



COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION



REQUEST FOR PROPOSAL *for*

**Providing Architectural and Project Management Consultancy (PMC) Services
for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai**

BRIEF TENDER NOTICE,
GOVERNMENT OF MAHARASHTRA,
COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION

Providing Architectural and Project Management Consultancy (PMC) Services for
Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai
(MAHARASHTRA)

Commissioner and Director, Directorate of Municipal Administration, Government of Maharashtra, has decided to carry out the bidding process for Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai. **Commissioner and Director, Directorate of Municipal Administration, Government of Maharashtra,** now invites eligible consultancy firms / consortiums REQUEST FOR PROPOSAL for the above said project.

The details are available in the **Tender Notice No.....** as displayed on Website, “<https://mahadma.maharashtra.gov.in> and www.mahaetenders.gov.in” **The Tender can be downloaded from www.mahaetenders.gov.in.** The Schedule of submission mentioned in the e-tender notice should be strictly adhered to.

Address in case of any Communication,

**COMMISSIONER AND DIRECTOR,
DIRECTORATE OF MUNICIPAL ADMINISTRATION,
7th Floor, Belapur Bhavan, CBD Belapur, Navi Mumbai.
Maharashtra.**

Email: dmauidssmt1@gmail.com

CONTENTS

Sl. No.	Particulars	Page
1.	Section 1. Notice Inviting Expression of Interest	7
2.	Section 2. Part-I- Instructions to Consultants	14
	Section 2. Part-II- Data Sheet	27
3.	Section 3. Technical Proposal-Standard Forms	38
4.	Section 4. Financial Proposal – Standard Forms	49
5.	Section 5. Terms of Reference	52
6.	Annexure: Standard Forms of Contract	63
	Contract Agreement	64
	Annexure I: Scope of Services	78
	Annexure II: Project Duration	87
	Annexure III: Consultant's Remuneration	88
	Annexure IV: Location, List of Wings and Staffing Pattern of DMA office and Site plan	93
7.	Abbreviations	97



**महाराष्ट्र शासन,
आयुक्त तथा संचालक,**

दूरध्वनी क्र१.विस्तारीत क्र ,२४९२७६३१-०२२.१८
इ-मेल- dmauidssmt1@gmail.com
संकेतस्थळ-
<https://mahadma.maharashtra.gov.in>

नगरपरिषद प्रशासन संचालनालयवा मजला ७ ,
बेलापूर भवन, नवी मुंबई महानगरपालिका इमारत ,
सी नवी ,बेलापूर .डी.बी.मुंबई .४००६१४ –
कार्यासन.०७ -

जा.क्र. नपप्रसं२०२६ नगर विकास विभाग/संकुल७-कक्ष/७१८ .क्र.प्र/

दिनांक :- / 09/ 2026

प्रति,

मा. सहाय्यक संचालक, (जाहिरात)
माहिती व जनसंपर्क महासंचालनालय,
महाराष्ट्र शासन, १७ वा मजला,
नविन प्रशासकीय इमारत, मंत्रालयासमोर, मुंबई-४०००३२.

विषय :- ई-निविदा सुचना प्रसिध्द करणे बाबत.....

महोदय,

सोबत या कार्यालयाची रिक्वेस्ट फॉर प्रपोजल ई-निविदा सूचना क्रमांक सन २०२६-२०२७ (ऑनलाईन) ७ प्रती जोडलेल्या आहेत. तरी खालीलप्रमाणे जास्ती खप असलेल्या दैनिक वर्तमानपत्रामध्ये एक वेळ प्रसिध्दीसाठी पाठविणेबाबत विनंती आहे.

- १) कार्यालयाचे नांव : आयुक्त तथा संचालक,
नगरपरिषद प्रशासन संचालनालय,
७ वा मजला, बेलापूर भवन, सी.बी.डी. बेलापूर, नवी मुंबई. ४०० ६१४
- २) प्रसिध्दी पातळी : राष्ट्रीय स्तरावरील - एक हिंदी, व दोन इंग्रजी
राज्य स्तरावरील - दोन मराठी व एक हिंदी आणि
जिल्हा पातळीवरील - एक मराठी
- ३) प्रसिध्दीची तारीख : त्वरीत, दिनांक १५/ ०९/ २०२६ किंवा तत्पुर्वी.
- ४) जाहिरात बील कोणास पाठवावयाचे? : आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय,
७ वा मजला, बेलापूर भवन, सी.बी.डी. बेलापूर, नवी मुंबई. ४०० ६१४

सोबत :- रिक्वेस्ट फॉर प्रपोजल ई-निविदा सूचना क्र.....
सन २०२६-२०२७ (ऑनलाईन)
च्या सात प्रती. (मराठी-३, हिंदी-२ इंग्रजी-२)

सहि/-
(श्री. संजय काकडे)
सहआयुक्त,
नगरपरिषद प्रशासन संचालनालय,
७ वा मजला, बेलापूर भवन, सी.बी.डी.
बेलापूर, नवी मुंबई. ४०० ६१४

प्रपत्र-१

महाराष्ट्र शासन

आयुक्त तथा संचालक,

नगरपरिषद प्रशासन संचालनालय, ७ वा मजला, बेलापूर भवन, सी.बी.डी. बेलापूर, नवी मुंबई. 400 614

Web- <https://mahadma.maharashtra.gov.in> & e-mail-dmauidssmt1@gmail.com

रिक्वेस्ट फॉर प्रपोजल ई-निविदा सूचना क्रमांक सन 2026 -27 (ऑनलाईन)

आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय, सी.बी.डी. बेलापूर, नवी मुंबई. 400 614 निविदा पत्रात नमुद केलेले पात्रतेचे निकष पूर्ण करीत असलेल्या सल्लागारांकडून तसेच इमारत बांधकामाचा आराखडा तयार करणे/बांधकामाचे सनियंत्रण करणे याचे काम करणा-या आर्किटेक्चरल फर्मस / व्यक्ती ह्यांच्याकडून खालील कामाकरिता वस्तुशास्त्रज्ञ व प्रकल्प व्यवस्थापन सल्लागार/संस्था म्हणून रिक्वेस्ट फॉर प्रपोजल नमुन्यातील निविदा, ई-निविदा प्रणालीद्वारे (ऑनलाईन) मागवित आहेत. निविदा कागदपत्र शासनाच्या संकेतस्थळावर <http://mahatenders.gov.in> येथून डाऊनलोड करण्यात यावी. तसेच, निविदा स्विकारण्याचा अथवा नाकारण्याचा अधिकार आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय, सी.बी.डी. बेलापूर, नवी मुंबई. 400 614 यांनी राखून ठेवला आहे. अट असलेली निविदा स्विकारली जाणार नाही.

१	पनवेल (पश्चिम), नवी मुंबई येथे नगरपालिका भवन चे बांधकाम करणे. या कामाकरिता वास्तुशास्त्रज्ञ व प्रकल्प व्यवस्थापन सल्लागार नियुक्त करणे. (Architectural and Project Management Consultancy Services)	अंदाजीत प्रकल्पाची किंमत रु. 400.00 कोटी
---	---	--

ई-निविदा उपलब्ध कालावधी	:-	दि. 15 / 09/ 2026 ते 24/ 09/ 2026
निविदापुर्व चर्चा बैठक दिनांक वेळ व पत्ता	:-	दि. 22/ 09/ 2026 वेळ स. 11.30 वाजता (बैठकीचे ठिकाण :- आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय, बेलापूर भवन, 7 वा मजला, सी.बी.डी. बेलापूर, नवी मुंबई. 400 614)
निविदा सादर करण्याचा अंतिम दिनांक व वेळ	:-	दि. 24/ 09/ 2026 वेळ 18.00 पर्यंत
निविदा उघड्याचा दिनांक व वेळ	:-	दि. 25/ 09/ 2026 वेळ 11.00 पासून पुढे

निविदा सूचनेबाबतची सविस्तर माहिती खालील संकेतस्थळावर उपलब्ध आहे.

1. <https://mahadma.maharashtra.gov.in>
2. www.mahatenders.gov.in
(सदर निविदा सूचनेमध्ये काही बदल होत असल्यास वरील वेबसाईटवर कळविण्यात येईल.)
3. आयुक्त तथा संचालक, नगरपरिषद प्रशासन संचालनालय, बेलापूर भवन, 7 वा मजला, सी.बी.डी. बेलापूर, नवी मुंबई. 400 614 कार्यालयातील सूचना फलक

जा.क्र. नपप्रसं२०२६न/विवि संकुल .क्र.प्र/

७-कक्ष/७१८/

आयुक्त तथा संचालक, यांचे कार्यालय
नगरपरिषद प्रशासन संचालनालय,
बेलापूर भवन, 7 वा मजला, सी.बी.डी.
बेलापूर, नवी मुंबई. 400 614

सहि/-

(श्री. संजय काकडे)

सहआयुक्त,

नगरपरिषद प्रशासन संचालनालय,
सी.बी.डी. बेलापूर, नवी मुंबई. 400 614

Statement-1

GOVT. OF MAHARASHTRA

**COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION,
Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai**

website- <https://mahadma.maharashtra.gov.in> & e-mail- dmauidssmt1@gmail.com

Request for Proposal E-TENDER NOTICE NO. FOR 2026-27 (Online)

COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai, invites online tenders from consultants for Appointment of Architect and Project management consultancy for the following work from the eligible agencies-Architectural firms / individuals etc. for providing consultancy services from concept to commissioning in **Request for proposal** who fulfill the qualifying criteria mentioned in the Bid Document. Bid Document can be downloaded from the portal <http://mahatenders.gov.in>

COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai reserve the right to accept or reject any or all tenders. Conditional tenders shall not be accepted.

1	Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai.	Project Cost Rs. 400.00 Crore
---	--	--

Downloading period of E-Tender	:-	Dt. 15/ 09/ 2026 to Dt. 24/ 09/ 2026
Pre-Bid Mitting Date, Time & Address	:-	On Dt. 22/ 09/ 2026 at 11.30 hrs. (COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai)
Last date of Submission of E-Tender & time	:-	From Dt. 24 / 09/ 2026 up to 18.00 hrs.
Date & time of Opening of E-Tender	:-	Dt. 25 / 09/ 2026 at 11.00 hrs. onwards

The detailed e-Tender Notice is available on following Websites.

1. <https://mahadma.maharashtra.gov.in>
2. mahatenders.gov.in
(Any Changes made in e-Tender shall be informed on the above portals)
3. Notice Board in the COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai

Outward No.

Office of the COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai

Date:- 15/ 09/ 2026

Sd/-

(Shri. Sanjay Kakade)

Joint Commissioner,

**DIRECTORATE OF MUNICIPAL
ADMINISTRATION, CBD Belapur, Navi Mumbai.**

SECTION 1
**NOTICE INVITING
EXPRESSION OF
INTEREST**

SECTION 1

Government of Maharashtra
COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION,
CBD Belapur, Navi Mumbai
NOTICE INVITING
EXPRESSION OF INTEREST
E-TENDER NOTICEFOR 2026-2027

The COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION Maharashtra hereby invites Expression Of Interest from eligible consultants for Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai. , as follows.

Sr. No.	Name of Work	Approx. Built-up area excluding covered parking (m ²)	Plot area (m ²)	Statutory authority for Sanction of plan
1.	Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai.	32,500 Sqm.	10,747.325 Sqm.	Panvel Municipal Corporation, Navi Mumbai.

Eligibility Criteria:

Sl. No.	Description	MAX Marks
A	Firm's experience	10
A-1	Registered with council of architecture and years of experience in Design, Technical Supervision, Monitoring, Quality Assurance and other allied services for building construction (Residential or commercial or institutional or office building):- 15 years: 05 marks 16 years to 20 years: 08 marks - Above 20 years: 10 marks	10

B	Design Consultancy	20
B-1	“Planning and designing” One ‘Similar project’ of any multi storied building of built-up area not less than 4,00,000 Sq. Ft. in last 15 years-: 01 project: 07 marks 02 to 04 projects: 10 marks 05 projects and above: 15 marks OR “Planning and designing” Two ‘Similar projects’ of any multi storied building each having built-up area not less than 2,50,000 Sq. Ft. in last 15 years-: 02 projects: 07 marks 03 to 06 projects: 10 marks 07 projects and above: 15 marks OR “Planning and designing” Three ‘Similar projects’ of any multi storied building each having built-up area not less than 2,00,000 Sq. Ft. in last 15 years-: 03 projects: 07 marks 04 to 07 projects: 10 marks 08 projects and above: 15 marks <i>In the above, 'Planning and Designing' means providing comprehensive master planning, architectural design, structural design, statutory approvals, etc. and MEPF services (including interior, landscape, plumbing, electrical, ELV, firefighting, HVAC services, etc.)</i> <i>‘Similar Project’ shall mean Institutional/Commercial/Mixed use multi-storey development for which the above services have been rendered.</i>	15
B-2	Completed at least one certified Green building under LEED / GRIHA / IGBC in last 15 years-: 01 project: 02 marks 02 projects: 03 marks 03 projects & above: 05 marks	05
C	Project Management Consultancy (PMC)	20

C-1	Experience in Project Management Consultancy (PMC) in last 15 years of One ‘Similar project’ (Completed / ongoing) of any multi storied building having built-up area not less than 4,00,000 Sq. Ft.: 01 project: 07 marks 02 to 04 projects: 10 marks 05 projects and above: 15 marks OR Experience in Project Management Consultancy (PMC) in last 15 years of Two ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,50,000 Sq. Ft.: 02 projects: 07 marks 03 to 06 projects: 10 marks 07 projects and above: 15 marks OR Experience in Project Management Consultancy (PMC) in last 15 years Three ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,00,000 Sq. Ft.: 03 projects: 07 marks 04 to 07 projects: 10 marks 08 projects and above: 15 marks <i>‘Similar Project’ shall mean Residential/Institutional/Commercial/Mixed use multi-storey development for which the Project Management Services have been rendered.</i>	15
C-2	Experience in Project Management Consultancy (PMC) services for complete supervision of a multi-storied building incorporating non- conventional construction technology in the Government / Semi- Government sector within the MMR region, within the last 15 (Fifteen) years, having a minimum cost of: - Rs. 350 Cr. to Rs. 450 Cr.: 01 marks - Rs. 451 Cr. to Rs. 550 Cr.: 03 marks - Rs. 551 Cr. & above: 05 marks	05
D	STAFF STRENGTH & ISO CERTIFICATION	20
D-1	In house staff strength of the Consultancy firm (Proof to be submitted) 30-60 staff: 05 marks 61-100 staff: 10 marks - Above 100 staff: 15 marks	15

D-2	ISO certification 9001, 14001, 45001 or equivalent quality management certification	05
E	APPROACH & METHODOLOGY	30
E-1	Preparation & submission of proposed approach & methodology and work plan along with the bid w.r.t. to Terms of Reference: • Technical approach & methodology: 02 marks • Understanding of the project: 02 marks • Conceptual Design : Plan, Section, Elevation and 3D Views, Overall Eco Friendly and User Friendly Planning, Use of Green Building and Solar Passive Architecture: 15 marks • Work Plan: 02 marks • Organization & Staffing Plan: 02 marks • Construction Project Timelines with Flowchart: 02 marks • Knowledge of Statutory Approvals & Regulations: 05 marks	30
	TOTAL MARKS (A+B+C+D+E)	100

2) Other conditions:

- Construction will be done as per UDCPR / PWD/ NBC / Panvel Municipal Corporation Norms.
- Details of the project will be finalized in the DPR after discussion.
- Project will be implemented as per present UDCPR / PWD/ NBC / Panvel Municipal Corporation Norms.

3) All information of e-tendering is available on the following websites / Notice Board

I) <https://mahadma.maharashtra.gov.in> (In formatory Notice)

II) <http://mahatenders.gov.in>.

4) The complete bid document can be viewed / downloaded from e-procurement portal from (upto 17.45 Hrs. IST). Bid must be submitted online only.

5) The e-procurement portal is given below. <http://mahatenders.gov.in>,

6) The EMD of Rs.1,00,000 /- shall be paid via Online RTGS /NEFT / Payment Gateway mode only.

7) **e-Tender Schedule is as given below.**

Sr. No.	Description	Date
1	Invitation of RFP (NIT) (Download period of online tender)	Dt. 15/ 09/ 2026 at 10.00 Hrs to Dt. 24/ 09/ 2026 at 18.00 Hrs
2	Last date for receiving queries for pre-bid/Pre-proposal meeting	Dt. 22/ 09/ 2026 up to 11.30 Hrs

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

3	Pre-Bid/Pre-proposal meeting	Dt. 22/ 09/ 2026 at 11.30 Hrs. in the Office of the COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai
4	Authority response to queries for Pre-Bid/Pre-proposal Meeting	Same Day of Pre-bid Meeting upto 17.00 Hrs
5	Bid Lock/Proposal Due Date	Dt. 24/ 09/ 2026 up to 18.00 Hrs
6	Physical submission of Technical Proposal etc.	At any of the following places within 24 Hrs. after Bid Lock / Proposal Due Date at office of the COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai
7	Opening of Proposals.	On Dt. 25/ 09/ 2026 at 11.00 Hrs. onwards in the office of the COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai (Maharashtra.)

9. Note:-

- i) All eligible/interested consultants who want to participate in tendering process should compulsory get enrolled on e-tendering portal "<https://mahatenders.gov.in>" and further need to empanel online on sub portal "<https://mahatenders.gov.in>" in the appropriate category applicable to them. The terms and conditions of online submission are mentioned in the said online portal.
- ii). The COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION reserves the right to accept or reject all or any of the bids/proposals without assigning any reason whatsoever.

9. Tender Fee:- Rs. 10,000/- (RUPEES TEN THOUSAND ONLY) shall be paid via Online RTGS / NEFT / Payment Gateway mode only.

Outward No.

Office of the COMMISSIONER AND DIRECTOR,
DIRECTORATE OF MUNICIPAL ADMINISTRATION,
Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai

Date. 15 / 09 / 2026.

Sd/-

Joint Commissioner,
DIRECTORATE OF MUNICIPAL ADMINISTRATION
Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai

Consultant

Executive Engineer,

SECTION 2
PART-I
**INSTRUCTION TO
CONSULTANTS**

SECTION 2- PART -I

INSTRUCTIONS TO CONSULTANTS (ITC)

1. Definitions

- a) **“Assignment / job”** means the work to be performed by the CONSULTANT pursuant to the Contract.
- b) **“Consultant (herein after referred as CONSULTANT)”** means any eligible entity as per RFP which submits a Proposal, either individually or as Consortium (in the latter case through Lead Member), and which upon selection, would provide Services to the Employer under the Contract.
- c) **“Consortium”** shall mean an association or combination of partnering entities, being consortium members and includes one or more identified and named sub-Consultant(s), coming together with Lead Member for submission of a Proposal.
- d) **“Contract”** means the contract signed by and between Employer and the CONSULTANT and all its attached documents.
- e) **“Day”** means calendar day.
- f) **“Commissioner and Director”** means Commissioner and Director, Directorate of Municipal Administration, Maharashtra State.
- g) **“Employer”** means the means Commissioner and Director, Directorate of Municipal Administration, Maharashtra State.
- h) **“Engineer-in-charge”** means the representative of the Employer. He may be Chief Engineer, or any equivalent Officer appointed by the Employer.
- i) **“Superintending Engineer”** means the Superintending Engineer, Directorate of Municipal Administration, Maharashtra State
- j) **“Executive Engineer”** means Executive Engineer, Commissioner and Director, Director of Municipal Administration, Maharashtra.
- k) **“Government”** means the Government of Maharashtra.
- l) **‘Lead Partner’/ Lead Consultant / Lead Member:** shall mean the member of the consortium duly nominated/authorized by all members of that consortium as a

lead partner.

- m) **“Personnel”** means professionals and support staff provided by the CONSULTANT or by any Sub- Consultant and assigned to perform the Services or any part thereof.
- n) **“Proposal”** means the Technical Proposal and the Financial Proposal, considered together.
- o) **“RFP”** means the Request for Proposal issued by the Engineer-in-charge for the selection of CONSULTANT.
- p) **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed by the CONSULTANT and the deliverables of the Assignment/job.

2. Introduction

- 2.1 The Employer, named in the Part II Data Sheet, will select a CONSULTANT in accordance with the method of selection specified in the RFP included in the Part II Data Sheet.
- 2.2 The name of the Assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the Assignment/ job has been described in the Terms of Reference (TOR) in Section 5.
- 2.3 Date, time and address for submission of Proposals have been given in Part II Data Sheet.
- 2.4 Consultants are invited to submit a Proposal, for consulting Assignment/job named in ITC 2.2.
- 2.5 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposal. Consultants are encouraged to attend a pre-Proposal meeting at the time and venue as specified in the Part II Data Sheet.
- 2.6 The Engineer-in-charge will provide at no cost to the selected CONSULTANT various inputs and facilities specified in the Part II Data Sheet, assist the CONSULTANT in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.
- 2.7 Consultants shall bear all costs associated with the preparation and submission of their Proposals and contract negotiation. The Employer is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award.

3. Consortium Related Details

- 3.1 CONSULTANT may submit Proposal individually, in its sole capacity, or as a Consortium (through Lead Member), but not as both.
- 3.2 CONSULTANT must fulfill the eligibility criteria laid down in Part II Data Sheet
- 3.3 Proposals submitted by a Consortium must comply with the following requirements:
- a) The number of members in the Consortium should not exceed three (3).
 - b) In case of Consortium, one of the Firms has to be a Administrative Building planning/ Management consultant while other Firm/s has to be an Engineering and architectural Consultant. Lead partner may be one of the above firm and will provide a single window access to all the required services(including services of other companies constituting the Consortium)
 - c) The Proposal should contain the information required from each member or sub-CONSULTANT, as the case may be;
 - d) The Proposal should include a description of the roles and responsibilities of each member, or sub-CONSULTANT, as the case may be;
 - e) A Consortium member or Sub- Consultant is not permitted to submit Proposal for the assignment / job in its individual capacity or as part of any other Consortium;
 - f) The members of the Consortium shall execute a Power of Attorney for Lead Member of Consortium; and
 - g) In case of a Consortium the proposal shall be accompanied by a certified and notarized copy of a legally binding Memorandum of Understanding (MOU), signed by all firms of the joint venture / Association confirming the following therein:
 - (i) Date and place of Signing;
 - (ii) convey the intent of the Lead Member to enter into the Contract with Employer and subsequently carry out all the responsibilities in terms of the Contract;
 - (iii) delineate the proposed roles and responsibilities of each member or Sub-Consultant in the Consortium;
 - (iv) include a statement to the effect that all members of the Consortium shall be liable jointly and severally for the Assignment / job in accordance with the terms of the Contract ; and
 - (v) clearly refer to the Assignment / job for which the arrangement is made.

MoU, in original, signed by all members/sub-Consultants should be submitted with the Proposal. MoU should be specific to this Assignment / job and should contain the above requirements, failing which the Proposal shall be considered non-responsive.

4. Clarification and Amendment of RFP Documents

- 4.1 Consultants may request for a clarification on any clause of the RFP documents at the address within the timelines indicated in the Part II Data Sheet. The Engineer-in-charge will respond in writing, or by standard electronic means and will send copies of the response to all consultants.
- 4.2 At any time before the due date for submission of Proposal, the Engineer-in-charge may amend the RFP by issuing an addendum in writing or by standard electronic means.

5. Conflict of Interest

- 5.1 Employer requires that CONSULTANT provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 5.2 Without limiting the generality of the foregoing, CONSULTANT, and any of their sub-CONSULTANT(s), shall be considered to have a conflict of interest when:
- (i) **Conflicting Assignment/job:** A CONSULTANT (including its Personnel and Sub-CONSULTANT) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the CONSULTANT to be executed for the same or another Employer.
 - (ii) **Conflicting relationships:** A CONSULTANT (including its Personnel and sub-Consultant) that has a business or family relationship with a member of the Employer's staff and who is directly or indirectly involved in any part of (a) the preparation of the Terms of Reference of the Assignment/job, (b) the selection process Assignment/job, or (c) supervision of the Contract, may not be awarded a Contract.
- 5.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Employer, or that may reasonably be perceived as having this effect. If the CONSULTANT fails to disclose said situations, it may lead to disqualification of the CONSULTANT during the bidding process or the termination of its Contract during execution of Assignment.
- 5.4 **Unfair Advantage:** If a CONSULTANT could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5.2 above, the Engineer-in-charge shall make available to all CONSULTANT together with this RFP all

information that would in that respect give such CONSULTANT any competitive advantage over competing Consultants

6. Proposal:

A CONSULTANT must submit only one Proposal. If a CONSULTANT or any of its sub-Consultants or any of its Consortium members submits or participates in more than one Proposal, all such Proposals shall be rejected and not considered for the purposes of evaluation under the RFP.

7. Proposal Validity:

The Part II Data Sheet indicates, Agency's Proposals must remain valid for **120 Days** after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also keep their Financial Proposal unchanged. Should the need arise; however, the Engineer-in-charge may request Consultants to extend the validity period of their Proposal. Consultants who do not agree have the right to refuse to extend the validity of their Proposal; under such circumstance the Employer shall not consider such Proposal for further evaluation.

8. Eligibility Criteria:

- A) The CONSULTANT submitting a Proposal must fulfill the criteria laid down in the Part II: Data Sheet for it to become eligible for submitting Proposal in response to this RFP.
- B) Following documents must be furnished in proof of eligibility:
 - (i) Consultants's experience:
 - (ii) List of equipment, the details of the office and key Persons employed by the consultant may be furnished.
 - (iii) Work in hand.
 - (iv) Bid Security
 - (v) Certificate of Annual turnover by Govt. authorized Auditor / Signatory, **for last five years.**
- C) The experience certificate from clients signed by the Executive Engineer or equivalent Officer / Authority in support of having completed the project or for the project in hand is required to be submitted. Certificate should indicate clearly the firms experience in related field as per the requirement of the work. Scope of services rendered by the firm should be clearly indicated in the certificate from the client
- D) The minimum essential requirement in respect of qualification in eligibility

proposal has been indicated in the Data Sheet. If the consultants do not fit in the eligibility criteria, his technical and financial proposal will not be considered.

9. Preparation of Proposal

9A. Bid Security/ Earnest Money Deposit

9A.1 The EMD of **Rs. 100,000/- (Rupees One Lakh only)** shall be paid via Online RTGS / NEFT / Payment Gateway mode only.

9A.2 Bid/ Proposal of those who do not deposit earnest money in one of the above acceptable forms shall be summarily rejected. Earnest money in any other form of cash or cheque will not be accepted.

9A.3 The amount of earnest money will be refunded to the unsuccessful Bidder on deciding about the acceptance or otherwise of the Bid/ Proposal or on expiry of the validity period whichever is earlier.

In case of the successful Bidder, it will be refunded on his paying the initial security deposit and completing the Bid/ Proposal documents or will be transferred towards a part of security deposit to be paid after awarding of the work. If successful Bidder does not pay the security deposit in the prescribed time limit and complete the Contract agreement, his earnest money deposit will be forfeited to the Government.

9A.4 Earnest money of the un-successful Bidder will be refunded on their Accounts.

9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Engineer-in-charge shall be written in the English language.

9.2 While preparing the Technical Proposal, Consultants must ensure that alternative professional staff is not proposed and only one curriculum vitae (CV) may be submitted for each position.

9.3 Technical Proposal: Consultants are required to submit online (e-submission on www.mahatenders.gov.in) Technical Proposal (TP) in forms provided in Section-3. The Part II Data sheet in Section-2 also indicates the formats of the Technical Proposal to be submitted. Submission of the Technical Proposal not complying with the requirements will result in the Proposal being deemed non-responsive. Content of the Technical Proposal is prescribed below:

a) Form TECH-1 in Section-3 is cover letter accompanying Technical Proposal.

- b) A brief description of the CONSULTANT's organization and in the case of a consortium/ joint venture, of each partner, will be provided in Form TECH-2. In the same Form, the CONSULTANT and their Consortium member and/or named sub-Consultants (if any) will provide details of experience of eligible Assignments.
- c) A description of the Proposal, technical approach, methodology and work plan for performing the Assignment/job (Form TECH-3 of Section 3).
- d) The list of the proposed Key Professional staff by area of expertise, along with their Curriculum Vitae (CV)(in the format given in FORM TECH- 4A) duly signed by the concerned staff or authorized representative, the position that would be assigned to each staff team member and their tasks, is to be provided in Form TECH-4 of Section 3.
- e) Project Scheduling & Planning (Form TECH-5 of Section 3).
- f) Detailed description of methodology for training & capacity development.
- g) Power of Attorney / authorization in favour of person signing the Proposal (in case of Consortium, this should be provided by the Lead Member).
- h) At least applied for Registered Consortium / Joint Venture / MoU
- i) Power of Attorney from Consortium members in favor of the Lead Member (if applicable)

9.3.2 CONCEPT DESIGN PROPOSAL

The bidder should submit a concept design proposal for the project giving details according to NBC Code, UDCPR Rules, Fire safety department, practice codes etc. guidelines, use of Latest materials and technology, Applying Green Building Concept, Applying concept of Energy conservation building Code-2017, Renewable energy implementation, Waste management System, Landscaping and preservation of premises, Set of Specifications, line plan and prospective views,. A walk through demonstration of completed project with software's like 3Ds Max, Lumion etc.

- 9.4 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non- responsive.
- 9.5 **Financial Proposal:** The Financial Proposal shall be prepared using the attached Standard Forms (Form FIN-1 in Section 4). It shall set down the total cost, expressed in percentage terms of the estimated project cost (EPC) given in ITC 9.7, associated with the Assignment/job, including costs of the CONSULTANT associated with concept, design, construction Management, procurement services, commissioning, capacity building etc, given in detail in TOR, and applicable taxes (**Excluding GST**)
- 9.6 The Financial Proposal shall not include any conditions attached to it and any such conditional Financial Proposal shall be summarily rejected.

- 9.7 The Estimated Project Cost (EPC) for the purpose of this RFP shall be Indian Rupees Rs **400.00 Crores approximately**. This tentative cost has been arrived on the basis of estimate of expenditure done on similar projects by Employer. It is hereby clarified that the actual payment to the successful CONSULTANT, under the contract, shall be restricted to the quoted percentage (ITC 9.5) of the above mentioned EPC or that of the actual EPC cost of the project, whichever is lower. The actual EPC of the project shall be worked out as provided in Annexure 3 of the draft contra85.3ct.

10. Taxes

All applicable taxes **except GST** will be included in the financial proposal in Form FIN-1 in Section 4. GST will be paid as per invoices raised by the CONSULTANT on the invoiced amount and based on the prevailing GST rates.

11. Currency

Subject to provisions of ITC 9.7 above, Consultants shall express the price of their Assignment/job in percentage of the estimated project cost (EPC), which will then be converted to absolute amount in Indian Rupees (INR) for the purpose of evaluation as per ITC 13.

12. E-Submission, Receipt and Opening of Proposals

- 12.1 Submission letters for both Technical Proposal and the Financial Proposal should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 12.2 An authorized representative of the CONSULTANT shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.
- 12.3 The proposal should be submitted by consultants in two parts. The two parts of the proposal are Part 1: Technical Proposal and Part 2: Financial Proposal. The Financial Proposal is only to be submitted only in Electronic Form (to be uploaded on e portal). The Technical Proposal in original should be submitted in hard bound form and should be enclosed in an envelope marked as “Technical Proposal”. A copy of the Technical Proposal should also be uploaded on the e portal. The firms satisfying the minimum eligibility and qualification criteria as mentioned in RFP shall be listed and only the Bidders with responsive Technical Proposals (“Responsive Technical Proposals”) shall be considered for further evaluation .
- 12.4 The Proposals must be sent online on www.mahatenders.gov.in and received online no later than to the time and date the indicated in the Data sheet , or any extension to this

date in accordance with para 4.2 above. Any Proposal received by the Employer after the deadline for submission shall be returned unopened.

13. Proposal Evaluation

- 13.1 The Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort to influence the Employer in the examination or evaluation of proposals may result in the rejection of the CONSULTANT's Proposal.
- 13.2 The Employer has constituted a CONSULTANT Selection Committee (CSC) which will carry out the entire evaluation process. This committee consists following members:

1	Commissioner and Director, Directorate of Municipal Administration	Chairman
2	Joint Commissioner, DMA office	Member
3	Chief Engineer, DMA office	Member
4	Superintendent Engineer, DMA office	Member
5	Executive Engineer, DMA office	Member
6	Assistant Commissioner Finance, DMA office	Member

Note – Any other Government Architect / Private Architect / Principal of Government Architecture College may be invited as expert for evaluation with prior approval of Chairman.

- 13.3 **Evaluation of Technical Proposals:** CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- 13.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the Proposal. Only responsive Proposals shall be further taken up for evaluation. Evaluation of the technical Proposal will start first and at this stage the financial bid (Proposal) will remain unopened. The qualification of the CONSULTANT and evaluation criteria for the technical Proposal shall be as defined in the Data sheet.
- 13.5 **Public opening & evaluation of the Financial Proposals:**
- Financial Proposals of only those entities that are technically qualified shall be opened on the date & time to be specified later, in the presence of the CONSULTANT's representatives who chose to attend. The name of the Consultants, their technical score and their financial Proposal shall be read aloud.
- 13.6 The CSC will correct any computational errors. When correcting computational errors between word and figures, the former will prevail.
- 13.7 After opening of Financial Proposals, selection method as described in the Data Sheet: Detailed Evaluation Method shall be applied to determine the CONSULTANT eligible for award of Contract. The selected CONSULTANT will be invited for negotiations, if considered necessary.
- 13.8 The decision of Employer is final and binding on all Consultants who participated in this proposal.

14. Negotiation of Contract

- 14.1 Negotiations may be held at the date, time and address intimated to the selected CONSULTANT.
- 14.2 Technical negotiations:
- Before final Agreement is signed, negotiations on technical and financial proposal may be done to clarify the work plan, staffing schedule, logistics etc.
- 14.3 Financial negotiations:
- Under no circumstance, the financial negotiation shall result in to increase in the price

originally quoted by the CONSULTANT. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

- 14.4 Availability of Professional staff/experts: The Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available.

15. Award of Contract

- 15.1 The Engineer-in-charge shall issue a Letter of Intent (LOI) to the selected CONSULTANT and promptly notify all other Consultants who have submitted Proposals about the decision taken.
- 15.2 Unless otherwise agreed, the CONSULTANT will sign in the Contract within 15 days of issuance of LOI.
- 15.3 The CONSULTANT is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

15.4 Performance Security

The successful consultant whose offer has been accepted will have to pay an amount as per Data Sheet in Part-II as Performance security. The Performance security shall be either in the form of demand draft drawn in favor of Executive Engineer, COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION,, Navi Mumbai, as per Data Sheet in Part -II (ref.15.4) or in the form of bank guarantee from a the State Bank of India or any Nationalized Bank with a branch in Pune Maharashtra State. Performance security shall be furnished within 15 days from the date of issue of acceptance letter else the Consultant will be liable for action as per sub clause 9A.3of ITC Part-I. The Performance security submitted shall be valid up to a period of two years beyond the date of completion of services

16. Confidentiality

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, until the publication of the award of Contract. The undue use by any CONSULTANT of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's anti fraud and corruption policy.

17. Transparency & Disclosure provision

- 17.1 Employer shall publish the results identifying the Proposal and the following information:
- (i) name of each CONSULTANT who submitted a Proposal; (ii) name and evaluated prices of each Proposal that was evaluated; (iii) name of CONSULTANT whose Proposal were rejected and the reasons for their rejection; and (iv) name of the winning

CONSULTANT, and the price offered, etc.

- 17.2 After publication of the award, unsuccessful Consultants may request in writing to the Employer for a debriefing seeking explanations on the grounds on which their Proposals were not selected. The Employer shall promptly respond in writing to any unsuccessful CONSULTANT who, after Publication of contract award, requests a debriefing.

SECTION 2
PART-II
DATA SHEET

<u>PART II: DATA SHEET</u>								
<i>Sl No.</i>	<i>Ref. of ITC Part-1</i>	<i>Particulars of Data Sheet</i>						
1	2.1	Name of the Employer: COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai E-mail: dmauidssmt1@gmail.com						
2	2.2	Name of the Assignment/job is: Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai.						
3	2.3	Last Date, time and address for submission of Proposal: Last Date : 24/09/2026, Time : 18.00 Hrs. Address : DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai						
4	2.5	a) A Pre-Proposal meeting: will be held on Date: 22/09/2026 Time : 11:30am Venue: DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai b) Opening of Bid: will be held on Date: 25/09/2026 from 11.00 am onwards. Venue: DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai.						
5	9A	Bid Security / EMD The EMD/ Bid Security of Rs. 1,00,000 (Rupees One Lakh only) shall be paid via Online RTGS / NEFT / Payment Gateway mode only.						
6	15.4	Performance Security 3% of the finally decided Contract Price (Will be adjusted from R.A. Bills)						
5	2.6	The Executive Engineer (Nitin Bhoje mobile No. 9930916446) will provide the following inputs and facilities: Visit to site will be allowed with prior permission.						
6	3.2	<u>Eligibility Criteria:</u> <u>Eligibility, Qualification and Experience Criteria of Consultancy Firm for providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai:-</u> <table> <tr> <th>Sl. No.</th><th>Description</th><th>MAX Marks</th></tr> <tr> <td>A</td><td>Firm's experience</td><td>10</td></tr> </table>	Sl. No.	Description	MAX Marks	A	Firm's experience	10
Sl. No.	Description	MAX Marks						
A	Firm's experience	10						

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		A-1	Registered with council of architecture and years of experience in Design, Technical Supervision, Monitoring, Quality Assurance and other allied services for building construction (Residential or commercial or institutional or office building)-: ● 15 years: 05 marks ● 16 years to 20 years: 08 marks ● Above 20 years: 10 marks	10
		B	Design Consultancy	20
		B-1	“Planning and designing” One ‘Similar project’ of any multi storied building of built-up area not less than 4,00,000 Sq. Ft. in last 15 years-: ● 01 project: 07 marks ● 02 to 04 projects: 10 marks ● 05 projects and above: 15 marks OR “Planning and designing” Two ‘Similar projects’ of any multi storied building each having built-up area not less than 2,50,000 Sq. Ft. in last 15 years-: ● 02 projects: 07 marks ● 03 to 06 projects: 10 marks ● 07 projects and above: 15 marks OR “Planning and designing” Three ‘Similar projects’ of any multi storied building each having built-up area not less than 2,00,000 Sq. Ft. in last 15 years-: ● 03 projects: 07 marks ● 04 to 07 projects: 10 marks ● 08 projects and above: 15 marks <i>In the above, 'Planning and Designing' means providing comprehensive master planning, architectural design, structural design, statutory approvals, etc. and MEPF services (including interior, landscape, plumbing, electrical, ELV, firefighting, HVAC services, etc.)</i> <i>‘Similar Project’ shall mean Institutional/Commercial/Mixed use multi-storey</i>	15

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

			<i>development for which the above services have been rendered.</i>	
		B-2	Completed at least one certified Green building under LEED / GRIHA / IGBC in last 15 years-: ● 01 project: 02 marks ● 02 projects: 03 marks ● 03 projects & above: 05 marks	05
		C	Project Management Consultancy (PMC)	20
		C-1	Experience in Project Management Consultancy (PMC) in last 15 years of One ‘Similar project’ (Completed / ongoing) of any multi storied building having built-up area not less than 4,00,000 Sq. Ft.: ● 01 project: 07 marks ● 02 to 04 projects: 10 marks ● 05 projects and above: 15 marks OR Experience in Project Management Consultancy (PMC) in last 15 years of Two ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,50,000 Sq. Ft.: ● 02 projects: 07 marks ● 03 to 06 projects: 10 marks ● 07 projects and above: 15 marks OR Experience in Project Management Consultancy (PMC) in last 15 years Three ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,00,000 Sq. Ft.: ● 03 projects: 07 marks ● 04 to 07 projects: 10 marks ● 08 projects and above: 15 marks <i>‘Similar Project’ shall mean Residential/Institutional/Commercial/Mixed use multi-storey development for which the Project Management Services have been rendered.</i>	15

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		C-2	Experience in Project Management Consultancy (PMC) services for complete supervision of a multi-storied building incorporating non-conventional construction technology in the Government / Semi-Government sector within the MMR region, within the last 15 (Fifteen) years, having a minimum cost of: - Rs. 350 Cr. to Rs. 450 Cr.: 01 marks - Rs. 451 Cr. to Rs. 550 Cr.: 03 marks - Rs. 551 Cr. & above: 05 marks	05
		D	STAFF STRENGTH & ISO CERTIFICATION	20
		D-1	In house staff strength of the Consultancy firm (Proof to be submitted) 30-60 staff: 05 marks 61-100 staff: 10 marks - Above 100 staff: 15 marks	15
		D-2	ISO certification 9001, 14001, 45001 or equivalent quality management certification	05
		E	APPROACH & METHODOLOGY & PLANNING	30
		E-1	Preparation & submission of proposed approach & methodology and work plan along with the bid w.r.t. to Terms of Reference: - Technical approach & methodology: 02 marks - Understanding of the project: 02 marks - Conceptual Design : Plan, Section, Elevation and 3D Views, Overall Eco Friendly and User Friendly Planning, Use of Green Building and Solar Passive Architecture: 15 marks - Work Plan: 02 marks - Organization & Staffing Plan: 02 marks - Construction Project Timelines with Flowchart: 02 marks - Knowledge of Statutory Approvals & Regulations: 05 marks	30
			TOTAL MARKS (A+B+C+D+E)	100
		1) Other conditions: - Construction will be done as per UDCPR / PWD/ NBC / Panvel Municipal Corporation Norms. - Details of the project will be finalized in the DPR after discussion. - Project will be implemented as per present UDCPR / PWD/ NBC / Panvel Municipal Corporation Norms.		

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

7	4.1	Clarifications may be requested till the date of Pre-Proposal meeting. The address for requesting clarifications is: DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai. E-mail: dmauidssmt1@gmail.com
8	7	Proposals must remain valid for 120 (one hundred twenty) days after the submission date.
9	9.3	The formats of the Technical Proposal to be submitted are: Form Tech 1: Letter of Proposal submission Form Tech 2 : CONSULTANT's organization & experience Form Tech 3: Approach & methodology Form Tech 4: Team composition Form Tech 4A: Format of curriculum vitae (CV) for proposed key staff. Form Tech 5: Project Scheduling & Planning.
10	9.3 (f)	Training & capacity building is a specific component of this Assignment/job: No[<i>Refer TOR for details</i>]
11	11	Consultants shall express the price of their Assignment/job in percentage of the estimated project cost (EPC), which will be converted to absolute amount in Indian Rupees for the purpose of evaluation. However, actual payment to the successful CONSULTANT, under the Contract, shall be restricted to the quoted percentage of EPC or that of the actual cost of the project, whichever is lower.
12	12.3	CONSULTANT must submit one copy of the Technical Proposal in hard copy, and the Financial Proposal in online digital format only.
13	13.4	Prior to evaluation of Proposals, Employer will determine whether each proposal is responsive to the requirements of the RFP document. A Proposal shall be considered responsive if it satisfies all the criteria stated below: a) It is received by the Proposal due date. b) It is signed, sealed, and marked as stipulated. c) It contains the information and documents as requested in the RFP. d) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Employer without communication with the CONSULTANT). Employer reserves the right to determine whether the information has been provided in reasonable detail.

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		e) There are no inconsistencies between the Proposal and the supporting documents. f) It does not contain any condition or qualification. Consultants are expected to submit a complete Proposal in all respect. All the required documents and details must be included. In the absence of the same, leading to material deviation or reservation, the Proposal is liable to be rejected. Employer reserves the right to reject any Proposal which in its opinion is not responsive and no request for modification or withdrawal shall be entertained by Employer in respect of such Proposals.																							
	✓	<i>Only those Technical Proposals that are found to be responsive shall be further evaluated on the following parameters:</i>																							
		<table><tr><th>Sr.No.</th><th>Evaluation Criteria</th><th>Maximum Marks</th></tr><tr><td>1</td><td>Firm’s experience</td><td>10 Marks</td></tr><tr><td>2</td><td>Design Consultancy</td><td>20 Marks</td></tr><tr><td>3</td><td>Project Management Consultancy (PMC)</td><td>20 Marks</td></tr><tr><td>4</td><td>STAFF STRENGTH & ISO CERTIFICATION</td><td>20 Marks</td></tr><tr><td>5</td><td>APPROACH & METHODOLOGY</td><td>30 Marks</td></tr><tr><td></td><td>Total</td><td>100 Marks</td></tr></table>	Sr.No.	Evaluation Criteria	Maximum Marks	1	Firm’s experience	10 Marks	2	Design Consultancy	20 Marks	3	Project Management Consultancy (PMC)	20 Marks	4	STAFF STRENGTH & ISO CERTIFICATION	20 Marks	5	APPROACH & METHODOLOGY	30 Marks		Total	100 Marks		
Sr.No.	Evaluation Criteria	Maximum Marks																							
1	Firm’s experience	10 Marks																							
2	Design Consultancy	20 Marks																							
3	Project Management Consultancy (PMC)	20 Marks																							
4	STAFF STRENGTH & ISO CERTIFICATION	20 Marks																							
5	APPROACH & METHODOLOGY	30 Marks																							
	Total	100 Marks																							
		<i>Criteria, sub-criteria and point system for evaluation to be followed under this procedure are as under:</i>																							
		Registered with council of architecture and years of experience in Design, Technical Supervision, Monitoring, Quality Assurance and other allied services for building construction (Residential or commercial or institutional or office building):- ● 15 years: 05 marks ● 16 years to 20 years: 08 marks ● Above 20 years: 10 marks	10 Marks (Maximum)																						
		“Planning and designing” One ‘Similar project’ of any multi storied building of built-up area not less than 4,00,000 Sq. Ft. in last 15 years-	15 Marks																						

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		: ● 01 project: 07 marks ● 02 to 04 projects: 10 marks ● 05 projects and above: 15 marks OR “Planning and designing” Two ‘Similar projects’ of any multi storied building each having built-up area not less than 2,50,000 Sq. Ft. in last 15 years-: ● 02 projects: 07 marks ● 03 to 06 projects: 10 marks ● 07 projects and above: 15 marks OR “Planning and designing” Three ‘Similar projects’ of any multi storied building each having built-up area not less than 2,00,000 Sq. Ft. in last 15 years-: ● 03 projects: 07 marks ● 04 to 07 projects: 10 marks ● 08 projects and above: 15 marks <i>In the above, 'Planning and Designing' means providing comprehensive master planning, architectural design, structural design, statutory approvals, etc. and MEPF services (including interior, landscape, plumbing, electrical, ELV, firefighting, HVAC services, etc.)</i> <i>‘Similar Project’ shall mean Institutional/Commercial/Mixed use multi-storey development for which the above services have been rendered.</i>	
		Completed at least one certified Green building under LEED / GRIHA / IGBC in last 15 years-: ● 01 project: 02 marks ● 02 projects: 03 marks 03 projects & above: 05 marks	05 Marks
		Experience in Project Management Consultancy (PMC) in last 15 years of One ‘Similar project’ (Completed / ongoing) of any multi storied building having built-up area not less than 4,00,000 Sq. Ft.: ● 01 project: 07 marks ● 02 to 04 projects: 10 marks ● 05 projects and above: 15 marks	15 Marks

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		OR Experience in Project Management Consultancy (PMC) in last 15 years of Two ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,50,000 Sq. Ft.: ● 02 projects: 07 marks ● 03 to 06 projects: 10 marks ● 07 projects and above: 15 marks OR Experience in Project Management Consultancy (PMC) in last 15 years Three ‘Similar projects’ of any multi storied building each of having built-up area not less than 2,00,000 Sq. Ft.: ● 03 projects: 07 marks ● 04 to 07 projects: 10 marks ● 08 projects and above: 15 marks <i>‘Similar Project’ shall mean Residential/Institutional/Commercial/Mixed use multi-storey development for which the Project Management Services have been rendered.</i>	
		Experience in Project Management Consultancy (PMC) services for complete supervision of a multi-storied building incorporating non-conventional construction technology in the Government / Semi-Government sector within the MMR region, within the last 15 (Fifteen) years, having a minimum cost of: ● Rs. 350 Cr. to Rs. 450 Cr.: 01 marks ● Rs. 451 Cr. to Rs. 550 Cr.: 03 marks ● Rs. 551 Cr. & above: 05 marks	05 marks
		In house staff strength of the Consultancy firm (Proof to be submitted) ● 30-60 staff: 05 marks ● 61-100 staff: 10 marks Above 100 staff: 15 marks	15 Marks
		ISO certification 9001, 14001, 45001 or equivalent quality management certification	05 Marks
		Preparation & submission of proposed approach & methodology and work plan along with the bid w.r.t. to Terms of Reference: ● Technical approach & methodology: 02 marks ● Understanding of the project: 02 marks ● Conceptual Design : Plan, Section, Elevation and 3D Views, Overall Eco Friendly and User Friendly Planning, Use of Green	30 Marks

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		Building and Solar Passive Architecture: 15 marks • Work Plan: 02 marks • Organization & Staffing Plan: 02 marks • Construction Project Timelines with Flowchart: 02 marks • Knowledge of Statutory Approvals & Regulations: 05 marks	
		Evaluation of each of the key professionals values of making system is mentioned in form TECH-4 IMP Note:- Professionals which are mentioned as mandatory must be on the pay roll of the consultant. Failing to submit ANY ONE of the mandatory key professional may result disqualification of the bidder and no Marks will be given to this category of key professional staff.	
4	13.7	Method of Selection: The Technical quality of the Proposal will be given weightage of 80%, the method of selection of technical qualification will follow the procedure given above. The Price Proposals of only those Consultants who qualify technically that is who score minimum 70 out of 100 marks will be opened. The Proposal with the lowest cost may be given a financial score of 100 and the other Proposal given financial score that are inversely proportionate to their prices. The financial Proposal shall be allocated weight of 20%. For working out the combined score, the employer will use the following formula: Total points = T (w) x T (s) + F (w) x LEC / EC, Where, T (w) stands for weight of the technical score. T (s) stands for technical score F (w) stands for weight of the Financial Proposal EC stands for Evaluated Cost of the Financial Proposal LEC stands for Lowest Evaluated Cost of the Financial Proposal. The Proposals will be ranked in terms of total marks scored. The Proposal with the highest total marks (H-1) will be considered for award of contract and will be called for negotiations, if required.	
15	15.3	Expected date for commencement of consulting Assignment/job: Immediately after approval of the DPR.	

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

		Location: At DIRECTORATE OF MUNICIPAL ADMINISTRATION, Belapur Bhavan, 7th floor, CBD Belapur, Navi Mumbai	
--	--	---	--

NOTE:

1. The Consultants Submitting RFP will be further evaluated on the basis of Face- to- face Technical Presentation (in Power Point form as well as 3D Walkthrough ;) followed by question-answer round by the Selection Committee. The Consultants are expected to Briefly present their Proposals focusing on the CONSULTANT's Experience, Brief Concept Plan(preferably a walk through for the proposed project),Proposed Methodology and work plan in response to TOR, The Key personnel to be appointed, use of new technology/ concepts/parameters, etc, that will lead to a International standard Central Building. **It is strongly recommended to accompany the key professional mentioned as mandatory to assess their capacity by interviewing them personally during presentation.**
2. The selection Committee reserves the right to inspect and confirm the authenticity the sites previously developed by the firm / individual at the consultants expenses and also the procurement made by different entities their guidance.
3. Project Management Consultant must have their own or temporary office near to Project location for easy and fast communication and decision.
4. The Chairman of the committee reserves all rights to allow competent representative for the members of the committee in lieu of the members.

SECTION 3
**TECHNICAL
PROPOSAL-
STANDARD FORMS**

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Clause 9.3, Section 2, Instructions to Consultants (ITC), Part I]

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to Provide Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai. in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each consortium member and named sub-CONSULTANT, as applicable]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

Consultant

Executive Engineer,

FORM TECH-2

CONSULTANT's ORGANIZATION AND EXPERIENCE

[Clause 9.3, Section 2, Instructions to Consultants (ITC), Part I]

A . CONSULTANT's Organization

[Provide here a brief description of the background and organization of the entity and each consortium member as well as the identified and named Sub- Consultant(if any) for this Assignment/job.]

In the event the CONSULTANT is submitting Proposal as Consortium, the names, contact details and profile of each consortium member as well as identified and named Sub- Consultant(if any) must be submitted with the Technical Proposal together with the roles assigned to each of them.

B . CONSULTANT's/Consortium's Experience

Using the format below, provide information on each assignment/job for which your firm, and/or the consortium member as well as identified and named sub-CONSULTANT(s), was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting assignment/job similar to the ones requested under this Assignment/job.

Firm's name:

1	Assignment/job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Location:	
1.4	Duration of Assignment/job (months) :	
1.5	Name & address of Employer:	
1.6	(i) Start date (ii) Completion date	
1.7	Description of the activities performed by your staff within the overall Assignment/job with respect to but not limited to- (i) Services planning and execution- Service mix, facility configuration. (ii) Facility planning-	
	(a) Facility layouts and designs (b) Standards followed (GRIHA, NBC) (iii) Planning and implementation (a) Managing implementation process (iv) People planning (v) Operations planning (a) Controlling and Monitoring of project (vii) Architectural and Engineering planning and execution- Administrative building HVAC, MEP, Structural, Landscaping, Rain Water, Storm Water Design and planning etc.	

Note: Please provide attested copies from a gazetted officer documentary/material evidence from the client i.e. copy of legally valid work order, contract, Purchase Order, Agreement, etc in support of above mentioned Assignment/job.

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Clause 9.3, Section 2, Instructions to Consultants (ITC), Part I]

[Technical approach, methodology and work plan are key components of the Technical Proposal]

[You should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]

Approach and methodology should, *inter alia*, cover the CONSULTANT's proposed approach regarding the following:

- Evaluation and analysis of site and surroundings, soil strata, drainage pattern etc.
- Preparation of a project brief underlining the basics of administrative/office Building, etc.
- Preparation of an equipment brief.
- Highlights of design and design efficiencies.
- Detailed engineering brief containing proposed technology and ease of use.
- Provisions for infection control and sequestration of clean areas.
- Innovative technologies if any for conservation of energy, Green building concept and renewable energy implementation.
- Optimization strategies for manpower deployment.
- Measures proposed to be taken for achieving financial economies.
- Concept Design, Line plans, perspective views, landscaping of premises, etc.
- Highlight software available with its applicability for the project.

FORM TECH-4

TEAM COMPOSITION

[Clause 9.3 Section 2, Instructions to Consultants (ITC), Part I]

1. KEY PROFESSIONAL STAFF: Minimum Qualification and Experience Requirement.
(Age should not be more than 65 years)

Sr. No.	Designation	Nos	Educational Qualification	Essential Experience	
				a) Total	b) In similar Capacity
A)	TEAM LEADER				
1.	Team leader (Mandatory)	1	M.Arch/ME.civil/BE.Civil	10 years Experience.	Senior Architect/ Sr.Resident Engineer. OR Equivalent to Executive Engineer
B)	ARCHITECTURAL TEAM				
1.	Senior Architect (Mandatory)	1	B. Architecture or equivalent	10years Experience.	Should have Designed at least one Building / of 10,000 Square Meter which is commissioned or under construction in the last 10 years
2.	Junior Architect	1	B. Architecture	5 yrs Exp	2 years Experience in Building
3.	Interior Designer	1	B. Architecture	5 yrs Exp	2 years Experience in Building
3.	Landscape Designer,	1	B. Architecture	10 yrs Exp	10 years Experience
4.	Acoustic Designer	1	B. Architecture/ B.E. Civil or equivalent	10 yrs Exp	5 years Experience in of work in acoustical engineering.

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

5.	Green Building Consultant	1	B. Architecture/ B.E. Civil or equivalent	05 yrs Exp	5 years Experience in of work in IGBC (GRIHA) Rating.
C)	ENGINEERING TEAM				
1.	Senior Structural Engineer (Mandatory)	1	ME Structures or equivalent	10 Years Experience	Should have designed at least one Building Project of at least 10,000 Square Meter which is commissioned or under construction in the last 10 years
2.	MEP Engineer	1	B.E. Civil or equivalent	10years Experience.	Experience in at least one work of 10,000 Square Meter
3.	Senior Electrical Engineer (Mandatory)	1	BE Electrical. or equivalent	10 years Experience.	3 years experience in building projects
4.	HVAC Expert	1	ME/ BE or equivalent with Specialization in HVAC	10 years Experience.	5 years experience in building projects
5.	Quantity Estimation Engineer - Civil and electrical	1	BE Civil, or equivalent	5 years experience	5 years experience in building projects
6	CAD Draftsman to prepare all changes	1	ITI Draftsman or equivalent with		2 Years experience in

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

	in the design		specialization in Computer Aided Drafting	2 Years	building projects
D)	ADMINISTRATION				
1.	Coordination and Liasoning engineer	1	BE/ Diploma / BArch or Equivalent	5 years experience	5 years experience of communication and Liasoning
2.	Document Expert English and Marathi	1	Graduate or Equivalent	3 years experience	3 years experience
3.	**				TOTAL

** Any other specialty Consultants as may be required to complete the assignment.

2. Curriculum Vitae (CV) of Key Professional Staff listed above to be attached duly authenticated. (To verify educational qualification and experience)

FORM TECH- 4A

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

[Clause 9.3 Section 2, Instructions to Consultants (ITC), Part I]

1. Proposed Position: _____

2. Name of Staff: _____

3. Date of Birth: _____ (Please furnish proof of age)

4. Nationality : _____

5. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained). (Please furnish proof of qualification)

6. Membership of professional societies: _____

7. Publication:

(List of details of major technical reports/papers published in recognized national and international journals)

8. Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For **experience period of specific assignment must be clearly mentioned**, also give client reference, where appropriate).

9. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

A. Education:

i) Field of Graduation and Year

ii) Field of post graduation and year

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

iii) Any other specific qualification

B) Experience

i) Total experience in Buildings: _____ Yrs

ii) Responsibilities held: _____ Yrs

iii) Relevant Experience: _____ Yrs

C) Permanent Employment with the Firm (Yes/No):

If yes, how many years:

If no, what is the employment:

Arrangement with the firm ?

Certification :

1. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any of her assignment during the enforcement of this assignment on the project. **(Applicable for the Resident team on Site)**
2. I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualification and my experience.

Signature of the Staff _____

Place _____

Date _____

Signature of the Authorized Representative of the firm _____

Place _____

Date _____

Note : Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation

FORM TECH-5

PROJECT SCHEDULING& PLANNING

[Clause 9.3 Section 2, Instructions to Consultants (ITC), Part I]

Project Scheduling & Planning.

The CONSULTANT should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer such as approvals to drawings obtaining required NOC's for construction, Technical sanctions to estimates, approvals to draft tender papers, approvals to RCC designs, etc. from Competent authorities of the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

- 1 Indicate all main activities of the Assignment/job from concept to commissioning, including Planning, design, construction phase monitoring, Equipment planning, MEP services, ICT services, commissioning and transfer of knowledge/capacity development*
- 2 Duration of activities shall be indicated in the form of a bar chart.*
- 3. Brief description will be given of management systems & tools employed .*

SECTION 4

FINANCIAL PROPOSAL- STANDARD FORMS

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Clause 9.5 Section 2, Instructions to Consultants (ITC), Part I]

[Location, Date]

To:[Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai, **Maharashtra** in accordance with your Request for Proposal and our Technical Proposal.

We hereby submit our Financial Proposal for the sum equivalent to [____] per cent (in figure as well as in words) of the estimated project cost (Excluding GST). This is inclusive of all applicable taxes except GST.

We understand that the actual payment under the Contract, to the successful CONSULTANT, shall be made on the basis of the above stated percentage of the estimated project cost(Excluding GST) or that of the actual EPC project cost(Excluding GST), whichever is lower.

We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, if any, as per RFP.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Signature of Authorized Signatory

Name:

Title:

Address:

[Note:1.) The Financial Proposal shall set down the total cost, expressed in percentage terms of

Consultant

Executive Engineer,

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

the estimated project cost (EPC), associated with the Assignment/job, including costs of the CONSULTANT associated with concept, design, construction, procurement services, commissioning, capacity building etc, given in detail in TOR, and applicable taxes.]No Extra Consultant fee will be paid by the department for any increase in duration of work.

SECTION 5

TERMS OF REFERENCE

TERMS OF REFERENCE

1. BACKGROUND OF ASSIGNMENT:

- (i) Maharashtra is the most urbanized state in Bharat i.e. India. Directorate of Municipal Administration is an Apex Body of Urban Administration in the state of Maharashtra. Presently, total 395 Municipal Councils are directly working under this Directorate and coordination of works for 29 Municipal Corporations is also being done at this level. Presently, Directorate is operating from rented space at 7th floor of Belapur Bhavan, which owned by Navi Mumbai Municipal Corporation. In order to accommodate all the wings of Directorate, in a single building, It is proposed to construct Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai on the site situated on the plot No. 1 and 1A, Sector 16, New Panvel (W) with total plot area of 10,747.325 Sq.m.
- (ii) The proposed site is located near Navi Mumbai International Airport, at Ulwe Pargaon Dungi, Maharashtra. By proposing a New Administrative Building, Training Centre and Residential Complex for Directorate of Municipal Administration in one building, the annual rent of the offices operating on rent basis would be saved by crores of rupees, making it convenient for the Urban Local Bodies for their official work. Also, all the wings/officers of The Directorate will come under one roof. Which will be convenient for administration purpose. Also, the training centre proposed will train the officers of Urban Local Bodies. The facility of accommodation for trainees as well as for the officers of the Directorate is made in the complex, which will save time and make it convenient for all the officers and trainees.
- (iii) Existing Layout/Site plan drawings and list of probable offices along with the tentative area of offices. The list and information is attached as Annexure- IV

2. OBJECTIVES OF THE ASSIGNMENT:

Consultant shall design and plan as per part 7 clause- 4.2 of NBC code 2016 / Panvel Municipal Corporation Norms.

- A). Formalization of design brief (Inception Report) in consultation with the employer and all other stakeholders by having frequent meetings and discussions. For this a coordinated engineer shall be specially appointed.
- B). Site survey and soil investigation.
- C). Preparation of alternative concept designs, highlighting both their positive and negative aspects with rough cost Analysis to compare.
- D). Selection of a concept in consultation with and with the consent of the employer
- E). Sizing the system.
- F). Development of design, involving:

- a. Integration of architecture, structure and services,
- b. Synthesis of requirements of each discipline, and
- c. Interaction with each other within the design team and with them-lower.
- G). Preparation of preliminary designs and drawings and obtaining the employer approval.
- H). Preparation of preliminary cost estimates for approval of employer.
- I). Preparation of work-breakdown structure and programme for pre-construction activities.
- J). Assisting client to obtain approvals of the Authority/authorities.
- K). Preparation of detailed specifications and construction working drawings with integration of engineering inputs of all concerned disciplines.
- L). Preparation of detailed design of each discipline for various services.
- M). Peer review/proof checking of the drawings/designs in case of major/important projects, depending upon their complexity and sensitivity.
- N). Preparation of detailed cost estimate and Obtaining final approval of the employer
- O). Preparation of bill of quantities, detailed specifications and preparing draft tender documents.

3. SCOPE OF SERVICES OF THE CONSULTANT:

The CONSULTANT will perform the following Services for the Project strictly a bidding to **Indian laws, rules and regulations, specifications, standards and procedures, etc** under this Agreement and as described below, (while planning and designing the proposal the Consultant shall mainly focus on guidelines and provisions mentioned in NBC code regarding) :-

A) National Building Code :- Design and Planning Requirements

Emphasis on daylight utilization, natural ventilation, shielding, and window area and disposition; day lighting to be supplemented with an integrated design of artificial lighting.

Optimum utilization of renewable energy sources duly integrated in the overall energy system design; with consideration of active and passive aspects in building design including thermal performance of building envelope. Rain water harvesting, integrated water management including recycle and reuse, Integrated waste management. Interlinking of fire alarm system, fire protection system, security system, ventilation, electrical systems, etc. Analysis of emergency power, standby power requirement and captive power systems and suggest generative capacity for Generator set Make available shop drawings as well as as-built drawings for the building and services as per best practices of the profession .

Service plans as per clause part 2 cl 12.2.6 NBC code 2016 The services plans shall include all details of building and plumbing services, and also plans, elevations and sections of private water supply, disposal system and rainwater harvesting system, if any (see Part 8 Building Services and Part 9 Plumbing Services of the Code)

Shall submit all plans and documents as per-art 2 NBC clause 12.1 and 12.2.7 mentioned in Annexure B of part 2 in NBC code 2016 .

- 1) Key plan
- 2) Site plans

- 3) Subdivision/layout plan
- 4) Building plans
- 5) Services plans
- 6) Specifications, general and detailed²)
- 7) Title of ownership of land/building
- 8) Certificate for structural design sufficiency

Shall submit planning and design for effective surface run off as per part 3 clause 11.6.3 of NBC code 2016 The rain water run off shall be suitably directed to recharging wells in plots belonging to the local authority and of appropriate design and in accordance with Part 9 Plumbing Services (including Solid Waste Management), Section 2 Drainage and Sanitation,

shall design for requirements for accessibility inbuilt environment for elders and persons with disabilities As per part 3 Clause 13 of NBC 2016,

Shall prepare all plans and drawings based on design parameters and calculations for lighting and ventilation as per part 3 clause 20 NBC code 2016,

Shall prepare design for solar energy utilization and electrical installations as per part 3 cl 21 NBC code 2016,

Shall design as per part 3 clause 22 of NBC code 2016 for air conditioning, heating and mechanical ventilation,

Shall design as per part 3 clause 23 of NBC code 2016 for acoustics, sound insulation and noise control of the building,

Shall design as per the part 3 cl 25 of NBC 2016 for installation of lifts, escalators and moving walks,

Shall design as per part 3 cl 27 NBC code 2016 for plumbing services of the building,

Shall design as per part 3 cl 25 of NBC code 2016 for installation of lifts, escalators and moving walks,

Shall design all provisions after considering all safety norms mentioned in part 4 fire and life safety of NBC code 2016,

Shall carry out subsoil exploration at site as per provisions mentioned in part 6 cl 3.2 of NBC code 2016 and shall submit detailed report for soil analysis in format as mentioned in part 6 cl 3.5 of NBC code 2016,

Shall design all structural members of the building in accordance with the provisions mentioned in part 6 structural design of NBC code 2016.

Shall design and plan orientation of building as per effective provisions mentioned in PART 8
BUILDING SERVICES

Section 1 Lighting and Natural Ventilation

Section 2 Electrical and Allied Installations

Section 3 Air Conditioning, Heating and Mechanical Ventilation

Section 4 Acoustics, Sound Insulation and Noise Control

Section 5 Installation of Lifts, Escalators and Moving Walks:

Section 6 Information and Communication Enabled Installations(optical fiber common duct alignments and proper coordination)

PART 9 PLUMBING SERVICES

PART 10 LANDSCAPE DEVELOPMENT, SIGNS AND
OUTDOOR DISPLAY STRUCTURES

PART 11 APPROACH TO SUSTAINABILITY

PART 12 ASSET AND FACILITY MANAGEMENT

B) Requirements for Building Permission Approval from PMC

And to getting approval of the Building plans and drawings from Panvel Municipal Corporation the consultant shall comply the requirement to get approval for the plans as per clause mentioned in unified DCPR rules 2020 of Maharashtra State as mentioned in para 2.2 :-

2.2 PROCEDURE FOR OBTAINING DEVELOPMENT PERMISSION/BUILDING PERMISSION/COMMENCEMENT CERTIFICATE

Which includes

- a) Ownership title and area
- b) Key Plan or location plan
- c) Sub-division /layout plan
- d) Site Plan
- e) Building plan with net plot area calculations and FSI calculations as per cl 3.9 in unified DCPR 2020.
- f) Building plans for Special Buildings
- g) Service plan
- h) Clearance from other Departments like airport authority , central jail, pollution board etc as mentioned in unified DCPR 2020
- i) Structural Stability Certificate

The consultant shall claim all benefit for FSI as mentioned for concession, for Government buildings, encouragement incentive in FSI calculations for green building, Rain water harvesting implementation etc. and shall submit calculations based on the available concession to save the FSI for future expansion failing to which he may be penalized 10 % of his total fees

Consultant shall design and make minimum provisions for

- a. PART of BUILDING as mentioned in chapter 9 of Unified DCPR Maharashtra State 2020

- b. STRUCTURAL SAFETY, WATER SUPPLY, DRAINAGE AND SANITARY REQUIREMENTS, OUTDOOR DISPLAY AND OTHER SERVICES. As mentioned in chapter 12 of Unified DCPR Maharashtra State 2020.

Doing so the Consultant shall check with a minimum provisions mentioned in NBC code 2016 and if he finds any conflict or deviations in those 2 guiding authorities then NBC provisions IF are of higher and safer dimensions shall be followed .All such cases shall be discussed with the employer and Consultant and shall get written approval for these provisions from the employer.

(In the case of special buildings, the building shall also be subject to the scrutiny of the Chief Fire Officer of the Local/ Planning Authority or Director of Fire Services, as the case may be, and the sanction development permission shall be got issued from the concern authority)

(employer will be responsible to pay for only scrutiny charges and development charges ,fire infrastructure charges if applicable to the employer , tree plantation , water connection and plumbing connection , electrical MSEB connection charges and other taxes or fees demanded in writing by invoices by local bodies and Government Consultants for permissions ,NOC)

“No separate fee shall be paid to the CONSULTANT for hiring consultancy services if any, for any of the services required for execution of the project.”

Elevation Certificate for Airport, NBC, PWD Rules and regulation, Design Circle and Architectural Wing and PMC Norm, Fire and Lift Electrical Department etc.

3.1 COMPREHENSIVE ARCHITECTURAL SERVICES:

The CONSULTANT shall provide comprehensive services broadly described hereinafter:

3.1.1. Conceptual design stage

The CONSULTANT shall

- (i) be responsible for developing the Design Brief Details, Area Statement, and detailed campus layout with all services etc.
- (ii) develop a phased roadmap for integration of the entire campus.
- (iii) Develop Concept Plan acceptable to Employer.
- (iv) Interact with Employer, modify the concept design, if required, incorporating necessary changes and submit revised/modified conceptual design with reference to the requirements given, providing details of useful area, circulation area, plinth area, ground coverage, FAR, services and broad specifications etc.
- (v) Obtain approval of final Concept Plan from Competent Authority
- (vi) Propose methodology for execution of work having regard to various facilities already operating at site.
- (vii) Steps (i) to (vi) shall be repeated as per requirement and as directed by Engineer In-charge.
- (viii) All concerned experts in all fields (viz. Architectural, RCC designer, MEP Consultant, I, HVAC, Interior Architecture, Landscape Architecture etc.) shall remain present at every stage during finalization of conceptual design.

3.1.2. Preliminary Drawings/Design Stage:

The CONSULTANT shall

- (i) Obtain environmental clearance certificates, Airport Authority clearance etc, Heritage Department from the concerned authorities as per requirement. The fee for such clearances will be borne by the Employer.
- (ii) Prepare report on site evaluation similar to inception report
- (iii) Carry out detailed geotechnical/sub soil investigations necessary for facilitating design of various structures.
- (iv) Conduct detailed topographic survey of the project site.
- (v) Carry out surveys of all existing services in site area.
- (vi) Undertake preliminary planning on the basis of approved concept design and observations of Employer. He shall assign a CO-ORDINATING engineer /architect to collect detailed requirements from various offices planned to be accommodated in this admin building. For this, the consultant shall conduct FREQUENT meetings with the user department office's in charge officers and finalize their functioning requirements in consultation with the employer. To approve this areas and allocations to various offices the consultant may have to present the data and space allocation scheme to various authorities like Revenue Commissioner office, Collector office along with Office of the Employer. This is very important activity and for this A SCHEMATIC PPT AND 3 D WALK THROUGH presentation shall be prepared and updated as per instructions from the engineer in charge
- (vii) Prepare and submit preliminary and drawings & designs, specifications, walk through etc. 3D Model in Revit / Naviswork or Similar Software and shall submit files in the dwg, rvt, nwc type formats as per instructions from Engineer In Charge.
- (viii) Suitably modify the preliminary drawings, designs, etc. as discussed with Employer
- (ix) Prepare detail estimates and OBTAIN TECHNICAL SANCTION of competent authority as per PWD norms based on prevailing SSR and get them sanctioned from Competent Authority.
- (x) Submit drawings to local bodies like Forest etc. for clearance and arrange approval. The fee for such clearances will be borne by the Employer.
- (xi) Obtain approval of Competent Authority with regard to various specifications & finishes to be provided in the proposed buildings.
- (xii) Obtain the necessary Building permission from Competent authority / MIDC/ Local authority including fire & fire fighting, arrange water supply connection, Drainage connection, Electrical Connection and shifting of High Tension towers, utility shifting and other necessary approvals, NOC's and permissions required for the Project at any stage of the project. The fee for such clearances shall be paid by the Employer.
- (xiii) Steps (i) to (xiii) shall be repeated as per requirement and as directed by Engineer in-charge.
- (xiv) For high rise building / special buildings the consultant shall comply all design process for

approval from the competent authority as per clause 12.2.5.1 page 13 NBC code 2016 Edition.

3.1.3. Detailed Design Stage

The CONSULTANT shall

- (i) Prepare detailed Architectural, Structural, Services drawings including drawings showing details of all utilities and internal & external services, specifications after incorporating all revision with integration of all services as per NBC Code 2016 edition clause 12.2.5 Part-2 Administration.
- (ii) Prepare complete Architectural, Structural and services design & drawings, working details, schedules, specifications with Green Building Concept including Architectural design, Façade Design, Structural details, Electrical details, HVAC system, Acoustic designs, sanitary and plumbing details, Medical gas system, BMS,, Housekeeping, communication and networking plan, call system, fire detection, Fire protection and fighting systems, water supply and sewerage details, Environment sustainability, Rain water harvesting, EIA and clearance, Solid waste water management(SWM), Detailed Furniture layout for all units and its specification, electrical substation loading and layout design along with other Electrical layout and details, integration of all systems and services, Specialist services like audio- video, IT and Intelligent Management system, Operating Workflows and systems, Pneumatic Chute system, EPABX, Glazing, HR Planning, Organization and Manpower plan, Traffic and Parking system, Security system, Landscape Architecture (Site Planning Land form and grading, surface drainage, Irrigation, Hard and soft copy, garden Furniture, Illumination), schedule of finishes, bill of quantities as per PWD Schedule of rates to describe the whole project adequately and get them approved from Competent Authorities and from all the local bodies, etc. The CONSULTANT will provide 10 sets of drawings to the employer and all soft copies of dwg format.
- (iii) The structural design shall be designed by the in house design team of the consultant as per standard PWD practices, PWD design circulars, IS code provisions, NBC norms. The same design calculation shall be got approved from the Superintending Engineer, Design circle Building office, Navi Mumbai. by the consultant.
- (iv) The consultant shall do necessary study for FUTURE parking and FUTURE footfall of users /public use for designing of parking and lift etc and shall submit those calculations to justify need of service
- (v) the consultant shall design all temporary formwork ,centering materials to be used in construction and got approved from competent authority
- (vi) **The proof checking / vetting of structural design of all buildings shall be got approved from IIT, Powai / VJTI Mumbai / COEP Pune.**

3.1.4.

- (i) The CONSULTANT is liable to complete all the activities (as per Scope of Work) till this stage i.e., Pre-tender activity.
- (ii) Government/ Employer reserves the right, with respect to the priority of commissioning of the scope of work.
- (iii) The Government/ Employer reserves the right to restrict/ discontinue any further activity from scope of work of the CONSULTANT from this stage.
- (iv) The fee to be paid to the CONSULTANT will be as per Annexure III.
- (v) The CONSULTANT shall give a plan indicating the personnel to be involved in clause 3.1 above.

3.2. BID PROCESS MANAGEMENT

- (i) The Engineer-in-charge will invite the tenders in standard B-1/B-2 format/SBD/EPC of percentage rate tender through wide publicity in national level newspapers ensuring competitiveness in addition to placing Tender on the website
- (ii) The Competent Authority of Employer shall hold pre-tender meeting in a pre-determined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the RFP shall be drawn up by the Engineer-in-charge with the help of CONSULTANT and, the same shall be issued to the intending tenderers with due approval from Competent Authority the clarifications issued shall form a part of the main Contract document for the work.
- (iii) The Competent Authority of Employer shall receive and open the tenders in the pre-determined manner, on the appointed date and time, in the presence of other intending tenderers. The Engineer-in-charge shall thereafter issue Letter of Acceptance to the selected Contractor(s) and take further necessary actions in accordance with the tender conditions.
- (iv) It shall be the duty and responsibility of the Competent Authority regarding acceptance or rejection of the tenders received. The Competent Authority shall have absolute right to accept or reject any or all tenders without assigning any reason whatsoever and the decision of the Competent Authority shall be final and binding on all the parties.
- (v) The Engineer-in-charge shall execute the Contract with the successful tenderers through Executive Engineer, Public Works Building Division, Pune in the format prescribed in the tender document on a stamp paper of appropriate denomination.
- (vi) The Government/ Employer in its sole discretion, at this stage, may augment/ diminish the Scope of work or cause to take some part of the Project in later stage.
- (vii) The Government/ Employer in its sole discretion, shall get the Project completed and/ or services delivered through different Consultant/ Agency from this stage onwards i.e., from the stage of preparation of Draft Tender Papers (DTP).

3.3. SERVICES DURING CONSTRUCTION PERIOD

- (i) **The Consultant shall prepare schedule work in work breakdown structure to facilitate progress tracking and monitoring of work, for this the consultant shall consider the period of construction and practical possible achievement of construction tasks. He shall design the WBS in detail so that the project can be monitored on weekly/monthly basis. The Consultant shall also breakdown the project cost wise and component wise as per instructions of the Engineer-in-Charge to control the project effectively.**
- (ii) The CONSULTANT will act as a facilitator and a liaising agent in providing the **necessary services as per requirement and fully resolve the issues raised by the user** department with respect to the Project.
- (iii) The CONSULTANT shall establish a team to provide the above services. This should possess in it a Residential Engineer, Electrical and Plumbing expert, and any other Expert Personnel as and when required.
- (iv) The CONSULTANT's Senior Resident Engineer shall participate in the joint inspection of the work which shall be carried out every month by the Employer's and the contractor's representatives. The Senior Resident Engineer shall resolve all queries raised during those site visit/meetings. The frequency of visits of offices of officers is shown below.

Sr. No.	Frequency of Visit	Officer
1	Monthly Visit	Team Leader along with team
2	Visits as and when required	1. Principle Architect 2. Landscape Designer 3. Plumbing and Sanitation Consultant 4. Senior Structural Engineer 5. Fire and Safety Engineer 6. Senior Electrical Engineer
3	Specialized Services (As and when Required)	1. Principle Acoustic Designer 2. Principle Audio visual Expert 3. HVAC Expert 4. Fire Fighting Expert 5. Senior Environmental Specialist

Services as detailed above shall be provided by the Consultants, the frequency of inspections shall be done every month.

- 3.4. A Completion report, ahead of the actual end of the assignment, in the scope and format required by the Employer as follows:

1. Final Report in hardbound copies.

2. All working drawings prepared in the four Chapters with tracing down. (also in dwg format)
3. Important data stored in computer diskette / CD/VCD/Hard Drive.
4. Any other report dealing with the services as requested by the Employer.
5. All details of design calculations and all project related documents.

3.5 DELIVERABLES.

The consultant will strictly follow the time frame as detailed below.

Stage	Duration
Preliminary Drawing/ Design [Detailed Design to Proceed concurrently] and approval from Competent Authorities. Detailed design and Cost estimate.	2 months
Bid document and Process Management	2 months
Project construction period	24 months
Total	28 months

ANNEXURE
**STANDARD FORMS
OF CONTRACT**

CONTRACT AGREEMENT

For

**Providing Architectural and Project Management Consultancy
(PMC) Services**

for

**Construction of Maharashtra Nagar Vikas Sankul at Panvel
(W), Navi Mumbai**

Between

Commissioner and Director, Directorate of Municipal Administration

and

[Name of the CONSULTANT]

Dated:

This agreement (“Contract”) is entered into on this day the ____ day of ____, 2026

Between Governor of Maharashtra acting through Commissioner and Director, Director of Municipal Administration, Maharashtra, (hereinafter referred to as “Employer” which expression shall unless repugnant to the context or meaning hereof mean and include its successors or assign) of the First Part;

and

_____, having its registered office at _____, acting through its authorized representative (hereinafter referred to as “CONSULTANT” which expression shall, unless repugnant to the context thereof, include its successors and permitted assigns), of the Second Part;

Individually referred to as “the Party” and collectively referred to as “Parties”.

WHEREAS

- (a) the CONSULTANT, having represented to the “Employer” that he has the required professional skills, personnel and technical resources, has offered to provide in response to the Request for Proposal dated issued by the Employer ;
- (b) the “Employer” has accepted the offer of the CONSULTANT to provide the services on the terms and conditions set forth in this Contract.

NOW THEREFORE IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER

Article 1 Definitions

1.1 Definitions

The following terms shall have the meanings hereby assigned to them for the purposes of this Agreement unless defined otherwise:

“**Approval**” shall mean written or verbal instructions, directions and consent provided by Competent authorities of Employer from time-to-time relating to the Project.

“**Agreement**” or “**Contract**” shall means this agreement including the Annexure hereto and any amendments made thereto in accordance with the provisions contained in this agreement.

“**Consortium**” shall mean the consortium led by the CONSULTANT during the RFP process.

“**Contractor**” means any CONSULTANT or Consultants appointed by Engineer-in-charge for carrying out construction of or supply for the Project.

“**Core Group**” means the group constituted by Employer comprising senior officials of associated departments / Consultants for discussions and providing prompt clearances for utility diversion / traffic diversion Proposals and also day to day administrative decisions, for smooth execution of the Project.

“**Detailed Estimated Cost**” shall mean the cost estimate based on the detailed design drawings.

“Employer” means the Commissioner and Director, Directorate of Municipal Administration, Maharashtra State.

“Engineer-in-charge” means the representative of the Employer. He may be Chief Engineer, or any equivalent Officer appointed by the Employer.

“Superintending Engineer” means the Superintending Engineer, Directorate of Municipal Administration, Navi Mumbai.

“Executive Engineer” means Executive Engineer, Director of Municipal Administration, Maharashtra.

“Liquidated Damages (LD)”: to settle the issue of payment in case of default or otherwise on account of termination of the project.

“Month” shall mean calendar month.

“Project” shall mean Providing Architectural and Project Management Consultancy (PMC) Services for Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai, Maharashtra.

Project Contract shall mean any/all contract(s) to be entered into by the Employer with the Contractors.

“Site” shall mean the land and other areas required for execution of the Project.

“Lead Partner”: shall mean the member of the consortium duly nominated/authorized by all members of that consortium as a lead partner.

Article 2: Scope of Services

- 2.1 Subject to the provisions of this Contract, CONSULTANT shall be responsible for discharging the Scope of Services set out in **Annexure I**.

Article 3: Obligations of CONSULTANT

3.1 Standard of Performance

The CONSULTANT shall perform its services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall always observe sound management practices. It shall cause to be employed appropriate advanced technology and safe and effective equipment, machinery, materials and methods in connection with the Project at all stages of the Project. The CONSULTANT further covenants with Employer to furnish its best skill, care, diligence, and

judgment in the rendition of all services under this Agreement which shall be no less than that exercised by a CONSULTANT of good reputation performing work for projects of a size, scope and complexity similar to the Project and to further the interest of Employer at all times through efficient business administration, management and construction management services.

3.2 **Standard of Care**

CONSULTANT acknowledges the relationship of trust and confidence established between the CONSULTANT and Employer by this Agreement. Accordingly, the CONSULTANT's acts shall be consistent with this relationship. The CONSULTANT shall always act, in respect of any matter relating to this Agreement, as an honest and faithful adviser to Employer. The CONSULTANT shall at all times support and safeguard Employer 'legitimate interests in any dealings with the Contractor or other third parties.

3.3 **Personnel, Sub-Consultants and Consortium Members**

- 3.3.1 The CONSULTANT shall employ such qualified and experienced personnel as are required to perform its services hereunder in a proper, effective and timely manner. The CONSULTANT shall employ, in connection with the Project, only such personnel as are acceptable to Employer. If required, the CONSULTANT shall submit to Employer for written approval the biographical data of all such personnel. If Employer does not object in writing (stating the reasons for the objection) within thirty (30) calendar days from the date of receipt of such biographical data, such personnel shall be deemed to have been approved by Employer. The CONSULTANT shall make changes in its personnel only with the advance, written permission of Employer which shall not be unreasonably withheld. Employer may require the CONSULTANT to remove from the work/Project any of its approved personnel to which Employer develops a reasonable objection and thereupon the CONSULTANT shall forthwith provide as a replacement a person of equivalent or better qualifications acceptable to Employer, such replaced person to be inducted only after written approval by Employer. If Employer (i) finds that any of the CONSULTANT's personnel has committed serious misconduct or has been charged with having committed any criminal act, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the CONSULTANT shall, at Employer's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to Employer.
- 3.3.2 The CONSULTANT shall employ only such sub-Consultants that have been named and identified in its proposal submitted in response to RFP. The CONSULTANT shall not change its sub-Consultants or Consortium Member who were evaluated during the RFP process. The engagement of any Sub-Consultant by the CONSULTANT shall not relieve the CONSULTANT of any of its obligations under this Agreement.

3.4 **Adherence to Law**

The CONSULTANT shall perform the work/services under this Agreement in accordance with

the applicable laws, bye-laws, rules, regulations, etc. and shall also ensure that any sub-Consultants, as well as any personnel of the CONSULTANT and/or sub-Consultants and agents, comply with the applicable laws, bye-laws, rules, regulations etc. However, this shall not be deemed to be waiver of the immunity and privileges accorded to Consultants/bodies/entities of the United Nations under the laws of the Union of India and international covenants and conventions.

3.5 CONSULTANT Not to Benefit from Commissions Discounts, Etc.

The remuneration of the CONSULTANT pursuant to Article 5 of this Agreement shall constitute the CONSULTANT's sole remuneration in connection with this Agreement and the Project. The CONSULTANT shall not accept for its own benefit any trade commission, discount or similar payment in the discharge of its obligations hereunder and the CONSULTANT shall ensure that its personnel, agents, sub-Consultants, etc. similarly shall not receive any such additional remuneration. The CONSULTANT shall at all times perform its responsibilities hereunder in the best interest of Employer. Any discounts or commissions obtained by the CONSULTANT in exercise of its responsibilities hereunder, whether from sub-Consultants, Contractor or any third parties shall be to the account of Employer.

3.6 Liability and Insurance:

3.6.1 Liability of the Consultant:

- a) The Consultant shall only be liable to pay compensation to the Employer arising out of or in connection with the Agreement if a breach of **Articles 3.1, 3.2, 3.3, 3.4, 3.5** above is established against him.
- b) **Compensation:** If it is considered that the consultant is liable to the Employer, compensation shall be payable only on the following terms:
 - i. Such compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of such breach, but not otherwise.
 - ii. In any event, the amount of such compensation will be limited to the amount specified in Clause 3.6.1(d) below.
 - iii. If consultant is considered to be liable with third party, the compensation payable by him shall be to liability, which is attributable to his breach.
- c) **Duration of Liability:** The Consultant shall be considered liable for any loss or damage resulting from any occurrence if a claim is formally made on him before the expiry of the period which will be reckoned from the date of work order to the completion of defect liability period or the claims / court cases are settled whichever is later. including the extension of construction period, if any.
- d) **Limit of Compensation (Limitation of the Consultant's liability towards the Employer):**
 - A) In case of gross negligence or willful misconduct on the part of the consultants or on the part of any person or firm acting on behalf of the consultants in carrying out the services,

the consultants with respect to damage caused by the consultants to the Employer's property, shall be liable to the Employer for any direct or consequential loss or damage to the extent as below:

- a) 20% of the total payments for professional fees and reimbursable expenditures made or expected to be made to the Consultants hereunder, or
 - b) the proceeds the consultants may be entitled to receive from any insurance maintained by the Consultants to cover such a liability, whichever of (a) or (b) is higher.
- B)** This limitation of liability shall not affect the Consultant's liability, if any, for damage to third parties caused by the Consultants or any person or firm acting on behalf of the Consultants in carrying out the services.

3.6.2 Insurance and other liabilities to be taken out by the CONSULTANT :

The CONSULTANT shall:

- (i) Take out and maintain, and shall cause any Sub- Consultant to take out and maintain at their (or the sub-CONSULTANT's as the case may be) own cost insurance against the risks, and for the coverage, as specified in (a) to (c) below:
 - (a) Third party motor vehicle liability insurance as required under Motor Vehicle Act 1988 in respect of motor vehicles operated in India by the CONSULTANT or its personnel or any sub CONSULTANT or its personnel for the period of this Agreement;
 - (b) Engineer-in-charge's liability and worker's compensation insurance in respect of the personnel of the CONSULTANT and of any sub CONSULTANT, in accordance with relevant provisions of the applicable law, as well as, with respect to such personnel, any such life, health accident, travel or other insurance as may be deemed appropriate by CONSULTANT; and
 - (c) Insurance against other risks that CONSULTANT may consider reasonably appropriate.
- (ii) At Engineer-in-charge request, provide evidence to Engineer-in-charge showing that such insurance has been taken out and maintained and that the current premiums there for have been paid.
- (iii) The employers shall not have any liability in case of litigation /loss or damage to any worker(s) employed by the CONSULTANT or contractor during the execution of the project.

3.7 Inspection

The CONSULTANT shall:

- (i) Keep accurate and systematic records in respect of the services rendered by it hereunder, in accordance with accepted principles and in such form and detail as will clearly identify all relevant time charges and cost, and the basis thereof; and
- (ii) Permit Employer or its designated representative periodically, and up-to one year from the expiration or termination of this Agreement, to inspect the same and make copies thereof as well as to have them audited by representatives appointed by Employer.

3.8 Reporting Obligations

The CONSULTANT shall submit to Engineer-in-charge in connection with the Project such

information, reports and documents in such form, numbers and within the time period as Engineer-in-charge may reasonably require.

3.9 Copyright: Documents prepared by the CONSULTANT shall be the property of Employer.

All plans, drawings, specifications, designs, reports, data and documents, etc. prepared by or through the CONSULTANT for Employer under this Agreement shall be intellectual property of Employer and shall not be reproduced/ reused by CONSULTANT without prior permission of Employer. The CONSULTANT shall, upon termination or expiration of this Agreement, deliver all such plans, drawings, specifications, designs, reports, data and documents, etc. to Engineer-in-charge, together with a detailed inventory thereof.

3.10 CONSULTANT will assist Engineer-in-charge to conduct the tender process (including but not limited to preparation of tender documents, approval from competent authorities, setting outpost-qualification criteria, invite tenders, evaluate Proposals received). Based on work requirements, Engineer-in-charge may decide to split the entire work in to more than one package.

3.11 Engineer-in-charge shall provide necessary assistance to CONSULTANT in preparation and submission of necessary applications with details and in making representations before the appropriate authorities for obtaining the necessary approvals / clearances for the Project.

3.12 Engineer-in-charge may undertake its obligations either on its own or may appoint any other Consultants for the discharge of its obligations. However, appointment of any other Consultants shall not relieve the CONSULTANT of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

3.13 Assist Engineer-in-charge to Issue letter of award and to sign Project Contract with the Contractor.

3.14 Scrutinize and recommend Engineer-in-charge to Approve the concept drawings including other submissions

3.15 On completion of the said works, CONSULTANT will hand over the said works to Engineer-in-charge. For this purpose all documents required in the form of completion plans, services etc. shall be finalized/prepared by CONSULTANT and handed over to Engineer-in-charge

3.16 Liquidated Damages

(i) The CONSULTANT shall be liable to pay as liquidated damages 1.0% of the fee of applicable services for delay of each week or part thereof in completing the same with respect to its stipulated schedule.

(ii) Notwithstanding anything to the contrary contained herein, in case, the CONSULTANT fails to successfully implement the project as per the provisions of the agreement, employer shall have the right and be entitled to recover a sum equal to 10% of the Contract Value (as specified in Annexure-III, Part A), as liquidated damages from the CONSULTANT. The Parties agree that this is a genuine pre-estimated loss that employer would suffer, in terms of loss of reputation, goodwill and faith and disruption in services to citizens, on account of the CONSULTANT's failure to successfully implement the project. The liquidated damages shall be in addition to other remedies available to Engineer-in-charge under the agreement and applicable laws, including forfeiture of consultancy fee.

Article 4: Obligations of Employer

- 4.1 Engineer-in-charge agrees to provide all the requisite support to CONSULTANT to enable carrying out the activities listed under the Scope of Services. Such support by Engineer-in-charge will include sharing of all the information, records, data, reports, all drawings of existing structure and utilities etc. prepared either by Engineer-in-charge, itself or through other Consultants/ advisors on the Project, any other information about the Project relevant to the work being carried out under this Agreement, assigning of any Employer manpower resources, whenever and wherever required and obtain/accord the necessary decisions and approvals to enable expeditious execution of the Scope of Services.
- 4.2 Handover the Project Site free from encumbrances including but not limited to have the Site vacated from the users / allottees / lessee and other encroachments if any and arrange their relocation etc. as required for implementation of the Project.
- 4.3 For undertaking various surveys and studies, Employer shall provide peaceful access to the Project Site and other facilities, etc. which may be necessary for carrying out the Scope of Services.
- 4.4 Employer shall constitute a Core Group comprising senior officials of associated departments/ Consultants for discussions and providing prompt decisions.
- 4.5 Designate a representative, who shall be fully acquainted with the Project and has authority to communicate approvals of Project Construction Budgets, changes in the Project, render decisions promptly consistent with Project Schedule and furnish information expeditiously.
- 4.6 Issue all appropriate necessary request/letter/ instructions for effective and prompt sanctions, approvals, permissions and other act, as may be required, by officials, agents and representatives of the respective Government departments for the implementation of the Project.
- 4.7 The CONSULTANT shall be the first respondent to the Contractor(s) and any other CONSULTANT (ies) in any dispute/arbitration. The expenditure incurred by CONSULTANT in defending the arbitration / litigation cases shall be paid by the Employer

Article 5: Fees for Services & Payment of taxes etc.

- 5.1 In lieu of the Services rendered hereunder, Engineer-in-charge shall pay the mutually agreed fees to the CONSULTANT, as set out in **Annexure III** (“CONSULTANT’s Remuneration”).
- 5.2 Engineer-in-charge shall pay due remuneration to CONSULTANT
- 5.3 All the applicable taxes shall be borne by the CONSULTANT except GST as per law *unless otherwise specified*.
- 5.4 All out of pocket expenses such as travel expenses/commissions etc. shall be borne by the CONSULTANT.
- 5.5 Payment shall be made to lead partner of the consortium after *due* verification by the employer Engineer-in-charge after deduction of taxes as applicable.

Article 6: Effectiveness, Commencement, Expiry and Termination of the Agreement.

- 6.1 The services of consultant shall be available till the completion of defect Liability period or the claims / court cases are settled whichever is later.
- 6.2 The consultant will maintain the record of work till completion of the defect liability period and or till the claims and court matters pertaining to the work are settled, whichever is later.
- 6.3 If the CONSULTANT fails to perform any of its obligations under this Contract, including carrying out of the Services, notice of suspension specifying (i) the nature of the failure and (ii) instructing the CONSULTANT to remedy such failure/s within the period not exceeding Fifteen (15) days shall be issued by the Employer. If CONSULTANT fails to comply the instructions given as above Employer shall, suspend all payments to the CONSULTANT.
- 6.4 CONSULTANT shall fulfill its obligations in accordance with this Agreement. Any unexcused delay by the CONSULTANT in the performance of its obligations under this Agreement shall render the CONSULTANT liable to Termination of the Agreement;
Provided that the Employer may terminate this Agreement by giving written notice to the CONSULTANT of such intended termination and specifying the effective date thereof, at least (15) Fifteen days before the effective date of such termination; provided, however, that the CONSULTANT may correct/remedy or commence to correct/remedy its alleged default at any time prior to the proposed date of termination, in which event, the Termination Notice may be withdrawn by Engineer-in-charge if it is satisfied by the pace of work or correction of defects. If the Agreement is terminated by Engineer-in-charge for cause as provided herein, the CONSULTANT shall be paid for the services rendered till the effective date of termination and thereafter receive no further compensation.
- 6.5 The CONSULTANT shall submit a calendar/work chart for execution of the project in the DPR for approval by the Engineer-in-charge (Govt. of Maharashtra).
- 6.6 Notwithstanding anything to the contrary contained herein, upon Termination of this agreement due to a CONSULTANT's Event of Default, Engineer-in-charge shall have a right to get the project completed and/or services delivered thorough a third party, at the risk and cost of the CONSULTANT. In such a case Engineer-in-charge shall retender for the remaining areas/services and the CONSULTANT shall be liable to the employer for any excess costs for such similar services, if any.

6.7 The Employer may, by not less than (15) days written notice of termination to the consultants, such notice to be given after the occurrence of any of the events specified in the paragraphs (a) through (f) of this Clause 6.7 terminate this Contract.

- a) If the CONSULTANT fail to remedy a failure in the performance of their obligations hereunder, within fifteen days(15) of receipt of such notice of suspension or within such further period as the Employer may have subsequently approved in writing;
- b) If the CONSULTANT become (or, if the CONSULTANT consists of more than one entity, if any of their Members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c) If the CONSULTANT fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Article 7 below hereof;
- d) If the CONSULTANT submit to the Employer a statement which has a material effect on the rights, obligations or interest of the Employer and which the CONSULTANT know to be false;
- e) If, as the result of Force Majeure pursuant to Article 12 below hereof, the CONSULTANT is unable to perform a material portion of the Services for a period of a not less than thirty (30) days;
- f) If the Employer, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

The CONSULTANT shall be paid for the services rendered till the effective date of termination and thereafter receive no further compensation.

Article 7: Dispute Resolution

7. 1 In the event of any dispute of whatever nature howsoever arising under or out of or in relation to this Agreement that cannot be mutually resolved by the parties within 30 (thirty) days of service of written notice by one party to the other clearly setting out the dispute in question, the same Shall be first settled at the level of Chief Engineer, Directorate of Municipal Administration, Navi Mumbai. Except where otherwise specified in the contract and subject to the powers delegated to him by Government under the code, rules, etc. then in the force, the decision of the Chief Engineer, Directorate of Municipal Administration, Navi Mumbai for the time being shall be final conclusive and binding on the CONSULTANT upon all questions relating to the meaning of

the conditions in the Proposal/ Contract, or as to any other question, claim, right, matter or thing whatsoever, if any way arising out of, or relating to the contract, designs, drawings, specifications, estimates, instructions, orders, or these conditions, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising during the progress of work, or after the completion or abandonment thereof. The CONSULTANT may within thirty (30) days of receipt by him of any order (with respect to the dispute) passed by the Chief Engineer, Directorate of Municipal Administration, Navi Mumbai as aforesaid appeal against it to the Commissioner and Director, Directorate of Municipal Administration, Navi Mumbai. If the CONSULTANT is not satisfied with the order passed by the Commissioner and Director as aforesaid, the dispute shall be settled by way of arbitration proceedings to be conducted by an officer of the rank of Retired Secretary or above or by an equivalent Officer to be appointed by the Employer. The arbitration proceedings shall be held in accordance with the Arbitration and Conciliation Act, 1996, or any subsequent enactment or amendment thereto. Award of the arbitral tribunal shall be final and binding on both the parties. The venue of the arbitration shall be only at Pune. The language of the arbitration and the award shall be English. Subject to the foregoing, the Parties agree to subject themselves to the jurisdiction of competent courts at Pune alone to try and adjudicate upon any matter concerning this Agreement. However, any award passed in pursuance of the arbitration proceedings may be executed by any court of competent jurisdiction anywhere.

- 7.2 It is expressly agreed that the CONSULTANT (including its sub-Consultants, contractors, agents, etc.) shall continue to perform the services uninterruptedly pending the resolution of any dispute between the Employer and CONSULTANT, timely and satisfactory completion of the Project being of the essence of this Agreement. The submission to arbitration of any dispute arising during construction shall not delay or otherwise affect the continuing performance of the work by the CONSULTANT.

Article 8: Exclusions, Waiver and Amendments, etc.

- 8.1 Nothing contained in this Agreement shall prevent CONSULTANT to pursue their interests in other states as well as in Maharashtra and, for that purpose to enter into other partnerships and / or agreements for specific projects provided such partnerships and / or specific projects are not in conflict with the Project.
- 8.2 Failure by any Party to enforce, at any time, any provision of the Agreement shall not be construed as a waiver of its right to enforcement of the breach of such provision or any other provision of the Agreement, or as a waiver of any continuing, succeeding or subsequent breach of any such provision or other provision of the Agreement or as a waiver of any right under the Agreement.
- 8.3 No amendments, modifications, or alterations of or any additions to the terms and conditions of this Agreement shall be valid unless the same is in writing and agreed to by the Parties.
- 8.4 This Agreement may be executed in two originals, each of which when executed and delivered shall constitute an original of this Agreement.
- 8.5 Nothing contained in this Agreement shall constitute or be deemed to constitute a partnership between the Parties, and no Party shall hold oneself out as an agent for the other Party, except

with the express prior written consent of the other Party or as provided herein.

- 8.6 Any date or period as set out in any Article of this Agreement may be extended with the written consent of the Parties failing which time shall be of the essence.
- 8.7 Each of the rights of the Parties hereto under this Agreement are independent, cumulative, and without prejudice to all other rights available to them, and the exercise or non-exercise of any such rights shall not prejudice or constitute a waiver of any other right of the Party, whether under this Agreement or otherwise.

Article 9: Confidentiality

- 9.1 Neither Party shall disclose to anyone not a party to this Agreement any confidential or proprietary information as to the other Party's business affairs which may come to its knowledge by reason of this Agreement, including without limitation, financial, technology and business information, trade secrets, any structuring or tax structuring advice provided by CONSULTANT and know-how (collectively, the "Confidential Information") and both Parties undertake to treat all Confidential Information as strictly confidential unless it has become part of the public domain or is required to be disclosed as mandated by applicable law, regulation, legal process or regulatory authority. The obligation herein stated shall survive the Termination of this Agreement.

Article 10: Non Assignability

- 10.1 Subject to the provisions of this Agreement, this Agreement is personal to the CONSULTANT and shall not be capable of Assignment, except with the prior written consent of Engineer-in-charge. The Assignment rights of the CONSULTANT shall be subject to the transferee agreeing to be bound by the terms of this Agreement and executing a deed of adherence.

Article 11: Governing Law

- 11.1 Subject to the provisions of Article 7, this Agreement shall be governed and construed in accordance with the laws of India and the Parties hereby submit to the exclusive jurisdiction of the Courts at Mumbai.

Article 12: Force Majeure

- 12.1 Force Majeure means acts of God (including, but not limited to natural disaster, fire, thunder, lightning, explosion, earthquake, storm, typhoon, tornado, drought, tidal wave and flood) terrorist attacks or war (whether declared or not), invasion or an act of foreign enemy or any judgment or order of any court of competent jurisdiction or statutory Authority whereby a Party is prevented from complying with its obligations under this Agreement. The period of compliance with its obligations under this Agreement by the Party affected by the Force Majeure event shall be extended on a day for day basis for the period during which the Force Majeure event continues.
- 12.2 In the event of a Party (affected Party) not being able to perform its obligations pursuant to this Agreement as a result of a Force Majeure event, such affected Party shall give notice ("Force Majeure Notice") to the other Party, as provided in Article 12, of any such Force Majeure event as soon as reasonably practicable but not later than seven days after the date on which the affected

Party knew or should have reasonably known the commencement of the Force Majeure event.

12.3 If the affected Party has taken all necessary steps towards mitigating the effect of a Force Majeure event, then:

1. the obligations of the affected Party shall be suspended to the extent that they are affected by the Force Majeure event so long as the Force Majeure event continues;
2. to the extent the performance of the obligations of the affected Party is affected by the Force Majeure event, the time period for the performance of the obligations of the affected Party shall be extended by a similar time period on a day to day basis.

12.4 Force Majeure shall not include any event, which is caused by the negligence or intentional action of a Party or such Party's Sub- Consultant or agent or employees or, which a diligent Party could reasonably have been expected to:

- (i) Take into account at the time of the conclusion of this Agreement and/or;
- (ii) Avoid or overcome in the carrying out of its obligations hereunder.

ARTICLE 13: Representations and Warranties

13.1 Representations and Warranties

Both the Parties to this Agreement represent and warrant to each other that:

- (i) The Party is duly organized, validly existing and in good standing under the laws of India;
- (ii) The Party has full power and authority to execute, deliver and perform its obligations under this Agreement and to carry out the transactions contemplated hereby;
- (iii) The Party has taken all necessary corporate and other action under Applicable Laws and its constitutional documents to authorize the execution, delivery and performance of this Agreement;
- (iv) This Agreement constitutes the Party's legal, valid and binding obligation enforceable against it in accordance with the terms hereof;
- (v) There are no actions, suits, proceedings, or investigations pending or, to the Party's knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi judicial or other authority, the outcome of which may result in the breach of or constitute a default of the Party under this Agreement or which individually or in the aggregate may result in any material adverse effect;
- (vi) The Party has no knowledge of any violation or default with respect to any order, writ, injunction or any decree of any court or any legally binding order of any Government CONSULTANT which may result in any material adverse effect or impairment of the Party's ability to perform its obligations and duties under this Agreement.

ARTICLE 14: Indemnity

14.1 Each party shall indemnify and keep indemnified the other party from and against all consequences and liabilities arising out of or in any way connected with the indemnifying party's negligence, fault, nuisance, breach and failure to perform its obligations under this Contract /

Project Contract, except to the extent that the same is attributable to a negligent or willful act or omission of the party seeking to be indemnified.

- 15.1 All notices and other communication in respect of this Agreement shall be given in English by registered airmail, postage prepaid or facsimile to the party entitled thereto at its address as it shall hereafter designate for this purpose:

To CONSULTANT:

Attn.:

**To COMMISSIONER AND DIRECTOR,
DIRECTORATE OF MUNICIPAL ADMINISTRATION
Govt. of Maharashtra:**

Attn. : Chief Engineer,

**DIRECTORATE OF MUNICIPAL
ADMINISTRATION, 7th Floor, Belapur Bhavan, CBD
Belapur, Navi Mumbai.**

E-mail address: dmauidssmt1@gmail.com

Notice shall be deemed to have been received and shall be effective three days after the date of mailing in the case of a dispatch thereof any registered air mail, and on the next working day after the dispatch thereof by e-mail.

IN WITNESS WHEREOF the Parties hereto have put their hand this day and date first abovementioned.

Signed on behalf of CONSULTANT by:	Signed on behalf of Employer by:
Signature: _____ Name: _____ Position: _____	Signature: _____ Name: _____ Position: _____

Witnessed by:	Witnessed by:
Signature: _____ Name: _____ Address: _____	Signature: _____ Name: _____ Address: _____
Date: _____	Date: _____

Annexure I

SCOPE OF SERVICES

SCOPE OF SERVICES OF THE CONSULTANT:

The CONSULTANT will perform the following Services for the Project strictly abiding to **Indian laws, rules and regulations, specifications, standards and procedures, etc** under this Agreement and as described below, (while planning and designing the proposal the Consultant shall mainly focus on guidelines and provisions mentioned in NBC code regarding) :-

A) National Building Code :- Design and Planning Requirements

Emphasis on day light utilization, natural ventilation, shielding, and window area and disposition; day lighting to be supplemented with an integrated design of artificial lighting. Optimum utilization of renewable energy sources duly integrated in the overall energy system design; with consideration of active and passive aspects in building design including thermal performance of building envelope. Rain water harvesting, integrated water management including recycle and reuse, Integrated waste management. Interlinking of fire alarm system, fire protection system, security system, ventilation, electrical systems, etc. Analysis of emergency power, standby power requirement and captive power systems and suggest generative capacity for Generator set Make available shop drawings as well as as-built drawings for the building and services as per best practices of the profession .

Service plans as per clause part 2 cl 12.2.6 NBC code 2016 The services plans shall include all details of building and plumbing services, and also plans, elevations and sections of private water supply, disposal system and rainwater harvesting system, if any (see Part 8 Building Services and Part 9 Plumbing Services of the Code)

Shall submit all plans and documents as per-art 2 NBC clause 12.1 and 12.2.7 mentioned in Annexure B of part 2 in NBC code 2016 .

- 1) Key plan
- 2) Site plans
- 3) Subdivision/layout plan
- 4) Building plans
- 5) Services plans
- 6) Specifications, general and detailed
- 7) Title of ownership of land/building
- 8) Certificate for structural design sufficiency

Shall submit planning and design for effective surface run off as per part 3 clause 11.6.3 of NBC code 2016 The rain water run off shall be suitably directed to recharging wells in plots belonging to the local authority and of appropriate design and in accordance with Part 9 Plumbing Services (including Solid Waste Management), Section 2 Drainage and Sanitation,

shall design for requirements for accessibility in built environment for elders and persons with disabilities As per part 3 Clause 13 of NBC 2016,

Shall prepare all plans and drawings based on design parameters and calculations for lighting and ventilation as per part 3 clause 20 NBC code 2016,

Shall prepare design for solar energy utilization and electrical installations as per part 3 cl 21 NBC code 2016,

Shall design as per part 3 clause 22 of NBC code 2016 for air conditioning, heating and mechanical ventilation,

Shall design as per part 3 clause 23 of NBC code 2016 for acoustics, sound insulation and noise control of the building,

Shall design as per the part 3 cl 25 of NBC 2016 for installation of lifts, escalators and moving walks,

Shall design as per part 3 cl 27 NBC code 2016 for plumbing services of the building,

Shall design as per part 3 cl 25 of NBC code 2016 for installation of lifts, escalators and moving walks,

Shall design all provisions after considering all safety norms mentioned in part 4 fire and life safety of NBC code 2016,

Shall carry out subsoil exploration at site as per provisions mentioned in part 6 cl 3.2 of NBC code 2016 and shall submit detailed report for soil analysis in format as mentioned in part 6 cl 3.5 of NBC code 2016,

Shall design all structural members of the building in accordance with the provisions mentioned in part 6 structural design of NBC code 2016.

Shall design and plan orientation of building as per effective provisions mentioned in PART 8 BUILDING SERVICES

Section 1 Lighting and Natural Ventilation

Section 2 Electrical and Allied Installations

Section 3 Air Conditioning, Heating and Mechanical Ventilation

Section 4 Acoustics, Sound Insulation and Noise Control

Section 5 Installation of Lifts, Escalators and Moving Walks:

Section 6 Information and Communication Enabled Installations(optical fiber common duct alignments and proper coordination)

PART 9 PLUMBING SERVICES

PART 10 LANDSCAPE DEVELOPMENT, SIGNS AND

OUTDOOR DISPLAY STRUCTURES

PART 11 APPROACH TO SUSTAINABILITY

PART 12 ASSET AND FACILITY MANAGEMENT

B) Requirements for Building Permission Approval from PMC

And to getting approval of the Building plans and drawings from Panvel Municipal Corporation the consultant shall comply the requirement to get approval for the plans as per clause mentioned in unified DCPR rules 2020 of Maharashtra State as mentioned in para 2.2 :-

2.2 PROCEDURE FOR OBTAINING DEVELOPMENT PERMISSION/BUILDING PERMISSION/COMMENCEMENT CERTIFICATE

Which includes

- a) Ownership title and area
- b) Key Plan or location plan
- c) Sub-division /layout plan
- d) Site Plan
- e) Building plan with net plot area calculations and FSI calculations as per cl 3.9 in unified DCPR 2020.
- f) Building plans for Special Buildings
- g) Service plan
- h) Clearance from other Departments like airport authority , central jail, pollution board etc as mentioned in unified DCPR 2020
- i) Structural Stability Certificate

The consultant shall claim all benefit for FSI as mentioned for concession, for Government buildings, encouragement incentive in FSI calculations for green building, Rain water harvesting implementation etc. and shall submit calculations based on the available concession to save the FSI for future expansion failing to which he may be penalized 10 % of his total fees

Consultant shall design and make minimum provisions for

- a) PART of BUILDING as mentioned in chapter 9 of Unified DCPR Maharashtra State 2020
- b) STRUCTURAL SAFETY, WATER SUPPLY, DRAINAGE AND SANITARY REQUIREMENTS, OUTDOOR DISPLAY AND OTHER SERVICES. As mentioned in chapter 12 of Unified DCPR Maharashtra State 2020.

Doing so the Consultant shall check with a minimum provisions mentioned in NBC code 2016 and if he finds any conflict or deviations in those 2 guiding authorities then NBC provisions IF are of higher and safer dimensions shall be followed .All such cases shall be discussed with the

employer and Consultant and shall get written approval for these provisions from the employer.

(In the case of special buildings, the building shall also be subject to the scrutiny of the Chief Fire Officer of the Local/ Planning Authority or Director of Fire Services, as the case may be, and the sanction development permission shall be got issued from the concern authority)

(employer will be responsible to pay for only scrutiny charges and development charges ,fire infrastructure charges if applicable to the employer , tree plantation , water connection and plumbing connection , electrical MSEB connection charges and other taxes or fees demanded in writing by invoices by local bodies and Government Consultants for permissions ,NOC)

“No separate fee shall be paid to the CONSULTANT for hiring consultancy services if any, for any of the services required for execution of the project.”

Elevation Certificate for Airport, NBC, PWD Rules and regulation, Design Circle and Architectural Wing and PMC Norm, Fire and Lift Electrical Department etc.

3.1 COMPREHENSIVE ARCHITECTURAL SERVICES:

The CONSULTANT shall provide comprehensive services broadly described hereinafter:

3.1.1 Conceptual design stage

The CONSULTANT shall

- (i) be responsible for developing the Design Brief Details, Area Statement, and detailed campus layout with all services etc.
- (ii) develop a phased roadmap for integration of the entire campus.
- (iii) Develop Concept Plan acceptable to Employer.
- (iv) Interact with Employer, modify the concept design, if required, incorporating necessary changes and submit revised/modified conceptual design with reference to the requirements given, providing details of useful area, circulation area, plinth area, ground coverage, FAR, services and broad specifications etc.
- (v) Obtain approval of final Concept Plan from Competent Authority.
- (vi) Propose methodology for execution of work having regard to various facilities already operating at site.
- (vii) Steps (i) to (vi) shall be repeated as per requirement and as directed by Engineer In-charge.
- (viii) All concerned experts in all fields (viz. Architectural, RCC designer, MEP Consultant, HVAC, Interior Architecture, Landscape Architecture etc.) shall remain present at every stage during finalization of conceptual design.

3.1.2 Preliminary Drawings/Design Stage:

The CONSULTANT shall

- (i) Obtain environmental clearance certificates, Airport Authority clearance etc, Heritage Department from the concerned authorities as per requirement. The fee for such clearances will be borne by the Employer.

- (ii) Prepare report on site evaluation similar to inception report
- (iii) Carry out detailed geotechnical/sub soil investigations necessary for facilitating design of various structures.
- (iv) Conduct detailed topographic survey of the project site.
- (v) Carry out surveys of all existing services in site area.
- (vi) Undertake preliminary planning on the basis of approved concept design and observations of Employer. He shall assign a CO-ORDINATING engineer /architect to collect detailed requirements from various offices planned to be accommodated in this admin building. For this, the consultant shall conduct FREQUENT meetings with the user department office's in charge officers and finalize their functioning requirements in consultation with the employer. To approve this areas and allocations to various offices the consultant may have to present the data and space allocation scheme to various authorities like Revenue Commissioner office, Collector office along with Office of the Employer. This is very important activity and for this A SCHEMATIC PPT AND 3 D WALK THROUGH presentation shall be prepared and updated as per instructions from the engineer in charge
- (vii) Prepare and submit preliminary and drawings & designs, specifications, walk through etc. 3D Model in Revit / Naviswork or Similar Software and shall submit files in the dwg, rvt, nwc type formats as per instructions from engineer in charge.
- (viii) Suitably modify the preliminary drawings, designs, etc. as discussed with Employer
- (ix) Prepare detail estimates and OBTAIN TECHNICAL SANCTION of competent authority as per DMA norms based on prevailing SSR and get them sanctioned from Competent Authority.
- (x) Submit drawings to local bodies like Forest etc. for clearance and arrange approval. The fee for such clearances will be borne by the Employer.
- (xi) Obtain approval of Competent Authority with regard to various specifications & finishes to be provided in the proposed buildings.
- (xii) Obtain the necessary Building permission from Competent authority / MIDC/ Local authority including fire & fire fighting, arrange water supply connection, Drainage connection, Electrical Connection and shifting of High Tension towers, utility shifting and other necessary approvals, NOC's and permissions required for the Project at any stage of the project. The fee for such clearances shall be paid by the Employer.
- (xiii) Steps (i) to (xiii) shall be repeated as per requirement and as directed by Engineer in-charge.
- (xiv) For high rise building / special buildings the consultant shall comply all design process for approval from the competent authority as per clause 12.2.5.1 page 13 NBC code 2016 Edition.

3.1.3 Detailed Design Stage

The CONSULTANT shall

- (i) Prepare detailed Architectural, Structural, Services drawings including drawings showing details of all utilities and internal & external services, specifications after incorporating

all revision with integration of all services as per NBC Code 2016 edition clause 12.2.5 Part-2 Administration.

- (ii) Prepare complete Architectural, Structural and services design & drawings, working details, schedules, specifications with Green Building Concept including Architectural design, Façade Design, Structural details, Electrical details, HVAC system , Acoustic designs, sanitary and plumbing details, Medical gas system, BMS, , Housekeeping, communication and networking plan, call system, fire detection, Fire protection and fighting systems, water supply and sewerage details, Environment sustainability, Rain water harvesting, EIA and clearance, Solid waste water management(SWM), Detailed Furniture layout for all units and its specification, electrical substation loading and layout design along with other Electrical layout and details, integration of all systems and services, Specialist services like audio- video, IT and Intelligent Management system, Operating Workflows and systems, Pneumatic Chute system, EPABX, Glazing, HR Planning, Organization and Manpower plan, Traffic and Parking system, Security system, Landscape Architecture (Site Planning Land form and grading, surface drainage, Irrigation, Hard and soft copy, garden Furniture, Illumination), schedule of finishes, bill of quantities as per PWD Schedule of rates to describe the whole project adequately and get them approved from Competent Authorities and from all the local bodies, etc. The CONSULTANT will provide 10 sets of drawings to the employer and all soft copies of dwg format.
- (iii) The structural design shall be designed by the in house design team of the consultant as per standard practices, design circulars, IS code provisions, NBC norms. The same design calculation shall be got approved from the Chief Engineer, Directorate of Municipal Administration.
- (iv) The consultant shall do necessary study for FUTURE parking and FUTURE footfall of users /public use for designing of parking and lift etc and shall submit those calculations to justify need of service.
- (v) The consultant shall design all temporary formwork, centering materials to be used in construction and got approved from competent authority.
- (vi) The proof checking / vetting of structural design of all buildings shall be got approved from IIT Powai / VJTI Mumbai / COEP Pune by the consultant.

3.1.4.

- (i) The CONSULTANT is liable to complete all the activities (as per Scope of Work) till this stage i.e., Pre-tender activity.
- (ii) Government/ Employer reserves the right, with respect to the priority of commissioning of the scope of work.
- (iii) The Government/ Employer reserves the right to restrict/ discontinue any further activity from scope of work of the CONSULTANT from this stage.
- (iv) The fee to be paid to the CONSULTANT will be as per Annexure III.

- (v) The CONSULTANT shall give a plan indicating the personnel to be involved in clause 3.1 above.

3.2 BID PROCESS MANAGEMENT

- (i) The Commissioner and Director, Directorate of Municipal Administration will invite the tenders in standard B-1/B-2 format/SBD/EPC of percentage rate tender through wide publicity in national level newspapers ensuring competitiveness in addition to placing Tender on the website .
- (ii) The Competent Authority of Employer shall hold pre-tender meeting in a pre-determined manner and offer clarifications, if any, sought by the tenderers. The clarifications relating to the RFP shall be drawn up by the Engineer-in-charge with the help of CONSULTANT and, the same shall be issued to the intending tenderers with due approval from Competent Authority the clarifications issued shall form a part of the main Contract document for the work.
- (iii) The Competent Authority of Employer shall receive and open the tenders in the pre-determined manner, on the appointed date and time, in the presence of other intending tenderers. The Engineer-in-charge shall thereafter issue Letter of Acceptance to the selected Contractor(s) and take further necessary actions in accordance with the tender conditions.
- (iv) It shall be the duty and responsibility of the Competent Authority regarding acceptance or rejection of the tenders received. The Competent Authority shall have absolute right to accept or reject any or all tenders without assigning any reason whatsoever and the decision of the Competent Authority shall be final and binding on all the parties.
- (v) The Engineer-in-charge shall execute the Contract with the successful tenderers through Executive Engineer, Public Works Building Division, Pune in the format prescribed in the tender document on a stamp paper of appropriate denomination.
- (vi) The Government/ Employer in its sole discretion, at this stage, may augment/ diminish the Scope of work or cause to take some part of the Project in later stage.
- (vii) The Government/ Employer in its sole discretion, shall get the Project completed and/ or services delivered through different Consultant/ Agency from this stage onwards i.e., from the stage of preparation of Draft Tender Papers (DTP).

3.3 SERVICES DURING CONSTRUCTION PERIOD

- (i) **The Consultant shall prepare schedule work in work breakdown structure to facilitate progress tracking and monitoring of work, for this the consultant shall consider the period of construction and practical possible achievement of construction tasks. He shall design the WBS in detail so that the project can be monitored on weekly/monthly basis. The Consultant shall also breakdown the project cost wise and component wise as per instructions of the Engineer-in-Charge to control the project effectively.**
- (ii) The CONSULTANT will act as a facilitator and a liaising agent in providing the

necessary services as per requirement and fully resolve the issues raised by the user department with respect to the Project.

- (iii) The CONSULTANT shall establish a team to provide the above services. This should possess in it a Residential Engineer, Electrical and Plumbing expert, and any other Expert Personnel as and when required.
- (iv) The CONSULTANT's Senior Resident Engineer shall participate in the joint inspection of the work which shall be carried out every month by the Employer's and the contractor's representatives. The Senior Resident Engineer shall resolve all queries raised during those site visit/meetings. The frequency of visits of offices of officers is shown below.

Sr. No.	Frequency of Visit	Officer
1	Monthly Visit	Team Leader along with team
2	Visits as and when required	1. Principle Architect 2. Landscape Designer 3. Plumbing and Sanitation Consultant 4. Senior Structural Engineer 5. Fire and Safety Engineer 6. Senior Electrical Engineer
3	Specialized Services (As and when Required)	1. Principle Acoustic Designer 2. Principle Audio visual Expert 3. HVAC Expert 4. Fire Fighting Expert 5. Senior Environmental Specialist

Services as detailed above shall be provided by the Consultants, the frequency of inspections shall be done every month.

- 3.4 A Completion report, ahead of the actual end of the assignment, in the scope and format required by the Employer as follows:

- 6. Final Report in hardbound copies.
- 7. All working drawings prepared in the four Chapters with tracing down. (also in dwg format)
- 8. Important data stored in computer diskette / CD/VCD/Hard Drive.
- 9. Any other report dealing with the services as requested by the Employer.
- 10. All details of design calculations and all project related documents.

3.5 DELIVERABLES.

The consultant will strictly follow the time frame as detailed below.

Stage	Duration
Preliminary Drawing/ Design [Detailed Design to Proceed concurrently] and approval from Competent	2 months

Authorities. Detailed design and Cost estimate.	
Bid document and Process Management	2 months
Project construction period	24 months
Total	28 months

3.6 Extension of Time (EOT)

The work is to be completed within the scheduled time frame and no extension shall be granted. However, in case of delay in completion of work due to reasons beyond control of the CONSULTANT, suitable extension of time may be granted by the Competent Authority for which the CONSULTANT will make request to the Engineer-in-charge subject to other conditions. No extra payment will be made over and above the accepted contract price, due to granting such extension of time.

Annexure- II

PROJECT DURATION

1. The Project duration shall be **28** months from the date of issue of work order to CONSULTANT or the date on which the site is made available to CONSULTANT free from all encumbrances, whichever is later including the extended duration of construction, if any.
2. Construction work shall be carried out in accordance with the implementation schedule as defined in the Project Contract with the Contractor/s.
3. CONSULTANT shall make earnest efforts to get approvals from statutory bodies, within a shortest possible time. However, CONSULTANT shall not be held responsible for any delay in implementation of the Project due to delays in such approvals.
4. In case of any delay in completion of the Project due to reasons that are not attributable to the CONSULTANT, the CONSULTANT shall neither be liable nor responsible.
5. CONSULTANT shall provide a Construction schedule to Engineer-in-charge from time to time in the form of a bar chart and such other relevant means.

Annexure III

CONSULTANT'S REMUNERATION

CONSULTANT shall be entitled to receive following payments on the basis outlined below, in view of the role to be performed:

A. Fees for Consultancy Services - sum equivalent to percent of the Estimated Project Cost (Excluding GST) indicated in the RFP. This amount is Exclusive of GST.

It is hereby clarified that the actual payment to the CONSULTANT, under the Contract, shall be restricted to the aforesaid percentage of the EPC (section 2 ,sr.no. 9.7) or that of the actual EPC Project Cost(Excluding GST)whichever is lower. The actual EPC Project Cost shall be worked out as per Section B below.

B. EPC (Estimated Project Cost)

The Project Cost shall cover the following activities:

- (i) Total executed cost of the Project including the work executed by all the Contractors (including price escalation /variation as per provisions of Project Contract), Consultants, suppliers if any, Cost of any infrastructure provided by the employer shall be a part of DPR but will not be counted for the purpose of calculation of consultancy fee.
- (ii) Cost for modification of the existing infrastructure if any.
- (iii) Cost of shifting/ rehabilitation of existing utility services that are affected during project implementation.
- (iv) Cost of HVAC, Sanitary, Fire detection, Fire Alarm & Fire Fighting, security systems, interior furniture works, Landscaping work etc.
- (v) Cost of shifting /cutting of affected trees and landscaping works including cost of replanting trees etc.
- (vi) Cost of any other works that may be considered necessary for successful accomplishment of the Project.
- (vii) Cost of Survey work, Soil tests/ geo-technical investigations, design audit by third party,
- (viii) Cost of litigation, if any, with a third party or individual organization to remove legal barriers in the execution of works.

- (ix) Cost of testing of materials/ workmanship for items for which the Contractor is not required to pay in terms of the provisions in the Works Contracts. Any amount paid /payable to the Contractor(s) towards his claims as considered reasonable by the CONSULTANT /Employer.
- (x) Any amount paid/ payable to the Contractor towards his claims not accepted by the Engineer-in-charge but decided in favour of the Contractor(s) by an Arbitrator or Court of Law. The amount will include the Cost involved in defending the stand of the Employer/ CONSULTANT in the Arbitration or Court proceedings. The amount will however exclude the elements of award of the arbitrator/Court of Law on items which are finally attributed to Gross negligence of the CONSULTANT.

C. THE CONSULTANT WILL BE PAID CONSULTANCY FEE AS A PERCENTAGE OF THE FINANCIAL QUOTE AS PER THE SCHEDULE GIVEN BELOW:

Sr.No.	Milestone	% of Fee / Amount(of Para A above)	Remark
A)	<i>PRETENDER ACTIVITY</i>	40%	
1	On signing of agreement and submission of Insurance Policies set forth in Clause.	02 %	Of the Estimated Cost of the project
2	On developing the mentioned plans as below and receiving employers approval: 1. Outlining the overall vision and finalizing area requirement for various offices 2. Development of the functional single line drawing layout to explain design principles and floor level requirements and area allocation to offices based on specific operational considerations 3. Plan / Architectural plans for 3D walkthrough PPT for approval and approval to concept drawings. 4. Outlining requirements for engineering design - including specific output requirements for HVAC, electrical outlets, UPS provision, etc.	08 %	Of the Estimated Cost of the project

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

3	1. Activities including soil survey, detailed contour survey and other engineering investigations, preparation of Master layout. 2. Detailed Architectural Plans, Detailed Structural Designs of the Project and after submissions to Competent Authorities for approval. 3. After getting approval to the structural designs and preparing Detail Project Report (DPR) accordingly and submitting to Engineer-In-Charge Office.	15%	Of the Estimated Cost of the project
4	On Submission of Detailed Estimate to the employers office and obtaining Technical Sanction from competent authorities, and submitting all hard copies and soft copies of drawings (dwg) files, design files and plan and elevation drawings in 10 sets etc.	05%	Of the Estimated Cost of the project
5	On preparation and approval of Draft Tender Papers, etc. from competent authorities, On appointment of Contractor(s) i.e.; giving of Work Order.(LOA)	05%	Of the Estimated Cost of the project
6	Fire NOC /environmental clearance, Building plan approval from PMC	05%	Of the Estimated Cost of the project
B)	POST TENDER ACTIVITY	60%	
	DURING PROJECT INITIATIVE PERIOD		
1	Preparation of WBS (Work Breakdown System) WBS Plan in Excel Sheet and BMS Software, MSP / Primavera / Asta Power Project Format for effective monitoring system. Cost wise and activity/task component wise and getting approval from Engineer-In-Charge.	5%	Of the Estimated Cost of the project
2	Completion of construction work upto plinth level.	10%	Of the Estimated Cost of the project
3	Completion of RCC work.	10%	Of the Estimated Cost of the project or 65% of the expenditure done on the project, whichever is higher

4	Completion of brick work, plaster, flooring	10%	Of the Estimated Cost of the project or 75% of the expenditure done on the project, whichever is higher
5	Completion of interior, acoustical, internal furniture and landscape, lift, HV/AC, electrical work.	10%	Of the Estimated Cost of the project or 85% of the expenditure done on the project, whichever is higher
5	On submitting and obtaining Completion report and drawings for issuance of completion and on issue of as built drawings and Occupancy Certificate wherever required and submission of comprehensive maintenance manual.	15%	Of the Actual Expenditure of the project or 100% of the expenditure done on the project, whichever is higher
	TOTAL	100 %	

Note – Security deposit @ 2% of the amount of R.A. bill will be deducted from each bill and will be refunded after 24 months from the date of completion of the project.

- The above mentioned Fee, for the services of the CONSULTANT, is considering the time period for implementation of the project as 24months or till the extended duration of construction, if any.
- The Government/ Employer reserves the right, with respect to the execution of activities (as per scope of work) by the CONSULTANT. The said project may be carried out in phases as per the decision of the Government/ Employer.
- The Government/ Employer reserve the right to restrict any of the activity from scope of work of the CONSULTANT.
- The Remuneration (% of Fee) to be paid to the CONSULTANT will strictly based on the percentage as mentioned in the Annexure III. However, this Remuneration (% of Fee) will be paid depending upon the actual work as executed by the CONSULTANT as decided by the Government/ Employer/ Engineer in- Charge. Any partial but acceptable work if submitted by the consultant, the Engineer-In-Charge reserves all rights to accept/ reject and pay the cost of the partial work.
- For any defined and approved (in writing) additional scope of work PMCs remuneration shall be augmented at the same rate as agreed for the original scope of work.

- f) The payment Schedule is tentative , however if any changes are required during execution shall be as approved by the Commissioner and Director, Directorate of Municipal Administration.
- g) Progressive, on account, payments shall be made by the Commissioner and Director, Directorate of Municipal Administration to the consultant against any of the above stages based on the quantum of work done during that stage, as approved by the Engineer-In Charge.
- h) The actual cost of completed work shall include cost of execution of assigned works referred to in scope of work and also actual project cost of RCC, structural and civil works, mechanical, electrical, telephones, buildings automation and management systems, HVAC, sanitary installation, plumbing and drainage work, firefighting systems, elevators and escalators equipment and machinery, transformer., DG sets, substations, pumps, meters, water and sewage treatment plant etc.

Annexure IV**Location, List of Wings and Staffing Pattern of DMA office and Site plan****A. Location –**

The proposed location of site is at CIDCO Plot No. 1 admeasuring 6165.094 Sq.m. and 1A admeasuring 4582.2310 Sq.m.. Total plot area 10,747.325 Sq.m., Sector 16, New Panvel (W).

Nearby location – a) Opposite Karnala Sports Academy.
b) Adjoining Kalsekar College.

Longitude – 19 Degree, 00 Minutes, 02 Seconds (N)

Latitude - 73 Degree, 06 Minutes, 11 Seconds (E)

B. The Project plan to be prepared by Architectural firm shall keep in view the following details Building (Approx. Built up area -

- a) Administrative Building = 14000 Sq.m.
- b) Training Building = 6500 Sq.m.
- c) Trainee Hostel Building = 6000 Sq.m.
- d) Residential Building = 4000 Sq.m.
- e) Parking Space – As per prevailing UDCPR Rules.

Directorate of Municipal Administration (Headquarters) - Sanctioned Posts

Sr. No.	Designation	Pay Scale	Sanctioned Posts at Present	Abolished Posts	Sanctioned Posts as per Revised Staffing Pattern
1	Commissioner & Director	Cadre Post	1	0	1
2	Joint Commissioner (Joint Director)	S-25 ₹78,800–2,09,200	1	0	3
2a	Joint Commissioner Project				1
3	Deputy Commissioner (Deputy Director)	S-23 ₹67,700–2,08,700	3	0	9
4	Assistant Commissioner, Group-A (Assistant Director, Group-A)	S-20 ₹56,100–1,77,500	6	0	6
5	Assistant Commissioner, Group-B (Assistant Director, Group-B, NPA, Group-B & other posts)	S-15 ₹41,800–1,32,300	9	0	9
6	Assistant Commissioner (Legal), Grade-I	S-20 ₹56,100–1,77,500	0	0	1
7	Assistant Legal Officer	S-15 ₹41,800–1,32,300	0	0	2

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

8	Superintendent, Group-B (Non-Gazetted)	S-14 ₹38,600–1,22,800	9	0	12
9	Assistant	S-8 ₹25,500–81,100	16	0	29
10	Statistical Officer	S-15 ₹41,800–1,32,300	0	0	1
11	Statistical Assistant	S-8 ₹25,500–81,100	1	0	1
12	Clerk-Typist	S-6 ₹19,900–63,200	12	12	0
13	Accounts Clerk	S-6 ₹19,900–63,200	1	1	0
14	Lower Grade Stenographer (Stenographer)	S-14 ₹38,600–1,22,800	3	0	4
15	Junior Typist	S-8 ₹25,500–81,100	1	0	1
16	Chief Engineer (Civil)	S-29 ₹1,31,100–2,16,600	0	0	1
17	Superintending Engineer (Civil)	S-25 ₹78,800–2,09,200	0	0	1
18	Executive Engineer (Civil) (Executive Engineer – Construction/Water Supply)	S-23 ₹67,700–2,08,700	2	0	2
19	Executive Engineer (Mechanical)	S-23 ₹67,700–2,08,700	0	0	1
20	Deputy Engineer (Civil) (Deputy Engineer – Roads Development/Water Supply)	S-20 ₹56,100–1,77,500	2	0	2
22	Deputy Engineer (Mechanical)	S-20 ₹56,100–1,77,500	0	0	1
23	Civil Engineer, Grade-A (Junior Engineer – Construction/Water Supply)	S-14 ₹38,600–1,22,800	2	0	2
24	Water Supply, Sewerage & Sanitation Engineer, Grade-A	S-15 ₹41,800–1,32,300	0	0	1
25	Computer Engineer, Grade-A (Computer Engineer)	S-15 ₹41,800–1,32,300	1	0	2
26	Deputy Commissioner (Finance) (Financial Adviser)	S-25 ₹78,800–2,09,200	1	0	1
27	Financial Controller	S-23 ₹67,700–2,08,700	1	1	0

REQUEST FOR PROPOSAL – Proposed Construction of Maharashtra Nagar Vikas Sankul at Panvel (W), Navi Mumbai

28	Assistant Commissioner (Accounts) (Assistant Director, Accountant/Auditor)	S-20 ₹56,100– 1,77,500	1	0	2
29	Accountant/Accountant-Auditor, Grade-A (Accounts Officer)	S-15 ₹41,800– 1,32,300	1	0	3
30	Vehicle Driver	S-6 ₹19,900– 63,200	1	0	1
31	Office Attendant (Daftari)	S-3 ₹16,600– 52,400	1	0	1
32	Naik	S-3 ₹16,600– 52,400	1	0	1
33	Peon	S-1 ₹15,000– 47,600	8	6	2
Total			85	20	104

Posts to be engaged through Outsourcing Agency

Sr. No.	Designation	No. of Posts
1	Peon	5
2	IT Assistant	37
3	DMA INFRA PMU	14
4	MUWREP PMU	19
	Total	75

Include - Proportionate area for lift, Passage, Staircase

Toilet blocks, Lobbies, meeting hall store & VVIP Multipurpose hall having approx. built up area of 450 Sqm

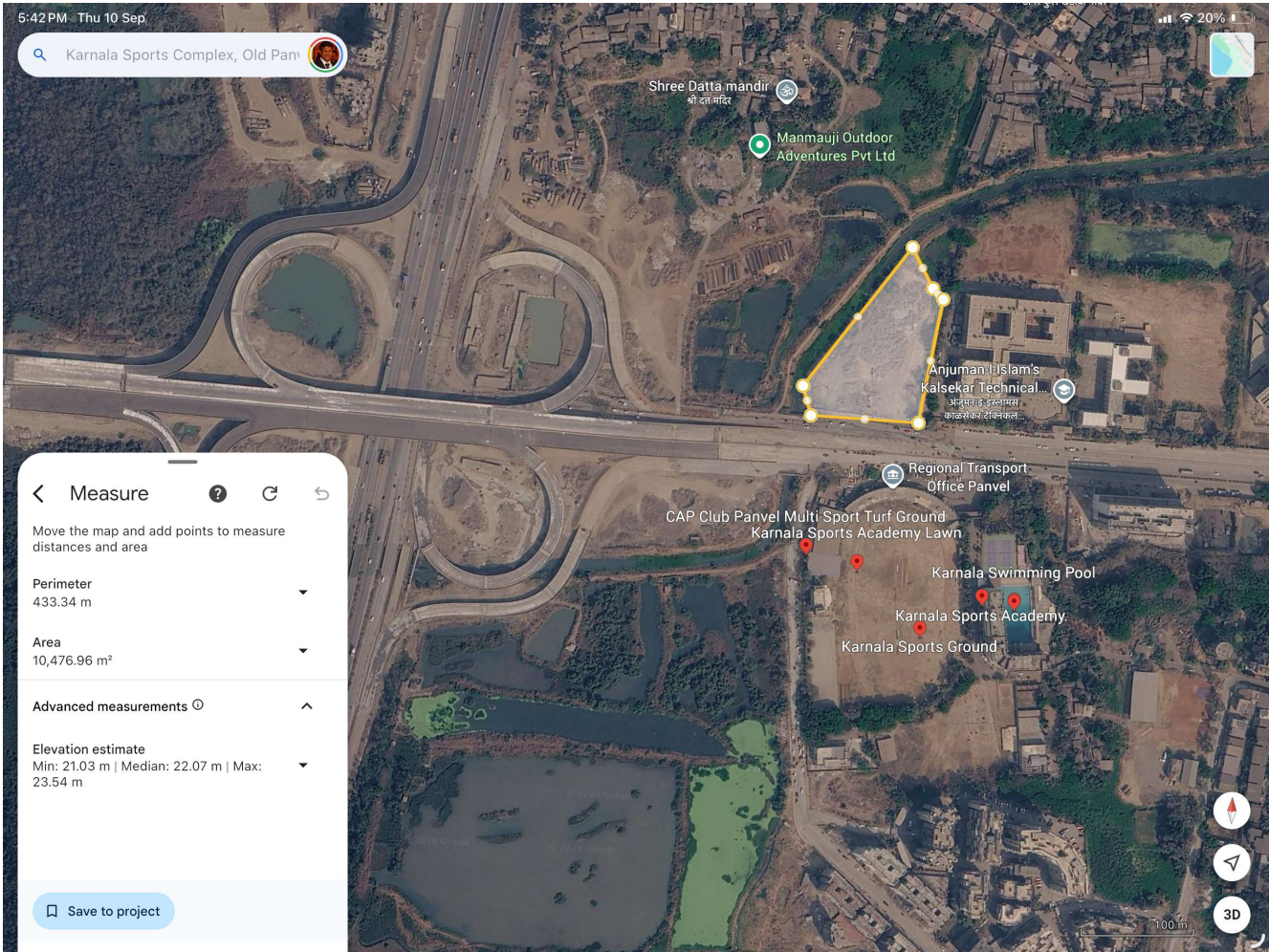
Excluding – Basement / covered parking.

Note -

1. A separate attached toilet shall be provided to the cabin of officers of the rank of class one and above.(Office Head Only)

LAYOUT/SITE PLAN:

Longitude – 19 Degree, 00 Minutes, 02 Seconds (N)
Latitude - 73 Degree, 06 Minutes, 11 Seconds (E)



ABBREVIATIONS

AMC: Annual Maintenance Contract

CSC:CONSULTANT Selection Committee

CMC: Comprehensive Maintenance Contract

DPR: Detailed Project Report

EIA: Environmental Impact Assessment

EOI: Expression of Interest

EPABX: Electronic Private Automatic Branch Exchange.

EPC: Estimated Project Cost

FAR: Floor Area Ratio

GRIHA: Green Rating for Integrated Habitat Assessment

HVAC: Heating, Ventilation, Air- Conditioning

ITC: Instruction to Consultants (Consultants)

LOI: Letter of Intent

UDCPR:UNIFIED DEVELOPMENT CONTROL AND PROMOTION REGULATIONS FOR
MAHARASHTRA STATE, 2020

NBC: National Building Code 2016

MEP: Mechanical, Electrical and Plumbing

NABL: National Accreditation Board for Testing and calibration Laboratories

NOC: No Objection Certificate

CONSULTANT: Project Management Consultant

PWD: COMMISSIONER AND DIRECTOR, DIRECTORATE OF MUNICIPAL ADMINISTRATION,
Government of Maharashtra

RFP: Request For Proposal

SOP: Standard Operating Procedures

TOR: Terms of Reference

GFC: Good for Construction Drawings