

Pre bid minutes of meeting

Name of work: Empanelment of Agencies for Preparation of Draft Town Planning Schemes for Rajkot Urban Development Authority

TENDER NO.RUDA/247/24-25

A pre bid meeting was held in the office of RUDA on 5/10/2024 @ 12.00pm to discuss various queries and suggestions from various bidders' participation online as well as physically of the above mentioned work. The following officials and representatives of agencies were present.

- **RUDA officials:**
 1. Chief Executive Authority
 2. Senior Town Planner
 3. Town Planner
 4. Junior Town Planners
- **Representatives of agencies:**
 1. Benchmark Engineers & Surveys- Ahmedabad(Physically attend)
 2. Wapcos- Rajkot (Physically attend)
 3. Design and Planning Counsel, Ahmedabad (online attend)
 4. Geomaze Consultancy and Infrastructure – Rajkot (online attend)
 5. Miracle Infrastructural pvt ltd- Rajkot(online attend)
 6. Mars Planning and Services- Ahmedabad(online attend)

On the onset of the meeting Chief Executive Authority and Senior Town Planner welcomed all the bidders and explained the nature of work and work methodology of the projects. He explained how diverse the works of this project is and then open the forum for queries from agencies. The following are the queries raised by various and reply given by RUDA officials.

1. Design and Planning Council					
Sr. No.	Clause No.	Page No.	RFP Text	Request/ Query	Reply given by RUDA
1	Clause 2.5 Project Team	17	Project Team: - Urban Infrastructure Planner - GIS Expert	We request you to allow Urban Infrastructure Planner and GIS Expert position as consultant. Consultant will make sure, along with other key expert, these experts will be available as and when required and there will be no delay in project progress.	Tender condition prevails
2	Clause 2.5 Project Team (Note)	18	Upon award of contract, the entire project team must be stationed at Rajkot.	The exercise of preparation of Town Planning Scheme will be carry out at consultant's office where inputs from whole team (i.e. Team Leader, Senior Urban Planner, GIS Expert, Infrastructure Expert and other support staff) will be required. Therefore we request you to delete the requirement of full time deploy of team at Rajkot. Consultant will make sure about availability of team members as and when required for meetings and other discussion at client's office/site. For project co-ordination and overall management and smooth progress of project, consultant may mobilize One Urban Planner/ Project Manager on site/ client office.	Tender condition prevails

Sr. No.	Clause No.	Page No.	RFP Text	Request/ Query	Reply given by RUDA
3	Clause 2.5 Payment terms	18	<p>Stage A – Understanding of Delineated TP Scheme Area</p> <p>Stage B – Preparation of Base Map (B1, B2, B3)</p> <p>Stage C – Existing Land Use Map and Existing Situation Assessment</p> <p>- % Fees = 0</p>	<p>From the deliverable table, we understand that, there is no payment against Literature related to understanding of TPS, Base map preparation, ELU Map and Existing situation assessment.</p> <p>As consultant has to invest more resources and time during initial stage of work for various site surveys, data collection and verification, approval of base map and other decision making process, therefore we request you to relook at payment schedule. We request you to keep at least 15% payment against Stage A, B & C.</p>	Accepted (please refer Annex-1)
4	Clause 3.2 Technical Evaluation (A.1)	20	<p>The bidder should have a minimum average annual turnover of 1 cr. over any of the 3 financial years during the last 5 years up to year ending FY 2023-24.</p> <p>- 1 Cr to 2 Cr – 15 Marks;</p> <p>- For every additional 1 Cr. – 1 Marks to be allocated up to a maximum of 5 marks.</p>	<p>For this nature and scale of project, technically competent consultant is required. Thus, major focus should be on technical requirement hence we request you to delete the grading criteria. If consultant is having financial turnover as mentioned in eligibility criteria, they should be awarded full marks. Kindly consider.</p>	Tender condition prevails
5	Clause 3.2 Technical Evaluation (B.2)	20	<p>The work orders should not be older than 10 years from the date of release of this bid document.</p>	<p>To allow more core planning firm to participate and make this bid competitive, we request to consider project experience/ work order of last 15 years. OR Work completion certificate from last 10 years.</p>	Accepted (please refer Annex-1)
6	Clause 4.2.15 Empanelment Process	27	<p>RUDA will empanel the bidders who are meeting the eligibility criteria conditions and agrees to the L1 rates for the preparation of Draft TPS</p>	<p>Kindly share RUDA's opinion if L1 rate is too low and practically not possible for consultant to deliver the project at L1 rate. Additionally, we suggest to select the consultant under Quality cum Cost Based Selection (QCBS) process with ratio of 80:20.</p>	Tender condition prevails

Sr. No.	Clause No.	Page No.	RFP Text	Request/ Query	Reply given by RUDA
7	Clause 4.3.1 Performance Security	27	Within 10 days, or within period as amended in Letter of Empanelment (LoE), of receipt of the LoE, the Bidder shall deliver to the RUDA a Performance Security of Empanelment for an amount of INR 10,00,000/- as stipulated in the conditions of contract.	The amount of Performance Security Rs. 10, 00,000/- is too high, we request you to reduce it, and keep as 3% of consultancy fees.	Tender condition prevails
8	Form 6 – Financial BoQ Format	43	Rate for Preparation of Draft Town Planning Scheme	We request you to segregate the payment for consultancy work (topographic survey to preparation of TP Scheme) from civil work (fixing of stones for demarcation of roads). We also request you to consider payment against demarcation stage as Rs. per stone/peg. Please note that demarcation stage will start after the sanction of draft town planning schemes from Government, and as per our experience from previous similar assignments, merging this with overall consultancy fees might increase overall budget from initial stage of work.	Tender condition prevails
9	Clause 2.5 Note (ix)	17	Appointed bidder cannot hand over the full or any part of the work mentioned above as work to any sub late agency either for temporary or permanent section of the work	As per our understanding selected consultant can hire agency for site survey and road demarcation/ stone fixing works. Kindly confirm.	Accepted (please refer Annex-1)

2. SPACEKREATORS URBAN PLANNERS AND DESIGNERS PRIVATE LIMITED

Sl. NO.	Clause No.	Page No.	RFP text	Request/ Query	Reply given by RUDA
1	2.5	17	Project Team (Number of TP Scheme) Table Team Members (Allowed for max 2 or 5 TP Schemes)	We request to allow same project Team Members to work for more than 5 TP Schemes in context to project area.	Accepted (please refer Annex-1)
2	2.5	18	Sr.No.6. Typist (Allowed for max 2 TP Scheme) 2+ years of proven Experience Desirable: Knowledge in MS Office, English and Gujarati (Shrutl) Typing	We request to omit the requirement of Typist from the Technical Project team for Preparation of T.P.Scheme.	Tender condition prevails
3	2.5	18	Project Team (Number of TP Scheme) Note: • Sufficient supporting staff having appropriate qualification and experience shall be deployed. • Any other subject-wise sectoral experts shall be made available as required considering the context of project area. • Upon award of contract, the entire project team must be stationed at Rajkot. • Entire project team members' details with their Contact no. should be given in RUDA.	We request to omit the criteria of entire project team must be stationed at Rajkot. They can be called whenever required.	Tender condition prevails
4	2.5	18	Payment Terms 1. Stage A –Understanding of Delineated TP Scheme Area Stage B – Preparation of Base Map (B1, B2, B3) Stage C – Existing Land Use Map and Existing Situation Assessment 2. Stage D – Base Map Certification by DILR Stage E – Consultation with Chief Town Planner Stage F – Declaration of Intention to Prepare Town Planning Scheme	We request you to change and add the payment terms for these stages for Survey and Designing Work and also for only Designing work.	Tender condition prevails

Sl. NO.	Clause No.	Page No.	RFP text	Request/ Query	Reply given by RUDA
5	2.5	18	<p>Payment Terms Note: In case of Scheme return/ reject by Govt. payment will not be given for Sr. No.6 & 7.</p>	We request you to change the payment terms for these stages, as the TPS will be approved by RUDA before sending it to the Government.	Accepted (please refer Annex-1)
6	3.1 C.1	19	<p>3. Eligibility and Evaluation Criteria 3.1 Eligibility Criteria C Experience of the Bidder C.1 The bidder shall have a minimum experience of providing consultancy services for a minimum of 5 projects in the preparation of draft town planning schemes during the last 10 years. Also, these completed draft TP Scheme projects must be sanctioned by the State Government.</p> <p>Documentary Evidence Work Order and Completion Certificate of the projects clearly mentioning the total area for which the Town Planning Scheme is done. The work orders should not be older than 10 years from the date of release of this bid document.</p>	<p>Consider 5 Projects in Last 15 Years, instead of 10 years.</p> <p>Few Authorities do not mention the total area of town planning scheme in the work order and completion certificate of the project. But can be verified from the sanctioned Draft TP scheme</p>	Accepted (please refer Annex-1)
7	3.2 A1	20	<p>A. Financial Capacity A1 The bidder should have a minimum average annual turnover of INR 1 crore over any of the three financial years during the last five years up to year ending FY 2023-24. ● INR 1 Cr – INR 2 Cr – 15 Marks; ● For every additional 1 Cr 1 Marks to be allocated up to a maximum of 5 marks</p>	We request to keep maximum marks for the minimum eligibility of 1 cr. And kindly omit the additional marks for each crore	Tender condition prevails

Sl. NO.	Clause No.	Page No.	RFP text	Request/ Query	Reply given by RUDA
8	3.2 B2	20	<p>B. Experience of the Bidder The bidder shall have a minimum experience of providing consultancy services in the preparation of draft town planning schemes during the last 10 years. Also, these completed Draft TP Scheme projects must be sanctioned by the State Government. Only Govt. Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.</p> <ul style="list-style-type: none"> ● 0-3 Completed Projects: 20 Marks. ● For every additional completed or ongoing* projects, 5 marks to be allocated, up to a maximum of 20 marks. ● Additional 1 mark for every project carried out in the state of Gujarat up to a maximum of 10 marks. <p>*Note: 'Ongoing' definition: 70% payment received or submission till draft planning stage</p>	Please consider 15 years instead of 10 years. We request to change the criteria of Ongoing definition to consider if any work order is given to consultant.	Accepted (please refer Annex-1)
9	3.2	20	<p>3.2 Technical Evaluation Note: (i) Minimum 70 marks are required in the technical evaluation process. Only those bids having minimum technical marks would be eligible for opening of financial bids. (ii) However, if RUDA feels that most of the bids received are not obtaining a minimum of 70 marks, the minimum marks required in the technical evaluation process for financial bid opening can be reduced at the sole discretion of RUDA.</p>	We request to change the Minimum marks required in the technical evaluation process to 60 marks.	Tender condition prevails

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10	3.4	21	<p>3.4 Financial Evaluation The financial proposals of only technically shortlisted Bidders (having the minimum required score) will be opened and will be ranked in terms of the cost quoted per Ha for the preparation of town planning scheme. The lowest cost for the preparation of town planning scheme shall be finalized as the final rate for empanelment.</p>	The final rate for empanelment should not be the Lowest cost and rather than it should be the average of all Bids. Or RUDA can propose the rates in advance before the submission of the tender.	Tender condition prevails
11	4.3.1	27	<p>Performance Security for Empanelment a. Within 10 days, or within period as amended in Letter of Empanelment (LoE), of receipt of the LoE, the Bidder shall deliver to the RUDA a Performance Security of Empanelment [to cover the amount of liquidated damages and/or the compensation of the breach of contract and/ or to cover the penalty imposed] for an amount of INR 10,00,000/- as stipulated in the conditions of contract.</p>	Request to Omit or Reduce amount of performance security, as Bidders are already paying EMD.	Tender condition prevails
12	6 Check List for Technical Proposal FORM-3	40	<p>Form 3: Description of the Approach, Methodology and Work Plan for performing the assignment Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Maximum 30 pages, inclusive of charts and diagrams) divided into the following chapters: a) Technical Approach and Methodology, b) Work Plan, and c) Organization and Staffing, a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for</p>	Limitation of the Pages If we include project team details such as CVs, degree certificates, professional memberships, and fellowships, the page limit of 30 pages specified in Form 3 will be exceeded.	Tender condition prevails

carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate the same into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form 4.

c) 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 experts responsible, and proposed staff.

3. GEOMAZE COUNSULTANCY AND INFRASTRUCTURAL					
Sl. NO.	Clause No.	Page No.	RFP text	Request/ Query	Reply given by RUDA
1	Work No.B Clause No.2	10	Number of storey's, type of structure	Required Measurement only in this particular work Built up area & Plot Boundary Please Consider	Tender prevails condition
2	Project Team	17 & 18	Sr.No.1 (Team Leader Allowed For max 5 T.P. Scheme) Sr.No.2 (Urban Planner Allowed For max 2 T.P. Scheme) Sr.No.3 (Urban Infrastructure Expert Allowed For max 5 T.P. Scheme) Sr.No.4 (GIS Expert Allowed For max 5 T.P. Scheme) Sr.No.5 (Autocad Operator/ Draftsman Allowed For max 2 T.P. Scheme) Sr.No.6 (Typist Draftsman Allowed For max 2 T.P. Scheme)	Sr.No. 1 to 6 (Not Required one Professional Person for the particular Similar work Individual 2/5 T.P.Scheme Because One Professional Person Handled More than 2/5 T.P.Scheme) Please Consider	Tender prevails condition
3	4.3	27	Security Deposit amount of INR 10,00,000/-	This type of work Required Security Deposit 5 lac / Less than 5 lac Please Consider	Tender prevails condition
4	Form No.6	43	Financial BOQ Format Scope of Work D To K	In this type of work Update On site latest Measurment & Certification from DILR So add Colum in form No.6 Please Consider	Tender prevails condition

4. MaRS Planning and Engineering Services

Sl. NO	Clause No.	Page No.	RFP text	Request/ Query	Reply given by RUDA
1.	Clause 3.2 Technical Evaluation	19	The bidder shall have a minimum experience of providing consultancy services for a minimum of 5 projects in the preparation of draft town planning schemes during the last 10 years. Also these completed draft TP Scheme projects must be sanctioned by the State Government.	This modification request extends the timeframe for the required experience from the last 10 years to the last 15 years, providing more flexibility for potential bidders while still ensuring a significant level of recent experience.	Accepted (please refer Annex-1)
	C-1: Experience of the Bidder				
2.	3 Eligibility and Evaluation Criteria	20	The bidder shall have a minimum experience of providing consultancy services in the preparation of draft town planning schemes during the last 10 years. Also these completed Draft TP Scheme projects must be sanctioned by the State Government. Only Govt. Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.	We kindly request the authority to modify and consider the bidder shall have a minimum experience during the last 15 years.	Accepted (please refer Annex-1)
	3.2 Technical Evaluation Eligibility Criteria for Category B-2		<ul style="list-style-type: none"> ● 0-3 Completed Projects: 20 Marks. ● For every additional completed or ongoing* projects, 5 marks to be allocated, up to a maximum of 20 marks. ● Additional 1 mark for every project carried out in the state of Gujarat up to a maximum of 10 marks. 	<p>We kindly request the authority to modify and consider</p> <ul style="list-style-type: none"> ● 0-2 Completed Projects: 20 Marks. ● We kindly request the authority to grant an additional 5 marks for any infrastructure project undertaken in the state of Gujarat up to a maximum of 10 marks. 	Tender condition prevails
3.	Bid Submission Closing Date NIT - Tender N-procure		Bid End Date: 17-10-2024 12:00	We kindly request an extension of at least 2 weeks from the issuance of pre-bid reply or latest corrigendum current submission deadline.	Tender condition prevails

5. Benchmark Engineers and Services				
Sl. N O.	Clause No.	RFP text	Query	Query Accepted
1	As Per 2.2.2.1.1:	"Therefore, out of the 30 Draft Town Planning Schemes, 30 will be prepared on a priority basis along Ring Road-2."	It means 30 DTPS in 3 years or 10 DTPS in 3 years. Compared to the amount of work per agency, the performance security must be 5, 00,000 instead of 10, 00,000 to maintain cash for progress of the work.	Tender condition prevails
2	3. Eligibility and Evaluation criteria point No. C. C.1 Experience of the bidder:	Minimum of 5 Projects in the Preparation of Draft town planning Schemes during the last 10 years need to minimum of 2 projects.	The bidder shall have an experience of detailed survey of minimum 5 projects in the preparation of draft town planning schemes during the last 10 years.	Tender condition prevails
3	3.2 technical evaluation	-	Minimum mark should be 60 Instead of 70.	Tender condition prevails
4	2.4	Detailed scope of services – Preparation of Draft town planning scheme point no. C: – Base Map certified by DILR. And, at Sr. no. 2 of Payment Terms: Stage D – Base Map Certification by DILR where at 2.4: Detailed scope of services – preparation of draft town planning scheme Points no. D – Existing Land Use map and existing situation assessment do correct and also to update fee structure accordingly.	Update fee structure	Accepted (please refer Annex-1)

Changes in Tender Condition(Annexure-1)			
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1	3 Eligibility and Evaluation Criteria 3.1 Eligibility Criteria	C Experience of the Bidder C.1r C.1 The bidder shall have a minimum experience of providing consultancy services for a <u>minimum of 5</u> projects in the preparation of draft town planning schemes during the last 10 years. Also these completed draft TP Scheme projects must be sanctioned by the State Government. Only Govt Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.	Now read as : C Experience of the Bidde C.1r C.1 The bidder shall have a minimum experience of providing consultancy services for a <u>minimum of 3</u> projects in the preparation of draft town planning schemes during the last 15 years. Also these completed draft TP Scheme projects must be sanctioned by the State Government. Only Govt Projects as per statutory provisions under GTP&UD Act, 1976 and similar acts in other states shall be considered for the purpose of this clause.

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2	2.3 And 2.4 Detailed Scope of Services-	C. Base Map Certification by DILR D. Existing Land Use Map and Existing Situation Assessment	Now read as : Stage C – Existing Land Use Map and Existing Situation Assessment Stage D – Base Map Certification by DILR																																																																
3	Financial bid Form 6: Financial BOQ Format	Rate for Preparation of Draft Town Planning Scheme/ per 1 Ha (work as per mentions in scope of services A TO K) Rate for Preparation of Draft Town Planning Scheme/ per 1 Ha (work as per mentions in scope of services A TO K)	Now read as : Rate for Preparation of Draft Town Planning Scheme/ per 1 Ha (work as per mentions in scope of services A TO K) Rate for Preparation of Draft Town Planning Scheme/ per 1 Ha (work as per mentions in scope of services D TO K)																																																																
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5	3.2 (B) Technical Evaluation	<p>B. Experience of the Bidder – 50 Marks</p> <p>The bidder shall have a minimum experience of providing consultancy services in the preparation of draft town planning schemes during the last 10 years. Also these completed Draft TP Scheme projects must be sanctioned by the State Government.</p> <p>*Note: 'Ongoing' definition: 70% payment received or submission till draft planning stage</p>	<p>Now read as :</p> <p>The bidder shall have a minimum experience of providing consultancy services in the preparation of draft town planning schemes during the last 15 years. Also these completed Draft TP Scheme projects must be sanctioned by the State Government.</p> <p>Note: ongoing Definition:" Any work order issued to the consultant for Preparation of a Draft Town Planning Scheme"</p>
6	Clause 2.5 Note (ix)	Appointed bidder cannot hand over the full or any part of the work mentioned above as work to any sub late agency either for temporary or permanent section of the work.	<p>Now read as :</p> <p>Appointed bidder can only sublet survey and demarcation related work to other agencies. Except this, no work can be sub late to other agencies.</p>
7	2.5 Deliverable, milestones and payment timelines (1)Project Team (Number of TP Scheme):	<p>Expert Team Leader (Allowed for max 5 TP Scheme)</p>	<p>Now read as :</p> <p>Expert Team Leader (Allowed for max 10 TP Scheme)</p>
8	2.5 Deliverable, milestones and payment timelines (2)Urban planner/physical planning expert	<p>Expert Team Leader (Allowed for max 5 TP Scheme)</p> <p>Specification Experience</p> <p>7+ years of proven experience in preparation of Town Planning schemes, Statuary Planning, Spatial Planning, and building regulations and knowledge of GIS.</p>	<p>Now read as :</p> <p>Expert Team Leader (Allowed for max 10 TP Scheme)</p> <p>Specification Experience</p> <p>3+ years of proven experience in preparation of Town Planning schemes, Statuary Planning, Spatial Planning, and building regulations and knowledge of GIS.</p>
8	2.5 Deliverable, milestones and payment timelines (6)Typist	<p>Expert Typist (Allowed for max 2 TP Scheme)</p>	<p>Now read as :</p> <p>Expert Typist (Allowed for max 5 TP Scheme)</p>

As there was no more queries raised by any bidder / agency the meeting was concluded with a vote of thanks.


 Chief Executive Authority
 Rajkot Urban Development Authority
 RUDA