water harvesting, i.e., conservation of lakes / water bodies and recharging of groundwater (existing and proposed) map
- xvi. Sewerage system (existing and proposed) map and value chain diagram
- xvii. Circulation network and hierarchy of roads network including all village/link roads (existing and proposed) map
- xviii. Drainage plan/ storm water mains (existing and proposed) map and value chain diagram
- xix. Solid waste management value chain diagram and its utilities map
- xx. Electric transmission lines with transformers (existing and proposed) map
- xxi. Housing and slums maps
- xxii. Community facilities and services map
- xxiii. Parks, open spaces, green cover map
- xxiv. Environmental maps: Maps depicting natural resources, environmental risks, protected areas, and key ecological zones.
- xxv. Tourism and heritage maps
- xxvi. Industry maps
- xxvii. Urban design (path, nodes, landmarks, edges, districts) and heritage maps
- xxviii. Governments, Semi-Governments' on going and proposed schemes map.
- xxix. Informal sector (if any) commercial activities (existing & projected) map
- xxx. Slum areas (if any) map with rehabilitation plan
- xxxi. Map showing major problems in the Planning Area
- xxxii. Re-development area maps
- xxxiii. Disaster prone areas map and District disaster management plan
- xxxiv. Key Map of policy proposals and development strategy
- xxxv. Conceptual plan of the Planning Area
- xxxvi. Proposed land use map
- xxxvii. Delineation of zones map
- xxxviii. Phasing diagram of the development proposals



xxxix. All other relevant maps and diagrams, as required by the Client.

Note: The above list of maps and diagrams is illustrative. The Consultant may be required to develop additional Maps and Diagrams to illustrate various surveys, studies and proposals.

2.2.4.4. The broad contents of the Master Plan shall include, but not limited to, the following:

- i. Existing Structure:
 1. Planning Area's location and regional setting, linkages and relationship with hinterland
 2. Planning Area-notification and extent
 3. Settlement (urban and rural) pattern within Planning Area
 4. Historical evolution of the Planning Area
 5. Physical features including hydro-geomorphology and climate
 6. Existing land use
 7. Built-up area-extent and character
 8. Major problems e.g., mixed and non-conforming land uses, traffic and transportation, environmental problems, disaster-prone areas, etc.
 9. Physical expansion trends and potentials of development
 10. Major development issues
 11. Major on-going or proposed Government/Public/Private projects/policies in the Planning Area and their impact on the development area.
- ii. Socio-Economic Feasibility:
 1. Existing total at base date for the city/region and whole Planning Area
 2. Growth/decline trends for the past 25 years
 3. Existing composition by age, sex, literacy & household size
 4. Existing composition on the basis of economic status (urban poor's) and work force participation
 5. Informal Sector employment & management
 6. Recent trends through natural increase and migration population
 7. Recent trends of employment
 8. Housing demand and supply
 9. Existing density pattern within the Planning Area
 10. Future estimates for significant stages (05 years interval)
 11. Future density and its distribution
 12. Future occupational structure at significant stages
 13. Regional Economic Development trends
 14. Emerging & declining economic activities
 15. Potential economic sectors
 16. Private Investment opportunities
 17. Economic development policy & guidelines



- iii. Disaster Management Plan
 - 1. Physical environment
 - a. Geomorphology, geological and geo-technical
 - b. Flora and Fauna
 - 2. Pollution
 - a. Ambient air quality
 - b. Water quality
 - c. Noise levels
 - d. Recommendations and actions
 - 3. Risk Informed Plan
 - a. Contour based drainage network
 - b. Vulnerability and hazard prone areas from:
 - Earthquake
 - Floods
 - Landslides
 - Manmade
 - c. Mapping of Low Risk/High Risk areas
 - d. Risk evaluation and prioritization
 - e. Preparedness, Response, Recovery
 - f. Mitigation Strategies and plan
 - 4. Environmental Impact Assessment
 - 5. Social Impact Assessment
 - 6. Monitoring and Evaluation
- iv. Development of land under various uses (in terms of area and percentage):
 - 1. Urban Area
 - a. Residential
 - b. Commercial
 - c. Mixed Use
 - d. Offices
 - e. Industrial
 - f. Government reserved areas
 - g. Public and Semi-public (Institutional, Medical, Public Utility)
 - h. Recreational
 - i. Tourism Facility Zone
 - j. Water Bodies, Natural Drainage, etc.
 - 2. ESZ
 - 3. Rural Area
 - 4. Alternate strategy
 - 5. Other uses/proposals as per the suggestions of the Client and/or Consultant



- v. Social Infrastructure Plan (Educational, medical and health, sociocultural, religious, Police Stations, Fire Stations, Post and Telegraph, cremation and burial grounds, public toilets, etc.)
 - 1. Analysis of existing situation
 - a. Number and distribution
 - b. Plot area and floor area details
 - c. Condition of buildings
 - d. Quality of environment
 - 2. Recent trends on role of private sector
 - 3. Government policies for community facilities and services
 - 4. Quantitative requirement of sites and facilities to be provided at significant stages
 - 5. Distribution within the Planning Area
 - 6. Phasing and Implementation (5 years interval)
- vi. Physical Infrastructure Plan: (Water Supply, Used Water, Storm Water, Solid Waste Management, Power and Communications)
 - 1. Analysis of existing networks and installations
 - a. Surface and ground water source, water-works, reservoirs, treatment plants
 - b. Septic tanks, sewerage network and treatment plants
 - c. Storm water disposal system (including rainwater assessments)
 - d. Garbage collection points, transfer stations and dump yards/ landfill sites/ compost plants
 - e. Power stations and network grid
 - 2. Recent trends
 - a. Extension of trunk drainage
 - b. Expansion of sewage disposal capacity
 - c. Augmentation of water sources
 - d. Privatization of infrastructure
 - e. Rehabilitation of infrastructure
 - 3. Commitments
 - a. New reservoirs/waterworks
 - b. New sewage treatment plants
 - c. New storm water drains
 - d. New power stations
 - e. General Policy for provision of utility services
 - 4. Future estimates for quantity services to be provided at significant stages
 - 5. Distributional network within the Planning Area
 - 6. On-going / Proposed infrastructure projects
 - 7. Phasing and Implementation (5 years interval)
- vii. Blue and Green Infrastructure Plan
 - 1. Analysis of existing situation and potentials



- a. Land
 - b. Parks, Playgrounds, Stadium/Sports Complex
 - c. Lakes/water bodies
 - d. Tourism/pilgrimage areas
 - e. Scenic value areas/other features
 2. Recent trends in recreation and leisure
 3. General policy for provision of recreational facilities in relation to:
 - a. Existing and projected demand
 - b. Scope for provision by private sector
 4. Land requirement or facilities be provided at significant stages, e.g. regional/city parks, playground, stadiums/ sports complex, amusement parks, lakes, swimming pools, water parks, etc.
 5. Distributional pattern within zones and city/region
 6. Phasing and Implementation (5years interval)
- viii. Conservation, Cityscape and Landscape
1. Analysis of existing character of urban and rural areas identifying
 - a. Topographical features, e.g. landscape
 - b. Pattern and form of settlements
 - c. Low land/derelict
 2. Recent trends:
 - a. Adversely affecting the environment e.g. cutting of trees, encroachments, impact of traffic, pollution, etc.
 - b. Improving the environment e.g. afforestation, reclamation of waste land, declaration of conservation/heritage zones.
 3. Policies for conservation planning and development control, e.g.
 - a. Building height, privacy, natural light
 - b. Conservation of features of landscape
 - c. Siting and designing of new development
 - d. Special design standards for conservation areas
 - e. Conservation or improvement in existing development
 4. Phasing and Implementation (5 years interval)
- ix. Affordable Housing
1. Analysis of existing situation by size, condition (may be used in disaster mapping of the city/region) and adequacy
 2. Contribution of Public, Private, Co-operative sectors and self-help housing
 3. Recent trends in housing e.g., vertical development, use of cost-effective building materials and construction techniques.
 4. Housing demand assessment for significant stages by type and size
 5. Review of current housing stocks, new households, type of structure



6. Housing policies and projections, report on housing, studies on housing trends, slums, homeless, unauthorized, colonies will be collected from premier housing institution dealing in housing stock
 7. Alternative policies evaluation in relation to: -
 - a. Development agencies
 - b. Financial agencies
 - c. Data collection from financial agencies
 - d. Decreased density within the built-up area (if any) and increased density in new areas
 - e. Densification of existing developed area
 - f. Redevelopment of core areas
 - g. Improvement/re-development/regularization of existing housing stock
 8. Distribution of new development within city/region in relation to public transport and work centers.
 9. Phasing and Implementation (5 years interval).
- x. Slum Redevelopment or Relocation
1. Identification of slum area (Notified or non- notified)
 2. Analysis of problems, shortfall of facilities, population, floor areas per habitant, literacy, employment etc.
 3. Study & analysis of SUGAY and PMAY
 4. Identification, suitable land proposals for relocation with respect to various need of habitants' i.e. employment, floor space, transportation, public facilities & utilities open/green areas.
 5. Strategy/ Policy for re-location & re-development of slums.
 6. Basic Services to Urban Poor Charges utilization strategy.
- xi. Area Redevelopment
1. Identification of areas for redevelopment.
 2. Identification of Old/Unutilized Buildings for Redevelopment.
 3. Strategy/Policy/Modal for Re-development based on best practice in India or abroad.
- xii. Mobility Plan for 'Ease of Transit':
1. Traffic volume, composition of traffic, identification of bottlenecks
 2. Facilities for modal interchange
 3. Terminal facilities for bus, truck and taxi
 4. Location of aerial ropeways, bypass etc.
 5. Pedestrian movement areas/streets/facilities
 6. Proposals for the transportation system with related policies
 7. Analysis of existing network (roads, railway, airport), modal split, pattern of travel and critical factors e.g.:
 8. Relationship between living and work areas



9. Problems of central and core areas
10. Trunk network and hierarchy
11. Parking problems including terminal facilities
12. Impact on environment
13. Existing and proposed network outside the development area which may affect the internal traffic pattern of the development area
14. Traffic Flows: People and goods
15. Trends in Public and Private transport
16. Distribution of parking areas
17. Mass transport (best practices of alternative technologies)
18. Relative proportions of public-private transport
19. Improvement of junctions
20. Traffic regulations and general policy for management
21. Phasing and implementation (05-year programs for acquisition of land, infrastructure development, development of parks, construction and provision of community facilities and services, etc.)

xiii. Industry

1. Analysis of existing situation, e.g.
 - a. Type and scale of Industries:
 - Service Industry,
 - Light and Medium Industry,
 - Extensive and Heavy Industry,
 - Noxious and Hazardous Industry.
 - b. Location analysis
 - c. Impact on environment
2. Recent trends e.g., expansion, closure, conversion to other uses
3. Future estimates and land requirements
4. Policy on Industries
5. Proposed distributional pattern within the Planning Area
6. Phasing and Implementation (5-year interval)

xiv. Commerce

1. Analysis of existing situation e.g.: -
 - a. Distribution and accessibility of commercial centers
 - b. Floor space by trade and commercial centers
2. Recent trends e.g.-shopping malls, mobile shops, bazar- streets, etc.
3. General policy e.g.;
 - f. Establish hierarchy of centers
 - g. Earmark Bazaar Classes
 - h. Relieve congestion in central areas if the city
4. Distribution of shopping areas (retail, wholesale, go downs and warehouses)
5. Phasing and Implementation (5-year interval)



- xv. Tourism Plan
 - 1. Existing tourism facilities
 - 2. Projection of tourists
 - 3. Intrinsic potential for tourism: built, intangible and Natural
 - 4. Drivers for setting up tourism related activities
 - 5. Connectivity and linkages and available public infrastructure
 - 6. Review of global tourism zones & principles to be established for sustainable tourism
 - 7. On-going and planned government programs and policies
 - 8. Tourism Development Proposals
 - 9. Phasing and Implementation (5 years interval)
- xvi. Heritage Plan
 - 1. Intrinsic potential for heritage: built and intangible
 - 2. Identification of Heritage Areas;
 - 3. Conservation and Renovation;
 - 4. Heritage Development Proposals;
 - 5. Monitoring framework
 - 6. Phasing and Implementation (5 years interval)
- xvii. Financial Feasibility
 - 1. Strategies for Resource Mobilization
 - 2. Capital investment programme of Government agencies involved in the planning, development and maintenance estimate at significant stages (for specific schemes, infrastructure development, etc.)
 - 3. Action Plan for acquisition/assembly of land with 5-year phasing
- xviii. Compliance of all relevant Central & State Government Policies.
- xix. Such other layers as per URDPFI & AMRUT 2.0 guidelines.

2.2.4.5. The Client can direct the Consultant to prepare additional reports(s) and plan(s) as may be required, in the opinion of the Client, for preparation of Master Plan. The decision of the Client in this regard shall be final and binding on the Consultant.

2.2.4.6. The Consultant shall submit the draft of the Master Plan (including all its reports, documents, maps, diagrams chart, etc.) to the Client for statutory approval.

2.2.4.7. The Client can instruct the Consultant to revise reports(s) and/or plan(s), till the quality and accuracy of the work is met and till the draft of Master Plan is approved by the statutory authority.



- 2.2.4.8. Along with draft Master Plan, the Consultant shall submit all data including satellite imagery, drone imagery, surveys, analysis, reports, documents, maps, diagrams charts, etc. in GIS shapefiles and kml to the Client.
- 2.2.4.9. All data created at every stage of the scope of work for the preparation of Master Plan shall be the property of the Client. The Consultant cannot sell/ transfer any data to any other institution/firm/company, individual, etc. without the consent of the Client. Any data transferred without the consent of the Client may lead to termination of the contract, forfeiture of performance guarantee, monetary fine and blacklisting of the Consultant.
- 2.2.4.10. The Consultant shall provide 25 (twenty-five) hard copies in colour and soft copies of the Draft Master Plan (including all plans/ reports and documents) to the Client.
- 2.2.4.11. The Consultant shall prepare, present and explain through power point presentations, charts, short notes, documents, booklets to various stakeholders in English and Nepal language about the Draft Master Plan.
- 2.2.4.12. The Consultant shall organize at-least 1 (one) meeting in each Gram Panchayat Unit in the Planning Area, at-least 5 (five) meetings in Nayabazaar-Jorethang Nagar Panchayat and at Namchi Municipal Council and at-least 1 (one) meetings in UDD headquarters to discuss the draft Master Plan. The Consultant shall bear the cost of organizing meetings, workshops at authority/ULBs/wards/villages etc. The Client may require the Consultant to organize additional number of meetings.
- 2.2.4.13. The objections, suggestions and feedback received during discussion shall be compiled, tabulated, scrutinized. The Consultant shall propose strategies to incorporate the received objections and suggestions. The final decision on objections and suggestions shall be taken by the Client. The Consultant in discussion and under directions of the Client will incorporate the relevant objections and suggestions.
- 2.2.5. Stage V – Handholding Support**
- 2.2.5.1. The Consultant would provide at least 1 (one) urban planner with at least 5 (five) years of experience and 1 (one) GIS expert for handholding support from the date of approval of the draft Master Plan from the competent Authority. The Urban planner and GIS expert should have been involved in the preparation of and should be well-versed with the draft Namchi Master Plan.
- 2.2.5.2. The GIS expert and Urban Planner shall provide support for a period of 1 (one) year after the approval of the Draft Master Plan for the plan approval process, workshops, discussions and making presentations to various agencies/ departments, incorporating modifications if any, as and when required by the Client.



2.2.5.3. Remuneration to the professionals/ staffs deployed shall be paid by the Consultant.

2.2.5.4. Any discrepancy found in the maps/reports/documents shall be rectified in this period by the Consultant.

2.2.6. **Stage VI – Submission and Approval of Master Plan**

2.2.6.1. The finalised Master Plan must be submitted to the Client for statutory approval after incorporating feedbacks, suggestions, changes, etc. received from the stakeholders on the draft Master Plan.

2.2.6.2. The Client can instruct the Consultant to revise plan(s) and/or reports(s), till the quality and accuracy of the work is met and till the Master Plans is approved by the statutory authority.

2.2.6.3. The Consultant shall get final Master Plan (including all other plans/ reports and documents) published. The Consultant shall provide 25 (twenty-five) hard copies in colour and soft copies of the Final Master Plan (including all other plans/ reports, charts, photographs and documents) to the Client.

2.2.6.4. Along with Master Plan, the Consultant shall submit all data including satellite imagery, drone imagery, surveys, analysis, reports, documents, maps, diagrams charts, GIS shapefiles, kml, etc. to the Client.

2.2.6.5. All data created at every stage of the scope of work for the preparation of Namchi Master Plan shall be the property of the Client. The Consultant has to furnish / submit Non-disclosure Agreement to the Client along with all data created & procured during preparation of Master Plan. Consultant cannot sell/ transfer any data to any other institution/firm/company, individual, etc. without the consent of the Client. Any data transferred without the consent of the Client may lead to termination of the contract, forfeiture of performance guarantee, monetary fine and blacklisting of the Consultant.



2.3. Deliverables, Time and Payment Schedule

2.3.1. The following time schedule/payment schedule is given in the Table below:

Sl. No.	Description of Work (Stage Reports)	Number of Copies	Time Schedule	Cummulative Time Period (in days)	Payment Schedule
1	Inception Report and Inception Workshop	10 hard copies + soft copy	15 days from letter of award	15	15% of the total cost would be payable after the approval of Inception Report
2	Creation of Database and Ground Verification of Base Maps	10 hard copies + soft copy	120 days from date of approval of inception report	235 + processing time*	35% of the total cost would be payable on approval of the Database and Base maps
3	Existing Situation and Gap Analysis Report	10 hard copies + soft copy	45 days from date of approval of creation of database and ground verification of base maps	280 + processing time*	10% of the total cost would be payable on approval of the existing situation gap analysis report, stakeholder consultations, formulation of vision, strategies and integrated development planning
4	Stakeholder Consultations, Vision Document, Strategy Formulation and Integrated Development Planning				
5	Draft Master Plan and Stakeholder Consultations	25 hard copies + soft copies	60 days from date of approval of Vision document, strategy formulation,	340 + processing time*	20% of the total cost would be payable on approval of draft Master Plan

GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

Request For Proposal



Sl. No.	Description of Work (Stage Reports)	Number of Copies	Time Schedule	Cummulative Time Period (in days)	Payment Schedule
			integrated development planning and stakeholder consultations		
6	Final Master Plan	25 hard copies + soft copies	45 days from date of approval of draft Master Plan	385 + processing time*	10% of the total cost would be payable on approval of Final Master Plan
7	Handholding Support		1 year from the date of approval of Draft Master Plan		10% of the total cost would be payable on completion of handholding support

Note:

**Processing time is the time between submission of the stage report and issue of the minutes for approval/ modification of the same and would be about 30 days. The period between the submission of stage report and its processing would not be included in the period of assignment.*

#The Client will ensure that the total period for completion for the assignment does not exceed 24 months. The State Government may change the duration of time allotted for various stages.

- 2.3.2. All payments shall be subject to the release of funds by MoHUA, Government of India.
- 2.3.3. The Consultants must upload all stage reports to the centralized National Urban Geo Portal after the reports have been approved by the Client.
- 2.3.4. The Consultant will be required to make a presentation before the Consultancy Evaluation & Review Committee (herein after referred to as "CERC") within a week of submission of each of the above reports. The observations/ suggestions of CERC will be incorporated in the next stage of submission. The Consultant is also required to present the progress of work every month to Nodal Officer and any such officers as may be required by the Nodal Officer.



- 2.3.5. The Consultant will prepare all necessary documentation required for inviting public objections/suggestion & bear the cost of such meetings i.e. Stakeholders meetings/workshops etc. required for preparation and completion of the task.
- 2.3.6. The payment will become due on approval of the stage reports and on raising of bills/invoice by the Consultant after the approval of the stage report. The processing time of the payment will be 60 days for final payment and 45 days for all other payments. No advance payment for any purpose will be made to the Consultant.
- 2.3.7. The successful bidder will have to provide a Performance Guarantee of 20% (twenty percent) of the Consultancy fee in form of bank guarantee pledged in favor of State Mission Director, AMRUT, Urban Development Department, Government of Sikkim at the time of signing the Contract Agreement as per the following details:
- i. The guarantee is to be valid up to one year from date of approval of Namchi Master Plan.
 - ii. This shall have to be furnished by the Consultant within 15 (fifteen) days from the date of issue LOA.
 - iii. The performance guarantee shall be submitted in the prescribed form (Section 7, Appendix-E) from any scheduled commercial bank appearing in the second schedule of Reserve Bank of India incorporated in India.
 - iv. The Performance Guarantee Bond and/or any amendment thereto shall be executed on a stamped paper of requisite money value in accordance with Indian laws.
 - v. No other form of Guarantee shall be acceptable.



2.4. Monitoring and Review Procedures

- 2.4.1. The Consultant's work will be monitored and reviewed by a CERC under the Chairmanship of State Mission Director, AMRUT, Urban Development Department, Government of Sikkim. The composition of the CERC will be as follows:

Sl. No.	Designation	Designation
1	Mission Director, State Mission Directorate	Chairperson
2	Chief Town Planner, UDD	Member
3	Director (Accounts), UDD	Member
4	Additional Chief Engineer (South/West), UDD	Member
5	Joint Chief Town Planner (South/West), UDD	Member
6	Joint Secretary, UDD (Nodal Officer, AMRUT 2.0)	Member
7	Municipal Executive Officer, Namchi Municipal Council	Member
8	Municipal Executive Officer, Nayabazaar-Jorethang Nagar Panchayat	Member
9	Representative of TCPO, Government of India	Member
10	Town Planner, UDD (Nodal Officer, GIS based Master Plan, Namchi)	Member Convener

- 2.4.2. The Consultants shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the CERC within a week, wherein, the CERC members shall give their comments and suggestions in the form of feedback. Subsequently, the Consultant will incorporate all such comments and suggestions in their next stage report.



2.5. General

- 2.5.1. The details about the methodology and data outputs in respect of Consultancy should be worked out in the bid offer by the Consulting firm.
- 2.5.2. All data collected by the Consultant shall be made available to the Client in proper organized format and this data shall remain the property of the Client.
- 2.5.3. The data collected and the research results of the Consultancy shall not be divulged to other agencies without the explicit approval of the Client.
- 2.5.4. All reports should be submitted in hard and soft copy. Reports should be in Microsoft Word format and Adobe InDesign/Illustrator (if used), maps and drawings should be in the compatible format of GIS facilities available with the Client.
- 2.5.5. Monthly Progress Report will be submitted by the Consultant to review the progress of the project.



SECTION 3. INFORMATION TO CONSULTANTS

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3.1. Introduction

- 3.1.1. The Client will select a Consultant for carrying out the assignment on GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT 2.0 Sub-scheme “Formulation of GIS-based Master Plan for Class II Towns”.
- 3.1.2. Proposals should be submitted in English.
- 3.1.3. The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- 3.1.4. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.



3.2. Conditions of Eligibility

- 3.2.1. A Consultant may be a natural person, private entity, government-owned entity (subject to Clause 3.2.2), or any combination of these, with a formal intent to enter into an agreement or with an existing agreement in the form of a JV. In the case of a JV:
- i. All parties to the JV shall be jointly and severally liable; and
 - ii. A JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties to the JV during the bidding process and, in the event the JV is awarded the Contract, during Contract execution. All partners in the JV shall have at least 3 (three) years' experience in the relevant sector.
- 3.2.2. Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of the State or Central Government.
- 3.2.3. To be eligible for evaluation of its Proposal, the consultant shall fulfill the following Minimum Eligibility Criteria.
- i. The consultant should be registered since 5 (five) years. Incorporation certificate should be furnished.
 - ii. The consultant should have a minimum annual business of ₹50 lakhs (for similar activities carried out). Audited balance sheet to be furnished along with proposal.
- 3.2.4. Any entity which has been barred by the Central / State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.
- 3.2.5. The consultant should have, during the last 3 (three) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the firm/agency, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such firm/agency.
- 3.2.6. While submitting a Proposal, the Consultant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices. Consultant shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request. Proposals of only those consultants who satisfy the Conditions of Eligibility will be considered for evaluation.



3.3. Conflict of Interest

- 3.3.1. In the event of a conflict of interest, the Consultant is required to obtain confirmation of 'no objection' from the AMRUT State Mission Directorate, AMRUT, Urban Development Department, Government of Sikkim in order to bid.
- 3.3.2. Conflict of interest exists in the event of:
- i. The supply of services, equipment or works whose Terms of Reference/specifications were prepared by the bidding Consultant (individuals and organizations);
 - ii. The successor to a previous assignment executed by the bidding Consultant (e.g. implementation of a project for which the Consultant has conducted a feasibility assessment);
 - iii. Conflicting assignments, typically monitoring and evaluation/environmental assessment by the implementation Consultant;
 - iv. Consultant, suppliers or contractors (individuals and organizations) who have a business or family relation with a Client staff member directly or indirectly involved in the preparation of the Terms of Reference, specifications, related recruitment or supervision, and
 - v. Practices prohibited under the anticorruption policy of the Government of India and the Government of Sikkim.



3.4. Method of Selection

- 3.4.1. Selection will be done on basis of 3-stage process (three-part bid/proposal system). In the 1st stage, pre-qualification information submitted by interested Consultants in prescribed format will be evaluated. Only those who meet the pre-qualification criteria will qualify 1st stage and will be considered for 2nd stage. In the 2nd stage, Technical Proposals will be opened and evaluated and technical scores will be given by CERC. In the 3rd stage, Financial Proposals of those Consultants who have a technical score of 80% and above will be opened. The Consultant with the L1 bid will be called for further discussions to sign a Contract Agreement, on recommendations of the CERC.
- 3.4.2. Interested consulting firms are requested to submit three-stage documents in separate sealed covers:
- Pre-Qualification
 - Technical Proposal
 - Financial Proposal
- 3.4.3. Consultants must submit an original and 2 (two) additional copies of Pre-qualification, Technical Proposal and Financial Proposal along with soft copy.
- 3.4.4. The proposals must be accompanied with a non-refundable processing fee of ₹20,000/- (Rupees Twenty thousand only) in the form of a bank draft drawn in favour of State Mission Director, AMRUT, Urban Development Department, Government of Sikkim, payable at Gangtok.
- 3.4.5. The Technical Proposal should be accompanied with an Earnest Money Deposit (**refundable for all non-successful bidders**) of ₹ 1,75,000/- (Rupees. One lakh seventy-five thousand only) in the form of bank draft drawn in favour of State Mission Director, AMRUT, Urban Development Department, Government of Sikkim, payable at Gangtok.
- 3.4.6. Refund/Adjustment of Earnest Money:
- Earnest money of the successful bidder(s) shall be refunded with the final payment to the Consultant.
 - Earnest money of the unsuccessful bidder(s) shall be refunded within 180 days.
 - No interest shall be paid on Earnest Money
 - Earnest money shall stand forfeited -
 - If the bid is withdrawn at any time before the validity period, or
 - If the successful bidder fails to execute the contract and/or does not execute performance guarantee within the stipulated period.
- 3.4.7. The outer envelope containing proposal should be marked clearly “Consultancy Services for GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT



2.0 GIS Sub-Scheme” on ‘Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999”.

3.4.8. The proposal submission address is:

Ms Yogeeta Rai

State Mission Director (AMRUT)

Principal Chief Architect cum Secretary

Urban Development Department

Government of Sikkim, Gangtok – 737101

Phone: 03592-202900 Fax: 03592-205087

Mobile: +91 8348385806

Email: udhdsikkim@gmail.com

3.4.9. Proposals must be submitted not later than the following date and time:

Date: 12th March 2025, Time: 3:00 pm.

3.4.10. Proposals must remain valid 180 days after the submission date until validity extended by the Consultant. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make the best effort to complete the tendering process within this period. If the client wishes to extend the validity period of the proposals, the Consultants may do so and those who do not agree have the right not to extend the validity of their proposals.



3.5. Pre-Bid Conference

- 3.5.1. A pre-bid conference will be held in hybrid mode on 27.02.2025 at 11:00 am. For bidders attending offline it will be held in the office of the State Mission Director (AMRUT), Urban Development Department, Gangtok and for those attending online, the link will be intimated later. Consultants are encouraged to attend the conference before submitting their proposals.
- 3.5.2. Clarifications of the RFP may be requested by the Consultants (in writing only, by email) up to three working days prior to pre-bid conference. The address for requesting clarifications is:
Ms Samjana Pradhan
Nodal Officer (GIS based Master Plan, Namchi)
Town Planner
Urban Development Department
Government of Sikkim, Gangtok – 737101
Phone: 03592-202900 Fax: 03592-205087
Mobile: +91 8348385806
Email: udhdsikkim@gmail.com, samjana.pradhan@sikkim.gov.in
- 3.5.3. At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the RFP documents by amendment. The Client may at its discretion extend the deadline for the submission of Proposals.
- 3.5.4. The costs of preparing the proposal, including visit to the Client, etc., are to be borne by the Consultant.
- 3.5.5. Awarding the Consultancy will be in accordance with policies of Government of Sikkim, including policies on corrupt and fraudulent practices.



3.6. Preparation of Proposal

3.6.1. Pre-Qualification Criteria

- 3.6.1.1. Interested Consultants shall submit information in the prescribed Pre-Qualification Forms provided in **Section 4** of this document. Only those Consultants whose responses are found satisfactory will be considered for evaluation of Technical Proposal.

3.6.2. Technical Proposal

- 3.6.2.1. In preparing the Technical Proposal, consulting firms are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.6.2.2. The Technical Proposal should provide information using the Standard Forms provided in **Section 5** of this document only, failing which the proposal may be summarily rejected.
- 3.6.2.3. The Technical Proposal shall not include any financial information.

3.6.3. Financial Proposal

- 3.6.3.1. The Financial Proposal should be submitted in Standard Forms provided in **Section 6** of this document only.
- 3.6.3.2. The proposal should be complete, i.e., it should list all costs associated with the Assignment.
- 3.6.3.3. The Financial Proposal should clearly identify, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub-consultants, and their personnel.
- 3.6.3.4. The financial proposal should be prepared in Indian Rupees.
- 3.6.3.5. The quoted financial proposal shall be inclusive of all taxes, including GST, and no additional tax reimbursements shall be provided by the Client.



3.7. Submission, Receipt and Opening of Proposals

- 3.7.1. The original Proposal (including Pre-qualification, Technical Proposal and Financial Proposal) shall be prepared in indelible ink. Any corrections must be initialed by the person or persons who sign(s) the Proposals.
- 3.7.2. Consultant may only submit one proposal. If a Consultant (including a partner in a Joint Venture) submits or participates in more than one proposal, such proposals shall be disqualified. This does not prohibit the inclusion of a Sub-Consultant, including individual experts, in more than one proposal.
- 3.7.3. An authorized representative of the consulting firm initials all pages of the Proposal. The representative's authorization is confirmed by a written Power of Attorney accompanying the Proposal.
- 3.7.4. The original and all copies of the Pre-Qualification shall be placed in a sealed envelope clearly marked "**Pre-Qualification**" and as described in Clause 1.2.8.1.
- 3.7.5. Technical Proposal, including original and all copies shall be placed in a sealed envelope clearly marked "**Technical Proposal**" and as described in Clause 1.2.8.2.
- 3.7.6. The original and all copies of the Financial Proposal in a sealed envelope clearly marked "**Financial Proposal**" and as described in Clause 1.2.8.3.
- 3.7.7. Pre-Qualification, Technical and Financial envelopes shall be placed into an **Outer Envelope** and sealed as described in Clause 1.2.8.4. The outer envelope should also clearly show the name of the assignment, the submission address for which the proposal is submitted.
- 3.7.8. The completed Pre-qualification, Technical and Financial Proposal must be delivered at the submission address on or before **12th March 2025 by 3:00 pm**. Any Proposal received after the closing time for submission of proposals shall remain unopened.
- 3.7.9. After the deadline for submission of proposals the Pre-qualification envelope shall be opened by the CERC. If the CERC desires, the short-listed consultants may be called for presentation. The information will be evaluated. The Technical Proposal of only the qualifying Consultants will be opened after evaluation process. The Financial Proposal shall remain sealed until technical capability statement of all submitted proposals is prepared and consultants short-listed. The consultant's representative may opt to be present during the financial bid opening. The date will be conveyed by the consultant to the client in advance.



3.8. Proposal Evaluation

3.8.1. General

- 3.8.1.1. From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

3.8.2. Evaluation of Pre-Qualification Forms

- 3.8.2.1. The authorized CERC as a whole will evaluate the Pre-Qualification Forms on the basis of their audited turnover, experience, projects executed, project experience, qualification and experience of key personnel, applying the evaluation criteria specified.

Sl. No.	Criteria	Marks
1	Average audited turnover of the Consulting Firm/ Consortium Lead of the preceding five financial years. <i>Criteria for marks shall be as per Sl. No. 1.1 to 1.2:</i>	10
1.1	Above 50 lakhs	10
1.2	Above 25 lakhs upto 50 lakhs	5
	The turnover must be validated through audited financial statements.	
2	Experience of the Consulting firm <i>Criteria for marks in reference to Bidders experience in urban planning projects, GIS based project or master plan formulation shall be as per Sl. No. 2.1 to 2.2:</i>	25 (15+10)
2.1	Experience in Years	15
a.	Above 15 years	15
b.	Above 10 years upto 15 years	10
c.	Above 5 years upto 10 years	5
2.2	Firms having office/subsidiary office/ongoing projects in Sikkim	10
	Supporting documents such as completion certificates must be provided.	

GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

Request For Proposal



Sl. No.	Criteria	Marks
3	Five major projects executed <i>Criteria for marks in reference to project executed shall be as per Sl. No. 3.1:</i>	15
3.1	3 Marks per project	15
	Detailed project reports or certificates of successful completion will be required as evidence.	
4	Relevant project experience of the consulting firm <i>Criteria for marks in reference to Bidders experience in preparation & completion of Master Plan/ Master Development Plan/ Regional Plan of a City/ Authority Region / Metropolitan Region or Notified Urban Area /Region shall be as per Sl. No. 4.1 to 4.2:</i>	25 (15 + 10)
4.1	Relevant Experience in Years	15
a.	5 or more relevant projects completed	15
b.	3–4 relevant projects completed	10
c.	1–2 relevant projects completed	5
4.2	Relevant Experience in Similar Location	10
a.	Similar work experience executed in Sikkim	10
b.	Similar Projects in Hilly/North Eastern States	5
	The consulting firm should provide projects documents/proof involving data integration, remote sensing, and GIS applications.	
5	Qualification and experience of key professionals <i>Marks will be categorized depending on the qualifications, years of experience and other experiences as specified in Section 4 form. Criteria for marks shall be as per Sl. No. 5.1 to 5.7:</i>	15
5.1	Team Leader / Urban Planner	3
5.2	GIS Expert	2
5.3	Transport Planner	2
5.4	Socio-Economic Expert	2



Sl. No.	Criteria	Marks
5.5	Urban Designer	2
5.6	Civil Engineer	2
5.7	Climate and Environment Expert	2
6	Write-up on the topic “Master Plan Formulation in Namchi Planning Area” (1000 words). <ul style="list-style-type: none"> Brief description of the Bidder’s organization (1 page) Relevant experience of the firm (2 pages) Understanding of the scope of work (2 pages) Identifying strengths, problem/challenges, opportunities for Namchi Planning Area (4 pages) Description of the Technical approach and methodology, work plan, and organization and staffing schedule (5 pages) Vision – 2047 (1 page). 	10
Total Marks		100

3.8.2.2. The qualifying marks will be 70%.

3.8.3. Evaluation of Technical Proposals

3.8.3.1. The authorized CERC evaluates the proposals on the basis of their responsiveness to the Terms of Reference (herein after referred to as “ToR”), applying the evaluation criteria specified. Each proposal will be given a technical score. A proposal shall be rejected at this stage if it does not achieve the minimum technical score.

Sl. No.	Criteria	Marks
1.	Specific experience of the consulting firm related to the Assignment <i>Criteria for marks shall be as per Sl. No. 1.1 to 1.2:</i>	20
1.1	Experience in completing master plans, development plans or equivalent master plan projects, 5 projects worth 2 marks each	10
1.2	Experience in Master Plan /Local area plan preparation under AMRUT	10
2.	Adequacy of the proposed work plan in response to ToR	30

GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

Request For Proposal



Sl. No.	Criteria	Marks
2.1	Understanding the ToR: Demonstrating clarity on the requirements for GIS-based master planning for Namchi Planning Area	10
2.2	Methodology suggested: Innovative and efficient methods for GIS database creation, spatial analysis, and master plan development	10
2.3	Adequacy of the proposed work plan: Comprehensive and well-structured work plan with a clear timeline and milestones	10
3.	Qualifications and competence of the key professional staff for the assignment <i>Criteria for marks shall be as per Sl. No. 3.1 to 3.7:</i>	50
3.1	Team Leader/Urban Planner	8
	At least Postgraduate Degree in Urban/ Regional/ Infrastructure/ Transport/ Housing/ Environment Planning from a recognized Institute/University	2
	Minimum 20 years of experience as described under “Area of Specific Expertise” in Sl. No.1 of Clause 3.8.3.3.	5
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
3.2	GIS Expert	7
	At least M.Tech/M.Sc/Post Graduate Diploma in Remote Sensing, GIS, or Geoinformatics from a recognized institute/university	2
	Minimum 10 years of experience as described under “Area of Specific Expertise” in Sl. No.2 of Clause 3.8.3.3.	4
	At least 2 projects executed in Sikkim/Hilly/North Eastern States	1
3.3	Transport Planner	7
	At least a Postgraduate in Transport Planning	2
	Minimum 10 years of experience as described under “Area of Specific Expertise” in Sl. No.3 of Clause 3.8.3.3.	4
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
3.4	Socio-Economic Expert	7



Sl. No.	Criteria	Marks
	At least Postgraduate Degree in Planning, Sociology, Economics, Statistics or Geography	2
	Minimum 10 years of experience as described under “Area of Specific Expertise” in Sl. No.4 of Clause 3.8.3.3.	4
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
3.5	Urban Designer	7
	At least Bachelor`s Degree in Architecture with Post Graduate Degree in Landscape Architecture or Urban Design or equivalent	2
	Minimum 10 years of experience as described under “Area of Specific Expertise” in Sl. No.5 of Clause 3.8.3.3.	4
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
3.6	Civil Engineer	7
	At least Bachelor`s Degree in Civil engineering	2
	Minimum 15 years of experience as described under “Area of Specific Expertise” in Sl. No.6 of Clause 3.8.3.3.	4
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
3.7	Climate and Environment Expert	7
	Master`s Degree in Environmental Science, Climate Change and Sustainability, Environmental Planning/Engineering	2
	Minimum 10 years of work experience as described under “Area of Specific Expertise” in Sl. No.7 of Clause 3.8.3.3.	4
	At least 2 completed projects in Sikkim/Hilly/North Eastern States	1
Total Marks		100

3.8.3.2. Illustrative list of “Similar Assignments”:

- Sub-Scheme on Formulation of GIS based master plans of AMRUT cities
- Generation of geospatial database for a city/ town
- Formulation of Master/ Development Plan using GIS database
- Spatial Planning for New Town/ Industrial Township



- v. Planning and implementation using GIS of urban sector projects like water supply, sewerage, etc., national highway/ metro/ similar large infrastructure projects
- vi. Formulation of Regional Plan for a region/ sub-region
- vii. City Development Plan under Jawaharlal Nehru National Urban Renewal Mission (JNNURM).

3.8.3.3. The minimum required experience of proposed key professional staff is:

Sl. No.	Key Professional	Qualifications	Area of Specific Expertise
1.	Team Leader/ Urban Planner	Postgraduate Degree in Urban/ Regional/ Infrastructure/ Transport/ Housing/ Environment Planning from a recognized Institute/University with minimum 20 years of relevant experience.	Experience in formulation of master plans, regional plans, area plans, town planning schemes with leadership qualities to lead the team effectively.
2.	GIS Expert	M.Tech/ M.Sc/ Post Graduate Diploma in Remote Sensing, GIS, or Geoinformatics from a recognized Institute/ University in Geo-Informatics with 10 years of experience.	Experience in developing and managing geo-databases. Strong practical experience in GIS software tools like ArcGIS, QGIS and other platforms. Preparation of base maps, spatial attributes data collection and vetting of maps.
3.	Transport Planner	Post Graduate in Transport Planning from a recognized Institute/ University with 10 years of experience	Experience in preparation of transport plans, city circulation plans, mobility plans, etc. and conducting traffic and transport surveys.
4.	Socio-Economic Expert	Post Graduate in Statistics/Sociology/ Economics/Geography with 10 years of experience	Experience in collection of field data and socio-economic surveys, analysis of socio-economic data of cities/towns at local level, projections, creation of urban database using secondary sources.



Sl. No.	Key Professional	Qualifications	Area of Specific Expertise
5.	Landscape Architect/ Urban Designer	Bachelor`s Degree in Architecture with Post Graduate Degree in Landscape Architecture or Urban Design or equivalent with 10 years of experience	Experience in landscape planning/ urban designing such as designing green spaces, streetscapes, public spaces, park, plazas and pedestrian pathways with a focus on sustainability. Ability to use software like AutoCAD, SketchUp, Autodesk Revit, Lumion, or V-Ray and Adobe Creative Suite to create realistic renderings and visualizations of proposed designs.
6.	Civil Engineer	Bachelor`s Degree in Civil engineering with 15 years of experience	Experience in site assessment, geotechnical investigation, infrastructure design and development, structural design, construction management, scheduling, budgeting and quality control.
7.	Climate and Environment Expert	Master`s Degree in Environmental Science, Climate Change and Sustainability, Environmental Planning/ Engineering with 10 years of experience	Experience in Environmental Impact Assessment, Risk and Vulnerability Assessment, Climate Policy, Adaptation and Mitigation Strategies and other climate change studies.

3.8.3.4. The qualifying marks for Technical Proposal will be 80%.

3.8.4. Public Opening and Evaluation of Financial Proposals

3.8.4.1. After the evaluation of Technical Proposal is completed, the Client shall notify only those Consultants whose proposals have been short-listed of the same and the date and time for opening of financial proposals.

3.8.4.2. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the Consultant, the technical scores,



and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

- 3.8.4.3. The CERC will determine whether the Financial Proposals are complete, (i.e., whether they have quoted all items of the corresponding Technical Proposals, if not the client will quote them and add their cost to the initial price), correct any computational errors, etc.
- 3.8.4.4. The Consultant who has bid the lowest amount (L1) will be invited for discussions/ negotiations / clarifications for the purpose of signing a Contract Agreement.



3.9. Discussions / Clarification with the Successful Bidder

- 3.9.1. Discussions/ clarifications will be held in order to reach agreement on all points and sign a contract.
- 3.9.2. Discussions/ clarifications will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the ToR. The Client and Consultant will then work out final ToR, staffing, staff-months, logistics, and reporting which will be incorporated in the Contract.
- 3.9.3. Discussions/ clarifications will be held at the office of the Nodal Officer AMRUT 2.0 Sub scheme, Urban Development Department, Government of Sikkim, Gangtok - 737101 on date set by mutual convenience.



3.10. Award of Contract

- 3.10.1. The broad procedure for selection of the consultant constitutes as under:
- 3.10.1.1. **Invitation for RFP:** UDD invites the application from eligible Consultants to submit their proposals to participate in the selection procedure.
 - 3.10.1.2. **Submission of RFP:** The participants will submit the RFP to UDD along with the details as required in the prescribed manner.
 - 3.10.1.3. **Scrutiny of Documents:** The CERC will scrutinize all the submissions received on the basis of eligibility criteria.
 - 3.10.1.4. **Short listing:** The consultants whose technical score is more than that as prescribed will be shortlisted for opening of the Financial Proposals.
 - 3.10.1.5. **Selection:** The eligible participants would be selected for the Consultancy on the basis of their credentials, competence and previous work records.
 - 3.10.1.6. **Proposal validity:** The proposal is valid for 180 days and the proposal security of the participating consultants will be returned after the letter of award is issued to the selected consultant.
 - 3.10.1.7. **Performance guarantee:** A performance guarantee will have to be deposited by the selected consultant as described in Clause 2.3.7.
- 3.10.2. The contract will be awarded after the tendering process is complete. The Client will promptly notify other consultants that they were unsuccessful. On award of the Consultancy, the Consultant should be required to enter into an agreement with Client for the successful completion of the Consultancy as per the Terms and Reference. The firm is expected to commence the assignment on the date and at the location specified in the Contract.
- 3.10.3. Termination of the Contract will be in accordance with provisions of the Clause 7.2.2.6 of General Conditions of Contract. In case of dispute the matter will be referred to an arbitrator as specified by the Client.
- 3.10.4. The Client will provide the relevant data/reports available. Collecting any other data relevant to the assignment will be the responsibility of the consultants.



3.11. Confidentiality

- 3.11.1. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the proposals or to other persons not officially concerned with the process.



3.12. Other Condition of Payment

- 3.12.1. No separate Travel/Daily Allowance would be payable in addition to Consultancy fee.
- 3.12.2. The Tax Deducted at Source and other taxes as applicable under the law would be deducted by the Client from the amount payable as Consultancy fee.
- 3.12.3. In case of delay in the conduct of Consultancy Services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to 0.5% (half percent) of total contractual value, which the Consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% (ten percent) of the total contract price.



SECTION 4. PRE-QUALIFICATION STANDARD FORMS

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4.6.	Qualification and Experience of Key Professionals	67
4.7.	Write up on “Master Plan Formulation in Namchi Planning Area”	69



4.1. Pre-Qualification Submission Form

[Letterhead of Firm]

[Location, Date]

To

Ms Yogeeta Rai
State Mission Director (AMRUT)
Principal Chief Architect cum Secretary
Urban Development Department
Government of Sikkim, Gangtok - 737101

Subject: Consultancy Services for “GIS-based Master Plan Formulation for Namchi city in Sikkim State under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999” – Submission of Pre-Qualification

Madam,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated _____. We are hereby submitting our Proposal for the GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999”.

The Proposal contains the following documents in separate sealed envelopes:

Pre-Qualification – original + 2 copies
Technical Proposal – original + 2 copies
Financial Proposal – original + 2 copies
Pen drive containing editable copy (Microsoft Word and/or Adobe InDesign/Illustrator) of Pre-Qualification and Technical Proposal

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Enclosed: 1. Pre-Qualification along with Demand Draft of ₹ 20,000/- towards tender fee (in sealed cover)
2. Technical Proposal (in sealed cover)
3. Financial Proposal (in sealed cover)



4.2. General

- 4.2.1. Name of the consulting firm
- 4.2.2. In case of consortium, name of other partners of the consortium
- 4.2.3. In case the consulting firm is a subsidiary of a larger organization, please write the name of the parent organization
- 4.2.4. Consulting firm's registered address in India
- 4.2.5. Consulting firm's address for correspondence regarding this project, including phone numbers (mention city code), fax numbers and email addresses
- 4.2.6. Details of the authorized signatory of the consulting firm for communication regarding this project
 - i. Name
 - ii. Designation
 - iii. Contact details of the authorized signatory
 - iv. Office Phone (Direct Line/ Extension) Number
 - v. Fax Number
 - vi. Mobile Phone Number
 - vii. Email Id
- 4.2.7. Please mention the audited turnover of the Consulting Firm/ Consortium Lead in the preceding five financial years (FY).

FY 2019-2020: _____ lakhs INR

FY 2020-2021: _____ lakhs INR

FY 2021-2022: _____ lakhs INR

FY 2022-2023: _____ lakhs INR

FY 2023-2024: _____ lakhs INR

Note: only those firms should apply whose turnover is not less than ₹ 50 lakhs for each of last 3 consecutive financial years. For consortium, all firms must conform to this criterion.



4.3. Experience of the Consulting Firm

- 4.3.1. Total Experience since the inception of firm (in years):
- 4.3.2. Main line business :
- 4.3.3. Experience in consultancy (in years) :
- 4.3.4. Experience in consultancy in relevant field (in years) :



4.4. Five Major Projects Executed

4.4.1. The five major projects of the firm are as given in the table below:

Sl. No.	Name of Project	Client	Type of Project	Location of Project	Value of the Project (in ₹)	Stage of Project Execution	
						(Completed/ Under Progress) as on Date	Year of Completion
1.							
2.							
3.							
4.							
5.							



4.5. Relevant Project Experience of the Consulting Firm

4.5.1. The firms' relevant project experiences are as given in the table below:

Sl. No.	Title of the project	Client name	Whether participated as individual consulting firm/ member of consortium	Project Cost in ₹	Stage of Project Execution (Completed/ Under Progress)	Any other relevant information
1.			(if member of consortium, mention the consortium lead)			
2.						
3.						



4.6. Qualification and Experience of Key Professionals

4.6.1. The firms' relevant project experiences are as given in the table below:

Sl. No.	Field of Expertise	Qualifications			Experience			
		PhD	Post Graduate	Graduate	Total Number of Years	In relevant projects	Names of corresponding project	National/ International Experience
1.	Team Leader/ Urban Planner							
2.	GIS Expert							
3.	Transport Planner							
4.	Socio-Economic Expert							
5.	Urban Designer							
6.	Civil Engineer							
7.	Climate and Environment Expert							

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4.6.2. Illustrative relevant fields to be used for tables above:

- i. Sub-Scheme on Formulation of GIS based master plans of AMRUT cities
- ii. Generation of geospatial database for a city/ town
- iii. Formulation of Master/ Development Plan using GIS database
- iv. Spatial Planning for New Town/ Industrial Township
- v. Planning and implementation using GIS of urban sector projects like water supply, sewerage, etc., national highway/ metro/ similar large infrastructure projects
- vi. Formulation of Regional Plan for a region/ sub-region
- vii. City Development Plan under JNNURM

Note: Only those firms should apply whose have not less than 5 years' experience in the relevant field. For consortium, all firms must conform to this criterion.



4.7. Write-up on the topic “Master Plan Formulation in Namchi Planning Area” in about 1000 words.



SECTION 5. TECHNICAL PROPOSAL STANDARD FORMS

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5.4.	Description of the Methodology and Work Plan for Performing the Assignment	76
5.5.	Team Composition and Task Assignments	77
5.6.	Format of Curriculum Vitae of Proposed Key Professional Staff and Team	78
5.7.	Time schedule for Key Professional Personnel	80
5.8.	Activity (Work) Schedule	81



5.1. Technical Proposal Submission Form

[Letterhead of Firm]

[Location, Date]

To

Ms Yogeeta Rai
State Mission Director (AMRUT)
Principal Chief Architect cum Secretary
Urban Development Department
Government of Sikkim, Gangtok - 737101

Subject: Consultancy Services for “GIS-based Master Plan Formulation for Namchi city in Sikkim State under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999” – Submission of Technical Proposal

Madam,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated _____. We are hereby submitting our Proposal for the GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999”.

We are hereby submitting our Technical Proposal and Demand Draft of ₹ 1,75,000/- towards Earnest Money in one envelope. The Technical Proposal is also provided in a pen drive.

The Proposal contains the following documents in separately sealed envelope:

Technical Proposal – original + 2 copies
Pen drive containing editable copy (MS-Word and/or Adobe InDesign/Illustrator) of Technical Proposal

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Enclosed: As above



5.2. Firm's References

5.2.1. Using the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

5.2.2. **Relevant services carried out in the last five years that best illustrate qualifications**

Firm's Name:

Assignment Name:		Country:
Location within Country:		Key professional staff provided by your Firm/ (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-months: Duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in ₹):
Name of Associated Consultants, if any:		No. of months of key professional staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		



5.2.3. **Particulars and Experience of Firm(s):** Relevant services carried out in the five projects* similar to the assignment, considered to best illustrate experience and capabilities of the consulting firm/ Consortium since the inception of the Consultant firm in the format given below.

Sl. No.	Field of Specialization	Name of Consulting Firm	Assignment Name	Name of Client	Whether Participated as Individual Consulting Firm/ Member of Consortium	Project Cost in ₹	Stage Of Project Execution on Ground (Initiated/	Any other relevant information
1.					If Member of Consortium Mentions the Consortium Lead			
2.								
3.								
4.								
5.								

*If the proposal is submitted by a consortium, mention the best five relevant projects carried out by consortium or constituent firms.

5.2.3.1. Illustrative fields of specialization to be used in column 2 above:

- Sub-Scheme on Formulation of GIS based master plans of AMRUT cities

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- ii. Generation of geospatial database for a city/ town
- iii. Formulation of Master/ Development Plan using GIS database
- iv. Spatial Planning for New Town/ Industrial Township
- v. Planning and implementation using GIS of urban sector projects like water supply, sewerage, etc., national highway/ metro/ similar large infrastructure projects
- vi. Formulation of Regional Plan for a region/ sub-region
- vii. City Development Plan under JNNURM

5.2.4. Experience of the Consulting Firm

Sl. No.	Name of consulting firm/ consortium	Total Experience since the inception of firm	Name of consulting firm/ consortium



5.3. Comments & Suggestions of Consultants on the Terms of Reference and on Data, Services and Facilities

5.3.1. On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

5.3.2. On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



5.4. Description of the Methodology & Work Plan for Performing the Assignment



5.5. Team Composition & Task Assignments

5.5.1. Technical/ Managerial Staff

Sl. No.	Name	Proposed Position	Total Experience (Years)	Relevant Experience (Years)
1.				
2.				
3.				

5.5.2. Support Staff

Sl. No.	Name	Proposed Position	Total Experience (Years)	Task to be Performed
1.				
2.				
3.				



5.6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Expert: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: _____

[Give an outline of expert member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by expert member on relevant previous assignments and give dates and locations. Use about half a page.]

Education: _____

[Summarize college/university and other specialized education of expert member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by expert member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages: _____

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

GIS BASED MASTER PLAN FOR NAMCHI PLANNING AREA

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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.

[Signature of expert member]

[Signature of authorized representative of Firm]

Date: Day/Month/Year

Full name of expert: _____

Full name of authorized representative: _____



5.7. Time Schedule for Key Professional Personnel

5.7.1. Time schedule to be prepared in the format below or preferably a Gantt Chart.

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

Full-time: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature (Authorized Representative): _____

Full Name: _____

Title: _____

Address: _____



5.8. Activity* (Work) Schedule

5.8.1. Field Investigation and Consultancy Items

Sl. No.	Item of Activity (Work)	Weeks (in the form of a Bar Chart)											
		1	2	3	4	5	6	7	8	9	10	...	Number of Weeks
1.													Subtotal (1)
2.													Subtotal (2)
3.													Subtotal (3)
4.													Subtotal (4)

5.8.2. Completion and Submission of Reports

Sl. No.	Reports	Programme (Date)
1.	Inception Report	
2.	Creation of Database and Ground Verification of Base Maps	
3.	Existing Situation and Gap Analysis Report	
4.	Vision Document, Strategy Formulation, Integrated Development Planning and Stakeholder Consultations	
5.	Draft Master Plan	
6.	Final Master Plan	

*for enabling comparison of activity schedule and costs, the items of activity should be kept uniform in all the tables



SECTION 6. FINANCIAL PROPOSAL STANDARD FORMS

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6.6.	Miscellaneous Expenses	88



6.1. Financial Proposal Submission Form

[Letterhead of Firm]

[Location, Date]

To

Ms Yogeeta Rai
State Mission Director (AMRUT)
Principal Chief Architect cum Secretary
Urban Development Department
Government of Sikkim, Gangtok - 737101

Subject: Consultancy Services for “GIS-based Master Plan Formulation for Namchi city in Sikkim State under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999” – Submission of Financial Proposal

Madam,

We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated _____. We are hereby submitting our Proposal for the GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT 2.0 GIS Sub-Scheme on “Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999”.

We are hereby submitting our Financial Proposal for the sum of *[Amount in words and figures]*. This amount is exclusive of the applicable taxes which we have estimated at *[Amount(s) in words and figures]*.

The Proposal contains the following documents in separately sealed envelope: Financial Proposal – original + 2 copies.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We have gone through the RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Enclosed: As above



6.2. Summary of Costs

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

Total Amount of Financial Proposal:

Grand Total including all Taxes:

(In Figures)

(In Words)



6.3. Breakdown of Price per Activity

Activity No: _____ Name: _____

Sl. No.	Price Component	Amount (₹)
1.	Remuneration	
2.	Reimbursables, if any	
3.	Miscellaneous Expenses	
	Sub Total	

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



6.4. Breakdown of Remuneration per Activity

Activity No: _____

Name: _____

Sl. No.	Names	Position	Input*	Remuneration Rate	Amount (₹)
		Team Leader/ Urban Planner			
		GIS Expert			
		Socio-Economic Expert			
		Landscape Architect/ Urban Designer			
		Civil Engineer			
		Climate and Environment Expert			
		Regular Staff			
		Local Staff			
		Consultants			
	Grand Total				

**Staff months or days as appropriate.*

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



6.5. Reimbursable per Activity

Activity No: _____

Name: _____

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

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



6.6. Miscellaneous Expenses

Activity No: _____

Name: _____

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

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



SECTION 7. STANDARD FORM OF CONTRACT

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7.1. Form of Contract

Lump Sum Remuneration

This CONTRACT (hereinafter called the "Contract") is made the _____ day of the month of _____, 2025, between Urban Development Department, Government of Sikkim (hereinafter called the Client which includes its assigns, executors & administrator) in coordination with State Mission Directorate, and M/s _____ (hereinafter called Consultants), a company _____, and having its registered office at _____ through _____, duly appointed its General Attorney, for GIS-based Master Plan Formulation for Namchi Planning Area in Sikkim under AMRUT 2.0 GIS Sub-Scheme on 'Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999'. Certified photocopy General Power of Attorney is annexed herewith; Consultants include its assigns, executors and administrators.

*[*Note: If the Consultants consist of more than one entity, the above should be partially amended to read as follows:*

"... and a consortium consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultants' obligations under this Contract, namely, _____ and _____ (hereinafter called the "Consultants".)]"

WHEREAS

(a) the Client has requested the Consultants to provide certain consultancy services as defined in this Contract (hereinafter called the "Services");

(b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

** All notes should be deleted in final text.*

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. The General Conditions of Contract (hereinafter called "GC");
 - b. The Special Conditions of Contract (hereinafter called "SC");
 - c. The following Appendices:

This RFP document and conditions therein shall be deemed to be part of the Contract Agreement.

[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix on the sheet attached hereto carrying the title of that Appendix.]



Appendix A: Description of the Services _____

Appendix B: Reporting Requirements _____

Appendix C: Key Personnel and Sub-consultants _____

Appendix D: Breakdown of Contract Price in INR _____

Appendix E: Form of Performance Guarantee _____

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:
- a. The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
 - b. The Client shall make payments to the Consultants in accordance with the provisions of the Contract.

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

FOR AND ON BEHALF OF Urban Development Department, Government of Sikkim

By

(Ms Yogeeta Rai, Principal Chief Architect cum Secretary, Urban Development Department, Government of Sikkim)

FOR AND ON BEHALF OF [NAME OF CONSULTANT]

By

(Authorized Representative)



7.2. General Conditions of Contract

7.2.1. General Provisions

7.2.1.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a. "Applicable Law" means the laws and any other instruments having the force of law in India.
- b. "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 7.2.1 of such signed Contract;
- c. "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 7.2.6.2;
- d. "Member", in case the Consultants consist of a consortium of more than one entity, means any of these entities, and "Members" means all of these entities; "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract;
- e. "Party" means the Client or the Consultants, as the case may be, and Parties means both of them;
- f. "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
- g. "SC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;
- h. "Services" means the work to be performed by the Consultants pursuant to this Contract as described in Appendix A; and
- i. "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 7.2.3.5 and 7.2.4.

7.2.1.2. Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Law of contract, supplemented by general conditions and special conditions annexed to this contract.



7.2.1.3. **Language**

This Contract has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

7.2.1.4. **Notices**

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the SC.

7.2.1.5. **Location**

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.

7.2.1.6. **Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

7.2.1.7. **Taxes and Duties**

Unless otherwise specified in the SC, the Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

7.2.2. **Commencement, Completion, Modification and Termination of Contract**

7.2.2.1. **Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties.

7.2.2.2. **Commencement of Services**

The Consultants shall begin carrying out the Services after the date the Contract becomes effective.



7.2.2.3. **Expiration of Contract**

Unless terminated earlier pursuant to Clause 7.2.2.6, this Contract shall terminate with completion of the consultancy in terms of conditions of this agreement to the full satisfaction of the Client.

7.2.2.4. **Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

7.2.2.5. **Force Majeure**

a. *Definition*

For the purpose of this contract "Force Majeure" means any event or circumstance or combination of events or circumstances beyond the reasonable control of either Party including:

- i. Acts of God and nature including
- ii. typhoon, flood, earthquake, fire, drought, landslide, unusually severe weather condition or other natural disaster; and
- iii. plague or epidemic or quarantine conditions arising therefrom;
- iv. Air crash, shipwreck, train wrecks or failures or delays of transportation;
- v. Strikes, lock-outs, work-to-rule actions, go-slows or similar labour difficulties other than Governmental Force Majeure that in any way have an effect on the project;

b. *No Breach of Contract*

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

c. *Extension of Time*

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



d. *Payments*

During the period of their inability to perform the Services as a result of an event of Force Majeure, no additional payment will be given however a time extension in the project may be given.

7.2.2.6. **Termination**

a. *By the Client*

The Client may terminate this Contract, by not less than 30 (thirty) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (i) through (iv) of this Clause 7.2.2.6.a. and 60 (sixty) days in the case of the event referred to in (v):

- i. if the Consultants do not perform their obligations under this Contract, within 30 (thirty) days of receipt after being notified
- ii. if the Consultants become insolvent or bankrupt;
- iii. if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- iv. if the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract.

- v. if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

b. *By the Consultants*

The Consultants may terminate this Contract, by not less than 30 (thirty) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (i) and (ii) of this Clause 7.2.2.6.b:

- i. if the Client fails to pay any money due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7.2.7 hereof within 45



- (forty-five) days after receiving written notice from the Consultants that such payment is overdue; or
- ii. if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

c. *Payment upon Termination*

Upon termination of this Contract pursuant to Clauses 7.2.2.6.a or 7.2.2.6.b, the Client shall make the following payments to the Consultants:

- i. remuneration pursuant to Clause 7.2.6 for Services satisfactorily performed prior to the effective date of termination;
- ii. except in the case of termination pursuant to paragraphs (i) and (ii) of Clause 7.2.2.6.a, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

2.6.4 *Failure and Termination*

In case of delay in the conduct of Consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover damage for Breach of contract as indicated below:

"To recover from the Consultant as agreed liquidated damages including administration expenses and not by way of penalty, a sum equivalent to 0.5% (half percent) of total contractual agreement, which the Consultant has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price".

7.2.3. **Obligations of the Consultants**

7.2.3.1. **General**

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.



7.2.3.2. **Conflict of Interests**

a. *Consultants Not to Benefit from Commissions, Discounts, etc.*

The remuneration of the Consultants pursuant to Clause 7.2.6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

b. *Consultants and Affiliates not to be Otherwise Interested in Project*

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

c. **3.2.3 Prohibition of Conflicting Activities**

Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- i. during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or
- ii. after the termination of this Contract, such other activities as may be specified in the SC.

7.2.3.3. **Confidentiality**

The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

7.2.3.4. **Insurance to be taken out by the Consultants**

The Consultants (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.



7.2.3.5. ***Consultants' Actions Requiring Client's Prior Approval***

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

- i. entering into a subcontract for the performance of any part of the Services,
- ii. appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Sub-consultants"), and
- iii. any other action that may be specified in the SC.

7.2.3.6. ***Reporting Obligations***

The Consultants shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

7.2.3.7. ***Documents Prepared by the Consultants to be the Property of the Client***

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultants in accordance with Clause 7.2.3.6 shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

7.2.4. **Consultants' Personnel**

7.2.4.1. ***Description of Personnel***

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

7.2.4.2. ***Removal and/or Replacement of Personnel***

- i. No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications with approval of the Client.
- ii. If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request



specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.

- iii. The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

7.2.5. Obligations of the Client

7.2.5.1. Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Consultants such assistance and data as specified in the SC.

7.2.5.2. Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Consultants, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly and corresponding adjustments shall be made to the ceiling amounts referred to in Clause 7.2.2.6.b.

7.2.5.3. Services and Facilities

The Client shall make available to the Consultants any relevant maps (if any) and reports/documents relevant to the assignment if available.

7.2.6. Payments to the Consultants

7.2.6.1. Lump Sum Remuneration

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 7.2.5.2, the Contract Price may only be increased above the amounts stated in Clause 7.2.6.2 if the Parties have agreed to additional payments in accordance with Clause 7.2.2.4.

7.2.6.2. Contract Price

The price payable in local currency is set forth in the SC. The Consultant shall be responsible for payment of all applicable taxes, duties, and levies under Indian law. The contract price is inclusive of all such taxes, and the Client shall not be liable for any



additional payments. The Consultant shall comply with all tax regulations, including timely filing of returns and submission of necessary documentation as required by law.

7.2.6.3. ***Payment for Additional Services***

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 7.2.2.4, a break-up of the lump-sum price is provided in Appendices D.

7.2.6.4. ***Terms and Conditions of Payment***

Payments will be made to the account of the Consultants and according to the payment schedule stated in the SC. First payment shall not be released till the performance guarantee is executed by the Consultant. Subsequent payments shall be made in accordance with the conditions listed in the SC on submission of an invoice by the Consultants.

7.2.7. ***Settlement of Disputes***

7.2.7.1. ***Amicable Settlement***

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

7.2.7.2. ***Dispute Settlement***

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.



7.3. Special Conditions of Contract

GC Clause Amendments of and Supplements to Clauses in the General Conditions of Contract

7.2.1.6. The Authorized Representatives are:

For the Client:

Ms Yogeeta Rai
State Mission Director (AMRUT)
Principal Chief Architect cum Secretary
Urban Development Department
Government of Sikkim, Gangtok- 737101

For the Consultant:

- 7.2.3.2.c. For a period of two years after the expiration of this Contract, the Consultants shall not engage, and shall cause their Personnel as well as their Sub-consultants and their Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Client under this Contract, nor shall they engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.
- 7.2.3.4. The Consultant shall ensure to cover the following risks and take the necessary coverages in this regard:
- i. Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub-consultants or their Personnel, for the period of Consultancy;
 - ii. Professional liability insurance, with a minimum coverage equal to total contract value for this consultancy; and
- 7.2.3.7. The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.



GC Clause Amendments of and Supplements to Clauses in the General Conditions of Contract

7.2.6.2. The amount in Indian currency is ₹_____.

7.2.6.4 Payments shall be made according to Clause 2.3 (of Section 2 Terms of Reference).

7.2.7.2 Dispute Settlement

Any Dispute or differences whatsoever arising between the parties out of or relating to the implementation, meaning and operation or effect of this agreement or its execution or the breach thereof shall be settled by arbitration in Gangtok, Sikkim. The parties agree that the sole arbitrator shall be appointed by the State Mission Director, AMRUT, Urban Development Department, Government of Sikkim. Parties hereto will raise no objection to the arbitration on the ground that the Arbitrator is a Government servant that he had to deal with matters to which the contract relates or that in the course of his duties as Government servant he has expressed views on all or any of the matters in dispute or difference. It is a term of this agreement that in the event of any difficulty arising by reason of death, resignation, retirement, inability or refusing to act as arbitrator or if the award is set aside by any court for any such reason of procedure, it will be lawful for the State Mission Director, AMRUT, Urban Development Department, Government of Sikkim to appoint another person as arbitrator in place of the outgoing arbitrator. In every such case it shall be lawful for the new arbitrator to act upon the record of the proceedings as existent at that stage of the arbitration or to commence proceedings de-novo as the arbitrator in his discretion may decide. The provisions of Indian Arbitration and Conciliation Act, 1996 and any modification thereon shall govern the proceedings. The contract and the arbitration shall be governed by Indian Law only. The Award made in pursuance thereof shall be binding on the parties.

The Civil Courts in Gangtok, Sikkim alone shall have jurisdiction to entertain any suit or matter arising out of this Agreement.



7.4. Appendices

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Appendix A

Description of the Services

[Give detailed descriptions of the services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]



Appendix B

Reporting Requirements

[List format, frequency and contents of reports; persons to receive them; dates of submission, number of copies, etc. If no reports are to be submitted, state here "Not applicable".]



Appendix C

Key Personnel and Sub-Consultants

(Refer Clause 7.2.4.1 of General Conditions of Contract)

List under:

- C-1: Names and Titles, detailed job descriptions and minimum qualifications and experience of Personnel to be assigned to work on the assignment, and staff-months for each.
- C-2: List of approved Sub-consultants [if already available]; same information with respect to their Personnel as in C-1.
- C-3: Same information as C-1 for key local personnel.



Appendix D

Breakdown of Contract Price in Indian Currency

List here the elements of cost used to arrive at the breakdown of the lump sum price:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures

This appendix will exclusively be used for determining remuneration for additional services.



Appendix E

Form for Performance Guarantee

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref.: Bank Guarantee: _____ Date: _____

Madam,

In consideration of Government of Sikkim, Urban Development Department (hereinafter referred as the 'Client', which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) in coordination with AMRUT State Mission Directorate having awarded to **M/s** _____ (hereinafter referred to as the 'Consultant' which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Client's Contract Agreement No. _____ dated _____ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at ₹ _____ (in words and figures) for **GIS-based Master Plan Formulation for Namchi Planning Area (hereinafter referred to as "Namchi Master Plan") in Sikkim under AMRUT 2.0 GIS Sub-Scheme on 'Formulation of GIS based Master Plan for Class II Towns with population of 50,000 – 99,999'** (hereinafter called the 'Contract') and the Client having agreed to make payment to the Consultant for performance of the above Contract as per the contract for consultancy service against Bank Guarantee to be furnished by the Consultant as security for the performance of the Consultant's obligation and/ or discharge of the Consultant's liabilities under / and/or in connection with the said contract.

We (*Name of Bank*) having its Head Office at _____ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/undertaking to the extent of ₹ _____ aforesaid at any time (20% of the contract amount) without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Consultant arising upto and until 12 months from the date of the approval of the Namchi Master Plan on consultancy services provided by the Consultant provided that the Bank shall upon the written request of the Client made within in 6 (six) months of the said date extend this Guarantee/Undertaking by a further 6 (six) months from the said date, within which the Client may make a demand hereunder.



2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or at any time have in relation to the Consultant's obligation/ liabilities under and/or in connection with the said contract and the Client shall have full authority to take recourse to or reinforce this security in preference to the other security (ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Consultant.
4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reasons of any dispute or disputes having been raised by the Consultant (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Consultant or any other order or Communication whatsoever by the Consultant stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.
5. Notwithstanding anything contained herein:
 - a) The Bank's liability under this Guarantee/ Undertaking shall not exceed ₹_____.
 - b) This Guarantee/Undertaking shall remain in force upto 12 (twelve) months from the date of approval of the Namchi Master Plan by the Client.
6. The Bank hereby declares that Shri/Smt _____ (name & designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)

Name & Designation
Name of the Bank