

Notice for Inviting Quotations (NIQ)

For

Empanelment of Agencies/Firms/Individuals

for the


Haryana Pond and Waste Water Management Authority

to provide the Services for the

Works of Development / Restoration / Rejuvenation of Ponds in Haryana State

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Member Secretary,
HPWWMA, Panchkula

DETAILED NOTICE INVITING QUOTATIONS

Sealed Quotations are invited for below mentioned items in single stage two cover system i.e. Request for Technical Bid and Request for Financial Bid (comprising of price bid Proposal):-

Ref. No.	HPA/2019/ENGG./ 0085 / 114 22
Description of Items	To provide services for Preparation of Architectural Drawings & Estimates of approximately 1000 ponds during the year 2020-21, located in various villages in the State of Haryana and submitting to the HPWWMA / concerned Departments.
Application Fee	₹ 2000/- (non-refundable)
Last date and time for Bid submission by bidders	30.03.2020 (15:00 hrs)
Date and time of Bid Opening (Technical Bid Part-I)	30.03.2020 (16:00 hrs)
Date and time of Bid Opening (Financial Bid Part-II)	02.04.2020 (15:00 hrs)
Last date and time for depositing Application Fee for Bid submission	30.03.2020 (15:00 hrs)

Under this process, the Technical bid Application as well as Financial Bid shall be invited at single stage under two covers i.e. Technical & Financial Envelope. Eligibility and qualification of the Applicants will be first examined based on the details submitted under first cover i.e. Technical with respect to eligibility and qualification criteria prescribed in this document. The Financial Bid under the second cover shall be opened for only those Applicants, who qualifies the Technical Bid as per the eligibility and qualifications criteria as per the document.

Intending bidders will be mandatorily required to make payment through Demand Draft of ₹ 2000/- (non-refundable) towards application fee in favour of Member Secretary, HPWWMA. In case, the intended bidder fails to attach the Demand Draft as Application Fees along with the Technical Bid Application, under the stipulated time frame, those applications will out rightly be rejected.

The Bidders can submit their Bids documents through post or by hand as per the dates mentioned in the key

dates:-

Key Dates of Events

S/N	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1	-	Bid Document Download and Bid Preparation/Sub mission (Manually or by Post)	16.03.2020 (09:00 hrs)	30.03.2020 (15:00 hrs)
2	Technical Bid Opening		30.03.2020 (16:00 hrs)	
3	Financial Bid Opening		02.04.2020 (15:00 hrs)	

Important Note:

- 1) The Applicants/bidders have to complete "Application / Bid Preparation & Submission" stage on scheduled time as mentioned above. If any Applicant / bidder fails to complete his / her aforesaid stage in the stipulated time schedule for this stage, his / her Application/bid status will be considered as "Application/bid not submitted".
- 2) In the first instance, the payment details of application of Bid document & Technical Envelope shall be opened in the presence of such bidders/ Agencies who either themselves or through their representatives choose to be present.
- 3) The Financial Bid under the second cover shall be opened for only those Applicants, who qualifies the Technical Bid as per the eligibility and qualifications criteria as per the document, in the presence of such bidders/ Agencies who either themselves or through their representatives choose to be present.

The bids shall be submitted in two separate sealed envelopes:

Envelope 1: Technical Bid

The bidders shall submit the required eligibility & technical documents along with supporting proofs in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the prices in price bid format under Financial Bid.

Section 1

Instruction to Agencies/Firms/Individuals

PART I

STANDARD

Definitions	<p>a) "Authority" means the agency with which the selected Consultant signs the Contract for the Services. In this project, the "Authority" may be "The Haryana Pond and Waste Water Management Authority (HPWWMA) / Irrigation & Water Resource Department / Panchayati Raj-Public Works Department" herein whosoever allocate the work.</p> <p>b) "Consultant" means any entity or person that may provide the Services to the Authority under the Contract.</p> <p>c) "Contract" means the Contract signed by the Parties.</p> <p>d) "Data Sheet" means such part of the Instructions to Consultants used to reflect assignment conditions.</p> <p>e) "Day" means calendar day.</p> <p>f) "Government" means the Government of Haryana.</p> <p>g) "Instructions to Consultants" (Section 1 & 2 of the NIQ) means the document which provides interested Consultants with all information needed to prepare their Proposals.</p> <p>h) "Personnel" means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof.</p> <p>i) "Proposal" means the Technical Proposal and the Financial Proposal.</p> <p>j) "NIQ" means the Notice Inviting Quotations to be prepared by the Authority for the selection of Consultants.</p> <p>k) "Assignment/ job" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>l) "Similar Project" means the project related to Development / restoration of ponds / lakes / Water bodies</p> <p>m) "Terms of Reference" (TOR) means the document Included in the NIQ as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Authority and the Consultant, and expected results and deliverables of the assignment.</p>
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1. Introduction	<p>The Haryana Pond and Waste Water Management Authority will select a consulting firm/organization (the Consultant), in accordance with the method of selection specified in the Data Sheet.</p> <p>The name of the assignment/Job has been mentioned in Part II of Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5. The date, time and address for submission of the proposals has been given in Part II of Data Sheet</p> <p>Interested Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The Proposal along with the Terms of Reference provided in the NIQ will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.</p> <p>Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals.</p> <p>Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Authority is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.</p>
Conflict of Interest	<p>Authority requires that consultants shall provide professional, objective, and impartial advice and at all times hold the Authority's interests paramount, strictly avoid conflicts of interest with other assignments or their own corporate interests and act without any consideration for future work.</p> <p>Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be empanelled, under any of the circumstances set forth below:</p>
(a) Conflicting Activities	<p>A firm that has been engaged by the Authority to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.</p>

(b) Conflicting Assignments	A Consultant (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Authority.
(c) Conflicting Relationships	A Consultant (including its Personnel) that has a business or family relationship with a member of the Authority's staff 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 for such Assignment/job, or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.
	Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Authority, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract. No current employees of the Authority shall work as Consultants.
Unfair Advantage	1.7.4 If a Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Authority shall make available to all other Consultants together with this NIQ all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
Fraud and Corruption	It is required that Consultants participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. The Authority: a) defines, for the purpose of this paragraph, the terms set forth below as follows: i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of ii. a public official or members of the CEC, (Consultancy Evaluation Committee) in the selection process or in contract execution; "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract; iii. "collusive practices" mean a scheme or arrangement between two or more consultants with or without the knowledge of the Authority, designed to establish prices at artificial, non competitive levels; iv. "coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract; b) will reject a proposal for award, if it determines that the Consultant



	<p>recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;</p> <p>The Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.</p> <p>Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 5).</p>
Only one Proposal	<p>1.11 A Consultant may submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.</p>
Proposal Validity	<p>1.12 The Part II of Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged.</p>
2. Preparation of Proposals	<p>In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the NIQ. Material deficiencies in providing the information requested may result in rejection of a Proposal. The Proposal consists of 2 parts (i) Technical Proposal and (ii) Financial Proposal.</p> <p>While preparing the Technical Proposal, Consultants must give particular attention to the following:</p> <ul style="list-style-type: none"> (a) The Proposal shall be based on the number of Professionals based on their qualifications and identity proof by the Consultants. While making the proposal, the consultant must ensure that it proposes the minimum number and type of experts as sought by the Authority, failing which the proposal shall be considered as disqualified. (b) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each Position.



Technical Proposal Format and Content	<p>Consultants are required to submit the Technical Proposal. The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed disqualified. The Technical Proposal (TP) shall provide the information indicated in the following paras from</p> <p>(a) to (c) using the attached Standard Forms (Section 3).</p> <p>a) For the Technical Proposal: a brief description of the Consultants' organization and an outline of recent experience of the Consultant. Information should be provided only for those assignments for which the Consultant was legally contracted with the concerned Department. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Authority.</p> <p>b) The list of the proposed Professional staff team to be engaged in this assignment by area of expertise, the position/post assigned to each staff of the team member, qualification, Office ID number (Form TECH-3 of Section 3).</p> <p>c) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-4 of Section 3).</p> <p>2.4 The Technical Proposal (Original, Copy and CDs) shall not include any financial information. A Technical Proposal containing financial information shall be declared as disqualified.</p>
Financial Proposals	<p>2.5 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including all taxes and service charges etc. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected.</p>
Taxes	<p>2.6 The Consultant may quote the rates including all taxes and service charges etc. in the financial proposal.</p>



Performance Guarantee	<p>2.7 Performance Bank Guarantee</p> <p>The selected consultant shall be required to furnish a Performance Bank Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favor of the Department who allotted the work for the entire period of contract with 90 days claim period. The bank guarantee must be submitted after award of contract but before signing of consultancy contract. The successful bidder has to renew the bank guarantee on the same terms and conditions for the period up to contract including extension period, if any. Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. The underlying Performance Bank Guarantee already submitted, will be reusable for new Projects subject to the condition that the Guarantee Amount should be equivalent to the 5% value of the contract of New Projects.</p>
3. Submission, receipt and opening of proposals	<p>3.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for the Technical Proposal and Financial Proposal should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4, respectively.</p> <p>3.2 An authorized representative of the Consultants shall initial all pages with stamp, on the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked as "ORIGINAL"</p> <p>3.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to and in the number of copies indicated in the Data Sheet</p> <p>3.4. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original shall prevail.</p> <p>3.5 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" The envelopes containing the Technical Proposal, Financial Proposals along with Demand Draft as application fee shall be placed into a sealed outer envelope. This outer envelope shall bear the submission address. The Authority shall not be</p>



	<p>responsible for misplacement, losing or premature opening if the outer envelope is not sealed. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal as disqualified.</p> <p>The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Authority no later than the time and the date indicated in the Data Sheet. Any proposal received by the Authority after the deadline for submission shall not be considered.</p> <p>From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Authority on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Authority in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.</p> <p>The Authority has/ will constitute a Consultancy Evaluation Committee (CEC) which will carry out the entire evaluation process.</p> <p>The Authority shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored, upto the scheduled date & time of opening.</p>
4. Evaluation of Technical Proposal	<p>The Consultancy Evaluation Committee (CEC) shall first evaluate the Technical Proposal as per the Technical Qualification Criteria detailed in Data Sheet. The CEC while evaluating the Technical Proposal shall have no access to the Financial Proposals until the Technical Qualification evaluation is concluded and the competent authority accepts the recommendation. The Technical Qualification proposal shall be evaluated based on the information provided in the Standard Forms and the supporting documents.</p> <p>The financial proposals of only those bidders, who qualifies in the evaluation of the Technical Proposals, shall be opened.</p> <p>The CEC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference. In the first stage of evaluation, a Proposal shall be rejected, if it is found deficient as per the criteria indicated in the Data sheet for qualifying of the proposal. Only qualifying proposals shall be further taken up for evaluation. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet. A Proposal shall be rejected at this stage, if it does not respond to important aspects of the & particularly the Terms of Reference.</p>



Opening of Financial Proposals	4.4 Financial proposals of only those firms who are technically qualified shall be opened on the date & time specified in the Data sheet, in the presence of the Consultants' representatives who choose to attend.
5. Negotiations	5.1 Negotiations (if required), will be held at the address indicated in the Data Sheet under the Chairmanship of EVC, HPWWMA, in the presence of bidders if they want to appear/attend.
6. Award of Contract	6.1 After completing negotiations (if required), the Authority shall issue a Letter of Intent to the selected Consultants and sign the contract with the Consultants within 7 days of issuance of the letter of Intent.
7. Confidentiality	7.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, 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.

Section 2

Instructions to Agencies/Firms/Consultants

Part II Data Sheet

S/N	Description
1	<p>Name of the Authority: The Haryana Pond and Waste Water Management Authority (HPWWMA), Panchkula</p> <p>Method of Selection: A firm will be selected on the basis of fulfillment of Technical & Financial proposals.</p>
2	<p>Name of the Assignment: Selection of Firm/Agency to provide services for Preparation of Architectural Drawings & Estimates of approximately 1000 ponds during the year 2020-21, located in various villages in the State of Haryana and submitting to the HPWWMA / concerned Departments.</p>
3	<p>The Proposal/Application submission address is: Member Secretary The Haryana Pond and Waste Water Management Authority, Bays No. 39 &40 (Basement),Block-B, Sector 4, Panchkula-134112 0172-4086255</p> <p>Proposal (Technical Proposal and Financial Proposal in two separate sealed envelopes with application fee) must be submitted not later than the following date and time:</p> <p>Date: 30.03.2020 Time: 15:00 hrs</p>
4	<p>The estimated tenure of contract: Proposal/Application must remain valid for a period w.e.f. 30th , March 2020 to 31st March, 2021, which may be extended for further one year with mutual consent.</p>
5	<p>The queries, if any can be mailed to: ms.haryanapondauthority@gmail.com, on or before 27.03.2020 during the office working hours between 9:00 am to 5:00 pm.</p>



	<p>The address for requesting clarifications is: Member Secretary The Haryana Pond and Waste Water Management Authority, Bays No. 39 &40 (Basement), Block-B, Sector-4, Panchkula-134112 0172-4086255</p>
6	<p>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: Organization & Staffing Form Tech 4: Curriculum Vitae Form Tech 5: Information Regarding any Conflicting Activities and Declaration thereof</p>
7	<p>Consultant must submit the following: a) Original and 1 duplicate hard copy and 1 soft copies (on a non- rewriteable CD) of the Technical Proposal, and b) Only the Original of the Financial Proposal</p> <p>Technical Proposal Criteria</p> <p>The Technical Proposals of only those bidders who meet the below mentioned criteria with supporting requisite proofs will be considered failing which the bids/applications are liable to be rejected summarily:</p> <ol style="list-style-type: none"> 1. The Bidder must have at least one registered office in the jurisdiction of the Haryana State / NCR Delhi / Chandigarh/Punjab. 2. Bidder must have experience of operating in India for the last 2 years as on 31.03.2019 3. The Bidder must have an average annual turnover of minimum ₹ 10 lakh each during the last 2 financial years ending 31/3/2019 from operations in India only. 4. The bidder must have at least 5 full time professionals on company's roll, out of which minimum 3 must have a degree of graduation or more. 5. In case of Architects, the same must be registered with the Council of Architecture (COA). 6. The photocopies of office Ids of employees are to be attached. 7. The bidder should have an experience of at least 1 year in consulting projects with the Govt. Organization, PSUs in the areas of Preparation of Architectural Drawings & Estimates w.r.t. ponds, lakes / water bodies. 8. The bidder must have submit the list of similar one project (Development / restoration of ponds / lakes / Water bodies) costing minimum ₹. 50 lakh or two projects costing ₹ 20 lakh each or three projects costing ₹10 lakh each. 9. The consultant should not have been debarred or blacklisted by Government or Governmental Agency as on date of the submission of NIQ <p>The list of mandatory supporting documents to be submitted is as under:</p>



	<ol style="list-style-type: none"> 1. Financials (Audited Balance Sheets/ CA Certificates) for the last two financial years, 2017-18 and 2018-19 for Technical Proposal. 2. Certificate of Incorporation, Registration Certificates, Service Tax Registration for previous experience. 3. Certificate duly attested by Human Resource Department/ Statutory Auditor of the firm for previous experience, Work Order/ Completion Certificate/ Client Certificate for previous experience Certificate duly attested by authorized signatory, not below the rank of Executive Engineer.
8	<p>Expected date and address for contract negotiations(if required): Date to be communicated later (if required)</p> <p>Address: Executive Vice-Chairperson, The Haryana Pond and Waste Water Management Authority, Bays No. 39 &40 (Basement), Block-B, Sector-4,Panchkula-134112, Telephone No. 0172-4086255</p>
9	<p>Expected date and place for commencement of consulting services: Date & Place to be communicated later.</p>
10	<p>An authorized representative of the Consultants must initial all pages with stamp on the original Technical and Financial Proposals.</p>



Section 3

Technical Proposal – Standard Forms

Refer to Serial Number 6 of the Data Sheet for format of Technical Proposal to be submitted:

FORM TECH-1: Letter of Technical Proposal submission

FORM TECH-2 Consultant's Organization & Experience

FORM TECH-3 Organization & Staffing

FORM TECH-4: Curriculum Vitae

FORM TECH-5: Information Regarding any Conflicting Activities and Declaration thereof

Form Tech 1
Technical Proposal Submission Form

To

The Member Secretary,
The Haryana Pond and Waste Water Management Authority,
Bays No. 39 & 40 (basement), Block-B, Sector-4, Panchkula-134112

Dear Sir:

I/We, the undersigned, offer to provide services for the assignment, Preparation of Architectural Drawings & Estimates for the Haryana Pond and Waste Water Management Authority in accordance with your Notice for Inviting Quotations (NIQ) **dated 13.03.2020, on the official Website**. I/We am/are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed in a separate envelope.

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

I/We undertake, if our Proposal is accepted, to initiate the consulting services with effect from the dates as suggested by the competent authorities related to the assignment

I/We understand, you are not bound to accept any Proposal you receive. Yours

sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

Email ID: _____

Telephone No (s): _____

Form Tech 2

Consultant Organization and Experience

A – Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity. Also provide a brief description on the ownership details, date and place of Incorporation of the firm, objectives of the firm etc. Apart from this, also provide information on the Annual Turnover of the firm for the last 2 financial years as required in Section 2- Instructions to consultants, Part II – Data Sheet]

Organization and Financial Information

Form A 1: Details of the Organization - Bidder	
Name	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Place of Registration of Organisation	
Registration Number of Organisation	
Address of the Registered Office in Haryana / NCR Delhi / Chandigarh/Punjab	
Area of expertise with respect to this project	
Details of Softwares & Hardwares available:	
Contact details (name, address, phone no. and e-mail ids)	
No. of fulltime professionals on payroll as on 31 st Mar, 2019	
No. of years of consulting experience in India as on 31 st Mar, 2019	

Form A2: Financial Information of Bidder		
From India Operations		
	FY 2017-18	FY 2018-19
Revenue (₹ in lakh)		
Revenue from Consulting (₹ in lakh)		
Other Relevant Information (if any)		

B – Consultant's/ Firm's Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted individually with concerned Departments for carrying out consulting services as requested under this assignment. Consultants should provide all the details (including documentary evidence like copy of work order/ contract document/ completion certificate from client/ certificate from auditor) as required in Section 2- Instruction to consultants, Part II – Data Sheet]

Please provide citations of similar one project (Development / restoration of ponds / lakes / Water bodies) costing minimum ₹. 50 lakh or two projects costing ₹ 20 lakh each or three projects costing ₹ 10 lakh each.

Assignment name:	
Approx. Value of Contract (in ₹):	
Location within country:	
Duration of assignment (months):	
Name of Authority / Department	
Start date (month/year) & Completion date (month/year):	

Form Tech 3
Organization and Staffing

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The support staff profiles shall be different from Key professional staff. The details of these resources shall be given in **Form TECH -3**

Professional Staff						
S/N	Name of the professional s	Qualificatio n	Post/Position Assigned in the firm	Area of Expertise	Office ID No.	Remarks

Supporting Staff						
S/N	Name of Staff	Qualification	Post/Position Assigned in the firm	Area of Expertise	Office ID No.	Remarks

Form Tech 4
Curriculum Vitae (CV) for Proposed Professional Staff

1.	Proposed Position			
2.	Name of Firm:			
3.	Name of Staff:			
4.	Date of Birth			
5.	Nationality			
6.	Education			
Name of Institution		Degree(s) or Diploma(s) obtained:	Date	
7.	Membership in Professional Associations/ Trainings attended			
8.	Countries of Work Experience:			
9.	Languages			
Language		Reading	Speaking	Writing
English				
Hindi				
Any other				
10.	Employment Record:			
FROM :		TO:		
AUTHORITY				
POSITION/S HELD				
FROM:		TO:		
AUTHORITY				
POSITION/S HELD				
FROM:		TO:		
AUTHORITY				
POSITION/S HELD				

11. Work Undertaken that Best Illustrates Capacity to Handle the Tasks Assigned

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Position/s held:

Activities performed:

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Position/s held:

Activities performed:

Name of assignment or project:

Year:

Location:

Client:

Main project features:

Positions held:

Activities performed:

12. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Full name of authorized representative:

Form Tech 5

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your firm which are of conflicting nature as mentioned in para of Section 1. If yes, please furnish details of any such activities.

If no, please certify,

[I/We hereby declare that our firm is not indulged in any such activities which can be termed as the conflicting activities under para 1.7 of the section 1. I/We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected / terminated by the Authority which shall be binding on us.]

Authorized Signature

[In full and initials]:

*Name and Title of Signatory: Name
of Firm:*

Address:

Section 4

Financial Proposal – Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para 2.5 of Section 1.

FORM FIN-1 Financial Proposal Submission

FORM FIN-2 Summary of Costs

Form FIN 1
Financial Proposal Submission Form

The Member Secretary,
The Haryana Pond and Waste Water Management Authority, Bays
No. 39 &40 (Basement), Block-B, Sector-4,
Panchkula-134112

Dear Sir:

I/We, the undersigned, offer to provide services for the assignment- **Preparation of Architectural Drawings & Estimates** for "The Haryana Pond and Waste Water Management Authority" in accordance with your Notice for Inviting Quotations (NIQ) **dated 13.03.2020, on the official Website**. My/Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures]* including all taxes and service charges etc.

I/We hereby certify that I/we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. I/We undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Email ID:

Telephone No (s):

Form FIN 2
Summary of Costs

Financial Proposal for providing services

S/N	Name of Work	Lump-sum (LS) Rates including all taxes and service charges for the pond's size ranging from (in ₹)			
		0.5 Acre to 5 Acre	Above 5 Acre to 10 Acre	Above 10 Acre to 20 Acre	Above 20 Acre.
1.	Preparation of Architectural Drawings and Estimates of the pond				

Signature of the Authorized Person of the Firm / Agency with Seal

Section 5

Terms of Reference (TOR)

SCOPE OF WORK:

1. For Architectural Drawings and Estimates:

Preparation of Detailed Architectural Drawings including all prescribed components / Guidelines of Model Pond of HPWWMA, showing Plan, Elevation and Cross Sections at various Locations wherever required (minimum at 3 different locations), showing the appropriate locations of the clustering of inflow of grey water for bio remedial measures as per the site conditions as well as Contour levels, preparation of Bill of Quantities (BOQs) and Detailed Estimate of Quantities as per the Items and Quantities given in Drawings excluding treatment technology required.

Terms and Conditions:

1. All the drawings and documents will be the property of HPWWMA.
2. All final / corrected drawings in dwg format are to be submitted to the HPWWMA through e-mail.
3. 3 sets of hard copies for all drawings in A0/A1 size (depending upon the size of the pond), estimates are to be submitted in HPWWMA, duly verified and signed by the concerned Executive Engineer, Panchayati Raj – Public Works (PR-PW) Department of that District.
4. Safety measures while working in the Jungle, reptile infested areas, to be taken by the agency before commencement of the survey. In case of any eventuality of accidents/mishaps/snake bite etc., the HPWWMA, IWRD & PR-PW will not have any liability / responsibilities etc.
5. The firm / agency will have to comply all the modifications or corrections as suggested by the HPWWMA, Architectural drawings and estimates. For which no extra payment will be made.
6. The subsoil strata investigation reports , survey plans of ponds showing water depths and contours will be supplied by HPWWMA
7. The Work should be executed as per requisite specifications and to the satisfaction of the HPWWMA.
8. The payments of the work will be made on satisfactory completion of the said work, by the concerned Departments i.e., HPWWMA / IWRD / PR-PW whosoever allocate the work to the empanelled Agencies/Firms/ Individuals, after duly verification of the bills by the HPWWMA.
9. No payment will be made for the part work done by the respective Agency / Firm / Individual, which is not as per the satisfaction of the HPWWMA and the said work will be rescinded after expiry of the stipulated time period and the HPWWMA will have the right to re-allot the said work to other empanelled Agency.

10. All the Agencies / Firms / Individuals qualified for the Financial bidding may be empanelled to execute the scheduled works at par with the rates of the lowest bidder (L1), after receipt of the written consent from the respective Agencies / Firms / Individuals.

11. The revision of drawings/estimates may be required to be made until all the observations made by HPWWMA during one or two review meetings are attended / resolved fully, for which no extra payment will be made.
