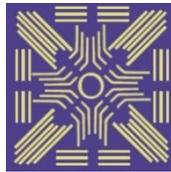


**RFQ-cum-RFP Document**  
**for**  
**Preparation of Functional Plan for**  
**Dairy Sector in NCR**



**National Capital Region Planning Board**  
**Ministry of Housing and Urban Affairs**  
**New Delhi**

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**Core 4-B, First Floor, India Habitat Centre,**  
**Lodhi Road, New Delhi -110003**  
**Website: <http://ncrpb.nic.in>**

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**NATIONAL CAPITAL REGION PLANNING BOARD**  
(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)  
1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003

### **Notice Inviting Tender (NIT) for Preparation of Functional Plans**

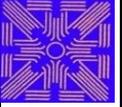
National Capital Region Planning Board (NCRPB), New Delhi invites sealed bids from national and international consulting entities / organizations/ joint ventures/ consortiums etc. for undertaking works relating to preparation of Functional Plan on **Dairy Sector** as per Regional Plan-2041 proposals for National Capital Region Area.

The RFQ-cum-RFP document containing the Terms of Reference (ToR), Details of Qualification and Evaluation Criteria etc. can be downloaded alongwith the draft Contract Agreement from the website of NCRPB i.e. <http://ncrpb.nic.in/tenders>.

Hardcopy of the RFQ-cum-RFP document may also be obtained from the office of NCRPB, Core 4-B, First Floor, India Habitat Centre, Lodhi Road, New Delhi- 110003. Last date of submission of completed bid is 1<sup>st</sup> April 2024.

Sd/-

**Member Secretary**



**राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड**  
(आवासन और शहरी कार्य मंत्रालय, भारत सरकार के तहत एक सांविधिक निकाय)  
पहली मंजिल, कोर-4 बी, इंडिया हैबिटेट सेंटर, लोधी रोड, नई दिल्ली-110003

### **कार्यात्मक योजनाओं की तैयारी के लिए निविदा आमंत्रण सूचना (एनआईटी)**

राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड (एनसीआरपीबी), नई दिल्ली राष्ट्रीय राजधानी क्षेत्र के लिए क्षेत्रीय योजना -2041 प्रस्तावों के अनुसार डेयरी सेक्टर पर कार्यात्मक योजना की तैयारी से संबंधित कार्य करने के लिए राष्ट्रीय और अंतरराष्ट्रीय परामर्श संस्थाओं / संगठनों / संयुक्त उद्यमों / संघों आदि से मुहरबंद बोलियां आमंत्रित करता है। संदर्भ की शर्तों (टीओआर), योग्यता और मूल्यांकन मानदंड आदि का आरएफक्यू-सह-आरएफपी दस्तावेज़ एनसीआरपीबी की वेबसाइट यानी <http://ncrpb.nic.in/tenders> से ड्राफ्ट अनुबंध समझौते के साथ डाउनलोड किया जा सकता है। आरएफक्यू-सह-आरएफपी दस्तावेज़ की हार्डकॉपी एनसीआरपीबी के कार्यालय, प्रथम तल, कोर 4-बी, इंडिया हैबिटेट सेंटर, लोधी रोड, नई दिल्ली- 110003 से भी प्राप्त की जा सकती है। बोली जमा करने की अंतिम तिथि 1<sup>st</sup> अप्रैल 2024 है।

ह/-

सदस्य सचिव

**National Capital Region Planning Board**  
**(Ministry of Housing and Urban Affairs, Govt. of India)**  
**Core 4-B, First Floor, India Habitat Centre,**  
**Lodhi Road, New Delhi-110003**

**NOTICE INVITING TENDER**

National Capital Region Planning Board (NCRPB), New Delhi invites sealed bids from national and international consulting firms/ organizations/ joint ventures/ consortiums etc. for undertaking works relating to preparation of Functional Plans as per Regional Plan-2041 for NCR for Dairy Sector .

2. The Bid document containing the Terms of Reference (ToR), Details of Qualification and Evaluation Criteria, List of documents to be submitted etc. is enclosed. The same can also be downloaded from the website of NCRPB (<http://ncrpb.nic.in/tenders>) and CPP Portal (<https://eprocure.gov.in/epublish/app>).

3. The tender Schedule is given below:-

<b>S.No.</b>	<b>Name of Activity</b>	<b>Date &amp; Time</b>
i)	Advertisement Publishing Date	1 <sup>st</sup> March 2024
ii)	Issue of Document (Document download start date)	1 <sup>st</sup> March 2024
iii)	Queries, Clarification, Comments/Suggestions. if any through e-mail (only in MS Word format)	1 <sup>st</sup> March 2024
iv)	Pre-Bid Conference Time & Venue	Date, Time and Venue to be specified on NCRPB website.
v)	Last date & time of submission of Bid	1 <sup>st</sup> April 2024 05.00 PM
vi)	Date & Time of Opening of Technical Bid	Date, Time and Venue to be specified on NCRPB website.
vii)	Date, Time & Venue of presentations	Date, Time and Venue to be specified on NCRPB website.
viii)	Date & Time of Opening of Financial Bid	Date, Time and Venue to be specified on NCRPB website. May refer NCRPB website for update.
ix)	Validity of Bid	180 days from the last date of submission of Bid

4. **Earned Money Deposit (EMD):** Rs. 1,00,000/- (Rs. One lakh) as EMD.

5. Bid Security / Earnest Money Deposit (EMD) is required to be submitted by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department [or Startups

as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)]. The exemption and relaxation in EMD is subject to validity of their registration on the date of submission of their bid. The bid security/ EMD should be valid for a period of forty-five days beyond the final bid validity period.

6. The prospective Bidding Entities are required to submit the following documents alongwith the bid:-

- (i) Proof of profit making - Board approved Audited Account Statement duly signed by CMD/MD/CA/ Authorized signatory or Annual Report duly approved by the Board/ Authorized Signatory indicating proof of profit making as required in the RFP document.
- (ii) Proof of Earnest Money Deposit (EMD), as applicable
- (iii) Copy of the Letter of Award w.r.t Consultancy/ Assignments
- (iv) Letter of Priority, if applying for multiple Functional Plans
- (v) Brief Note/ Proposal including, Comments & Suggestions on ToR, Suggested Methodology, Overview of proposed Work Plan
- (vi) Technical Proposal with Standard Forms at Section-5 and Section-6
- (vii) Financial Proposal with Standard Forms at Section-7

**Supporting Documents:**

- (viii) Copy of Certificate of incorporation/ partnership Deed of the Bidder Entity(ies)/Gazette notification for constitution of the organization.
- (ix) Agreement of Consortium, as applicable. Maximum two (02) Consulting Firms can jointly participate in the form of JV / Consortium.
- (x) Copy of PAN No./ Service Tax Registration/GST Registration Certificate

7. The interested Bidding Entities may submit their bids in three separate sealed envelopes, namely, Qualification documents (Proof of Profit Making & EMD), Technical Bid and Financial Bids in the prescribed format alongwith all requisite documents to the officer below latest by **1<sup>st</sup>April 2024** (1700 hrs.).

Director (A&F),  
NCR Planning Board,  
Core 4-B, First Floor, India Habitat Centre,  
Lodhi Road, New Delhi-110003.

8. Queries, if any, may be referred in writing to Director (A&F), NCRPB at the above-mentioned address or Telephone No. 011-24603138 or at E-mail- ncrpb-dr@nic.in.

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## Section-1: Background of National Capital Region

### 1.1 Introduction

- i) National Capital Region Planning Board (NCRPB) Act was enacted in 1985 by the Parliament of India with the concurrence of the constituent States to provide for the constitution of a Planning Board for the preparation of a plan for the development of the National Capital Region (NCR) and for coordinating and monitoring the implementation of such plan and for evolving harmonised policies for the control of land uses and development of infrastructure in the NCR so as to avoid any haphazard development of the Region.
- ii) The mandate of the NCRPB is to systematically develop India's NCR. The present NCR covers 55,083 Sq. Km. spanning 24 districts in three states (Haryana, Rajasthan, and Uttar Pradesh) and the National Capital Territory (NCT)-Delhi. The NCR's population was 58.16 million in 2011, as per the Census of India. The constituent areas of NCR are briefly described in **Attachment 1**.
- iii) NCT-Delhi and the three NCR states are of considerable importance to India's economy. According to the Oxford Economics data, 2016, Delhi Extended Urban Agglomeration (EUA)-comprising Delhi, Gurugram, Faridabad, Noida and Ghaziabad contributes 370 Billion USD GDP and has accordingly been recognized as the economic capital of India, overtaking Mumbai-EUA. Delhi-EUA, as the largest sub-economy in India contributes about 8% to National economy and attracts a large number of people from across the country. Therefore, contribution of the entire NCR to the national economy, would obviously be much higher. NCR is also one of the most vibrant global economic regions. Delhi NCR had attracted 20% of Foreign Direct Investment (FDI) in the country amounting to Rs. 2,49,023 Cr (USD 49,410 million) during 2010-15. This further increased to about 25% of FDI received by the country during April-December 2018-19.

### 1.2 Legal Framework for preparation of Functional Plans

#### Section 16 of NCRPB Act, 1985:

*“After the Regional Plan has come into operation the Board may prepare, with the assistance of the Committee, as many Functional Plans as may be necessary for proper guidance of the participating States and of the Union Territory.”*

Accordingly, for guidance of the NCR participating States and Union Territory, NCR Planning Board has earlier prepared five functional plans to elaborate one or more elements of the NCR Regional Plan 2021 (NCR RP 2021), notified in 2005.

## Section-2: Aims & Objectives

### 2.1 Intention

NCR Planning Board intends to prepare Functional Plans for NCR for the perspective year 2041 with respect to various aspects as per the requirement of its draft Regional Plan-2041 proposals. Accordingly, the Office of NCR Planning Board, Core 4-B, First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 invites RFQ-cum-RFP document for Comprehensive Consultancy regarding preparation of **Functional Plan for Dairy Sector** for the perspective year 2041.

### 2.2 Need for Preparation of Functional Plans

- (i) As per the provisions under Section 7 (a) of the NCRPB Act, 1985, NCRPB has to prepare the Regional Plan (RP) and Functional Plans for NCR. The Board had prepared the RP-2001 and RP-2021 with the active participation of NCR constituent States of Haryana, Rajasthan, Uttar Pradesh and NCT-Delhi; concerned Central Ministries and experts, for promoting sustainable development in the region to improve the quality of life. Further, certain Functional Plans were also prepared for the guidance of the NCR participating States.
- (ii) NCRPB is in the process of finalising Regional Plan for horizon year 2041. The vision of the NCR Regional Plan 2041 is – *“To provide a long term plan for development of the technology driven, future-ready National Capital Region of New Vibrant India, with citizen-centric infrastructure for building an economically prosperous region aligned with sustainable development goals.”* The draft Regional Plan-2041 is available on the website of NCRPB.
- (iii) NCR is expected to be the world’s most populous capital region by 2030–2031. There is a unique opportunity to undertake coordinated planning and informed investments in the NCR. The region faces threats in terms of water security, drought, land degradation, a high carbon footprint, loss of vegetation and biodiversity, and severe air and water pollution; these arise from both human and natural factors. NCR also faces significant development challenges related to urbanization; transport; water and waste management; logistics; economic corridors; infrastructure (for housing, education, health, safety, disaster management and sports) that meets future need, climate change impacts, etc.
- (iv) The priority areas for the draft NCR RP-2041 are urban regeneration; future-ready infrastructure; multimodal transport and logistics; industries; micro, small, and medium-sized enterprises; economic corridors; tourism; MICE and leisure; farm incomes and traditional economy; skill development and employment; and business climate improvement. RP-2041 proposals including Transit Oriented Development (TOD); high floor area ratios (i.e., dense development); Transferable Development Rights (TDR); vertical and brownfield redevelopment; mixed land use; and affordable rental housing, are transformative in nature, and will help meet the challenges that accompany rapid urbanization.
- (v) In addition to earlier Functional Plans (e.g., Transport, Ground Water Recharge, Drainage, Economic Development, and Micro and Household Enterprises) prepared as per RP-2021, it is now equally important to prepare Functional Plans for various aspects

of the RP-2041. **It is expected that the Functional Plans will provide strategies, approaches, guiding principles, list of identified infrastructure projects with cost estimates, location specific proposals/ details, etc. in line with the overall policies and proposals of the RP-2041.** It is expected that there will be a demonstration effect that leads to replication of development strategies in other urban areas in India, as well as potential downstream investment in socio-economic infrastructure in the NCR.

- (vi) Further, to catalyse growth, each of the Functional Plan must be inclusive and citizen centric. It is also important to address implementation of the Functional Plan, including inter-governmental collaboration and effective governance systems, as well as technological and smart-digital interventions.

### **2.3 Objectives**

- (i) The objective of consulting assignment is to prepare Functional Plan for Dairy Sector in NCR. Functional Plan would be elaborations of different aspects of the RP-2041 that can then be implemented through projectization. The indicative guidance note on functional plans to be referred for overall assignment is in **Attachment 2**.
- (ii) The Functional Plan preparation exercise would include studies, collection of primary and secondary data for required sector, data analyses and interpolation, formulation of strategies, proposed interventions and identification of projects at regional, sub-regional and local level, as deemed fit, within the coverage and overall framework of NCR RP-2041. The Counter Magnet Areas (CMAs) may also be touched upon in the identified Functional Plans. The Functional Plans will include the identification of associated infrastructure and other investment projects for the NCR.

*The bidding entities may refer NCRPB website for Draft Regional Plan 2041 for required details. Further, it may be noted that NCRPB has identified 9 Counter Magnet Areas (CMAs) spread over 6 adjacent states, which are Hisar, Ambala, Kota, Jaipur, Patiala-Rajpura corridor, Kanpur-Lucknow corridor, Bareilly, Gwalior and Dehradun.*

- (iii) The assistance that shall be required, broadly covers providing consulting services support by a reputed bidding entity, having its registered office in India, for:
  - a) Preparation and finalization of Functional Plan including related studies.
  - b) Exposure to national/ international good practices and global experiences.
  - c) Identifying investment requirements based on recommendations of Functional Plan
  - d) Compilation of features of the Functional Plan as knowledge products.

### **2.4 Selection**

A consulting bidding entity will be selected as per the procedure described in the tender document which includes the following:

Section 1 - Background of National Capital Region  
Section 2 - Aims & Objectives  
Section 3 – Information to Bidding Entity  
Section 4 - Terms of Reference including Scope/HR  
Section 5 - Qualification - Standard Forms  
Section 6- Technical Proposal - Standard Forms  
Section 7 - Financial Proposal - Standard Forms  
Section 8 - Standard Form of Contract

## Section-3: Information to Bidding Entities

### 3.1 Introduction

- (i) NCR Planning Board henceforth referred as 'Client' will award the assignment in accordance with the method of selection indicated in **para 3.6**, for carrying out the assignment for preparation of the Functional Plan, as cited above in **para 2.1**.
- (ii) The bidding entities are required to submit Qualification documents (Proof of Profit Making & EMD), Technical Bid and Financial Bid in separate sealed covers for Consulting Service required for the Assignment named in **para 2.1**. The proposal will form basis for evaluation and ultimately for a signed contract with the selected bidding entity.
- (iii) Some changes/ modifications are also expected in the Draft Regional Plan-2041 as published on NCRPB website. These changes, if available before finalising the bids, will be considered and communicated to the successful bidders during the exercise of Functional Plan study/preparation.
- (iv) Final approval on draft Functional Plan prepared by the successful bidder will be accorded only after notification/publication of the Final Regional Plan-2041 for NCR.
- (v) The Bidding entities should be profit making at least in 03 years of last 05 consecutive financial years ending FY 2021-22. Bidding entities should submit appropriate proof/ statement (unaudited) duly signed by CMD/ MD/ CA/ Authorised Signatory or Annual Report duly approved by the Board/ Authorized Signatory indicating proof of profit making as required in the RFP document for FY 2021-22, wherever applicable for profit making/ turnover, if same are not audited till submission of bid, failing which, the proposal/bid could be treated as non-responsive and summarily rejected without opening Technical and Financial bids.
- (vi) The Bidding entities are required to submit their proposal written in English. Each page of the proposal should be signed and stamped.
- (vii) The bidding entities should submit their bids, in the prescribed format, in 03 separate sealed envelopes with regard to following:
  - a) Qualification documents (Proof of Profit Making & EMD)
  - b) Technical Proposal
  - c) Financial Proposal
- (viii) In case, a bidding entity is already selected as a successful bidder for other Functional Plan(s) preparation Assignment, as per earlier published RFQ-cum-RFPs, it should be clearly mentioned in the proposal, as one bidding entity shall not be awarded more than two works (FPs).
- (ix) Bidding entities meeting the qualification criteria shall be invited for presentation of proposal as decided by NCRPB.
- (x) Assignment shall be implemented in accordance with the phases indicated in **para 3.2**. The performance of the contract under each phase must be to the client's satisfaction before work begins on the next phase.
- (xi) The bidding entities must familiarise themselves with local conditions, National and International best practices and take them into account in preparing their proposals.
- (xii) Separate pre-bid conferences will be held for each functional plan assignment will be held as specified in the **para 3.8**. Bidding entities are encouraged to attend the conference before submitting their proposals.

- (xiii) The Client will provide the data/ reports available with NCRPB. Collecting any other information relevant to the assignment will be the responsibility of the successful bidding entity. Client will provide the necessary introductory letter to get the information from other concerned agencies / departments, wherever applicable.
- (xiv) The costs of preparing the proposal and of negotiating the Contract, including visit to the Client, etc. are not reimbursable and the Client is not bound to accept any of the proposals submitted.
- (xv) Client policy requires that the successful bidding entity provides professional, objective and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. The successful bidding entity shall not be hired for any assignments that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out assignments in the best interests of the Client.
- (xvi) Any previous or ongoing participation in relation to the assignments by the bidding entity, its key professionals, staff, or its affiliates or associates under a contract with the Client may result in rejection of the proposal. The bidding entity should clarify their situation in that respect with the Client before preparing the proposal.
- (xvii) Bidding entity shall not have been declared in-eligible for corrupt and fraudulent practices. Bidding entity shall be aware of the provisions of fraud and corruptions stated in the standard contract.
- (xviii) **"An International bidding entity is allowed to bid if it has its registered branch office in India. Such International bidding entities can bid individually or in JV/Consortium"**
- (xix) Exiting from JV/Consortium could be allowed by client in only genuine, compelling reasons subject to prior written approval of client. The replacement with equal strength partner entity will be allowed, with the prior written approval of Client, failing which *Force Majeure* / termination will be applicable, as per the Contract.
- (xx) No changes shall be made in the Key Personnel. In case it becomes incumbent to change any one of key personnel, the Consultants may do so only after providing as a replacement a person of equivalent or better qualifications with prior written approval of the replacement personnel by the Client.
- (xxi) The successful bidding entity has to submit the Acceptance Letter within 15 days from the Letter of Award (LoA), else it could be deemed as rejection.
- (xxii) The Contract has to be signed by the successful bidding entity within 15 days from the acceptance of the Assignment.
- (xxiii) Performance guarantee @ 3 % of contract value valid for period of 14 months beyond the approval of final report shall be submitted by successful bidding entity within 15 days of LoA acceptance or before contract signing, whichever is earlier. In any case, performance guarantee has to be duly submitted before release of first stage of payment. The EMD of successful entity will thereafter be released by the client.
- (xxiv) The successful entity will also be required to take out an insurance within 15 days of LOA acceptance or before contract signing. This shall be in form of a Professional Liability Insurance, with a minimum coverage equal to total contract value for this

consultancy and valid for 14 months after final approval of Report by Client. This shall be ensured in any case before release of first payment.

### 3.2 Deliverables and Time/ Payment Schedule

The time-schedule for completion of various stages and payment schedule shall be as per the following: -

#### Deliverables, Completion Time for Various Stages and Payment Schedule

Phases	Stage Report/ Deliverables	No. of copies	Schedule	Cumulative Time Period (from date of LoA acceptance by the successful Bidding Entity )	Payment Schedule (% of total approved Cost)
1	Inception Report	15+ soft copy	03 weeks	03 weeks	10% will be released only after duly verifying the quality, usefulness, implementability and acceptance & approval of inception Report by NCRPB
2	Interim Report	15+ soft copy	12 weeks	15 weeks	15% will be released only after duly verifying the quality, usefulness, implementability and acceptance & approval of Interim Report by NCRPB
3	Draft Final Report (including observations and suggestions)	15+ soft copy	12 weeks	27 weeks	20% will be released only after duly verifying the quality, usefulness, implementability and acceptance & approval of Draft Final Report by NCRPB
4	Final Report	30+ soft copy	11 weeks	38 weeks	25% will be released only after duly verifying the quality, usefulness, implementability and submission of Final Report
5	Approval of Report / Functional Plan	30 + soft copy	Subject to approval	Subject to approval	20% will be released only after duly verifying the quality, usefulness, implementability and acceptance &

Phases	Stage Report/ Deliverables	No. of copies	Schedule	Cumulative Time Period (from date of LoA acceptance by the successful Bidding Entity )	Payment Schedule (% of total approved Cost)
					approval of Final Functional Plan.
6	Handholding Support for one year after approval of Functional Plan for onboarding the states for FP implementation	--	--	--	10% (2% each at the end of 1st, 2nd & 3rd quarter and remaining 4% at the end of 4th quarter) will be released as Final payment on satisfactory completion of handling support for one year"

Note:

- i) No advance payment for any purpose will be made to the successful bidding entity.
- ii) The successful bidding entity will be required to make one or multiple presentations (minimum up to 05 such presentations) before NCRPB and/or Planning Committee/ Project Sanctioning and Monitoring Group (PSMG)/ Board/ MoHUA/ NCR participating States/ any other relevant Ministry/ Department/ Agency, etc. within a week of submission or later of each of the above reports/ stage. The observations and suggestions conveyed by NCRPB will be incorporated by the successful bidding entity and revised Report to be submitted to NCRPB.
- iii) The payment will become due on approval of the stage report and on raising of bills/invoice by the successful bidding entity after the approval of the stage report. The processing time of the payment will be 90 days for final payment and 45 days for all other payments. Consultative process and statutory committee meeting is involved which is time taking.
- iv) The successful bidding entity is also required to present the progress of work in the review meetings convened by the NCRPB and shall comply with the decisions taken in these meetings regarding the assignment.
- v) The successful bidding entity is also required to present the progress of work to the NCRPB and/or Planning Committee/ PSMG/ Board and/or MoHUA as and when required and shall comply with the instructions regarding this assignment.
- vi) The successful bidding entity shall provide post submission services/support at no additional cost to NCRPB till the final approval of the Functional Plan by the NCRPB Board.
- vii) The successful bidding entity will work in close coordination with the designated personnel of NCRPB and its State representatives/ partner agencies; other Central Ministries/ Departments/ institutions such as, NITI Aayog, Town and Country Planning Organisation (TCPO), National Capital Region Transport Corporation–NCRTC, National Institute of Urban Affairs (NIUA), etc.; and other stakeholders such as, non-government organization, resident welfare association, planning and infrastructure

think-tanks, etc.; towards understanding the planning/ implementation/ management requirements and will make necessary efforts to bridge any data gaps, so as to ensure that quality outputs are produced that not only facilitate effective implementation of functional plans but also serve as an appropriate guidance for further planning (master plans/ development plans/ area specific or local area development plans, etc.) and downstream investment projects with costs estimated based on lifecycle cost approach.

- viii) Success fee for completion within stipulated time - 02% over and above the fee if completed to the acceptance of NCRPB, in 35 weeks instead of 38 weeks.
- ix) Payments will be made to the account of the successful bidder according to the payment schedule as stated above. First payment shall be released as per the stages, but only after execution of performance guarantee by the successful bidder. Subsequent payments shall be made in accordance with the prescribed conditions on submission of bills by the successful bidder.

### **3.3 Support by Successful Bidding Entity after approval of Functional Plan**

- i) After approval of respective Functional Plan, the successful bidding entity will provide support and handholding for one year from the date of approval of respective Functional Plan for taking the plans further for on boarding the states and facilitating them for implementation of the Functional Plan which could be through Roadshows, workshops, discussions, meetings and making presentations to various agencies/ departments, MoHUA, NCR participating States, etc., as and when required by the Client. The successful bidder can reduce its full-time experts as per its comfort level in this period, subject to maintain quality of services to the client. Such costs can be in-built in consultancy fees under the financial bid.
- ii) At least 2 workshops per Functional Plan with minimum 50 participants **from NCR participating states**, concerned Central Ministries/Departments and implementing agencies, to be conducted by the successful Bidder. All costs to be borne by bidder. This can be part of consultancy fee under the financial bid.

### **3.4 Procedure for Monitoring & Review of the Assignment**

- (i) The successful bidding entity work will be monitored and reviewed by NCRPB.
- (ii) The successful bidding entity shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to NCRPB within week of submission or later as required, wherein, NCRPB shall give its comments and suggestions in the form of feedback. Subsequently, the Consultant will incorporate all such comments and suggestions and submit the revised stage report with indexed Action Report (ATR) on comments of NCRPB.
- (iii) In case of delay in submission of the above-mentioned deliverables as per given schedule, a penalty of 0.5% per week of delay subject to maximum of 10% of the payment due in this regard shall be levied. Getting timely clearances from all concerned agency and departments shall be the responsibility successful bidder.
- (iv) If the report submitted by the successful bidding entity is found deficient in the requisite quality, the approving authority of NCRPB can accept the report while considering other factors with a penalty of up to 10% of the payment due in this regard to the successful bidding entity. This shall be independent to penalty referred to in point 3.4 (iii) above.

### 3.5 RFQ-cum-RFP document

- (i) The RFQ-cum-RFP document shall be downloaded from website of NCRPB/ CPPP/ GeM, free of cost. "Corrigendum, if any, would appear only on the above website and not to be published in any News Paper".
- (ii) The RFQ-cum-RFP document is not transferable to any other bidding entity.
- (iii) The intending bidding entities are advised to read the terms and conditions carefully. The bidder should only submit his tender if he considers himself eligible and he is in possession of all the original documents required.
- (iv) Information and Instructions for bidding entity, available on Website(s) shall form part of Tender Document.

### 3.6 Method of Selection

- 3.6.1 For the proposed Functional Plan assignment, qualified and experienced reputed consulting entity is to be engaged on **Quality-and Cost-Based Selection (QCBS) method with quality-cost ratio of 80:20**. All bidding entities (leading partner in case of JV/Consortiums) need to submit the proof of being profit making in three of the last continuous five financial years (2017-18 to 2021-22) and the necessary EMDs as applicable need to be submitted along with the respective Functional Plan proposals, failing which the bidding entity will be considered rejected.
- 3.6.2 Technical Proposal will be evaluated for those bidding entities who submitted the proof of being profit making in three of the last successive five financial years (2017-18 to 2021-22) and the necessary EMDs as applicable along with the respective Functional Plan proposals. Financial bids will be opened only for those bidding entities who qualify technically i.e., for those who secure the **minimum Qualifying Marks 50% in the Technical Proposal**. Bids are being invited on competitive basis and not on restrictive basis.
- 3.6.3 QCBS will be done separately for each of the Functional Plan/Assignment for Technically Qualified Proposals, based on Proposal Evaluation (para 3.14).
- 3.6.4 Bidding entity must submit all documents of Qualification, and Technical Proposal in pdf format [refer list of the documents given in the Notice Inviting Tender (NIT)].
- 3.6.6 **Earnest Money Deposit (EMD)**

Bidding entity [except Micro and Small Enterprise (MSE) as defined in MSE procurement policy by MSME, (*refer clause 4 and 5 of NIT above*), Registration Certificate of which needs to be enclosed with the Bid) shall submit Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One lakh), through RTGS/NEFT/DD/Bank Guarantee (with validity of 180 days from the last date of submission of bid).

The Bank Account detail are as under:

**Beneficiary Name:** National Capital Region Planning Board

**Name of Bank & Branch Address:** State Bank of India, M-Block, Cantt Circus, New Delhi

**Bank Account Number:** 53048557394

**IFSC Code:** SBIN0030203

Format of EMD Bank Guarantee is enclosed as **Attachment 3**.

### 3.6.7 Refund/Adjustment of Earnest Money:

- a) Earnest money of the successful bidding entity shall be refunded on receipt of Performance Guarantee/Security.
- b) Earnest money of the unsuccessful bidding entities shall be refunded within 30 days from the receipt of acceptance of Letter of Award (LoA) by the successful bidding entity.
- c) No interest shall be paid on Earnest Money.
- d) Earnest Money shall stand forfeited -
  - If the bid is withdrawn at any time before the validity period, or
  - If the successful bidding entity fails to execute the contract and/or does not execute performance guarantee within the stipulated period.
  - During the bidding process or even after execution of agreement or till the completion of this assignment, if any information is found wrong/ manipulated/ hidden in the bid, the decision of NCRPB regarding forfeiture of the EMD and rejection of bid or termination of contract, shall be final and shall not be called upon question under any circumstances.

### 3.6.8 Proposals must be submitted not later than the following date and time:

**Date: 1<sup>st</sup> April 2024**    **Time: 1700 Hours**

### 3.7 Validity of proposal

- 3.7.1 Proposals must remain valid **180** days after the due date of submission until validity extended by the bidding entity. During this period, the bidding entity is expected to keep available the key professionals, staff proposed for the Assignment. The Client will make the best effort to complete the tendering process within this period. If the Client wishes to extend the validity period of the proposals, the bidding entity may do so and those who do not agree have the right not to extend the validity of their proposals.

### 3.8 Pre-Bid Conference

- 3.8.1 The bidding entity shall submit the pre-bid queries to NCRPB office on or before the date mentioned in RFQ-cum-RFP Document. Bidding entity requiring specific points of clarification may communicate with NCRPB office before the date of pre-bid meeting using the following format:

Sr. No	RFQ-cum-RFP Document Reference (s) (section number page)	Content of RFQ-cum-RFP	Points of clarification

- 3.8.2 Clarifications of the RFP may be requested by the bidding entity in writing only, by email mentioned below on or before the deadline mentioned in the RFQ-cum-RFP document. Telephone calls will not be accepted for clarifying the queries. The address for requesting clarifications is:

**Address:** Director (A&F), NCRPB, Core 4-B, First Floor, India Habitat Centre, Lodhi Road, New Delhi- 110003, Phone: - 011-24603138, Email: [ncrpb-dr@nic.in](mailto:ncrpb-dr@nic.in)

- a) The bidding entity or its official representative will be invited to attend the pre-bid meeting.
  - b) The purpose of the meeting will be to provide bidding entities with information regarding the RFP/RFQ and the project requirements, and to provide each bidding entity with an opportunity to seek clarifications regarding all aspect of the RFQ-cum-RFP document and the Assignment.
  - c) Pre-bid queries received after due date & time shall not be accepted under any circumstances.
- 3.8.3 Separate pre-bid conferences will be held for each functional plan assignment as per the venue and schedule with date and time, as shall be mentioned/ updated on NCRPB website or online virtually. Bidding entities are encouraged to attend the conference before submitting their proposals.
- 3.8.4 At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting bidding entity, modify the RFQ-cum-RFP documents by amendment. All the amendments made in the RFQ-cum-RFP document would be published on the NCRPB web-site as corrigendum.
- 3.8.5 The bidding entities are advised to regularly check the NCRPB web-site for updates. The Client may at its discretion extend the deadline for the submission of Proposals.
- 4.8.6 The costs of preparing the proposal, including visit to the Client, etc., are to be borne by the bidding entity.
- 3.8.7 Awarding the assignment will be in accordance with policies of Government of India, including policies on corrupt and fraudulent practices.

### **3.9 Preparation of Proposal**

- 3.9.1 Bidding entities should be profit making in at least 03 years of last 05 consecutive financial years. Bidding entities should submit appropriate proof in this regard, failing which the proposal/bid will be rejected without opening Technical and Financial bids. Only those consultants whose responses are found satisfactory will be considered for evaluation of Technical Proposal.

#### **3.9.2 Technical Proposal**

Interested bidding entities shall submit information in the prescribed Qualification forms provided in **Section-5** of this document.

- a) In preparing the Technical Proposal, bidding entities are expected to examine the documents comprising this RFQ-cum-RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- b) The Technical Proposal should be submitted in Standard Forms provided in **Section-6** of this RFQ-cum-RFP document.
- c) The Technical Proposal should provide information using the Standard forms provided in **Section-6** of this document only, failing which the proposal may be summarily rejected.
- d) The Technical Proposal shall not include any financial information.

#### **3.9.3 Financial Proposal**

- a) The Financial Proposal should be submitted in Standard Forms provided in **Section-7** of this document only.

- b) The proposal should be complete, i.e., it should list all costs associated with the Assignment.
- c) The Financial Proposal should clearly identify, as a separate subset of total quoted amount, the applicable taxes (including GST, social security, etc.), duties, fees, levies, and other charges imposed under the applicable law. This shall be inclusive in the financial proposal.
- d) The values in financial proposal should be in Indian Rupees.
- e) **As NCR delineation is in progress, in case of any change in NCR area, the bid / payment of / to successful bidders will be revised proportionately / on pro-rata basis to the revised NCR area.**

### **3.10. Submission, Receipt and Opening of Proposals**

3.10.1 Any corrections made on the original Proposal must be initialed by the person or persons who sign(s) the Proposals.

3.10.2 An authorized representative of the bidding entity shall initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney or on the letter head of Chairman/Managing director of the organisation, which will accompany the Proposal.

3.10.3 Bid Offer can be submitted from the date of publication of NIT:

- a) The bidding entities are required to submit copies of all the documents mentioned in the RFQ-cum-RFP document.
- b) The bidding entities can submit documents in the form of PDF format.
- c) The bidding entities are required to quote strictly as per terms and conditions specifications, standards given in this RFQ-cum-RFP document and not to stipulate any deviations.
- d) After submission of the bid, the interested bidding entity can re-submit revised bid any number of times but before last time and date of submission of bid as notified. In case of re-submission, original copy of proposal will be returned.
- e) If the bidding entity is not found eligible after opening of tenders due to any reason, its tender shall become invalid.

### **3.11 Late Bids/ Tenders**

Bid Offers received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be entertained.

### **3.12 Mode of Submission**

The Qualification details, Technical Proposal and Financial Proposal shall be submitted separately in print form, along with pdf version of Qualification details, and Technical Proposal in CD/DVD/ Pen Drive.

### **3.13 Proposal Format**

3.13.1 The bidding entity is expected to examine all the instructions, guidelines terms and conditions and formats in the RFQ-cum-RFP document. Failure to furnish all the necessary information as required by the RFQ-cum-RFP document on submission of a proposal not substantially responsive to all the aspects of the bid offer shall be at bidders' own risk and may be liable for rejection. The Format of various pre-requisites are given in this RFQ-cum-RFP document.

3.13.2 The Bid Offers should be submitted separately on prescribed Formats containing the following **three parts**:

**a) Part-A (Section-5)**

- (i) The interested bidding entity shall submit Board approved Profit and Loss Account Statement duly signed by CMD/MD/CA/Authorized signatory, regarding statement of profit making in at least 03 years of last 05 (five) consecutive financial years. **Failing this the proposal/bid could be treated as non-responsive and summarily rejected without opening Technical and Financial bids**
- (ii) The interested bidding entity (except Micro and Small Enterprise (MSE) as defined in MSE procurement policy by MSME, Registration Certificate of which needs to be enclosed with the Bid) shall submit copy of RTGS/ NEFT or DD for Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One lakh) for Functional Plans for Dairy.

**b) Part-B (Technical Bid)**

The bidding entity shall submit Technical Bid containing the Technical Eligibility Details (as mentioned in **Section-6** RFQ-cum-RFP document).

**c) Part-C (Financial Bid)**

The bidding entity shall submit Financial Bid containing the financial offers/Financial bid on the prescribed format given at Section-7 quoting the price both in words and figures. In case of conflict between the figures and words the latter shall prevail.

3.13.3 After the deadline for submission of proposals the Qualification documents shall be opened immediately by the Bid Opening Committee as decided by the Competent Authority of NCRPB. The short-listed bidding entity may be called for power point presentation. The information will be evaluated. The Technical Proposal of only the qualifying Consultants will be opened after evaluation process.

3.13.4 The Financial Proposal shall remain sealed until technical capability statement of all submitted proposals is prepared and bidding entity short-listed. The bidding entity representative may opt to be present during the financial bid opening. The date will be conveyed to the bidding entity by the Client in advance.

### **3.14 Proposal Evaluation**

#### **3.14.1 General**

- (i) Technical and Financial Bids shall be considered for evaluation for only those bidding entities which are profit making in at least 03 years of last 05 (five) consecutive financial years. Bidding entities should submit appropriate proof in this regard (Board approved Profit and Loss Account Statement duly signed by CMD/ MD/CA/ Authorized signatory), failing which the **proposal/bid will be rejected without opening Technical and Financial bids**.
- (ii) From the time the bids are opened to the time the contract is awarded, if any bidding entity wishes to contact the Client on any matter related to its proposal, it should do so

in writing at the address indicated. Any effort by the bidding entity to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidding entity's proposal.

### 3.14.2 Bid Opening

- a) A Bid Opening Committee as decided by the Competent Authority of NCRPB, will open the bids.
- b) NCRPB reserves the rights at all times to postpone or cancel a scheduled bid opening, which will be duly informed through NCRPB website.
- c) The selection of the bidding entity shall be made on **QCBS basis (80% Technical, 20% Financial weightage)**
- d) The bids shall be opened in three parts.
  - **Part-A: Qualification documents** - Board approved Profit and Loss Account Statement duly signed by CMD/ MD/CA/ Authorized signatory, regarding statement of profit making in at least 03 years of last 05 (five) consecutive financial years and Earnest Money Deposit (EMD)
  - **Part-B: Technical Bid**
  - **Part-C: Financial Bid**
- e) The bidding entity or his authorized representatives who is present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday, the Bids shall be opened at the same time and location on the next working day. However, if there is no representative of the bidder, NCRPB shall go ahead and open the bids.
- f) During bid opening preliminary scrutiny of the bid documents shall be made to determine whether they are complete whether required bid security has been furnished, whether the documents have been properly signed and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

### 3.14.3 Evaluation of Technical Proposals

- (i) The Bid Opening Committee to be constituted by NCRPB will evaluate the bids on the basis of their Average Audited Turnover statements, Similar Assignments / Studies, Qualifications and competence of the key professional staff for the assignment, Brief Note/ Proposal, and Technical Presentation of Proposal of the Bidding Entity before the appropriate forum/ Committee (date of which will be intimated/updated on NCRPB website).
- (ii) Each proposal will be given a technical score. A proposal shall be rejected at this stage if it does not achieve the minimum technical score of 50%.
- (iii) **Evaluation Criteria for Technical Proposals is as under:**

Sl. No.	Qualifying Criteria	Documentary Proof	Maximum Marks
1	<b>Average Audited Turnover</b> of the Bidding Entity / Consortium Lead of at-least 03 of last 10 consecutive financial years should be minimum Rs. 50 lakh per year.	Board approved audited account statement duly signed by CMD/ MD/CA/ Authorized signatory	10

Sl. No.	Qualifying Criteria	Documentary Proof	Maximum Marks
	(Marks awarded will be either 10 or 0)		
2	<b>Similar Assignments / Studies</b>	Copy of the Letter of Award (LoA) or letter of submission/ approval. In absence of above, certified letter from the head of the organisation may be furnished.	
	<i>(a1) No. of Studies (02 marks each)</i>		10
	(a2) 02 marks per Assignment/Study in case involving a Plan formulation for the sector for which being bid (upto maximum 05 assignments)		10
	(a3) 02 marks per Assignment/Study in case involving GIS based Plan formulation for the sector for which being bid (upto maximum 05 assignments)		10
	<i>(b) Value of Assignments (Maximum 05 assignments)</i>		10
	• Below Rs. 25 lakh – (01 marks per Assignment)		
	• More than Rs. 25 lakh upto Rs. 50 lakh – (1.5 marks per Assignment)		
	• Above Rs. 50 lakh – (02 marks per Assignment)		
3	<b>Qualifications and competence of the key professional staff for the assignment</b> [refer Core Team Composition, qualification and weightage for key professionals of respective sector under Section-3 para 3.1 (b)]		25*
4	<b>Technical Presentation of Proposal of the Bidding Entity</b> <b>Brief Note/ Proposal</b> including: <ul style="list-style-type: none"> <li>• Comments &amp; Suggestions of ToR</li> <li>• Suggested methodology</li> <li>• Overview of proposed Work Plan</li> </ul>		25
	<b>Total Score</b>		<b>100</b>

\*Break up for provided in Section-4.

Note:

- (i) The qualifying marks will be 50%. The bidding entities scoring 50% marks in technical evaluation will be considered for QCBS.

- (ii) If Consultancy Assignments in similar sectors is done or if any Plan prepared in such sector for a State or geographical area comparable to NCR, preference or higher weightage will be given for such bidding entities.
- (iii) The selected bidding entity has to ensure the deployment of proposed Key Professionals mentioned above for the completion of allocated assignment under this tender till the approval of final stage of this assignment.
- (iv) The proposed Key Professionals shall be in regular contact with NCRPB.
- (v) Any change in the proposed Key Professionals will require a written permission from the client.
- (vi) Failure to comply with above conditions may lead to penalty on selected bidding entity as mentioned in the "General Conditions of Contract" of this document.

#### **3.14.4 Public Opening and Evaluation of Financial Proposals**

- (i) After the evaluation of Technical Proposal is completed for the respective assignment, the Client shall inform and notify the date and time for opening of financial proposals to only those bidding entities, whose proposals have been short-listed for the same. The qualified bidder shall be termed as "**Technically Qualified bidder**".
- (ii) The Financial Proposals of Technically Qualified bidder shall be opened by NCRPB, in the presence of the representatives of bidding entities who choose to attend. The name of the bidding entity and the proposed amount shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- (iii) NCRPB will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not the client will cost them and add their cost to the initial price), correct any computational errors, etc.
- (iv) The bidding entity who emerges H-1, based on QCBS for a particular assignment will be invited for signing a Contract Agreement for respective Functional Plan work, taking into consideration the priority submitted by the bidding entity and the condition prescribed in this RFQ-cum-RFP document in this regard.

#### **3.14.5 Discussions/ clarifications with the successful bidding entity**

- (i) Discussions/ clarifications will be held in order to reach agreement on all points and sign a contract. Discussions/ clarifications/ negotiations will be held at the office of NCRPB, Delhi on date set by mutual convenience.
- (ii) Discussions/ clarifications will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and successful bidding entities will then work out final Terms of Reference and reporting which will be incorporated in the Contract.
- (iii) Financial negotiations will include a clarification (if any) of the firm's tax liability and will reflect the agreed technical modifications in the cost of the services.

- (iv) Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available.
- (v) Negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

### **3.15 Award of Contract**

- 3.15.1 The contract will be awarded after the tendering process is complete. The Client will promptly notify other bidding entities that they were unsuccessful.
- 3.15.2 On award of the consultancy assignment, the successful bidding entities should be required to enter into an agreement with Client for the successful completion of the Consultancy as per the Terms and Reference.
- 3.15.3 The successful bidding entity shall begin carrying out the Services immediately on issuance of Letter of Award (LOA) by Client and acceptance of the same by the Consultant or on signing of this agreement by both the parties, whichever is earlier.
- 3.15.4 The Contract period shall be upto One year from the date of the approval of the final report unless extended by the parties mutually.
- 3.15.5 Termination of the Contract will be in accordance with provisions of the Paras of **General/Special Conditions of Contract**. In case of dispute the matter will be referred to an arbitrator as specified by the Client.
- 3.15.6 The Client will provide the relevant data/reports available. Collecting any other data relevant to the assignment will be the responsibility of the successful bidding entity. The Client will provide the necessary introductory letter to get information from other concerned agencies/departments, wherever applicable.
- 3.15.7 For a period of two years after the expiration of this Contract, the successful bidder shall not engage, and shall cause their Personnel as well as their Sub-consultants and their Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Client under this Contract, nor shall they engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The successful bidder also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.
- 3.15.7 One year from the date of the approval of the final report, is over and above the 38-week time period for the Functional Plan for handholding support.

### **3.16 Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidding entities who submitted the proposals or to other persons not officially concerned with the process.

### **3.17 Other conditions of payment**

- 4.17.1 No separate TA/DA would be payable in addition to Consultancy fee.
- 3.17.2 The TDS and other taxes as applicable under the law would be deducted by the Client from the amount payable as Consultancy fee.
- 3.17.3 In case of delay in the conduct of consultancy services within the time fixed or in the event of repudiation of the contract, the Client reserves the right to recover

liquidated damages, including administrative expenses, for breach of contract, a sum equivalent to 0.5% (half percent) of total contractual value, which the bidding entity has failed to deliver within the period fixed for delivery for each week or part thereof during which delivery is delayed, subject to an overall ceiling of 10% of the total contract price.

3.17.4 The successful bidder will have to provide a Performance Guarantee @ 3% of the project value as per the following details:

- a) The performance guarantee shall be valid for a period of 14 months beyond the approval of final report.
- b) This shall have to be furnished by the successful bidding entity within 21 days of issue of LoA by client or within 15 days from the date of issue of a letter accepting the offer of the assignment whichever is earlier.
- c) The performance guarantee by successful bidding entity shall be submitted in the prescribed form Annexed herewith, from any scheduled commercial bank appearing in the second schedule of RBI incorporated in India.
- d) The Performance Guarantee Bond and/or any amendment thereto shall be executed on a stamped paper of requisite money value in accordance with Indian laws (format provided in contract).
- e) No other form of guarantee shall be acceptable.

## Section-4: Terms of Reference

### 4.1 SCOPE OF WORK

- a) The approach to prepare the various Functional Plan shall be broadly including:
- Existing situation analysis and assessment
  - Assessment of the potential which should include primary and secondary data collection, study assessment; required workshops/brain storming; studies etc.;
  - Devising proposals and projects and assessing their possibility /feasibilities, pre requisite to make them feasible, required restructuring if any; finally providing improved Quality of life in case of say and better economic benefits in case of Dairy or may be both in some cases as applicable.
  - The market forums, supply chain mechanism study and proposed betterments under the sector.
  - Study of Export and import potential of the sector and proposed projects to benefit from the assessed potential, as in case of Dairy.
  - Marketing Strategy to sell the product i.e., the projects envisaged are taken up for implementation by concerned department /agencies considering and adopting the 5 Ps of marketing i.e., Product, Place, Price, People and Promotion.
  - Have stakeholder consultations and build stakeholder consensus on the devised proposals, projects, strategies etc.
  - All costs to be borne by the successful bidder. At least 2 workshops with minimum 50 participants from NCR participating states, concerned Central Ministries/ Departments and implementing agencies, to be conducted by successful Bidder.
- b) The scope of work towards the preparation of the functional plan for planning and development of a future ready NCR, would accordingly broadly cover following activities and aspects:
- (i) Primary data and Studies as will be necessary for detailing of respective functional plan **Bidder to decide and propose** the total sample size for conducting any surveys, focused group discussions, drone survey or any other survey required to be conducted by the consultants for the fulfilment of the scope of works in each case, as per its technical proposal for each assignment, as applicable. All costs including required surveys (drone, etc.) to be borne by the successful bidder. This shall be part of detail methodology which will be duly evaluated during technical presentation.
  - (ii) Secondary data collection and any necessary primary surveys/ investigations/ studies (in consultation with NCRPB) resulting in datasets/ baselines prepared with data disaggregated (as best feasible/ applicable), analyses, with reference to NCR Regional Plan 2041 along with cross sectoral reference of existing relevant documents /plans/maps/ findings/ gap assessments/ recommendations etc.;
  - (iii) Determination of a list of identified infrastructure projects and resultant downstream investment project proposals with preliminary/ block-cost estimates (based on life-cycle cost approach) and investment planning for implementation of functional plans in a phased manner.

- (iv) Adoption of Social inclusiveness approach and citizen centric aspects, etc., based on national/ international good practices and global experiences and futuristic technology application.
- (v) Undertaking of stakeholder consultations, when engaging with them conducting technical discourse/ awareness sessions towards capacity building including focus to identify and prepare downstream infrastructure investment projects, and to document the features of the functional plans prepared as a knowledge product to facilitate in knowledge dissemination. The successful bidding entity shall have to undertake necessary consensus building and stakeholder consultations on the devised proposals, projects, strategies etc., build stakeholder consensus after and with necessary stakeholder consultations, on its recommendations and proposals in the Functional Plan, for at least in areas of RP jurisdiction As clarified above, at least 2 workshops per Functional Plan with minimum 50 participants from NCR participating states, concerned Central Ministries/ Departments and implementing agencies, to be conducted by successful Bidder. Bidder to decide and propose accordingly in the concerned technical and financial proposal. As clarified above, all costs to be borne by the successful bidder.
- (vi) Mapping as needed is to be carried out (including Drone, etc. if required) and all requisite clearances shall be taken by successful bidding entity and will be within these stipulated timelines. As clarified above, all costs including Surveys to be borne by the successful bidder. This shall form part of lump sum consultancy fee under the financial bid. The successful bidding entity has to pursue for the same with the concerned departments. This shall be part of detail methodology which will be duly evaluated during Technical presentation.
- (vii) The information/ data that is already available with the NCRPB, will be provided to the consultants. The consultant will have to verify such information/ data, update, analyze, identify and fill gaps, if any. Apart from providing available information, the NCRPB will facilitate in the collection of information by corresponding with the relevant agencies and by convening meetings when necessary for the active collection of information.
- (viii) The bidding entity including individuals, firms, institutions etc. must have prior experience in the Dairy Sector. The output of the respective Functional Plan shall have to be linked and finalised as per the published Regional Plan -2041
- (ix) The resulting document should be able to facilitate the NCR states and concerned department to implement the suggestions and proposals, clearly bringing out the benefits of the proposal in quantifiable terms and assumptions and preconditions considered for the same, along with timelines.
- (x) A Matrix of projects, proposals, locations, implementing agencies/ players involved/ costing/ funding avenues /resources; human resources requirement and skilling required etc.; with expected benefits as per timelines should be prepared.
- (xi) Further Sector wise Scope of Work/ Expected Outcome along with required expertise and timing of services, is as presented in subsequent sections.

**b) Scope of Work/ Expected Outcome along with required expertise and timing of services:**

1.1 The approach to prepare the **Functional Plan on Dairy Sector** shall be broadly including:

- Devising proposals and projects and assessing their possibility /feasibilities, pre requisite to make them feasible, required restructuring if any; finally providing improved Quality of life, EoDB, in case the project is for social aspect and improved economy in case the sector.
- The market forums, supply chain mechanism study and proposed betterments to plan for increase in farm incomes in NCR, to leverage dairy sector potential due to proximity to mega cities and to assess/plan to exploit possibilities of exports after catering to supply chains within i.e., NCR requirements.

1.2 The functional plan on Dairy Sector is to be compliant and in sync with the policies and proposals of NCR Regional Plan 2041. The functional plan should focus on dairy sector as a whole and approach and results should be in the direction of improving the income level of farmers in the region; better quality of dairy infrastructure and products etc., while addressing the related demand and services in the Urban areas of the NCR and beyond.

a) The functional plan on Dairy sector would include detailed assessment of huge potential of Dairy sector in NCR and address and include **Strategies, Approaches, Guiding Principles, Project identification**, etc. as applicable for the **following, but not limited to:**

- (i) Present a granular blue print for dairy sector in NCR which leads to increase in farm incomes in NCR.
- (ii) Existing Dairy Sector and milk related infrastructure; mapping and locations (situation analysis and assessment)
- (iii) Network of milk procurement and processing facilities along with milk facilitation center with Bulk Milk Cooler (BMC) based milk procurement system and Milk Processing Plant; Aspects of Milk Procurement and Processing Plant with UHT (Ultra High Temperature) pasteurization facility and proposals; Fodder intensification plants/ cattle feed plants (situation analysis and assessment)
- (iv) Existing Financial and institutional arrangements;
- (v) Identification and detailed analysis of current scenario and provide Future economic growth perspective;
- (vi) Diversification of Dairy products and improvement of Dairy product shelf lives, with a view to maximise farmer incomes in Dairying and animal husbandry activities.
- (vii) Activities required to ensure strict compliance to the statutory provisions like waste management including plastic waste, use of non-hazardous gases in Dairy Sector plants, air pollution norms, effluent disposal etc. and help avail smart state-of art green technology, etc.
- (viii) Logistic plan under various ongoing or proposed schemes including Krishi Udan Scheme etc. as applicable for major export destinations for Dairy Sector products (clearly indicating the locations of proposed initiative in NCR and markets it proposes to cater to)
- (ix) Empowering farmers by specifying appropriate agri- marketing policies which may include (a) fair remuneration of farmer produce, (b) providing accessible competitive markets, (c) export clusters, value chain, traceability, storage &

- transportation, (d) market information & intelligence, (e) fall back mechanisms like procurement system & price deficiency payment system, for state adoption
- (x) Strategic regional network (SRN), including, GIS-based mapping and focus on Smart and Digital elements; Convergence architecture among various concerned Ministries/ Department and Agencies.
  - (xi) Development of a roadmap covering, institutional, financial and regulatory arrangements as per future requirements;
  - (xii) Skill development courses for veterinary health assistants, animal health workers, dairy farmers, and allied activities etc.
  - (xiii) The activities, and action proposed after analysis should clearly provide the locations where they are proposed, the related externalities, benefits from the same and scenario analysis etc. along with timelines and risks involved and risk mitigation measures
  - (xiv) Proposed Dairy Sector and milk related infrastructure; related skilling infrastructure mapping and locations
  - (xv) Proposed Financial and institutional arrangements;
  - (xvi) Study of Export and import potential of the sector and proposed projects to benefit from the assessed potential
  - (xvii) Identification of prioritized investment projects/ sub-projects with preparation of investment plan, fund arrangements and implementation/ action plan with specific targets/ timelines and locations; and including, project structure in terms of finance and implementation covering the Marketing Strategy to sell the product i.e. the projects envisaged to be taken up for implementation by concerned department /agencies considering and adopting the 5 Ps of marketing i.e Product, Place, Price, People And Promotion.
  - (xviii) The output of the Functional Plan shall have to be linked and finalised as per the published final Regional Plan -2041.
- b) The resulting document should be having necessary proposals /projects after necessary stakeholder consultations and consensus building amongst stake holders (which may include meetings/workshops/seminars etc. as necessary) and the document should be able to facilitate the NCR states and concerned department to implement the suggestions and proposals, clearly bringing out the benefits of the proposal in quantifiable terms and assumptions and preconditions considered for the same, along with timelines. It should include the suggested locations for the projects with tentative costs, suggested implementing agencies
- c) A Matrix of projects, proposals, locations, implementing agencies/ players involved/ costing/ funding avenues /resources; human resources requirement and skilling required etc.; with expected benefits as per timelines should be prepared.

### **1.3 Required Expertise**

For the Functional Plan for Dairy assignment, following key professional would be required to be mobilized by the consulting bidding entity. The Core Team Composition of bidding entity for the assignment is in Table 1-1.

**Table-1-1: Core Team Composition for Dairy Sector functional plan Bidding entity**

S. No.	Expertise	Qualifications and Experience	Area of Specific Expertise	Input Requirements	% Weightage of Marks	Marks
1)	Team Leader	Masters Degree in management with 20 Years of Experience in dairy sector or Doctorate in management with 10 years of experience in dairy sector	Planning/ Studies	Full-time	20	5
2)	Deputy Team Leader	Masters Degree in Planning with 10 Years of Experience	Planning, Economic development/ dairy Sector	Full-time	16	4
3)	Expert (Dairy Marketing)	Masters Degree in Business administration/ Rural management with 10 Years of Experience in dairy marketing	Dairy Marketing	Full-time	16	4
4)	Expert (Product development)	Masters Degree in Dairy Technology or Dairying with 10 Years of Experience in dairy product development	Dairy Processing & product development	Full-time	08	2
5)	Expert (Quality Control)	Masters Degree in Dairy Technology or Dairying with 10 Years of Experience in Quality control & management	Dairy Quality control	Full-time	08	2
6)	Expert (Dairy Engineering)	Masters Degree in Engineering with 10 Years of Experience in dairy engineering operation	Dairy Engineering	Full-time	08	2
7)	Expert (Dairy Economics/ Statistics and studies)	Masters Degree in Dairy Economics with 10 Years of Experience in dairy sector	Dairy Economics/ Statistics and studies	Full-time	08	2
8)	Livestock Expert	Masters Degree in Veterinary Science with 10 Years of Experience in Dairy sector	Animal Husbandry - Livestock	Full-time	08	2
9)	Animal Nutrition Expert	Masters Degree in Animal Nutrition with 10 Years of Experience in dairy sector	Animal Nutrition	Full-time	04	1
10)	Expert (dairy Institution building)	Masters Degree in Rural Management/ Social Work with 10 Years of Experience	Rural development/ Institution building	Full-time	04	1
	<b>Total</b>				<b>100</b>	<b>25*</b>

Note:

i) \*In reference to Sl. No. 03 at para 3.14.3 for Technical Evaluation (total Marks 25).

ii) No change of experts will be allowed without prior approval of NCRPB.

iii) The experts may be on permanent rolls of the bidding entity or consultants specific to the assignment.

## Section 5. QUALIFICATION - STANDARD FORMS

[Letterhead of Consultant]

To

**Member Secretary**

National Capital Region Planning Board

(Ministry of Housing and Urban Affairs)

Core 4-B, First Floor, India Habitat Centre, Lodhi Road,

New Delhi

**Sub: Consultancy Services for "PREPARATION OF FUNCTIONAL PLAN FOR ..... FOR NATIONAL CAPITAL REGION"**

I/We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated 1<sup>st</sup> March 2024. We are hereby submitting our Proposal for the preparation of Functional Plan for .....for National Capital Region.

2. The Proposal contains the following documents:

- Qualification Documents
- Technical Proposal
- Financial Proposal

3. I/We have gone through the RFQ-cum-RFP documents and understand the terms and conditions. We understand that you are not bound to accept any proposal you receive.

4. We also understand and accept that application along with annexure and formats not completed in all respects is liable to rejection.

5. We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the effectiveness of the contract within the respective times stated in the Bidding Documents.

6. We have read the provisions of RFQ-cum-RFP document and confirm that these are acceptable to us.

7. 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.

Yours sincerely,

Authorized Signature  
Name and title of Signatory  
Name of Firm  
Address

Encl:

1. Qualification Documents
2. Technical Proposal & Financial Proposal
3. Copy of RTGS/NEFT receipt or DD of Rs. 1,00,000/- (Rs. One lakh).

## QUALIFICATION - STANDARD FORMS

### 5A. General

Name of the bidding entity/consulting firm

1. In case of consortium, name of other partners of the consortium
2. In case the bidding entity is a subsidiary of a larger organization, please write the name of the parent organization
3. Bidding entity registered address in India
4. Bidding entity address for correspondence regarding this project, including phone numbers (mention city code), fax numbers and email addresses
5. Details of the authorized signatory of the Bidding entity for communication regarding this project
  - Name
  - Designation
  - Contact details of the authorized signatory
  - Office Phone (Direct Line/ Extension) Number
  - Fax Number
  - Mobile Phone Number
  - Email Id

6. Please mention the audited turnover of the Bidding entity/ Consortium Lead in the preceding five financial years (Rs. ....Crores)

FY 2017-18: .....Cr. INR

FY 2018-19: .....Cr. INR

FY 2019-20: .....Cr.. INR

FY 2020-21: .....Cr.. INR

FY 2021-22: .....Cr.. INR

7. Please indicate if bidder is applying/ had applied in the past for other Functional Plan works, mentioned in earlier published RFQ cum RFP documents. **Yes/no**

### 5B Experience of the Bidding entity

1. Total Experience since the inception of Bidding entity (in years)
2. Main line business
3. Experience in consultancy (in years)
4. Experience in consultancy in relevant field (in years)

**5C. Five major studies/ assignments executed**

SI. no.	Name of studies/ assignments	Client	Type of studies/ assignments	Location of studies/ assignments	Value of the studies/ assignments (in Rs.)	Stage of studies/ assignments execution	
						(completed/ under progress) as on date	Year of completion
1							
2							
3							
4							
5							

**5D. Relevant project experience of the Consulting Firm**

SI. No	Title of the project	Client name	Whether participated as individual consulting firm/ member of consortium	Project cost in Rs.	Stage of project execution (completed/ under progress) as on date
			(if member of consortium, mention the consortium lead)		

**5E. Qualification and Experience of Key Professionals**

SI. No.	Field of Expertise	Qualifications			Experience			
		PhD	PG	Graduate	Total	In relevant projects	Names of corresponding project	National/ International Experience
1	Team Leader/ Urban Planner							
2	Expert 1							
3	Expert 2							
4	Expert 3							

Technical Bid shall be opened for only those who qualify the stage of required submissions of "Proof of Profit Making & EMD".

The bidding entities scoring 50% marks in Technical evaluation will be considered for QCBS.

Illustrative relevant fields to be used for above:

- Formulation of Functional Plans or similar Plans/Assignments of geographical area comparable to NCR or a State using GIS database
- Planning and implementation using GIS of urban sector projects
- Formulation of Regional Plan for a region/ sub-region

*Note: Only those firms should apply who have not less than 10 years' experience in the relevant field. For Consortium all firms must conform to this criterion.*

**5F.** Write-up on the topic "Functional Plan on (sector for which being applied) and its relevance in overall Regional Planning and development of NCR" in about 1000 words.

## Section 6. TECHNICAL PROPOSAL - STANDARD FORMS

### 6 A. Technical Proposal Submission Form

To

**Member Secretary**

National Capital Region Planning Board  
(Ministry of Housing and Urban Affairs)  
Core 4-B, First Floor, India Habitat Centre, Lodhi Road,  
New Delhi

**Sub: Consultancy Services for "PREPARATION OF FUNCTIONAL PLAN FOR ..... FOR NATIONAL CAPITAL REGION" - Submission of Technical Proposal**

**Sir/Mam,**

I/We the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated 1<sup>st</sup> March 2024. We are hereby submitting our Proposal for the preparation of Functional Plan for.....for National Capital Region.

2. I/We are hereby submitting our Technical Proposal on prescribed formats.

6B Firm's References

6B i) Relevant services carried out in the last **ten years** that best illustrate qualifications

6B ii) Particulars and Experience of firm(s)

6B iii) Experience of the Consulting Firm

6C Comments & Suggestions of Consultants on the Terms of Reference and on Data, Services & Facilities to be provided by the Client

6D Description of the Methodology & Work Plan for Performing the Assignment

6E Team Composition & Task Assignments

6F Format of Curriculum Vitae (CV) for Proposed Key Professional / Staff

Yours sincerely,

Authorized Signature  
Name and title of Signatory  
Name of Firm Address

Encl. As above

## 6B. Firm's References

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

### 6B(i). Relevant services carried out in the last five years that best illustrate qualifications

#### Firm's Name:

Assignment Name:		Country:
Location within Country:		Key professional staff provided by your Firm/ (profiles):
Name of Client:		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 key 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:		

### "Relevant services carried out in the last ten years that best illustrate qualifications"

**6B (ii). Particulars and Experience of firm(s)**

Relevant services carried out in the five projects\* similar to the assignment, considered to best illustrate experience and capabilities of the consulting firm/ Consortium since the inception of the Consultant firm in the format given below.

S. No.	Field of Specialisation	Name of consulting firm	Assignment Name	Name of Client	Whether participated as individual consulting firm/ member of consortium, if member of consortium mention the consortium lead	Project Cost in Rs.	Stage of Project execution on ground (initiated/ in progress/ completed)	Any other relevant information
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								

\*Note: If the proposal is being submitted by a consortium, mention the best five relevant projects carried out by consortium or constituent firms.

Illustrative fields of specialization to be used in column 2 above:

- Formulation of Functional Plans or similar Plans/Assignments of geographical area comparable to NCR or a State using GIS database
- Planning and implementation using GIS of urban sector projects
- Formulation of Regional Plan for a region/ sub-region

**6B(iii). Experience of the Consulting Firm**

Sl. No.	Name of consulting firm/ consortium	Total Experience since the inception of firm (in years)	Experience in Relevant Field (Years)

**6C. Comments & Suggestions of Consultants on the Terms of Reference and on Data Services & Facilities to be provided by the Client**

On the Terms of Reference:

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

On the data, services, and facilities to be provided by the Client

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

**6D. Description of the Methodology & Work Plan for Performing the Assignment**

**6E. Team Composition & Task Assignments**

**1. Core Team** [refer Core Team Composition, qualification and weightage for key professionals of respective sector under Section-3 para 3.1 (b)]

Sl. No.	Name	Proposed Position	Total experience (years)	Relevant experience in years
1.				
2.				
3.				
4.				
..				
-				

**2. Support Staff**

Sl. No.	Name	Proposed Position	Total experience (years)	Tasks to be performed
1.				
2.				
3.				
4.				
..				
-				

**6F. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff**

Proposed Position.....  
Name of Firm.....  
Name of Expert.....  
Profession.....  
Date of Birth.....  
Years with Firm/Entity .....  
Nationality.....  
Membership in Professional Societies.....  
Detailed tasks Assigned.....  
Key Qualification.....

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

**Education** .....

*[Summarize college/university and other specialized education of expert 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 expert 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 client references, where appropriate. Use about two pages.]*

**Languages** .....

*[For each language indicate proficiency: excellent, good, fair, 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. If awarded the Contract, I undertake to work with this Firm only on this assignment.

\_\_\_\_\_  
(Signature of expert member)

\_\_\_\_\_  
(Signature of authorized representative of Firm)

Date: Day/Month/Year

Full Name of expert \_\_\_\_\_

Full name of authorized representative \_\_\_\_\_

**Section 7 FINANCIAL PROPOSAL STANDARD FORM**

(Letter head of consultant)

(Location, Date)

To

**Member Secretary**

National Capital Region Planning Board  
(Ministry of Housing and Urban Affairs)  
Core 4-B, First Floor, India Habitat Centre, Lodhi Road,  
New Delhi

**Sub: Consultancy Services for "PREPARATION OF FUNCTIONAL PLAN FOR ..... FOR NATIONAL CAPITAL REGION" - Submission of Financial Proposal**

I/We, the undersigned, offer to provide the consulting services for the above assignment in accordance with your Request for Proposal vide advertisement dated 1<sup>st</sup> March 2024. We are hereby submitting our Proposal for the preparation of Functional Plan for .....for National Capital Region.

2. I/We are hereby submitting our Financial Proposal for the sum of [Amount in words and figures]. This amount is inclusive of all taxes, levies and other expenses. Break up of financial proposal amount is given hereunder:

Sr. No.	Particulars	Amount (INR)
1.	Consultancy Fee	
2.	GST	
	<b>Total</b>	

3. Our financial proposal shall be binding upon us subject to the modifications resulting from discussions, up to expiration of the validity period of 180 days from the date of opening of the bid (bid submission date).

4. I/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".

5. I/We have gone through the RFP documents and understand the terms and conditions. I/We hereby agree to all terms and conditions set out in the RFP Document. We understand that you are not bound to accept any proposal you receive.

Signature of Witness  
Name: & Title of Signatory:

Address:  
E-mail \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Tel. No. \_\_\_\_\_

Signature of Authorized Signatory  
Name & Title of Signatory:

Name of the Firm  
Address:  
E-mail \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Tel No. \_\_\_\_\_

**BRIEF DESCRIPTION OF CONSTITUENT AREAS OF NCR**

1. The constituent areas of the National Capital Region (NCR) as notified covers the whole area of National Capital Territory (NCT)-Delhi and 24 districts of Haryana, Uttar Pradesh and Rajasthan. The NCR constitutes 230 urban settlements of various sizes and 11,774 villages with a total area of 55,083 square kilometers (km<sup>2</sup>) as shown in the Figure 1 below.



Figure 1: Constituent Areas of NCR

2. The sub-region wise details are as under:

- a) NCT-Delhi with area of 1,483 km<sup>2</sup> accounting to 2.7% of the total NCR area.
- b) Haryana sub-region comprising of fourteen [14] districts (Faridabad, Gurgaon, Rohtak, Sonapat, Rewari, Jhajjar, Mewat, Palwal, Bhiwani, Charkhi Dadri, Mahendragarh, Jind, Karnal and Panipat districts) with an area of 25,327 km<sup>2</sup> accounts for 46% of the NCR area.
- c) Rajasthan sub-region comprises of two [2] districts (Alwar and Bharatpur) with an area of 13,447 km<sup>2</sup> accounting to 24.4% of the total NCR area.
- d) Uttar Pradesh sub-region comprising of eight [8] districts (Meerut, Ghaziabad, Gautam Buddha Nagar, Bulandshahr, Hapur, Muzaffarnagar, Shamli and Baghpat) with an area of 14,826 km<sup>2</sup> accounting to 26.9 % of the NCR area.

3. The population of the NCR as per Census of India, 2011 was 58.16 million comprising of 16.79 million (29%) in NCT Delhi, 16.43 million (28%) in Haryana sub-region, 18.72 million (32%) in Uttar Pradesh sub-region and 6.22 million (11%) in Rajasthan sub-region. The total Urban Population of NCR was about 31.7 million as per Census, 2011.

The population of NCR is projected to be 71.82 million (urban population of 42.59 million) by 2021, 89.59 million (urban population of 57.00 million) by 2031, and 113 million (urban population of 76.65 million) by 2041. As per 2011 Census, the slum population of NCR was 4.32 million constituting 7.4% of total population.

4. An exercise for delineation/ revision of NCR area/boundary is currently underway. In case there is a change in the current NCR area/boundary due to such delineation, this Regional Plan-2041 shall stand ipso facto modified and shall be applicable *mutatis mutandis* immediately from the date of notification of the relevant addendum to this Regional Plan.

## FUNCTIONAL PLAN

### A. Definition and Purpose

1. A functional plan (commonly referred to as sectoral plan) is prepared to elaborate one or more elements of the regional plan.<sup>19</sup> Functional plans are usually domain-centric technical plans that address status; identify issues; and formulate long-term sectoral vision, goals, and objectives, as well as indicators and targets consistent with the vision and framework of the regional plan.

2. In essence, regional plans determine what to achieve, while functional plans detail when and how to achieve the same. Thus, regional plans define policies, while functional plans convert them to implementable actions with locations and projects. It is imperative for a functional plan of one sector to have convergence with objectives that relate to functional plans of other sectors and the overall regional plan.

3. In the National Capital Region (NCR) context, functional plans provide proper guidance for participating states and the union territory after the regional plan has become operational.

### B. Scope and Time Frame

4. Functional plans often focus on interregional proposals, while working within the sectoral framework. The significance of traditional functional plans (such as for transport, water, and the economy) cannot be overstated, but equal importance must be given to development of plans related to areas such as education and health, resilience, safety, tourism, industry, and logistics, while capturing synergies and convergences.

5. Functional plans are to address a 20-year timeframe. Actions should be phased, realistic, and achievable in the proposed duration of the plan, with budgets that are appropriately arranged and allocated for the action programs.

6. Functional plans differ from detailed project reports (DPRs). Following the preparation of a functional plan and identification of a project (with pre-feasibility studies where necessary), DPRs are prepared for the identified projects by the respective project implementing agencies.

### C. Studies, Process and Analyses

7. Functional plans require intensive domain-appropriate studies to form recommendations, including through (i) data gathering via (a) user surveys, (b) gaining access to information from the government (e.g., statistics and maps) and other authoritative sources, and (c) onsite observations and readings; (ii) review of current policies, regulations, laws, and guidelines (including gender equality and social inclusion considerations); (iii) assessment of the status of past proposals and plans (as delineated in previous regional, sub regional and functional plans); and (iv) inputs from experts and key stakeholders (through panels and interviews) to identify gaps in previous plans.

8. Studies must rest on a strong foundation of data gathering and analysis. Relevant departments in the constituent states have to be included in the process from the early stages to obtain their support. The engagement of citizen groups and civil society organizations with domain expertise (e.g., transport and gender) is equally important to ensure a consultative and inclusive process. In addition, gender equality and social inclusion should be an important crosscutting principle in all relevant diagnostics.

9. Depending upon the sector, specific analyses need to be carried out to arrive at appropriate and implementable solutions (at a functional plan level as well as for specific projects outlined within them, as appropriate). Such analyses include (i) an analysis of strengths, weaknesses, opportunities, and threats; (ii) statistical analyses; (iii) simulations; (iv) scenario building (to include climate risk and adaptation assessment); (v) business case development; (vi) impact assessments (e.g., social, environmental, climate, and disasters); and (vii) review with respect to internal, national, or international benchmarks and precedents.

10. As functional plans are developed, effort should be made to ensure they are agile, user focused, smart, and integrated.

- **Agile.** Test scenarios and different ways to address priorities. This is particularly pertinent with fast-changing technologies as well as climate vulnerabilities and pandemics such as the coronavirus disease.
- **User-focused.** Plans should reflect user inputs (from people and local organizations) and improve the lives of ordinary people.
- **Smart.** Plans should harness the private sector and existing organizational structures wherever possible; use smart policy and regulation to change behavior where possible; leverage the power of digital technologies and information and communication technology.
- **Integrated.** Plans should connect across sector-specific functional plans to espouse an integrated urban development approach.

#### **D. Results, Recommendations, and Solutions**

11. The studies and analyses help identify the current conditions and gaps to be addressed to achieve the desired end-state, as well as identifying actual projects and programs, and project implementing agencies that would be responsible for executing the projects. Functional plans enable this through by (i) identifying actions, including proposed changes, if any, in policies, programs, acts, regulations, rules, and government orders; and (ii) identifying relevant and viable projects through pre-feasibility studies.

12. The following activities will be undertaken subsequent to preparation of the functional plans:

- (i) implement the identified actions (including changes, if any, in policies, programs, acts, regulations, rules, and government orders); and
- (ii) implement the identified projects (including preparation of DPRs, engineering estimates and project costs, financing plans and financial closure, and institutional structures, followed by actual implementation).

#### **E. Analyses of the Current Functional Plans**

13. The framework for NCR planning is robust and technically driven. The hierarchy and framework for plans—the umbrella regional plan, subregional plans to provide geographical focus, and the functional plans to address key cross-sectoral issues—are comprehensive.

14. Among the NCRRP 2021-related functional plans, the functional plan for transport is a good example of a comprehensive approach (even while business case development and scenario testing are not detailed comprehensively), wherein a current-state analysis of the sector is provided; stakeholder surveys are conducted (e.g., bus surveys); sector priorities are established; economic and social costs and impacts are stated; and a staged program of actions is provided, supported by proposed institutional arrangements and financing methods. However, some development areas require attention:

(i) The length of time needed to prepare and approve functional plans after completion of the regional plan exceeds 5 years in many cases, which leads to challenges for interdependent projects that simultaneously affect multiple sectors such as transport, economic development, drainage, and groundwater.

Total time duration for proposed assignments is 38/54 weeks and hand holding period of one year is beyond this but part of the contract.

(ii) Important analyses—such as alternative growth scenarios for urban regions, and the impacts and mitigation of climate change and pollution—require increased engagement. This should be reflected in the sector functional plans (para. 9).

(iii) Projects are often not financially viable, both in terms of capital investment and operation and maintenance expenses. Addressing this may require changes in standards of services and/or the scale of projects, both of which could be politically challenging. Private sector investment options, such as transit-oriented development, land value capture-based financing, and public–private partnerships need to be considered.

**FORMAT FOR EMD BANK GUARANTEE**

(To be stamped in accordance with Stamp Act if any, of the country for issuing Bank Guarantee)

Ref.: Bank Guarantee: \_\_\_\_\_

Date:

Dear Sir,

In consideration of M/s. National Capital Region Planning Board (NCRPB), having its Office at 1st Floor, Core 4-B, India Habitat Centre, Lodhi Road, New Delhi (hereinafter referred as the Client', which expression shall, unless repugnant to the context of meaning thereof includes its successors, administrators and assigns) has invited Request to provide consultant services for preparation of Functional Plan (s) as per Regional Plan-2041 for National Capital Region Area (name of Service) as are set out in the RFQ-cum-RFP issued on 13/06/2022.

It is one of the terms of said RFQ-cum-RFP that the Bidder shall furnish a Bank Guarantee for a sum of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only) as Earnest Money Deposit.

M/s \_\_\_\_\_ (hereinafter called as Bidder, which expression shall, unless repugnant to the context of meaning thereof includes its successors, administrators, executors and assigns), who are our constituents intends to submit their Bid for the said work and have requested us to furnish guarantee in respect of the said sum of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_ only)

We \_\_\_\_\_ (Name of Bank), having its Head office at \_\_\_\_\_ (hereinafter referred to as the "BANK" and which expression shall, unless repugnant to the context or meaning thereof includes its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand in writing all amounts demanded by the Client with reference to this guarantee/undertaking to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as aforesaid any time without any demur, reservation, contest, recourse or protest and/or without any reference to the Bidder. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee. And the Bank hereby further agrees as follows:

1. This Guarantee/Undertaking shall be a continuing Guarantee/Undertaking and shall remain valid and irrevocable for all claims of the Client and liabilities of the Bidder arising up to and until 180 days from the last date of submission of bid provided that the Bank shall upon the written request of the Client made within 90 days of the said date extend this Guarantee/Undertaking by a further 90 days from the said date, within which the Client may make a demand hereunder.

2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that the Client may now or any time have in relation to the Bidder's obligation/liabilities under and/or in connection with the said contract and Client shall have full authority to take recourse to or reinforce this security in preference to the other security(ies) at its sole discretion, and no failure on the part of the Client in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
3. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution, or change or constitution or insolvency of the Bidder.
4. Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reasons of any dispute or disputes having been raised by the Bidder (whether or not pending before any Arbitrator, Officer, Tribunal or Court) or any denial of liability by the Bidder or any other order or communication whatsoever by the Bidder stopping or preventing or purporting to stop or prevent any payment by the Bank to the Client in terms hereof.
5. Notwithstanding anything contained herein:
  - (a) The Bank's liability under this Guarantee/Undertaking shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
  - (b) This Guarantee/Undertaking shall remain in force up to 180 days from the last date of submission of bid.
6. The Bank hereby declares that \_\_\_\_\_ (name & designation of the person authorized to sign on behalf of the Bank) is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

Yours faithfully,

(Signature)  
Name & Designation  
Name of the Bank