

Uttarakhand Housing & Urban Development Authority (UHUDA)

Government of Uttarakhand

REQUEST FOR EXPRESSION OF INTEREST

for

Selection of Agency for Setting up Project Management Unit (PMU) at UHUDA

April 2022

**UTTARAKHAND HOUSING & URBAN
DEVELOPMENT AUTHORITY, GOVERNMENT OF
UTTARAKHAND**

E-mail - uhudauk@gmail.com

No. 30/Uhuda-27/16-17, Dehradun,

Dated 28/04/ 2022

Notice for Expression of Interest

Uttarakhand Housing & Urban Development Authority (UHUDA), Government of Uttarakhand invites Expression of Interest (EOI) from firms / agencies for Setting up Project Management Unit (PMU) at UHUDA. This EOI document can be obtained from following address or can be downloaded from the Notice section of the website: www.uhuda.org.in from 1100 Hrs, 28 April, 2022.

Chief Administrator

Uttarakhand Housing & Urban Development Authority

Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand

Any Addendum / Corrigendum including any date extension and clarifications will be uploaded only on www.uhuda.org.in and will not be published in newspapers. Hence, interested firms should regularly visit this website to keep them updated with the latest developments

Expression of Interest must be submitted to the following address on or before 1500 Hrs, 19 May, 2022.

Chief Administrator

Uttarakhand Housing & Urban Development Authority

Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand

1. INTRODUCTION

Uttarakhand Housing & Urban Development Authority is the State Authority responsible for:

- a) Assessment development the requirement of new development area (even outside the existing development area) and formation of respective Development Authority and apprising the state government on the same.
- b) Preparation of master plans/ regional plans of the development area through the town and country planning department or through private agencies/outsourcing, and implementation through the respective zonal authorities.
- c) Review of the proposals received from respective zonal authorities on revision in Master plans.
- d) Review of the activities/responsibilities of subordinate Development authorities and Town & Country Planning Department, and giving directions to them for enhancing operational efficiency.
- e) Development of new township to be the responsibility of respective Development Authority under the guidance of UHUDA.
- f) Preparation of plans of mega infrastructure development projects in the identified new development area. Also aligning central/state govt schemes for the implementation of such plans along with motivating private capital for the same.
- g) Land pooling & land bank creation for provision of Housing schemes.
- h) Promoting PPP mode development of mega infrastructure projects.
- i) Policy formulation for provision of lost cost affordable housing.
- j) Budget allocation and dispersal of funds for the DA authorities

2. PROJECT MANAGEMENT UNIT (PMU) SCOPE OF SERVICES

The consulting services (“the Services”) include the following Terms of Reference.

- Implementation assistance of various activities of Vision Documents and Road map of UHUDA
- A detailed review of Vision Documents and Road map of UHUDA for all the identified schemes/ projects;
- Prepare proposals of key projects, policies and initiatives for the implementation
- Assist in procurement, contract agreement, contract management.
- Assist in Bid process management:
- Coordinate with all stakeholders of the Central/State Government Departments
- Assist in day to day activities of UHUDA
- Tentative resource requirement for the PMU as outlined below:

S. No.	Position
1	Team leader cum Urban Planner

2	GIS Expert
3	Transport Planner
4	Infrastructural Planner
5	Environmental Planner
6	Social Expert
7	Institutional & Reform Expert
8	Financial cum PPP Expert
9	Contract Management Expert
10	Legal cum Procurement Expert
11	Architect Planner
12	MIS cum IT Expert
13	Landscape Planner
14	Assistant Engineer
15	Quality Control Expert

3. AVAILABILITY OF REOI DOCUMENT

This EOI document can be obtained from following address from 1100 Hrs, 25.04.2022

Uttarakhand Housing & Urban Development Authority
Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand

Or

The EOI document can be downloaded from the following website
www.uhuda.org.in

4. DESCRIPTION OF SHORTLISTING PROCESS

Based on the evaluation undertaken, a short-list of Applicants will be prepared.

The UHUDA will be issued the RFP to the shortlisted Applicants and the final selection will be based on Quality and Cost Based System (QCBS).

5. SCHEDULE OF REOI

UHUDA shall endeavor to adhere to the following schedule:

Sr. No	Event Description	Indicative Date
1	Date of Issue of REOI	28.04.2022 at 1100 Hrs From the office of Chief Administrator Uttarakhand Housing & Urban Development Authority Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand or The EOI document

		can be downloaded from the following website www.uhuda.org.in
2	Last Date for receiving queries	07.05.2022
3	Pre-Application Conference	13.05.2022 1100 hrs at address given below: Meeting Hall, UHUDA, Uttarakhand Housing & Urban Development Authority Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand Ph : 0135 - 2719500 Email – uhudauk@gmail.com ,
4	Name of the Department & Address	Uttarakhand Housing & Urban Development Authority Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand City: Dehradun Pin Code: 248001 Ph : 0135 - 2719500 Email – uhudauk@gmail.com
5	Name of the client	Chief Administrator , Uttarakhand Housing & Urban Development Authority
6	Last Date of Submission of EOI	On or before 19.05.2022 till 1500 Hrs to the following Address To the office of Chief Administrator Uttarakhand Housing & Urban Development Authority Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand
7	Date of opening of Applications	19.05.2022 1600 Hrs At Meeting Hall, UHUDA, Uttarakhand Housing & Urban Development Authority Rajiv Gandhi Multipurpose Complex, Dispensary Road, Dehradun, 248001 Uttarakhand

6. COMMUNICATIONS

All communications excluding the submission of Application shall be addressed to Email: to info@uhuda.org.in uhudauk@gmail.com,

7. ELIGIBLE APPLICANTS

- a. The Applicant eligible for participating in the qualification process shall be any one of the following two categories:
 - a. Category 1: Single Business Entity
 - b. Category 2: A consortium of Business Entities (hereinafter referred to as "Consortium")

The term Applicant would hereinafter apply to both the above-mentioned categories.

- b. For the purpose of this REOI, a Business Entity shall mean an entity incorporated under the Indian Companies Act 1956/2013. The Agency shall be required to submit a true copy of its Incorporation Certificate along with the Proposal.
- c. A Consortium of a maximum of two (2) members of above such entities comprising one Lead Member with one other member shall be allowed and shall hereinafter be referred as "Consortium".
- d. Only lead member shall be evaluated for the technical and financial criteria for shortlisting.
- e. The Applicant should submit a Power of Attorney as per the format enclosed at Appendix 2, authorizing the signatory of the Application to commit the Applicant.
- f. No change in the composition of a Consortium during the term of shortlisting shall be permitted.

8. AMENDMENT OF REOI DOCUMENT

- a. At any time prior to the Application Due Date, UHUDA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the REOI Document by the issuance of Addenda posted on the website: www.uhuda.org.in
- b. In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, UHUDA may, at its own discretion, extend the Application Due Date.

9. CLARIFICATIONS

An Applicant requiring any clarification on the REOI Document may request UHUDA online through mail at Email: uhudauk@gmail.com. The Applicants may send their queries latest by 14 days before the bid submission due date. UHUDA would endeavor to respond to the queries 7 days before the bid submission due date.

10. Application Checklist:

The Application shall contain the following (**check-list**):

a.	Letter of Application	Refer Appendix 1
b.	Power of Attorney for signing of the Application (in case of Consortium, this would need to be provided by all the member)	Refer Appendix 2
c.	In case of Consortium, Power of Attorney for signing of Application by the Lead Member	Refer Appendix 3
d.	Details of Applicant (in case of Consortium this would need to be provided by all the members)	Refer Appendix 4
e.	Financial Capability of the Applicant (in case of Consortium, Financial Capability of Lead Members)	Refer Appendix 5 and Appendix 5A
f.	Past Experience of Applicant (in case of Consortium experience of all the members) and CVs of key Personnel.	Refer Appendix 6, Appendix 6A
g.	Format for Experience of Key personnel	Refer Appendix 7
h.	Affidavit certifying that Business Entity / Director(s) of Business Entity are not blacklisted / barred	Refer Appendix 8
i.	In case of Consortium, Memorandum of Understanding as per the format attached in	Refer Appendix 9
j.	Proof of registration of the Applicant (in case of Consortium, proof of registration of all the Members)	

11. EVALUATION OF REOI

- a. The Applications received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 12.
- b. UHUDA reserves the right to reject any Application, if:
 - i. At any time, a material misrepresentation is made or discovered; or
 - ii. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.
- b. After the evaluation of Applications, UHUDA shall prepare a shortlist Applicants who meet the qualification criteria as set out in this REOI Document.
- c. The Request for Proposal (RFP) will be issued to shortlisted consulting firms for the final selection.

12. QUALIFICATION CRITERIA

Bidder must conform to the eligibility criteria given below

S. No.	Criteria	Specific Requirement	Documents required
1	Experience	<p>1.1- The bidder should have an experience of setting up PMU/PMC in Department of any Central/ State Government or PSU/ Semi Government organizations in India. Minimum 2 PMU/PMC in last 5 years</p> <p>1.2- The bidder should have been engaged as a Consultant for Urban Planning/ Urban Infrastructure Development/Township development/Housing Development /Urban Reforms Consulting work with any Donor agencies / Departments of State Government / Central Government or PSU/ Semi Government organizations / Quasi Governments organizations in India. Minimum 5 such projects experience during the last 5 years.</p> <p>1.3 Experience of having prepared DPR for Large scale urban sector initiatives shall be preferred.</p>	The bidder should submit completed / on-going work order copy (Highlight scope of work / services clearly) with summary sheet for experience in different sector.
2	Legal Entity	<p>The bidder should be a Business Entity shall mean an entity incorporated under the Indian Companies Act 1956/2013.</p> <p>Entities with government shareholding of atleast 26% or more shall be encouraged.</p> <p>Firms with MSME registration shall be encouraged.</p>	The Agency shall be required to submit a true copy of its Incorporation Certificate along with the Proposal
3	Authorized Representative from Bidder	A power of attorney / Board resolution in the name of the person signing the bid.	Power of attorney / Board resolution copy
4	Revenue	The Applicant (in case of single business entity) / Lead Member (in case of Consortium) should have a minimum average annual turnover of Rs. (INR) 5 (Five) Crore from the consultancy business during the last three (3) financial years (2018-19, 2019-20 and 2020-21)	Audited balance sheet duly certified by a qualified CA

Agencies meeting the above eligibility criteria and have above requirements shall be termed as short listed. The RFP shall be issued to the shortlisted consultants.

Appendix 1: Format for Letter of Application

[On the Letter head of the Applicant (Lead Member in case of Consortium)]

Date:

To

The Chief Administrator
UHUDA

Ref: EOI for Selection of Agency for Appointment of Project Management Unit including Providing Technical Human Resources

Dear Sir,

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as "the Applicant"), and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Shortlisting for the captioned project.

We are enclosing our Application for Qualification, with the details as per the requirements of the REOI Document, for your evaluation.

We confirm that our Application is valid for a period of 120 (one hundred and twenty) days from (Application Due Date)

Yours faithfully,

(Signature of Authorised Signatory)

(Name, Title and Address)

Appendix 2: Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of..... as our

attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for EOI for **“Selection of Agency for Appointment of Project Management Unit including Providing Technical Human Resources”** including signing and submission of all documents and providing information / responses to Uttarakhand Housing & Urban Development Authority (“UHUDA”), representing us in all matters before UHUDA, and generally dealing with UHUDA in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____

(Signature)

e) (Name, Title and

Address)

Accepted

..... (Signature)

(Name, Title and Address of the

Attorney)Note:

- To be executed by the Lead Member in case of a Consortium.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

Appendix 3: Format for Power of Attorney for Lead Member of Consortium

Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public

Power of Attorney

Whereas the Uttarakhand Housing & Urban Development Authority (UHUDA), Government of Uttarakhand has invited applications from interested parties for EOI for “Selection of Agency for Appointment of Project Management Unit including Providing Technical Human Resources”

Whereas, the members of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the Request for Expression of Interest (REOI) Document, and other connected documents in respect of the Project, and

Whereas, it is necessary under the REOI Document for the members of the Consortium to designate the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the Consortium, as may be necessary in connection the Consortium’s bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSTHAT;

We, M/s. (Lead Member), and M/s (the respective names and addresses of the registered office) do hereby designate M/s..... being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium’s bid for the Project, including submission of Application for Qualification/ Application, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with UHUDA, any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the Concession Agreement is entered into with UHUDA.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this theDay of2022

(Executants)

(To be executed by all the members of the Consortium)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and

the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Appendix 4: Format for Details of Applicant

“Selection of Agency for Appointment of Project Management Unit including Providing Technical Human Resources”

Please enter the information requested in the spaces provided. Application from separate firms, or individuals or from consortia are acceptable.

APPLIED FOR< Name of the assignment>.....

I. Basic Information

1. APPLICANT DETAILS

Name of Firm making this application	Parent Company (if applicable)

2. CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3. REGISTERED ADDRESS

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4. YEARS IN BUSINESS AND NATIONALITY

Year of Establishment	Country of Registration

5. EXPERIENCE IN PROJECTS OF A SIMILAR NATURE

List projects in the last ten years which are similar to that in the EOI is in Appendix 6. The limit of maximum number of projects applies to each category separately.

6. TOTAL TURNOVER AND NET PROFIT

The organization's Total annual turnover for the last three financial years is as follows:

Name of Firm	FY 2018-19	FY 2019-20	FY 2020-21	Average*

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The organization's Net Profit for the last three financial years is as follows:

Name of Firm	FY 2018-19	FY 2019-20	FY 2020-21	Average*

7. Registration Number of the Firm (attach true copy of registration certificate)
8. Service Tax Registration Number (attach true copy)
9. Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)
In case of a Consortium:
 - a. The information above should be provided for all the members of the consortium.
 - b. Information regarding role of each member should be provided as per table below:

S. No.	Name of Member	Role (Specify Lead Member Other Member)
1		
2		

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Shortlisting, it is proved that the information furnished by us is wrong, UHUDA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Date

Place

Name _____

Designation

Tel No.

Mobile

No. E

Mail ID

Seal/Stamp of the Firm

Appendix 5: Format for Financial Capability of the Applicant

(Equivalent in Rs. crores)

Applicant#	Annual Turnover (from consultancy business)				
	FY 2018-19	FY 2019-20	FY 2020-21	Total	Average*
Sole Applicant					
OR					
Lead Member of Consortium					
<p>Certificate from the Statutory Auditor</p> <p>This is to certify that..... (name of the Applicant) has received the payments shown above against the respective years on account of</p> <p>consultancy fees. Name of the audit firm;</p> <p>Seal of the audit</p> <p>firm Date:</p> <p>(Signature, name and designation of the authorised signatory)</p>					

The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.

* Any Applicant should fill in details as per the row titled Sole Applicant and ignore the row below. In case of a Consortium, ignore the first row and provide relevant details of Lead Member in the subsequent row. In case the Applicant is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of the Lead Member only shall be considered.

Appendix 6: Format for Past Experience of the Applicant

Category No.	Criteria	No. Of Projects

⁶ A copy work order and agreement showing the details of the scope of work along with proof of submission of final report/draft final report to be submitted with this Application. Substantially completed shall be considered in case the Applicant has completed Draft Final Report. UHUDA may seek clarifications, if required, as per Clause 2.20

Appendix 6A: Format of Assignment Details of the Applicant

Past Experience in similar assignments (Project Management Units/ SupportUnits/ Technical Support or Coordinator Consultants or similar at government levels (Central/ State/ Municipal), in last 10 years

Assignment name:	Approx. Value of the contract (in current INR):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. Value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Notes: Use separate sheet for each Eligible Project

Appendix 6A: Format of Assignment Details of the Applicant

Appendix 6B: Format of Details of Technical Staff Available with the Firm (on their direct Pay-Rolls)*

S. No.	Description	Nos.	Remark**
1	Post Graduate (Technical)		
2	Graduate (Technical)		
3	Draft Persons /Diploma Holders		
4	Key Experts (Social, Institutional etc.)		
5	Office Staff		

*Proof of Receipt of PF/EPF/CPF whatever is applicable needs to be provided for permanent employees of the firm.

**Details of the name of employees shall be provide as an Annexure

Appendix 7: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted

(On 100 Rs Stamp Paper)

Affidavit

I M/s..... (Sole Applicant / Lead Member/ Other Member /s)), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually or as member of a Consortium as on

We further confirm that we are aware that as per Clause 2.7 (b), our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of Clause 2.3 (f) or 2.3 (g) any stage of the Shortlisting / selection

Process Dated this Day of
....., 20XX.... Name of the Applicant

.....
..... Signature of the Authorized
Person

.....
..... Name of the Authorized

Person Note:

To be executed separately by all the Members in case of Consortium

Appendix 8: Format for Memorandum of Understanding (MOU)

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public.)

This Memorandum of Understanding (MoU) entered into this _____ day of _____ 2022 at _____ among _____ and having its registered office at _____, (hereinafter referred as "_____"), which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the First Part

and

_____ and having its registered office at _____, (hereinafter referred as "_____"), which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the Second Part

and

The parties are individually referred to as Party and collectively as Parties. WHEREAS UTTARAKHAND HOUSING & URBAN DEVELOPMENT AUTHORITY ("UHUDA"), has invited Request for Expression of Interest (REOI) from entities interested for **EOI for "Selection of Agency for Setting up Project Management Unit (PMU) at UHUDA", as per the terms contained in the REOI Document.**

AND WHEREAS the Parties have had discussions for formation of a Consortium for bidding for the said Project and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship.

IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED AS FOLLOWS:

1. That the roles and the responsibilities of each Party at each stage of the Project shall be as follows:
2. That the Parties shall be jointly and severally liable for the execution of the Projects arising from the States, Union Territories, as the case may be and in accordance with the terms of the Contract Agreement to be executed on award of the such Projects.
3. That this MoU shall be governed in accordance with the laws of India and courts in Delhi shall have exclusive jurisdiction to adjudicate

disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MoU to be duly executed on the date and year above mentioned.

1. First Party

2. Second Party

Witness: