



**Greater Hyderabad Municipal Corporation**

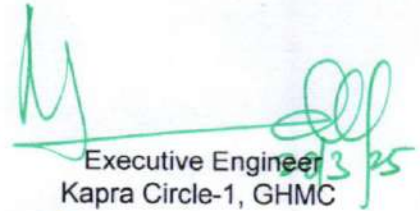
**హైదరాబాద్ మహానగర పాలక సంస్థ**



**L.B. NAGAR ZONE**

**Name of the Work:** "Preparation of detailed project report & Survey for Designs, drawings, structural details, estimate & site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC."

Consultant

  
Executive Engineer  
Kapra Circle-1, GHMC

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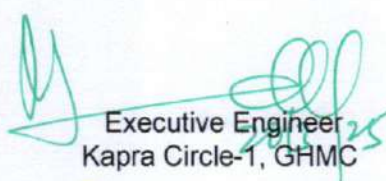
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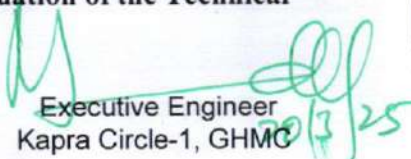
  
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## 1. DATA SHEET

<b>A. General</b>	
<b>A.1</b>	Tender Notification No. NIT.No 30/EE/Cir-01/GHMC/2024-2025; Dt.19.03.2025.
<b>A.2</b>	<b>Name of the Client: The Executive Engineer, Kapra Circle-1,GHMC, Hyderabad</b> <b>Method of selection: Quality and Cost based Selection (QCBS)</b>
<b>A.3</b>	<b>The name of the assignment is:</b> "Preparation of detailed project report & Survey for Designs, drawings, structural details, estimate & site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC."
<b>B. Preparation of Proposals</b>	
<b>B.1</b>	<b>The Proposal shall comprise the following:</b> <u>For FULL TECHNICAL PROPOSAL (FTP):</u> Technical Proposal Financial Proposal
<b>C. Submission, Opening and Evaluation</b>	
<b>C.1</b>	<b>The RFP Document can be downloaded from <u>www:ghmc.gov.in.</u> The Consultants shall submit their Proposals in the office of Executive Engineer, Kapra Circle-I, ECIL X Roads, Hyderabad-500062.</b> Bid Security (Refundable)- Rs. 50,000/- (Rupees Fifty Thousand only) in the form of online payment in favour of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad.  The Bid Security will be forfeited: (a) If a Bidder withdraws its bid during the period of bid validity. Or (b) If the Bidder fails to accept the Employer's corrections of arithmetic errors in the Bidder's bid (if any), or (c) If the Successful Bidder fails to sign the contract agreement with the Employer within the prescribed period, or (d) If the Successful Bidder fails to furnish the Performance Security with in the stipulated time.
<b>C.2</b>	Last date of submission:24/03/2025 @ 3.00 PM Opening of Bids: 24/03/2025 @4.00PM
<b>C.3</b>	<b>Criteria, sub-criteria, and point system for the evaluation of the Technical Proposal</b>

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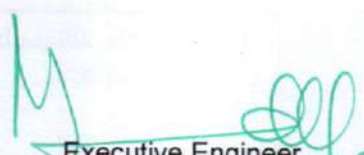

  
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	SI No	Description	Points
	(i)	Preparation of similar assignments and in working with ULBs and obtaining approvals from GoI. The firm should have experience in preparation of DPRs for Similar projects executed in the last Ten years.	30
	(ii)	Average Annual turnover during last 3 years	20
	(v)	<b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</b>	20
	(a)	<i>Technical approach and Methodology – 15 points</i>	
	(b)	<i>Work Plan – 5 points</i>	
	(vi)	<b>Key Experts' qualifications and competence for the Assignment</b>	30
	<b>Total</b>		<b>100</b>
	<b>SI No</b>	<b>Position</b>	<b>Qualification &amp; Experience</b>
	1	Team Leader	Masters in Planning/ Engineering – 25 Years
	2	Dy, Team Leader	Masters in Transportation Planning/ Engineering – 20 Years
	3	Urban Planner	Masters in Planning – 5 Years
	4	Design Expert	B.Tech in Civil Engg – 10 Years
	5	Estimation Expert	B.Tech in Civil Engg – 10 Years
C.4 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p><math>Sf = 100 \times Fm / F</math>, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p><math>T = 0.80</math>, and <math>P = 0.20</math></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; <math>T + P = 1</math>) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>		
C.5	<b>Financial Proposals – The Consultants should quote fee in</b> <b><u>APPENDIX B standard formats</u></b>		
C.6	<b>WORK ALLOTMENT</b> : Project wise work allocation will be done based on the Highest scorer as per QCBS Method		

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## 2. Objective

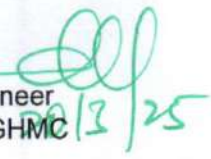
The Commissioner, Greater Hyderabad Municipal Corporation has proposed for "Preparation of detailed project report & Survey for Designs, drawings, structural details, estimate & site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC."

As per the instructions of the Commissioner, GHMC, technical bids and price bids are invited from reputed Consulting firms with a view to entrust the preparation of "Preparation of detailed project report & Survey for Designs, drawings, structural details, estimate & site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC.".. The Consulting firm will be selected based on Quality and cost based selection procedure described in this document.

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### 3. Scope of services

The Scope of work includes "Preparation of detailed project report & Survey for Designs, drawings, structural details, estimate & site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC."..

1. The consultancy should guide during the execution of the project till the completion of the project.
2. Site survey.
3. Preparation of Architectural conceptual drawings.
4. Design development.
5. Preparation of detailed plans, detailed structural design and structural drawings.
6. Preparation of Architectural drawing and details.
7. Greenery Concepts, Interior design
8. **Site supervision during the execution of work and providing necessary guidance till the completion of project/work.**

**Period of completion:** (1)One month.

### 4. Eligibility Criteria

- Sole proprietorship, registered partnership firm, public limited company, private limited company, LLP can submit the Bid. The firms and the companies should be registered in India.
- The invitation is open to all the Engineering firm/ consultancy firm/ organization registered under relevant Acts/ Rules.
- The Applicant may be an independent single entity or a joint venture or a consortium/ association of entities. In case of a joint venture/ consortium the name of the entity that is the 'Lead Partner/Lead member' should be clearly stated in their bid.
- Experience in Preparation of similar assignments and in working with ULBs and obtaining approvals from GoI. Experience in preparation of DPRs for Similar projects executed in the last Five years.
- The Applicant should have Annual Average turnover of **minimum Rs.5.00 Crores** in any one year during last 05 (five) financial years ending March 31<sup>st</sup>, 2024 certified by CA with UDIN
- Applicant should be registered with Sales Tax/ Income Tax Department of Government of India and should possess a valid GST and PAN Registration/ Certificate.
- The Applicant must have operational office in Hyderabad.
- Applicants should not be under a declaration of ineligibility for corrupt and fraudulent practices.

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## Other conditions

Your proposal in response could form the basis for future negotiations and ultimately a contract between your firm and the Executive Engineer, Kapra Circle-1, GHMC, may materialize.

The contract will be on percentage of estimated cost (excluding LS items) based on outputs indicated in the subsequent paras.

Please note that the costs of preparing the proposal and of negotiating the contract, including a visit to the town/s and to the Client's offices are not reimbursable as a direct cost of the Assignment. We wish to remind you that in order to avoid a conflict of interest, any firm providing goods, works or services may not be eligible to participate in bidding for any additional goods, works or services associated with this assignment unless specifically agreed upon by the Client. This clause will be invoked wherever applicable.

To enable you to submit a proposal, please find enclosed the terms of reference (ToR) for this Proposal. This includes the purpose and scope of the Proposal, the envisaged tasks, the expertise required along with inputs, the outcomes and deliverables and the reporting schedule and timings.

## 5. Technical Proposal

- (i) Format for the technical proposal is in the TOR including the format for CV's which should be followed. The Bidders are expected to examine the documents in detail before submission of proposals.
- (ii) For assignments on a staff-time basis, the estimated number of Professional staff in person months is only indicative. The proposal shall, however be based on the number of professional staff that will be deployed in person months estimated by the firm.
- (iii) A brief description of the firm's organizational setup and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, and firm's involvement.
- (iv) Any comments or suggestions on the terms of reference.
- (v) A description of the methodology and work plan for performing the assignment.
- (vi) The list of the proposed staff team and specialization, the tasks that would be assigned to each staff member, and their timing. CVs of the proposed professional staff duly signed, should be submitted. (Supporting docs of experience certificates of professional staff to be submitted).

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Key information should include number of years working for the firm/entity, and level of responsibility held in various assignments during the last ten (10) years due additional weightage will be awarded for professionals having good and relevant experience in the field of relevant studies.

- (vii) Each key staff proposed shall be associated with only one consultant
- (viii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
- (ix) Alternative professional staff shall not be proposed, and only one CV may be submitted for each position.
- (x) The technical proposal shall not include any financial information.

## 6. Financial Proposal

The Costs should be expressed in percentage of estimated cost (excluding LS items) only inclusive of all taxes as applicable, duties, fees, levies, and other charge imposed under the applicable law, on the consultants, sub consultants, and their personnel.

The Bidder shall submit the financial bid in separate envelope duly mentioning agency details and financial bid on the cover as per the **Appendix -B** and submit in sealed cover.

Technical and financial proposals shall be written in English including project/study reports. The Client reserves the right to modify and extend the deadline for the submission of proposals.

The proposal should be submitted by consultancy firms in two parts.


## 7. Submission of Technical and Financial proposals in detail

**The bidder should submit security deposit of Rs.50,000/- in the form of DD in favour of Commissioner, GHMC, without security deposit application will be rejected.**

The two parts of the proposal are **Part 1: Technical Proposal** and **Part 2: Financial Proposal**. For a given Project, Stage -1 of the Evaluation shall consider the evaluation of the Technical Proposal (i.e. Part 1). The firm satisfying the eligibility criteria as mentioned in RFP shall only be considered for further evaluation. Under stage 2, the financial proposal of such firms as selected above shall be opened and evaluated.

The two parts of the Proposal (Technical proposal and Financial proposal) must be submitted in the office of the Executive Engineer, Kapra Circle-1, GHMC with all pages numbered serially, along with an index of submission as per procedure under e-tendering. The technical proposal is also required to be submitted in a hard bound form with all pages numbered serially along with an index of submission. The Financial proposal is to be submitted in the office. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to, the Employer may reject the Proposal.

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Employer will be at liberty to keep the credentials submitted by the Consultants at bidding stage, in public domain and the same may be uploaded by Employer on Employer's web-site. Consultants should have no objection if Employer uploads the information pertaining to their credentials as well as of their key personnel.

**Procedure for Bid Submission:** The bidder shall submit his response through bid submission to the tender in the office of the Executive Engineer, Kapra Circle-1, GHMC, by following the procedure given below.

The bidders shall submit their eligibility and qualification documents, **Technical bid, Financial bid** etc., in the standard formats prescribed in the Tender documents, displayed in GHMC web site([www.ghmc.gov.in](http://www.ghmc.gov.in)). The bidder shall submit the copies of all the relevant certificates, documents etc., in support of their eligibility/criteria/technical bids in the office of the Executive Engineer, Kapra Circle-1, GHMC. The bidder shall sign on the statements, documents, certificates, uploaded by him owing responsibility for their correctness / authenticity.

The Technical bids of the bidders will be evaluated based on the certificates / documents submitted during the bid submission only towards the qualification criteria furnished by the bidders. The detailed procedure for bid submission is described in bid document.

**Financial Proposal-** The Bidder shall submit the financial bid as per the **Appendix -B** displayed in GHMC website: ([www.ghmc.gov.in](http://www.ghmc.gov.in)).

addressed to:



**The Executive Engineer,  
Kapra Circle-1, GHMC,  
O/o. Executive Engineer Office-Kapra Circle-1,**

**Cell No.9989930401, E-mail: [ee1kapra@gmail.com](mailto:ee1kapra@gmail.com)**

#### 8. Bid Evaluation

The technical bids will be evaluated first by the Executive Engineer, Kapra Circle-1, GHMC / appointed committee prior to opening of any financial proposals. All the technical bids will be evaluated based on their experience. The Executive Engineer, Kapra Circle-1, GHMC shall carry out its evaluation applying the evaluation criteria specified in Data Sheet.

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## 9. Negotiations

The GHMC is intended to entrust the above mentioned work to qualified bidder based on the above criteria depending on the capability.

The Client will notify the bidder who submitted the highest scoring technical bids and invite them for negotiations. Negotiations will aim to reach agreement and initial a draft contract. Modifications if any will be reflected in the Consultant's financial proposal based on negotiations.

## 10. Bid Validity

The bidders are requested to hold their proposal valid for 90 days from the date of submission, during which time they shall maintain, without change, the personnel proposed for the assignment. The Executive Engineer, Kapra Circle-1, GHMC, Hyderabad reserves the right to accept or reject any or all of the bids. The decision of the Executive Engineer, Kapra Circle-1, GHMC in this regard shall be final and binding on all the bidders. No correspondence will be entertained in this regard. Further more, as quality is the principal selection criteria, the client does not bind itself in any way to select the firm offering the lowest prices.

## 11. Terms of Payment (Payment Schedule)

Sl.No.	ACTIVITY	% of payment
1	On submission of Draft Plans & DPR	30% of Contract Amount
2	On submission of Final Plans & DPR, after approval of Technical Sanction	30% of Contract Amount
3	On commencement/Grounding of Work	30% of Contract Amount
4	On completion of work	10% of Contract Amount

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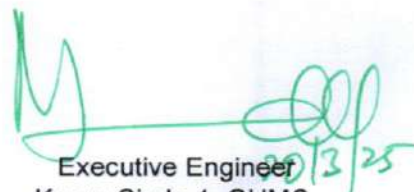

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**APPENDIX A**  
**TECHNICAL PROPOSAL – STANDARD FORMS**

- A1     Technical Proposal  
submission form. A2 Firm's  
references.
- A3     Comments and suggestions on the Terms of Reference and on  
data services, and facilities to be provided by the Employer.
- A4     Description of the methodology and work plan for  
performing the assignment.
- A5     Team composition and task assignments.
- A6     Format of Curriculum Vitae of proposed  
professional staff.
- A7     Time schedule for professional personnel.
- A8     Activity (work) schedule.

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# A1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ladies/Gentlemen:

Subject: Hiring of Consultancy Service for \_\_\_\_\_

\_\_\_\_\_ Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

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## A2. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years

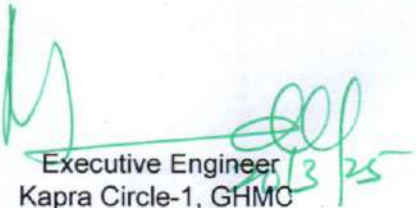
#### That Best Illustrate Qualifications

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

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Employer:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date(Month/Year):	Approx. Value of Services (in Rs)
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

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**A3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS  
OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE  
PROVIDED BY THE EMPLOYER**

**On the Terms of Reference:**

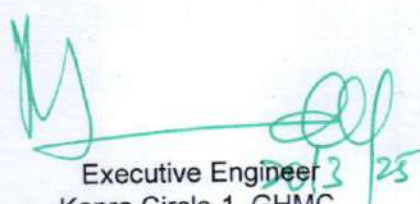
- 1.
- 2.
- 3.
- 4.
- 5.

**On the data, services, and facilities to be provided by the Employer**

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

**CONSULTING FIRM'S NAME:**

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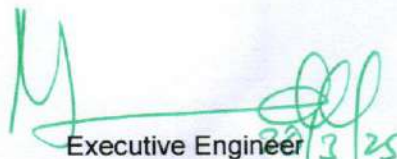





**A4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

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## A5. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Technical / Managerial Staff

S.No	Name	Position	Task
1.			
2.			
3.			
4.			

### 2. Support Staff

S.No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

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P.H.O.



**A6. FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

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

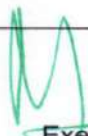

**Education:**

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

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]*

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**Languages:**

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

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the Firm]*  
Day/Month/Year

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representatives:** \_\_\_\_\_

**Note:** CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

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*[Handwritten signature]*  
*[Handwritten date: 20/3/25]*  
*[Handwritten initials: GHMC]*



**A7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

S. No.	Name	Position	Reports Due/Activities	Number of Months		
				1	2	3

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_ Signature: \_\_\_\_\_

(Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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i. Field Investigation and Study Items:

[illegible]

## ii. Completion and Submission of Reports

Reports: *	Programmed: (Date)
1. Inception Report and Detailed Work Plan	
2. Interim Report	
3. Draft Final Report	
4. Final Report	

\* MODIFY AS REQUIRED FOR THE ASSIGNMENT.

(Consultants will indicate as per the requirement

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**APPENDIX B****FINANCIAL PROPOSAL  
STANDARD FORMS**

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**B1. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

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Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for \_\_\_\_\_

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Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [Date], and out (technical and Financial Proposals). We submit our financial proposal in the format attached:

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e., [Date].

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


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

We remain,

Yours sincerely,

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

Consultant


  
Executive Engineer

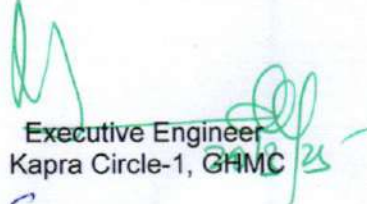
2013/25



## B2. FINANCIAL BID

S.No	Project component	Rate (% on project cost)	
		In Figures	In Words
	<p><b>Name of the work:</b> Expression of Interest (EOI) cum BID Invitation/RFP for the work ““Preparation of detailed project report &amp; Survey for Designs, drawings, structural details, estimate &amp; site inspection, SBC Calculation for the work of Construction of Sports complex(Shuttle court, Tennis court, Basket ball court, Volley ball court, Table tennis, Cricket nets, GYM, Outdoor GYM, Swimming pool, Jogging track, Cycle track) including site supervision etc at Bandabavi in Meerpet H.B Colony, Ward No.4 of Kapra Circle-1 GHMC.”, Designs and Structural drawings, Architectural drawings, Greenery Concepts, Site Supervision etc in the of Executive Engineer, Kapra Circle-1, GHMC”.</p> <p>a For carrying out field survey/investigation, preparation of existing plans, carrying out deficiency/gap analysis, preparation of plans in options to meet the standards specified by IS / URDPFI /NBC 2016 /GHMC Act /CPHEEO /IRC etc., obtaining approvals from concern officer/authority, preparation of ground validated plans, estimations and tender document</p> <p>b Preparation of Architectural Drawings, making 3D views in minimum three options, working out the economics, obtaining approvals from concerned and supporting implementing/executing agency with working drawings to ensure no difficulty is faced during construction and operation and maintenance of project.</p> <p>c Preparation of Structural Drawings, obtaining approvals from concerned and supporting implementing/executing agency with working drawings to ensure no difficulty is faced during construction and operation and maintenance of project.</p> <p>d</p> <p>TOTAL</p>	%	

Consultant

  
 Executive Engineer  
 Kapra Circle-1, GHMC

SPAD