



सत्यमेव जयते



FORMULATION OF GIS BASED COMPREHENSIVE MASTER PLAN FOR LEMMI, TATO & BASAR DISTRICT HEADQUARTERS OF ARUNACHAL PRADESH

Request for Proposal (RFP)



**Department of Town Planning and Urban Local Bodies
Govt. of Arunachal Pradesh
Mowb-II, Itanagar-791111
www.arunachaltp.nic.in**

December 2021



नगर नियोजन एवं शहरी स्थानीय निकाय विभाग

Department of Town Planning & Urban Local Bodies

अरुणाचल प्रदेश सरकार/Govt. of Arunachal Pradesh

ईटानगर/Itanagar

File No. DTP/MP-111/2021-22

Dated Itanagar the 25th November' 2021

NOTICE INVITING TENDER

**Request for Proposals (RFP) for Consultancy Services
Formulation of GIS based Comprehensive Master Plan for Lemmi, Tato & Basar
district headquarters of Arunachal Pradesh.**

The Governor of Arunachal Pradesh, Itanagar proposes to undertake Formulation of GIS based Comprehensive Master Plan for Lemmi, Tato & Basar district headquarters of Arunachal Pradesh, under the provisions of Arunachal Pradesh Urban & Country Planning Act, 2007(Act. No. 3 of 2008).

Proposals are invited to conduct the assignment and submit the deliverables from Public Sector Undertakings/Autonomous Bodies/ISO certified Organizations and consulting firms/ consortium that have requisite experience and infrastructure.

The interested consultants/consortiums can download/purchase the RFP/application forms online from the departmental Tendering website: <http://arunachaltp.nic.in>. The completed application, as per instructions in the RFP document, should be submitted latest by 3rd January 2022 upto 1500 hours. For further details may contact Shri Siyang Rebe, Assistant Town Planner at +91 8837484019.

The Department reserves the sole right to accept or reject any or all proposals without assigning any reason whatsoever.

Sd/-

Mitali Namchoom, IAS

Secretary to the Govt. of Arunachal Pradesh
Department of Town Planning and Urban Local Bodies
Govt. of Arunachal Pradesh
Itanagar

File No. DTP/ MP-111/2021-22/1491-92
Copy to:-

Dated Itanagar theDecember' 2021

1. SPA to Secretary to the Govt. of Arunachal Pradesh, Department of Town Planning & Urban Local Bodies, Itanagar for information please.
2. The Director, IPR, Papu Nallah, Naharlagun for information with request to publish the same in any one of the Local News Paper preferably, The Arunachal Times and in one of the National News Paper please.
3. Office copy/Guard file.

(Likha Suraj)

Director

Department of Town Planning and Urban Local Bodies
Govt. of Arunachal Pradesh
Itanagar

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Section 1. Invitation

File No. DTP/MP-111/2021-22

Dated Itanagar the 2nd.... December 2021



1. Department of Town Planning and Urban Local bodies, Government of Arunachal Pradesh, Itanagar invites Request for Proposal for Formulation of GIS based Comprehensive Master Plan for Lemmi, Tato & Basar district headquarters of Arunachal Pradesh.
2. The objective of the assignment is to preparation of integrated GIS based Comprehensive Master Plan for Lemmi, Tato & Basar district headquarters to regulate the growth and development of the new district headquarters in a systematic way under the provisions of Arunachal Pradesh Urban & Country Planning Act, 2007(Act. No. 3 of 2008).
3. A consulting firm will be selected as per procedures described in this RFP.
4. The RFP includes the following:

Section 1 - Invitation

Section 2 - Terms of Reference

Section 3-Information to Consultants

Section 4 - Prequalification - Standard Forms

Section 5- Technical Proposal - Standard Forms

Section 6 - Financial Proposal - Standard Forms

Section 7 - Standard Form of Contract

Likha Suraj

Director

Department of Town Planning and Urban Local Bodies

Govt. of Arunachal Pradesh

Itanagar

Director
Town Planning & ULBs
Govt. of Arunachal Pradesh
Itanagar

Section 2. Terms of Reference



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1. Introduction
2. Scope of Work
3. Deliverables and Time/ Payment Schedule
4. Support by Consultant after approval of Draft Master Plan
5. Procedure for Monitoring & Review of the Assignment
6. General



Terms of Reference

Formulation of GIS-based Comprehensive Master Plan for Lemmi, Tato and Basar district headquarters of Arunachal Pradesh

1. Introduction

- 1.1 The Govt. of India as well as the Government of Arunachal Pradesh has intended to provide basic services (e.g. water supply, electricity, urban transport) to all households and build amenities in all the urban centers and potential growth centers of the state which will improve the quality of life for all, especially the poor and the disadvantaged. The major components of the Government Policy decision are to (i) ensure that every household has access to a tap with assured supply of water connection; (ii) increase the amenity value of cities by developing greenery and well-maintained open spaces (e.g. parks); and (iii) reduce pollution by switching to public transport or constructing facilities for non-motorized transport (e.g. walking and cycling). For provision of those quality services, Urban Planning and City Level Planning including Preparation of Master Plan using GIS is mandatory in the modern days. Master Plans provide the basis for infrastructure provision, effective landuse management and utilization, spatial growth management, enable project planning, and urban management.
- 1.2 Planning response in Arunachal Pradesh has generally not been able to keep pace with the rate of urbanization and formation of towns. The State of Arunachal Pradesh as on September 2021 has 47 notified towns, 1 census town and identified 9 other potential growth centres.
- 1.3 The number of urban settlements in Arunachal Pradesh is increasing relatively rapid growth and the percentage of state's population living in urban areas is expected to increase to nearly 40% by 2026 and cross 50% by 2051. This means that a larger number of settlements, as well as a larger percentage of population, has to be planned for urgently to ensure economic growth of the nation and well-being of the people.
 - 1.3.1 The State of Arunachal Pradesh has been recorded with very high urban growth rate of 37.55% (Census 2011) and annual growth rate of 5.44%. The urban sprawl has been towards the sub-urbs and rural vicinity. It is immediately required to regulate the growth and development of urban and potential growth centers of the state. Almost all the urban and potential growth centers being located in the hilly areas, it is required to incorporate advanced technology of RS and GIS for preparation of the Development/Master Plan.
- 1.4 In order to address this requirement, the Government of Arunachal Pradesh under Department of Town Planning and Urban Local Bodies, has intended to hire world class urban planners and formulate GIS-based Master Plan for all the urban and potential growth centers of the state in phased manner. Department of Town Planning and Urban Local Bodies is the State Nodal Agency (SNA) for Formulation of Master/Development Plan in the state of Arunachal Pradesh.
- 1.5 Accordingly, the Department of Town Planning and Urban Local Bodies, Government of Arunachal Pradesh, Itanagar proposes to undertake work on Formulation GIS-based



Master Plan of **Lemmi, Tato and Basar** towns in the State of Arunachal Pradesh in the 2nd phase.

Sl.No.	Name of City/ Town	Civic Status	Extent of planning area (sq.km)
1	Lemmi under Pakke Kesang District	Nagar Panchayat (Proposed)	12.00 Sq.Km. approx
2	Tato under Shi Yomi District	Nagar Panchayat (Proposed)	9.00 Sq.Km. approx
3	Basar under Lepa Rada District	Nagar Panchayat (Proposed)	30.00 Sq.Km. approx

1.6 Description of the Assignment

The major components of the assignment are:

- 1.6.1 Formulation of Master Plan:** Formulation of Master Plan for Lemmi, Tato and Basar towns of Arunachal Pradesh as per Provisions of Arunachal Pradesh Urban and Country Planning Act, 2007, which includes demand assessment, identification of issues, projected requirements, development strategy and draft proposals on the GIS base map and sector-wise data analysis, to be done by the Consultant. The deliverables in the form of base map, thematic maps specified, data analysis reports, draft plan document, etc. URDPFI Guidelines, 2014 may also be referred.
- 1.6.2 Spatial Attribute Collection & Vetting of Base Maps:** The Department of Town Planning and Urban Local Bodies will make available the draft base map of the towns available with the department in Arc GIS 10.1 version to the Consultant for value addition by collecting spatial attributes as per Design & Standards. The draft base maps prepared by incorporating the attributes collected by the consultants on GIS database and draft final base maps generated shall be presented to the Local Planning Authority (LPA) of respective towns/Nodal Officer of the department for vetting before proceeding for formulation of Master Plan. The final maps generated and approved by the department shall only be used as an input for further plan formulation.
- 1.6.3 Urban Database Creation:** Sector-wise data collection and data analysis report of 25 socio-economic and physical aspects is to be done by the Consultant. An indicative format is provided in the Design & Standards (copy annexed herewith). In addition, primary surveys such as landuse survey, traffic & transport survey, household surveys, etc. are required to be undertaken as required under the relevant acts.

2. Scope of Work

- 2.1 Provisions under Section 18 and 19 of Arunachal Pradesh Urban and Country Planning Act, 2007, may be referred to for the purpose. (The Copy of the said Act. may be downloaded from www.arunachaltp.nic.in).
- 2.2 The Master Plan being prepared will include, but not be limited to, the following aspects:



- i) Location, physiography, linkages, climate, regional setting
- ii) Historical background
- iii) Brief description of city, review of existing Master/ Development Plan if any, issues related to implementation of existing master plan if any.
- iv) Spatial growth of the town & direction, incorporation of new areas
- v) Demographic data including population (urban/ rural, ward-wise, male & female), literacy rate, growth of population, workers and non-workers, occupational structure, etc shall be collected – as per current & past Census data.
- vi) Employment generating activities – existing and potential
- vii) Industries—existing and potential, their nature, employment etc.
- viii) Commercial activities including retail and wholesale business, warehousing and godowns, mandis, rural markets, etc.
- ix) Government and semi government offices and government reserved areas.
- x) Educational facilities (Govt. /Private) including universities, colleges (engineering, medical, arts, science, commerce, law, etc.), schools (higher secondary, secondary, middle, primary, nursery, etc.) vocational training centers, etc.
- xi) Medical facilities (Govt. /Private) including hospitals, dispensaries, primary health centers, veterinary, ayurvedic, homeopathic, etc.
- xii) Social, cultural and other religious activities
- xiii) Other community facilities including cremation and burial grounds
- xiv) Physical infrastructure – electricity, water supply, sewerage, solid waste management, telephone, etc.
- xv) Recreational facilities including parks, open spaces, mela grounds and playgrounds, semi-public recreation, etc.
- xvi) Agricultural use including dairies, orchards, nurseries, reserved forests, etc.
- xvii) Circulation facilities including airport/railway stations and yards, road transport terminals, stands for buses and trucks, parking, etc.
- xviii) Proposals/ commitments by Central/ State Government, concerned Local Body, development authority, etc.)
- xix) All vacant lands under government ownership (non-built)
- xx) All forest lands
- xxi) Places of tourist and heritage importance both natural and manmade including natural areas, fairs and festivals, etc.
- xxii) Legislative and Institutional Framework, institutional structure – municipal bodies, development authority, urban improvement trust, etc.
- xxiii) Action Plan, identification of projects and phasing, resource mobilization.
- xxiv) All the government and private structures, Institutional, residential.

2.3 Spatial attribute collection and vetting of Base Map

The Department will provide a set of draft base map at 1:2500 scale generated using high resolution satellite data to the consultant. To provide authenticity to the information provided by consultant, value-addition of spatial features will be done through collection of attributes and the same will be vetted by the Local Planning



Authority (LPA) of respective towns/ Nodal officer of the department for further usage. The layer-wise spatial attributes as per the proforma given in Design & Standards will be collected from the field by the consultant and incorporated in the draft final base map which shall be used as a input to the plan formulation.

2.4 Urban Database Creation

Urban and socio-economic data is an input to be used to study the existing situation, identification of issues and formulation of proposals and projections. While most of the data to be collected is secondary, some crucial data may be required to be collected from primary surveys. An indicative format for data collection is provided in the Design & Standards, which is to be modified as per the provisions of Arunachal Pradesh Urban and Country Planning Act, 2007. Data analysis will be presented sector-wise, in the form of chapters in the draft Master Plan document. The final chapter structure of the Master Plan will be as per the provisions of Arunachal Pradesh Urban and Country Planning Act, 2007.

Databases to be created and surveys to be conducted, including landuse survey, socio-economic, traffic and transport and other surveys will be as per the provisions of Arunachal Pradesh Urban and Country Planning Act, 2007.

2.5 Formulation of Master Plan

The horizon year for the draft Development/ Master Plan will be 2031.

The draft proposals will be in accordance with existing regional plans, district plans and will incorporate proposals of other departments such as APWD, PHED, POWER, WRD, GA etc.

The draft master plan will specify the aims and objectives for the development of the city/ town.

Contents of the draft Master/ Development Plan document will be as per URDPFI Guidelines and statutory provisions of the Arunachal Pradesh Urban and Country Planning Act, 2007.

3. Deliverables and Time/ Payment Schedule

The following time schedule/payment schedule is proposed:

Sl. No.	Stage Report	No. of Copies	Schedule	Cumulative Time Period	Payment Schedule
i)	Inception Report	10 + soft copy	30 days from date of award	30 days	Payment would be made in two installments in two consecutive financial years subject to submission of the status reports and the draft
ii)	Spatial attribute collection and vetting of Base Maps including data collection from field indicating the status of the land (allotted, private/Govt, landuse etc)	10 + soft copy	100 days from date of approval of Inception Report#	115 days	



Sl. No.	Stage Report	No. of Copies	Schedule	Cumulative Time Period	Payment Schedule
iii)	Data Analysis Report	10 + soft copy	120 days from date of approval of Base Map#	235 days	Master Plan with report.
iv)	Projected Requirements, Issues & Potentials	10 + soft copy	45 days from date of approval of Data Analysis Report	280 days	
v)	Draft Proposals	25 + soft copy	60 days from date of approval of Projected Requirements, Issues & Potentials	340 days	
vi)	Draft Master Plan	25 + soft copy	45 days from the date of receiving feedback from the Client	385 days	

The Consultant will be required to make a presentation before the Local Planning Authority (LPA) of Concerned Town or The State Urban and Country Planning Board (SUCPB) within a week of submission of each of the above reports. The observations/suggestions of LPA/SUCPB will be incorporated in the next stage of submission. The period between the submission of Draft Proposals and direction given to prepare Draft Master Plan would not be included in the period of assignment for remuneration purposes.

The payment will become due on approval of the stage reports and on raising of bills/invoice by the consultant after the approval of the stage report.

4. Support by Consultant after approval of Draft Master Plan

After approval of Draft Master Plan, the Consultant will provide support for one year from the date of approval of Draft Master Plan for the plan approval process, workshops, discussions and making presentations to various agencies/ departments, incorporating modifications if any, as and when required by the client.

5. Procedure for Monitoring & Review of the Assignment

The Consultant's work will be monitored and reviewed by the LPA constituted against the town under provisions of Arunachal Pradesh Urban and Country Planning Act, 2007 and the State Nodal Officer, Department of Town Planning, Govt. of Arunachal Pradesh.

The consultants shall submit each of the above-mentioned deliverables as per the schedule mentioned above. This will be followed by a presentation to the LPA/SUCPB within a week, wherein, the LPA/SUCPB members shall give their comments and suggestions in the form of feedback. Subsequently, the consultant will incorporate all such comments and suggestions in their next stage report.

6. General

- i) The details about the methodology and data outputs in respect of consultancy shall be worked out in the bid offer by the consulting firm.



- ii) All data collected by the Consultant shall be made available to the Client in proper organized format and this data shall remain the property of the Client.
- iii) The data collected and the research results of the Consultancy shall not be divulged to other agencies without the explicit approval of the Client.
- iv) All reports should be submitted in hard and soft copy. Reports should be in Microsoft Word format, maps and drawings should be in the compatible format of GIS facilities available with the Client and in Auto CAD format as may be required by the client.
- iv) Monthly Progress Report will be submitted by the consultant to review the progress of the Study.



SECTION 3. INFORMATION TO CONSULTANTS.

1. Introduction

1.1 Department of Town Planning and Urban Local Bodies, Government of Arunachal Pradesh, Itanagar henceforth referred as Client, will select a Consultant for carrying out the assignment on Formulation of GIS based Comprehensive Master Plan for **Lemmi, Tato and Basar** district headquarters under State of Arunachal Pradesh under Department of Town Planning and Urban Local Bodies, Government of Arunachal Pradesh, Itanagar.

1.2 Interested consulting firms/consortiums may submit one proposal only.

1.3 Separate proposals are to be submitted for technical and financial bids.

1.4 Proposals should be submitted in English.

2. Method of selection

2.1 Selection will be done on basis of 3-stage process-

In the 1st stage, pre-qualification information submitted by interested Consultants in prescribed format will be evaluated. Only those who meet the pre-qualification criteria will qualify 1st stage and will be considered for 2nd stage.

In the 2nd stage, Technical Proposals will be opened and evaluated and Technical scores will be given.

In the third stage, Financial Proposals of those Consultants who have a technical score of 80% and above will be opened. The Consultant with the L1 bid will be called for further discussions to sign a Contract Agreement.

2.2 Interested consulting firms are requested to submit three-stage documents in separate sealed covers:

- a) Pre-Qualification
- b) Technical Proposal
- c) Financial Proposal

2.3 Consultants must submit an original and two additional copies of Pre-qualification, Technical Proposal and Financial Proposal along with soft copy.

2.4 The proposals must be accompanied with a **non-refundable processing fee** of ₹ **10,000.00 (Rupees Ten thousand only)** in the form of a bank draft drawn in favour of Director, Department of Town Planning and Urban Local Bodies, Government of Arunachal Pradesh, Itanagar, payable at Itanagar from any Nationalized Bank.

2.5 The Technical Proposal should be accompanied with an **Earnest Money Deposit** (refundable for all non-successful bidders) of ₹ **1,54,000.00 (Rupees One lakh Fifty-four thousand only)** for Local firms of State of Arunachal Pradesh and ₹ **3,09,000.00 (Rupees Three lakhs Nine thousand only)** for firms registered outside the state of Arunachal Pradesh in the form of bank draft drawn in favour of Director, Department of Town Planning and Urban Local Bodies, Government of Arunachal Pradesh, Itanagar, payable at Itanagar from any Nationalized Bank.



Refund/Adjustment of Earnest Money:

- Earnest money of the successful bidder(s) shall be refunded with the final payment to the Consultant.
 - Earnest money of the unsuccessful bidder(s) shall be refunded as early as possible.
 - No interest shall be paid on Earnest Money
 - Earnest money shall stand forfeited -
 - If the bid is withdrawn at any time before the validity period, or
 - If the successful bidder fails to execute the contract and/or does not execute performance guarantee within the stipulated period.
- 2.6 The outer envelope containing proposal should be marked clearly **“Formulation of GIS-based Comprehensive Master Plan for Lemmi, Tato and Basar district headquarters of Arunachal Pradesh”**
- 2.7 The proposal may submit in the following address:

Likha Suraj

Director and Nodal Officer
Directorate of Town Planning and Urban Local Bodies
Govt. of Arunachal Pradesh
Mowb-II, Itanagar-791111

- 2.8 Proposals must be submitted not later than the following date and time:
Date: 3rd January’ 2022, Time: 3.00 pm (Local time).
- 2.9 Proposals must remain valid 90 days after the submission date until validity extended by the Consultant. During this period, the consultant is expected to keep available the key professional 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 Consultants may do so and those who do not agree have the right not to extend the validity of their proposals.

3. Pre-Bid Conference

- 3.1 A pre-bid conference will be held on **17th December’ 2021** in the office of Director, Department of Town Planning and Urban Local Bodies, Govt. of Arunachal Pradesh, Itanagar. Consultants are encouraged to attend the conference before submitting their proposals. *(Subject to number of response from the consultants)*
- 3.2 Clarifications of the RFP may be requested by the Consultants (in writing only, by mail, fax or email) upto three working days prior to pre-bid conference. The address for requesting clarifications is:



Siyang Rebe

Assistant Town Planner

Directorate of Town Planning and Urban local bodies

Govt. of Arunachal Pradesh

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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 firm, modify the RFP documents by amendment. The Client may at its discretion extend the deadline for the submission of Proposals.
5. The costs of preparing the proposal, including visit to the Client, etc., are to be borne by the Consultant.
6. Awarding the consultancy work will be in accordance with policies of Government of Arunachal Pradesh, including policies on corrupt and fraudulent practices.

7. Preparation of Proposal

7.1 Pre-qualification criteria

Interested Consultants shall submit information in the prescribed Pre-Qualification Forms provided in Section 4 of this document. Only those Consultants whose responses are found satisfactory will be considered for evaluation of Technical Proposal.

Technical Proposal

- 7.2 In preparing the Technical Proposal, consulting firms are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 7.3 The Technical Proposal should provide information using the Standard Forms provided in Section 5 of this document only, failing which the proposal may be summarily rejected.
- 7.4 The Technical Proposal shall not include any financial information.

Financial Proposal

- 7.5 The Financial Proposal should be submitted in Standard Forms provided in Section 6 of this document only.
- 7.6 The proposal should be complete, i.e., it should list all costs associated with the Assignment.
- 7.7 The Financial Proposal should clearly identify, as a separate amount, the local taxes (including social security and 1.5 % contingency charges to be deducted by the client),