

**REQUEST FOR PROPOSALS:**

**RfP No. CDMA/APMDP/TU/CONSULTANTS/RfP/15, Dated: 5<sup>th</sup> Sep. 2011**

**COUNTRY : INDIA**

**PROJECT NAME : ANDHRA PRADESH MUNICIPAL  
DEVELOPMENT PROJECT**

**LOAN NO. : 7816-IN**

**TITLE OF CONSULTING SERVICES :**

**Assignment No. 15: PREPARATION OF GIS BASE MAP FOR 38ULBs of  
ANDHRA PRADSH.**

**Last date and time of submission of Proposals: 31<sup>st</sup> October, 2011, 15:00 hrs IST**

## CONTENTS

Sl. No.	Description	Page. No.
1	Section 1. Letter of Invitation	6
2	Section 2. Instructions to Consultants	8
3	Definitions	8
4	1 Introduction	9
5	Fraud and Corruption	11
6	Eligibility	14
7	Eligibility of Sub- Consultants	14
8	Origin of Goods and Consulting Services	14
9	Only one Proposal	14
10	Proposal Validity	15
11	2 Clarification and Amendment of RFP Documents	15
12	3 Preparation of Proposals	15
13	Technical Proposal Format and Content	16
14	Financial Proposals	18
15	Taxes	18
16	4 Submission, Receipt, and Opening of Proposals	19
17	5 Proposal Evaluation	20
18	Evaluation of Technical Proposals	20
19	Financial Proposals for QBS	21
20	Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)	21
21	6 Negotiations	22
22	Technical negotiations	23
23	Financial negotiations	23
24	Availability of Professional staff/experts	23
25	Conclusion of the negotiations	24
26	7 Award of Contract	24
27	8 Confidentiality	24
28	Data Sheet	25
29	Section 3. Technical Proposal - Standard Forms	28
30	Form TECH-1: Technical Proposal Submission Form	29
31	Form TECH-2: Consultant's Organization and Experience	30
32	A - Consultant's Organization	30
33	B - Consultant's Experience	31
34	Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client	32
35	A - On the Terms of Reference	32
36	B - On Counterpart Staff and Facilities	33
37	Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment	34

38		Form TECH-5: Team Composition and Task Assignments	35
39		Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff	36
40		Form TECH-7: Staffing Schedule	38
41		Form TECH-8 Work Schedule	39
42	Section 4.	Financial Proposal - Standard Forms	40
43		Form FIN-1: Financial Proposal Submission Form	41
44		Form FIN-2: Summary of Costs	42
45		Form FIN-3: Breakdown of Costs by Activity	43
46		Form FIN-4: Breakdown of Remuneration (Lump-Sum)	44
47		Form FIN-5: Breakdown of Reimbursable Expenses (Lump-Sum)	45
48	Section 5.	Terms of Reference	46
49	1	Background	47
50	2	Objective of the Study	48
51	3	Brief Description of Task	48
52	4	Project Area	49
53	5	Scope of Work	51
	5.2	Preparation of GIS Base Maps	51
	5.2.1	Procurement of Satellite Imagery	51
	5.2.2	Collection of Various Maps & Data from Municipal & Government Agencies	52
	5.2.3	DGPS Survey and Geo Referencing	53
	5.2.4	Digitization and Map Preparation	53
	5.2.5	Auto Level Survey for Contouring	54
	5.2.6	Permanent Benchmarks	54
	5.3	Survey and Updating of Base Maps	54
	5.4	Final Base Maps	55
54	6	<b>Data, Services And Facilities To Be Provided By The Client</b>	55
55	7	Outputs And Deliverables	55
	7.1	Satellite Data	56
	7.2	DGPS Survey	56
	7.3	Topographical Survey	56
	7.4	Base Maps	56

	7.5	Reports	57
56	8	<b>Schedule For Completion Of Tasks</b>	<b>57</b>
57	9	<b>Composition of Review Committee to Monitor Consultants Work</b>	<b>58</b>
58	10	<b>Review of Progress Reports</b>	<b>58</b>
59	11	<b>Appraisal of Project</b>	<b>59</b>
60	12	<b>Expertise and Inputs</b>	<b>59</b>
61	13	Annexure-I: List of Towns for which Base Maps to be Prepared	61
62	14	<u>Annexure-II: Field Survey Formats for Data Collection</u>	63
63	15	<u>Annexure-II (a) : Attributes for Survey and Base Maps</u>	73
64	16	<u>Annexure-III: Details of he Layers for Base Maps</u>	75
65	17	<u>Annexure-IV: Details of availability of Images/Maps Data etc.</u>	80
66	Section 6.	Standard Forms of Contract	83
67	I	Form of Contract	85
68	II	General Conditions of Contract	87
69	1	General Provisions	87
70	1.1	Definitions	87
71	1.2	Law Governing Contract	88
72	1.3	Language	88
73	1.4	Notices	88
74	1.5	Location	88
75	1.6	Authority of Member in Charge	88
76	1.7	Authorized Representatives	88
77	1.8	Taxes and Duties	88
78	1.9	Fraud and Corruption	89
79	2	Commencement, Completion, Modification and Termination of Contract	90
80	2.1	Effectiveness of Contract	90
81	2.2	Commencement of Services	90
82	2.3	Expiration of Contract	90
83	2.4	Modifications or Variations	90
84	2.5	Force Majeure	91
85	2.6	Termination	91
86	3	Obligations of the Consultant	93
87	3.1	General	93
88	3.2	Conflict of Interests	93
89	3.3	Confidentiality	94
90	3.4	Insurance to be Taken Out by the Consultant	94
91	3.5	Consultant's Actions Requiring Client's Prior Approval	94
92	3.6	Reporting Obligations	94
93	3.7	Documents Prepared by the Consultant to be the Property of the Client	94
94	3.8	Accounting, Inspection and Auditing	95
95	4	Consultant's Personnel	95

96	4.1	Description of Personnel	95
97	4.2	Removal and/or Replacement of Personnel	95
98	5	Obligations of the Client	96
99	5.1	Assistance and Exemptions	96
100	5.2	Change in the Applicable Law Related to Taxes and Duties	96
101	5.3	Services and Facilities	96
102	6	Payments to the Consultant	96
103	6.1	Lump-Sum Payment	96
104	6.2	Contract Price	96
105	6.3	Payment for Additional Services	96
106	6.4	Terms and Conditions of Payment	96
107	6.5	Interest on Delayed Payments	97
108	7	Good Faith	97
109	7.1	Good Faith	97
110	8	Settlement of Disputes	97
111	8.1	Amicable Settlement	97
112	8.2	Dispute Resolution	97
113	III	Special Conditions of Contract	98
114	IV	Appendices	104
115	Appendix- A	Description of Services	104
116	Appendix -B	Reporting Requirements	104
117	Appendix- C	Key Personnel and Sub-Consultants	104
118	Appendix- D	Breakdown of Contract Price in Foreign Currency	104
119	Appendix -E	Breakdown of Contract Price in Local Currency	104
120	Appendix - F	Services and Facilities Provided by the Client	104

## Section 1. Letter of Invitation

Invitation No : CDMA/APMDP/TU/Consultants/RFP/10.

Loan No. : 7816-IN

Hyderabad,  
5<sup>th</sup> September, 2011.

Dear M/s.

1. The Government of India has received a loan from the International Bank for Reconstruction and Development (IBRD) toward the cost of Andhra Pradesh Municipal Development project and intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.

2. The Commissioner and Director of Municipal Administration, MA&UD Dept, Government of Andhra Pradesh now invite proposals to provide the following consulting services: **“PREPARATION OF GIS BASE MAPs FOR 38 ULBs of ANDHRA PRADSH.”**

More details on the services are provided in the Terms of Reference.

3. This Request for Proposal (RFP) has been addressed to the following short listed Consultants:

1. M/s GeoMaps Systems (P) Ltd., Hyderabad.

**In Association with:**

M/s Ramky Enviro Engineers Ltd., Hyderabad.

2. M/s CES Technologies  
Private Limited, Kolkata.

**In Association with :**

M/s Consulting

Engineering Services

(India) Pvt. Ltd., Kolkata.

3. M/s Centre for Environment and development, Thiruvananthapuram.

4. M/s ADCC Info Cad Pvt. Ltd., Nagpur.

5. M/s Spa Geo Technologies Pvt. Ltd., Ghaziabad. Noida

**In Associated with**

M/s Star Apic, Belgium, Angleur.

6. M/s Samarth Infra-Tech Services Pvt. Ltd., Pune.

4. A firm will be selected under Quality and Cost – Based Selection (QCBS) and procedures described in this RFP, in accordance with the policies of the International Bank for Reconstruction and Development (IBRD) detailed in the Guidelines - Selection and Employment of Consultants by World Bank Borrowers which can be found at the following website: [www.worldbank.org/procure](http://www.worldbank.org/procure).

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference  
Section 6 - Standard Forms of Contract

6. Please inform us within a week of receipt of this invitation, in writing at the following address: The Project Director, M.S.U- APMDP, O/o the Commissioner and Director of Municipal Administration, 5th floor, 640, 'Kashana', AC Guards, Hyderabad-500004, Andhra Pradesh, India upon receipt:

- a) That you received the Letter of Invitation; and
- b) Whether you will submit a proposal alone or in association as a joint venture confirming joint and several liability or as sub-consultants.

Yours sincerely,

Bhaskar Katamneni, IAS.  
Project Director  
APMDP.

APMDP RTP -15

## **Section 2. Instructions to Consultants**

### **Definitions:**

- a) “Bank” means the International Bank for Reconstruction and Development, Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A.
- b) “Client” means the agency with which the selected Consultant signs the Contract for the Services.
- c) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- e) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- f) “Day” means calendar day.
- g) “Government” means the government of the Client’s Country.
- h) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- i) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the short listed Consultants.
- j) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- k) “Proposal” means the Technical Proposal and the Financial Proposal.
- l) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Consultants, based on the SRFP.

- m) “SRFP” means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of the RFP.
- n) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- o) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- p) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

## **1. Introduction**

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Date Sheet.
- 1.2 The short listed Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal,

and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### **Conflict of Interest**

- 1.6 Bank policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

### **Conflicting activities**

- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

### **Conflicting assignments**

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

### **Conflicting relationships**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may

not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

### **Unfair Advantage**

1.6.4 If a short listed Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all short listed Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

### **Fraud and Corruption**

1.7 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), as well as consultants and their sub-consultants under Bank-financed contracts, observe the highest standard of ethics during the selection and execution of such contracts.<sup>1</sup> In pursuance of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>2</sup>;
  - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation<sup>3</sup>;
  - (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose,

- including to influence improperly the actions of another party<sup>4</sup>;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party<sup>5</sup>;

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1 In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

2 “Another party” refers to a public official acting in relation to the selection process or contract execution. In this context “Public official”

includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

3 A “party” refers to a public official; the terms ‘benefit’ and ‘obligation’ relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

4 “Parties” refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

5 “Party “ refers to a participant in the selection process or contract execution.

APMDP RTP -15

## (v) "Obstructive practice"

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 1.7.1 below.

(b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

(c) will cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the Loan were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur;

(d) will sanction a firm or an individual at any time, in accordance with prevailing Bank's sanctions procedures<sup>a</sup>, including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated sub-consultant<sup>b</sup>, sub-contractor, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

1.7.1 In further pursuance of this policy, Consultants shall permit the Bank to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and to have them audited by auditors appointed by the Bank.

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<sup>a</sup> A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon completion of the Bank's sanctions proceedings as per its sanctions procedures, including inter alia: (i) temporary suspension in connection with an ongoing sanctions proceeding; (ii) cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and (iii) the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption.

<sup>b</sup> A nominated sub-consultant, supplier, or service provider is one which either has been (i) included by the Consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the Consultant's proposal for the particular services; or (ii) appointed by the Client.

1.8 Consultants, their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank in accordance with the above para 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).

### **Eligibility**

1.10 A firm declared ineligible by the Bank in accordance with the Bank Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants shall be ineligible to be awarded a Bank-financed contract during such period of time as the Bank shall determine.

### **Eligibility of Sub-Consultants**

1.11 In case a short listed Consultant intends to associate with Consultants who have not been short listed and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.

### **Origin of Goods and Consulting Services**

1.12 Goods supplied and Consulting Services provided under the Contract may originate from any country except if:

- (i) as a matter of law or official regulation, the Borrower's country prohibits commercial relations with that country; or
- (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any imports of goods from that country or any payments to persons or entities in that country.

### **Only one Proposal**

1.13 Short listed Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this

does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

## **Proposal Validity**

1.14 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

## **2. Clarification and Amendment of RFP Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Para 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **3. Preparation of Proposals**

3.1 The Proposal (see Para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.

3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) If a short listed Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-short listed Consultant(s), or (b) short listed Consultants if so indicated in the Data Sheet. A short listed Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-short listed or short listed Consultant(s). In case of association with non-short listed Consultant(s), the short listed Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
- (b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

## Language

(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Client's national language.

## Technical Proposal Format and Content

3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates

the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

(a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

(ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.

(b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).

(ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-Para. 3.4 (c) (ii)).

(c)(i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the

Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.

- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

### **Financial Proposals**

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

### **Taxes**

3.7 The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on

amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

3.8 Consultants may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Client may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

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

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see Para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in Para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the Loan/TA

number and the name of the assignment, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with Para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## **5. Proposal Evaluation**

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Bank issues its “no objection”.

### **Evaluation of Technical Proposals**

5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A

Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

### **Financial Proposals for QBS**

- 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under Para. 6 of these Instructions.

### **Public Opening and Evaluation Of Financial Proposals (Only for QCBS, FBS, and LCS)**

- 5.4 After the technical evaluation is completed and the Bank has issued its no objection (if applicable), the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants and the Bank.

- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under Para. 3.6, activities and items described in the

Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to Para. 5.6 shall be considered, and the selected firm is invited for negotiations.

## 6. Negotiations

6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

## **Technical Negotiations**

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

## **Financial negotiations**

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

## **Availability of Professional Staff/experts**

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience

than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

## **Conclusion of The negotiations**

6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

## **7. Award of Contract**

7.1 After completing negotiations the Client shall award the Contract to the selected Consultant, publish in UNDB on line and in the Development Gateway the award of the Contract, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

7.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## **8. Confidentiality**

8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Bank's antifraud and corruption policy.

**Instructions to Consultants  
DATA SHEET**

Paragraph Reference	
1.1	Name of the Client: <b>COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION, MA &amp; UD DEPARTMENT, GOVT. OF ANDHRA PRADESH</b> Method of Selection: <b>Quality and Cost Based Selection (QCBS)</b>
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of the assignment is: <b>“Assignment No. 15 PREPARATION OF GIS BASE MAP FOR 38 ULBs of ANDHRA PRADSH”.</b>
1.3	A pre-proposal conference will be held: Yes <input checked="" type="checkbox"/> on <b>20<sup>th</sup> September , 2011</b> at 1500 Hrs IST, office of the Project Director, MSU, APMDP, O/o the C & DMA, 5th Floor, 640, “Kashana.” A.C. Guards, Hyderabad – 500004, Andhra Pradesh, India  The Client’s representative is: <b>Bhaskar Katamneni, IAS., Project Director, APMDP.</b> Address: <b>Project Director, APMDP, O/o the C &amp; DMA, 5th Floor, 640, A.C. Guards, Hyderabad, Andhra Pradesh</b> Telephone: <b>040-23435585</b> Fascimile: <b>040-23435589</b> E-mail: <a href="mailto:pd.apmdp@cdma.gov.in">pd.apmdp@cdma.gov.in</a>
1.4	<b>i. The Client will provide the following inputs and facilities: (i) The Client (Director of Town and Country Planning, Hyderabad) will supply cloud free Quick bird Pan Sharpened color satellite imagery data of 0.61m resolution for the ULBs.. The Convener (Director of Town and Country Planning, Hyderabad) of Review Committee will assist the consultant in seeking access to documents and data, organizing interviews with concerned officials for conducting surveys and studies etc. The Convener will provide ‘Letters of Introduction’ and shall assist in establishing contact with other State Government Departments and Planning Agencies.</b>  <b>ii. The client will supply the available imagery, datasets, maps as indicated in Annexure-IV.</b> <b>iii. The Client may provide suitable office space free of rent for the project period at the ULBs and at one of the office in a Region.</b> <b>iv. The client will attach one town planning staff ( in the cadre of Town Planning Supervisor) from each ULB with the consultant for effective coordination.</b>
<b>1.6.1 (a)</b>	The Client envisages the need for continuity for downstream work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> [If yes, outline in the TOR the scope, nature, and timing of future work]
1.14	Proposals must remain valid for <b>90</b> days after the submission date, i.e. until: <b>29<sup>th</sup> January 2012</b>
2.1	Clarifications may be requested not later than <b>10</b> days before the submission date.

	The address for requesting clarifications is: Project Director, MSU, APMDP, O/o the C & DMA, 5th Floor, 640, A.C. Guards, Hyderabad, Andhra Pradesh, India Facsimile: 040-23435589 E-mail: <a href="mailto:pd.apmdp@cdma.gov.in">pd.apmdp@cdma.gov.in</a>
3.1	Proposals shall be submitted in the following language: English
3.3 (a)	Short listed Consultants may associate with other short listed Consultants: Yes___ No <input checked="" type="checkbox"/>
3.3 (b)	The estimated number of professional staff-months required for the Assignment is: <b>100</b> Key Staff months.
3.4	The format of the Technical Proposal to be submitted is : FTP <input checked="" type="checkbox"/> , Or STP _____
3.4(g)	Training is a specific component of this assignment: Yes _____ No <input checked="" type="checkbox"/>
3.6	(1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the Client's country for purpose of the Service; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, soil / geo tech investigations, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (5) Cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the services (6) Cost of printing and dispatching of the reports to be produced for the services; (7) cost of such further items required for purposes of the services not covered in the foregoing.
3.7	Amount payable by the client to the consultant under the contract to be subject to local taxation : yes <input checked="" type="checkbox"/> No _____ The Client will  -reimburse the Consultant for indirect local taxes (including service tax) and duties – Yes -reimburse the Consultant income tax paid in India on the remuneration for services provided by the non-resident staff of the consultant – No
3.8	Consultant to state local cost in the national currency <input checked="" type="checkbox"/> Yes _____ No _____
4.3	Consultant must submit the <b>original and Two copies of the Technical Proposal and the original of the Financial Proposal .</b>
4.5	The proposal submission address is: Project Director, MSU-APMDP , O/o the C & DMA, 5th floor , 640,A.C Guards, Hyderabad , Andhra Pradesh, India PIN -500004 Proposal must be submitted not later than the following date and time: <b>31<sup>st</sup> October, 2011, 15:00 hrs IST.</b> The technical proposals will be opened at <b>15:30 hrs IST</b> on the same day.
5.2(a)	Criteria , sub-criteria , and point system for the evaluation of full Technical Proposals are: Points <b>(i) Specific experience of the Consultants relevant to</b>

	<p><b>the assignment: 5</b></p> <p><b>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference</b></p> <p>(a) Technical approach and methodology <b>15</b></p> <p>(b) Work plan <b>10</b></p> <p>(c) Organization and Staffing <b>5</b></p> <p style="text-align: right;">Total points for criteria (ii): <b>30</b></p> <p><b>(iii) Key professional staff qualifications and competence for the assignment:</b></p> <p>a) Team Leader <b>15</b></p> <p>b) Urban Specialist – 2 No. <b>8</b></p> <p>c) Municipal Engineer-2 No. <b>12</b></p> <p>d) GIS / Remote Sensing Specialists-6 No <b>30</b></p> <p style="text-align: right;">Total points for criteria (iii): <b>65</b></p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:</p> <p>1) General qualifications <b>30%</b></p> <p>2) Adequacy for the assignment <b>60%</b></p> <p>3) Experience in region and language <b>10%</b></p> <p style="text-align: right;">Total weight: <b>100%</b></p> <p><b>(iv) Suitability of the transfer of knowledge (training) program: 0</b></p> <p>a) Relevance of training program</p> <p>b) Training approach and methodology</p> <p>c) Qualifications of experts and trainers</p> <p style="text-align: right;">Total points for criterion (iv): <b>0</b></p> <p><b>(v) Participation by nationals among proposed key staff 0</b></p> <p style="text-align: right;"><b>Total points for the five criteria: 100</b></p> <p><b>The minimum technical score St required to pass is: 70 Points.</b></p>
5.6	<p>The single currency for price conversion is: Indian Rupees</p> <p>The source of official selling rates is: State Bank of India (SBI) B.C. Selling Rate of Exchange</p> <p>The date of exchange rates is: the last date for submission of proposals indicated in clause 4.5 of Data sheet</p>
5.7	<p>The formula for determining the financial scores is the following:  <math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:  <math>T = 0.80</math>, and <math>P = 0.20</math></p>
6.1	<p>Expected date and address for contract negotiations:  <b>20<sup>th</sup> December 2011</b>, Project Director, MSU, APMDP, O/o the CDMA. 5th Floor, 640, Kashana, A.C. Guards, Hyderabad-500004, Andhra Pradesh, India.</p>
7.2	<p>Expected date for commencement of consulting services:  <b>31<sup>st</sup> December 2011</b> at: <b>respective ULBs.</b></p>

### **Section 3. Technical Proposal - Standard Forms**

[Comments in brackets [ ] provide guidance to the short listed Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

APMDP RfP -15

**Form TECH-1: Technical Proposal Submission Form**

To:

[Location, Data]

**COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION,  
640, 'KASHANA', A.C.GUARDS, HYDERABAD – 500004, ANDHRA PRADESH,  
INDIA.**

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **“Assignment No. 15 PREPARATION OF GIS BASE MAP FOR 38 ULBs of ANDHRA PRADSH.”** in accordance with your Request for Proposal dated **5<sup>th</sup> September, 2011** and our Proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup> as a joint venture confirming joint and several liability or as sub-consultants ( strike out whichever is inapplicable).

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:\_\_\_\_\_

Name and Title of Signatory:\_\_\_\_\_

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

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

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our proposal, which includes this Technical Proposal only.”]

2 [Delete in case no association is foreseen.]

**Form TECH-2: Consultant's Organization and Experience**

**A - Consultant's Organization**

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

APMDP RTP -15

## B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your Firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

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

**Form TECH-3: Comments and Suggestions on the Terms of Reference and on  
Counterpart Staff and Facilities to be Provided by the Client**

---

**A - On the Terms of Reference**

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

APMDP RTP -15

## **B - On Counterpart Staff and Facilities**

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

APMDP RTP -15

## Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

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(For small or very simple assignments the Client should omit the following text in *Italic*)

[Technical approach, methodology and work plan are key components of the Technical proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



**Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff**

---

**1. Proposed Position** [only one candidate shall be nominated for each Position]: \_\_\_\_\_

**2. Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_  
 \_\_\_\_\_

**3. Name of Staff** [Insert full name]: \_\_\_\_\_  
 \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Membership of Professional Associations:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Other Training** [Indicate significant training since degrees under 5 - Education were obtained]:  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. Countries of Work Experience:** [List countries where staff has worked in the last ten years]:  
 \_\_\_\_\_  
 \_\_\_\_\_

**9. Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b>                  [List all tasks to be performed under this assignment]</p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>                  [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project:                  _____</p> <p>Year:                  _____</p> <p>Location:                  _____</p> <p>Client:                  _____</p> <p>Main project features:                  _____</p> <p>Positions held:                  _____</p> <p>Activities performed:                  _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date:  
 \_\_\_\_\_ [Signature of staff member or authorized representative of the staff  
 Day/Month/Year

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

### Form TECH-7: Staffing Schedule<sup>1</sup>

N <sup>o</sup>	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>														Total Staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sub>3</sub>	Total		
<b>Foreign</b>																			
1		[Home]																	
		[Field]																	
2																			
3																			
n																			
																	Subtotal		
<b>Local</b>																			
1		[Home]																	
		[Field]																	
2																			
3																			
n																			
																	Subtotal		
																	Total		

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

Full time input  Part time input



## Section 4. Financial Proposal - Standard Forms

[Comments in brackets [ ] provide guidance to the short listed Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in Para. 4 of the Letter of Invitation.

Form FIN-1: Financial Proposal Submission Form

Form FIN-2: Summary of Costs

Form FIN-3: Breakdown of Costs by Activity

Form FIN-4: Breakdown of Remuneration (Lump-Sum)

Form FIN-5: Breakdown of Reimbursable Expenses (Lump-Sum)

APMDP RTP -15

## Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

**COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION,  
640, 'KASHANA', A.C.GUARDS, HYDERABAD – 500004, ANDHRA PRADESH,  
INDIA.**

Dear Sirs:

We, the undersigned, offer to provide the consulting services for "**Assignment No. 15 PREPARATION OF GIS BASE MAP FOR 38 ULBs of ANDHRA PRADSH.**" . in accordance with your Request for Proposal dated **5<sup>th</sup> September, 2011** , and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.14 of the Data Sheet.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

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".

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

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

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

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

<sup>2</sup> If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

### Form FIN-2: Summary of Costs

Item	Costs			
	[Indicate Foreign Currency # 1] <sup>1</sup>	[Indicate Foreign Currency # 2] <sup>1</sup>	[Indicate Foreign Currency # 3] <sup>1</sup>	[Indicate Local Currency]
1.Total Costs of Financial Proposal <sup>2</sup>				
2. Local Indirect Taxes and Duties payable in India, as defined in Clause 1.8 of SCC				
3. Consultancy service tax payable in India				
<b>Total Amount of financial Proposal including taxes</b>				

1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.

2 Indicate the total costs, net of local taxes, indirect taxes, as listed in SCC clause 1.8, and to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

**Form FIN-3: Breakdown of Costs by Activity<sup>1</sup>**

<b>Group of Activities (Phase):<sup>2</sup></b> _____ _____	<b>Description:<sup>3</sup></b> _____ _____			
<b>Cost component</b>	<b>Costs</b>			
	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency]
Remuneration <sup>5</sup>				
Reimbursable Expenses <sup>5</sup>				
1.Subtotals				
2. Local Indirect Taxes and Duties payable in India, as defined in Clause 1.8 of SCC				
3.Consultancy Service Tax payable in India				
<b>TOTAL</b>				

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

**Form FIN-4: Breakdown of Remuneration<sup>1</sup> (Lump-Sum)**

(This Form FIN-4 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>
<b>Foreign Staff</b>		
		[Home]
		[Field]
<b>Local Staff</b>		
		[Home]
		[Field]

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work. for foreign staff.



## Section 5. Terms of Reference

APMDP RfP -15

## 1. BACKGROUND

1.1 The Andhra Pradesh Municipal Development Project (APMDP) is a US \$ 350 Million project being implemented by the Municipal Administration & Urban Development Department (MA &UD), Government of Andhra Pradesh (GoAP) with support from the World Bank (loan of US\$ 300 Million, Loan No. 7816 IN).

1.2 The Commissioner & Director of Municipal Administration (CDMA) is the nodal agency under MA&UD, who will manage the implementation and monitoring of the project. A Municipal Strengthening Unit (MSU) under CDMA is headed by Project Director and supported by Technical Support wing will oversee the implementation of the project.

1.3 The Project aims at various improvements at three different levels: State, ULB, and Subprojects. The Project focuses more on improvements at lower levels. Reforms and Capacity Building at ULBs require Technical Assistance and Local Policy Actions, whose design and implementation need sustained support. Financing of urban investments would not only alleviate urban service deficiencies but also provide an incentive and concrete platform for local Capacity Building, with detailed monitoring and support.

1.4 Water supply and Sanitation provisions are the most conspicuous of municipal activities. However, lack of planned capital investment and inadequate operation and maintenance, combined with a growing population demanding higher service levels has reduced the effectiveness of water supply and sanitation services in many municipalities.

1.5 The project has four major components, namely, i) State Level Policy and Institutional Development Support, ii) Municipal Capacity Enhancement, iii) Urban Infrastructure Investment and iv) Project Management Technical Assistance.

1.6 In Andhra Pradesh, the municipalities are governed by the Andhra Pradesh Municipalities Act of 1965. The corporations are governed by the Hyderabad Municipal Corporation Act of 1955. Inadequate Water Supply, Sanitation and wastewater Management has been an essential issue in many urban local bodies. In order to address this, GoAP has received a Loan from the World Bank for Andhra Pradesh Municipal Development Project.

1.7 The Project development objectives of APMDP are to help improve high-priority urban services in selected cities of Andhra Pradesh, and build the capacity of Urban Local Bodies to develop and manage urban services. The Project will support improvements in the Financial, Technical, and Management Capacities of all ULBs of Andhra Pradesh, in addition to infrastructure financing.

1.8 These are required to ensure the effectiveness of urban planning in the context of current and future economic expansion in the State. The conventional procedure of preparing statutory urban development plans is seen to be devoid of effective participation, unconcerned about financing implications and time consuming. A concurrent but separate study seeks to establish the reformed legislation, simplified land use planning procedure and lay down guidelines for town planners of ULBs in preparing the city plans.

1.9 For efficient, economical and meaningful municipal administration, including the tax administration, a comprehensive and integrated data set through GIS application has become essential. To achieve the goal of electronic governance for all the services of the ULBs, large scale and detailed GIS base maps are required. APMDP intends to appoint a Consultancy agency / firm to carry out the work of preparation of GIS base maps for the group of **38 ULBs** using Geographic Information Systems (GIS) platform.

## 2. OBJECTIVE OF THE STUDY

2.1 The objective of the assignment is to Prepare GIS Base Maps for Urban Local Bodies (ULB) in Andhra Pradesh (AP) using Geospatial technologies to assist the ULBs in strategic planning and resource utilization, management function and planning & management of day to day operations. The area of the ULB to prepare Base Map includes the present administrative boundary and its vicinity area of atleast 5 Kms radial distance out side to include the outgrowth of developments.

## 3. BRIEF DESCRIPTION OF TASK

3.1 Andhra Pradesh Municipal Development Project (APMDP) intends to appoint Consultancy Firm for "Preparation of GIS-Base Maps for **38 Urban Local Bodies (ULBs)** of Andhra Pradesh as detailed in annexure- I on 1:1000 scale using latest high resolution Quick Bird satellite imagery and survey of all physical

features of the town, collection and superimposition of town survey maps / cadastral maps, existing administrative boundaries, slum boundaries, generation of building footprints / plots, infrastructure details, water bodies, landmarks and contours at 1.0 metre interval etc. The selected Consultancy Firm shall be required to generate all the data sets as per the design standards of National Urban Information System (NUIS). Following activities are to be covered under the project:

1. Review of existing situation, collection of all available data from ULBs, in soft copy and or hard copy including municipal boundary, Town survey maps, Cadastral maps, ward boundary maps, slum related data ,colony boundary maps and Environment data;
2. Data evaluation: Source and reliability, positional accuracy, attribute authenticity;
3. Design of proper grid and projection in the Universal Transverse Mercator (UTM-WGS 84) coordinates based on the transverse Mercator projection system for the whole town;
4. Geo-referencing of satellite imagery using sufficient number of Ground Control Points (GCPs) collected through Differential Global Positioning System (DGPS) survey;
5. Interpretation and digitization of all physical features from satellite imagery. The digitization process shall include vectorization, symbolization, layering, edge matching, topological integrity, and data base linking;
6. Geo-referencing and digitization of Cadastral Maps;
7. Generation of contour overlay at 1.0 metre interval with construction of Permanent Benchmark (PBM) at 2 km interval;
8. Incorporation of locality, ward, zone and municipal boundaries;
9. Database structure and design;
10. Integration of existing environmental, slum related and other data with base map.

#### 4. PROJECT AREA

**4.1** Andhra Pradesh is the 5<sup>th</sup> largest state of India lies in southern part of India. The present Assignment covers **38 ULBs** as detailed below:

	<b>Assignment -15</b>
<b>A</b>	<b>Warangal</b>
1	Warangal
2	Jangaon
3	Kothagudem
4	Manuguru
5	Khammam
6	Sathupalli
7	Yellandu
8	Palwancha
9	Sircilla
10	Ramagundam
11	Jagitial
12	Karimnagar
13	Korutla
14	Metpalli
15	Adilabad
16	Bellampally
17	Bhainsa
18	Kagaznagar
19	Mandamarri
20	Mancherial
21	Nirmal
<b>B</b>	<b>Hyderabad</b>
22	Gadwal
23	Mahaboobnagar
24	Narayanpet
25	Wanaparthy
26	Miryalaguda
27	Suryapet
28	Nalgonda
29	Vikarabad
30	Tandur
31	Bodhan
32	Kamareddy
33	Armoor
34	Nizamabad
35	Zaheerabad
36	Medak
37	Siddipet
38	Sadasivapet

4.2 The Area of Interest (Aoi) for each town /ULB is the present administrative area of the ULB plus the vicinity area of atleast 5 KM radial distance out side the ULB. This 5 KM radial distance is from the present boundary of the ULB to out side.

## 5. SCOPE OF WORK

5.1 The selected consultancy firm is expected to provide technical and management support during the planning, design and implementation phases of GIS base maps preparation activity as described below but not limited to, for satisfactory performance of the services within the Contractual framework.

### 5.2 Preparation of GIS Base Maps

The main objective of the project is to develop detailed GIS Base maps on a scale of 1:1,000 for **the group of 38 ULBs** of the Andhra Pradesh state as listed in Annexure-I. The details of features to be interpreted are given in **Annexure II**. The preliminary interpreted map should be ground verified and the final map is to be prepared by incorporating the ground truth data. These detailed maps consisting of the planimetric details, Cadastral boundaries, micro level land use and utility services need to be generated using the latest technologies like DGPS, image processing and digital data capture using Quick bird data with 61 cm resolution, Pan Sharpened colour imagery supplemented by the ground truth collection.

#### 5.2.1 Procurement of Satellite Imagery:

- (a) . The Client (Director of Town and Country Planning, Hyderabad) will supply cloud free Quick bird Pan Sharpened color satellite imagery data of 0.61m resolution for the ULBs as given in the list (Annexure-I). The data products would be digital and hard copy images. The images shall cover the administrative boundary of the ULB with a sufficient buffer area of at least 5 kms around the ULB's current boundary showing out growths. Thus the Area of Interest (AOI) will be the present area of the ULB plus the area of at least 5 K.M. radial distance outside the present boundary of the ULB.
- (b) All the required clearances for obtaining the data have to be taken care by the consultants. The client/ DTCP and/ or ULB will provide the necessary authorization letters.
- (c) On supply of satellite imagery by the client, the Consultant will verify the correctness of the imagery and data with truth data of field . The imagery that

does not conform to the correctness, must be reported and returned within one week.

- (d) Only the supplied imagery must be used for the preparation of Base Maps. Use of data from alternative online sources such as Google Earth/ Google Maps is strictly prohibited as this is strictly against the usage policies of the respective services. The consultant will be solely liable for any legality and any such deviations will lead to disqualification of the consultant.

### **5.2.2 Collection of Various Maps & Data From Municipal & Government Agencies**

The Consultant shall collect maps and secondary data from various authorities. A set of such maps that will form a part of the spatial database is illustrated below:

- (a) Master Plan / General Town Planning Schemes showing proposed land use zoning, transport network and sites designated for various public purposes.
- (b) Maps showing administrative boundaries of ULB jurisdiction, administrative and electoral wards, area/ block units used by census.
- (c) *Base Map/ Revenue Maps showing Cadastral Boundaries.*
- (d) Maps/ Engineering drawings of utilities like water supply, sewerage, storm, water drainage, solid waste disposal, roads and street lights along with the data available with ULB/ any other concerned Department.
- (e) Data regarding services like Fire Protection, Cremation and Burial Grounds, Slaughter Houses, Cattle Ponds, Parks, Gardens and Swimming Pools etc. In case such data is missing, this will form a part of the field survey/ verification.
- (f) Location of State and Central Government offices, railways and highways, all roads along with centerlines, post and telegraph offices, police stations, primary & high schools, colleges, universities, primary health centers, hospitals, banks, theatres etc. also need to be located on the maps through field verification.
- (g) Existing land use categories like residential including slums, industrial, commercial and healthcare, educational, sports and recreation facilities.

- (h) Property boundaries along with slum boundaries (Notified and Non-Notified). In case such data is missing, this will form a part of the field survey/ verification.
- (i) All features should be collected along with the necessary attributes that will be later used for annotation.
- (j) Preparation of survey proforma for each of the layers to be generated.

### **5.2.3 DGPS Survey & Geo Referencing**

To correct various Geometric Anomalies in Raw Satellite Imagery, Ground Control Points (GCP) collected through Differential Global Positioning System (DGPS) Survey will be used for Geo referencing of the imagery. Geo Referencing and Geo-coding of data should be on WGS-84 with projection on UTM. For the DGPS Survey, GCPs should be selected at well defined sharp points both on the ground and on imagery. A minimum of one point per square kilometer should be considered and these should be evenly distributed over the ULB area.

### **5.2.4 Digitization and Map Preparation**

Proper grid and projection shall be designed for the whole of the town. This is essential for proper representation of graphical data and location related unique Ids for each property, which shall form part of GIS for the spatial analysis. In the case of digitization, the data is checked for dimensional accuracy, completeness, displacement, edge matching, symbology, and layering. All undershoots/overshoots, dangling vertices shall get removed in the process. The method to be adopted for digitization shall conform as per the standards discussed below:

- i) Minimum map able unit on Maps – 1 mm on scale
- ii) Location accuracy in GIS – 1 mm on scale
- iii) Minimum spatial unit in GIS – 2 mm on scale
- iv) Registration Error threshold in GIS – 0.25 mm on scale
- v) Coordinate movement / Weed tolerance – 0.25 mm on scale

All features like Buildings, Vacant Plots, Roads (National Highways, State Highways, City Roads and Streets), Bridges (Flyovers, Railway Bridges, etc), Railway Tracks, Parks, Gardens, Stadiums, Slums, Traffic Squares, Water

Bodies (River, Lake, Pond, Drainage, Canal etc), Over Head Tanks, etc should be extracted from imagery through on screen / Heads on digitization technique. The hard copy of the maps with all the above digitized features is to be prepared on 1:750 scale for updating of base map through field survey.

### **5.2.5 Auto Level Survey for Contouring**

Contour overlays of 1.0 metre contour interval are to be generated by Auto level survey using a height mesh of 20m apart or as required. Permanent bench marks are to be established at every 2 km interval for future reference and taking a digital picture for linking in GIS data. The contours are to be interpolated and superimposed on to the base map by taking proper controls. These are to be digitized to generate as digital overlay. Cross section of all drains with clear width and depth taking levels at every 20m should be also taken at the time of contour survey. Details about drains/ channels/ nallah passing through the town indicating the following details:- i) Location and alignment of drain/ channels/ nallah, ii) Invert level / L-Section of the drain/ channels/ nallah indicating slope, iii) Cross-section of the nallah/ channels/ drain for every 20m. The survey is to be initiated at local SOI Benchmark, R&B., Irrigation, or any other bench mark which has been connected to GTS bench mark of SOI to establish the elevation. It will be basis for all subsequent measurement. The accuracy for survey should be  $4\sqrt{K}$ mm, where K is total distance of the cross section in Km. Change in errors is to be separately listed as discrepancy list.

### **5.2.6 Permanent Benchmark**

Benchmark should be established at interval of 2 Km. The pillar shall be made of cement concrete of grade M-15 (1:2:4), rectangular in shape and size of 300 mm x 80 mm x 80mm. A rod of 20 mm diameter and 350 mm long of Mild Steel shall be provided at the center of pillar to mark location and each pillar shall be painted to mark its number.

## **5.3 Survey and Updating of Base Map**

The consultant will be responsible for integration of available data with Base Maps in GIS relating to slum data, environmental data, infrastructural data and vendor zoning data sets in addition to the data collection during the preparation/ updating of base maps. The consultant will collect the data in the proposed field

data sheet format for the data collection. The base maps hard copy prepared through on screen digitization of imagery as discussed above is to be used for ward wise survey for the updating purpose and finalization of layer wise Base Maps with the attributes, as per Annexure II (a).

#### **5.4 Final Base Map**

Final base maps are to be prepared incorporating the data collected from survey and the data for different entities. Hard copy base maps are to be prepared at 1: 1000 scale ward wise. The base maps will be prepared in various layers for ease of operation in GIS. Layer and data structures can be modified depending on the local requirements of ULB after approval from APMDP /(DTCP). The details of the layers for base map are given at Annexure III.

### **6. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

- v. **The Client (Director of Town and Country Planning, Hyderabad) will supply cloud free Quick bird Pan Sharpened color satellite imagery data of 0.61m resolution for the ULBs.. The Convener (Director of Town and Country Planning, Hyderabad) of Review Committee will assist the consultant in seeking access to documents and data, organizing interviews with concerned officials for conducting surveys and studies etc. The Convener will provide 'Letters of Introduction' and shall assist in establishing contact with other State Government Departments and Planning Agencies.**
- vi. The client will supply the available imagery, datasets, maps as indicated in **Annexure-IV.**
- vii. The Client may provide suitable office space free of rent for the project period at the ULBs and at one of the office in a Region.
- viii. The client will attach one town planning staff ( in the cadre of Town Planning Supervisor) from each ULB with the consultant for effective coordination.

### **7. OUTPUTS AND DELIVERABLES**

Under this contract the Consultant's payments will be output and deliverables based. It is very important to note clearly and in detail the exact outputs required

and what they should contain. The desired outputs & deliverables under this contract are as shown below.

### **7.1 Satellite Data**

1. Rectified satellite data along with GCP file
2. Soft copies of images in .img and JPEG formats

### **7.2 DGPS Survey**

1. The raw and processed data of the DGPS survey with a photograph of each GCP with monument
2. A neat sketch of each DGPS point showing the location on A4 size drawing
3. Contour maps of one metre interval at 1:1000 scale.

### **7.3 Topographical survey**

The following details shall be submitted on completion of the survey

1. All original field books
2. All the survey details in AutoCAD format on a CD / DVD and 2 draft prints of the same

### **7.4 Base Map**

1. Digital base map of all the thematic layers excluding building / plot on 1:1000 scale in 3 sets

in hard copy (A0 Paper) and one set in soft copy in GIS format.

2. Digital data of base map in DXF /DWG, SHP file format along with soft copy of base map to a scale of 1:5000 and 1:10000 (soft copy) for the total town area in DXF/DWG SHP format which shall contain foot prints of each building, slum boundary ward wise, roads, nalas, Canals, railway lines, bridges, water bodies duly incorporating cadastral information, Locality, ward, block, slum, and municipal boundaries with contour information at 1.0 Metre interval.
3. Ward wise check prints in Hard copy on 1:750 scale (Two sets on A0 Paper)
4. Ward wise Final Base Maps (Hard Copy) on 1:1000 scale (Five sets of multi color plotted maps on A0 paper)
5. Base maps on 1:5000 in hard copy (Five sets of multi color plotted maps on A0 Paper)
6. Base maps on 1:1000 in hard copy (Five sets of multi color plotted maps on A0 Paper)

## 7.5 Reports

1. Inception Report for the Project highlighting review of supplied imagery, collected available maps and related data , identification of existing data gaps and proposal how to bridge data gaps and describe the detailed methodology and work schedule should be submitted within one month from the date of signing contract -- 5 sets and 2soft copies.

2. Project Interim Progress Reports (to be submitted on 25th day of each calendar month after

submission of Inception report) –soft copies 2 sets.

3. Detailed Project Report at the end of the Project including the System Design Report and User Manual – 10 sets and soft copies 5 sets.

At each report submission, the consultant must give power point presentation to the review committee and note the comments of the review committee members and incorporate in the next report.

All the reports are to be prepared ULB wise.

## 8. SCHEDULE FOR COMPLETION OF TASKS

The assignment is to be completed in **11 months**. The detailed timeline for different activities is as below:

Sl. No.	Activities	Activity to be completed by
1.	<b>Procurement of Satellite Images</b>	by client
2.	<b><i>Inception Report ( System study &amp; GIS system design)</i></b>	1 month
3.	Establishing Survey Control Points for Georeferencing of Satellite Images	3 month
4.	Georeferencing and Ortho Rectification of Satellite Images	4 month
5.	Collection of Various Maps & Data from Municipal & Government Agencies	4 month
6.	Preparation of Line Map In 2D Form	6 month

7.	<b>Generation &amp; Overlay of Contours and Spot Heights in 3D</b>	6 month
8.	<b>Incorporation of Cadastral &amp; Utility Information</b>	7 month
9.	<b>Field Verification Survey</b>	8 month
10.	<b>Draft Base Map</b>	9 month
11.	<b>Quality Check on Data Submission, Data Security Guidelines &amp; Data Verification</b>	10 month
12.	<b>Final Base Map Incorporating Feedback and Final Report including the System Design Report and User Manual</b>	11 month

**9. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK:**

**For supervising the progress of the study and guiding the consultant , a Review Committee is constituted as follows:**

**The Composition of the Review Committee shall be**

- (a) The Commissioner and Director of Municipal Administration or his nominee - Chairman
- (b) The Director of Town and Country Planning – Convener
- (c) The Project Director, APMDP or his nominee
- (d) Superintending Engineer, O/o. MEPMA
- (e) Representative from NRSC/ DG, APSRAC
- (f) Engineer-in-Chief, Public Health or his nominee.
- (g) Project Manager of GIS cell at DT&CP - Co-Convener.
- (h) Commissioner, Town Planning Officer (TPO) and Municipal Engineer of the ULBs.
- (i) Director, Spatial Information Technology, JNTU or his Representative
- (j) Regional Director of Town Planning, Warangal/ Hyderabad.**

**10. REVIEW OF PROGRESS REPORTS**

The Consultant should submit all reports to the Director of Town and Country Planning, Hyderabad under intimation to APMDP. All correspondence pertaining to the Assignment must be addressed to The Director of Town and Country

Planning under intimation to APMDP. The Director of Town and Country Planning, Hyderabad will have the responsibility and authority, on behalf of the Review Committee to issue clear interpretation and instructions to the Consultant.

Progress report on each task/ each month shall be reviewed by the Review Committee and the Convener (The Director of Town and Country Planning) shall organize a presentation by the consultant to the Review Committee **on monthly basis and also after completion of each sub task**. The Review Committee minutes shall be communicated within one week of such presentation, to the Consultant.

## 11. APPRAISAL OF PROJECT

The final GIS Base Maps along with reports will be appraised Technically by The Director of Town and Country Planning (DTCP). The Director, Town & Country Planning, then convene the Review Committee meeting for review. Get the feed back incorporated by the consultant . Then put up to the Project Appraisal Committee (PAC) for appraisal. Process for approval by the Steering Committee for implementation.

## 12. EXPERTISE AND INPUTS

List of Key professionals position whose Curriculum Vitae (C.V) and Experience would be evaluated:

Sl. No.	Key Position	No. of Persons	Area of Specific Expertise desired	Minimum Qualifications and professional experience desired
1	Team Leader	1	Experience in Urban planning and related fields like GIS, Remote Sensing Utility maps etc. with leadership qualities to lead the team effectively is desirable.	Masters in Geography / Remote sensing / Geology / Social science / Urban planning/ Graduate in Civil/Municipal/ Environmental engineering , with 15 years of experience
2	Urban Planner	2	Experience in Planning with GIS expertise- Preparation of Base Maps, Master Plans, Area Plans, Urban Town Planning schemes.	Masters in Urban Planning with 10 years of experience
3	Municipal	2	Experience in design / construction /	Graduate Civil Engineer

	Engineer		maintenance of light traffic roads, water supply system, sewerage and drainage systems.	With 10 years of experience
4	GIS / Remote Sensing Specialist	6	<p>Experience in managing or developing databases including data collection, entry and maintenance is essential.</p> <p>Strong practical experience in using Digital Image Processing and Geographic Information System (GIS) software tools is essential, for example: ESRI products such as Arc View, ArcGIS, ERDAS Imagine and other platforms</p> <p>Programming in GIS application development in desktop/ web environment is desirable.</p>	Masters in Geography / Remote sensing / Geology / Social science / Urban planning/ Graduate in Civil Engineering , with 8 years of experience

1. The team of key professionals shall be adequately supported by junior professionals in the required disciplines including GIS and IT.
2. The consultant will work according to the deadlines provided in the Terms of Reference.
3. The consultant will conduct itself in a professional and ethical manner, and will ensure that none of its actions have an adverse effect on the **Project**.
4. The consultant will set up a project office in Project area with complete infrastructure, – Computers, Software, Printer, Furniture etc.
5. The consultant will appoint a Project Coordinator and other staff for field activity and data entry at each ULB site office, who will work in close liason with the local ULB office, project office in Project area and GIS cell at DTCP office / APMDP.

**Annexure - I**  
**Assignment No. 15 PREPARATION OF GIS BASE MAP FOR 39 ULBs of ANDHRA PRADSH**

<b>List Of Towns For Which Base Maps Are To Be Prepared</b>									
<b>Sl. No</b>	<b>Name of the Package/ Region/ ULB</b>	<b>Area of Package/ Region/ ULB (in Sq.kms)</b>	<b>Grade</b>	<b>District</b>	<b>Population as per 1991 census</b>	<b>Population as per 2001 census</b>	<b>Growth Rate</b>	<b>Population Density</b>	<b>Area of Interest</b>
	<b>Assignment -15</b>	<b>942.51</b>							
<b>A</b>	<b>Warangal</b>	<b>589.50</b>							Present area of the ULB mentioned in column 3 plus the area of at least 5 Km radial distance out side the present boundary of the ULB.
1	Warangal	70.00	Municipal Corporation	WGL	461123	579216	25.6	5984	
2	Jangaon	15.54	Third	WGL	34305	43996	28.2	5866	
3	Kothagudem	16.06	First	KMM	86951	86306	-0.7	5361	
4	Manuguru	28.91	Third	KMM	30076	32893	9.4	1138	
5	Khammam	25.52	Special	KMM	149077	198620	33.2	10736	
6	Sathupalli	2.50	Nagar Panchayat	KMM	20054	28049			
7	Yellandu	6.04	Third	KMM	38675	42421	9.7	3892	
8	Palwancha	26.38	Second	KMM	53102	69088	30.1	2617	
9	Sircilla	12.50	Second	KRM	50048	65314	30.5	5225	
10	Ramagundam	93.87	Municipal Corporation	KRM	214384	237686	10.4	2521	
11	Jagitial	30.00	Second	KRM	67591	85521	26.5	4805	
12	Karimnagar	23.82	Municipal Corporation	KRM	148583	218302	46.9	9172	
13	Korutla	22.79	Second	KRM	40080	54012	34.8	2370	
14	Metpalli	38.85	Third	KRM	31712	41224	38.85		
15	Adilabad	16.47	First	ADB	84255	109529	30.0	6638	
16	Bellampally	13.83	Second	ADB	66780	66792	0.0	4805	
17	Bhainsa	39.01	Third	ADB	29715	41331	39.1	1178	
18	Kagaznagar	12.87	Third	ADB	57535	59734	3.8	4631	
19	Mandamarri	38.85	Third	ADB	66145	66596	0.7	1686	
20	Mancherial	41.44	First	ADB	52657	70381	33.7	1959	

Sl. No	Name of the Package/ Region/ ULB	Area of Package/ Region/ ULB (in Sq.kms)	Grade	District	Population as per 1991 census	Population as per 2001 census	Growth Rate	Population Density	Area of Interest
21	Nirmal	14.25	Second	ADB	57761	75254	30.3	5263	Present area of the ULB mentioned in column 3 plus the area of at least 5 Km radial distance out side the present boundary of the ULB.
<b>B</b>	<b>Hyderabad</b>	<b>353.01</b>							
22	Gadwal	6.14	Second	MBN	40742	53560	31.5	8780	
23	Mahaboobnagar	13.70	Special	MBN	116833	139662	19.5	10194	
24	Narayanpet	11.86	Third	MBN	33519	37563	12.1	3157	
25	Wanaparthy	36.31	Third	MBN	38862	50114	29.0	1829	
26	Miryalaguda	21.91	Second	NLD	65879	91359	38.7	4350	
27	Suryapet	23.65	First	NLD	60630	94585	56.0	3941	
28	Nalgonda	14.14	First	NLD	84910	111380	31.2	9399	
29	Vikarabad	60.49	Second	RR	39215	42410	8.2	908	
30	Tandur	19.12	Third	RR	45517	57941	27.3	9990	
31	Bodhan	21.36	Second	NIZ	64406	71520	11.0	3342	
32	Kamareddy	14.10	Second	NIZ	48666	64496	32.5	4574	
33	Armoor	18.78	Third	NIZ	34379	4836			
34	Nizamabad	36.86	Municipal Corporation	NIZ	241034	288722	19.8	9466	
35	Zaheerabad	5.19	Third	MDK	39613	44589	12.6	8575	
36	Medak	16.20	Second	MDK	35775	41945	17.2	1907	
37	Siddipet	13.34	Second	MDK	54091	61809	14.3	4633	
38	Sadasivapet	19.86	Third	MDK	30915	36334	17.5	1674	

**Note:** The extents of ULBs given are tentative, actual extent may vary slightly. The present extent of ULBs may be obtained from respective ULB/ Census 2001. The Area of Interest (AOI) includes the present Administrative Boundary and buffer area of at least 5 Kms radial distance in its vicinity out side the present boundary.

## ANNEXURE II: FIELD SURVEY FORMATS FOR DATA COLLECTION

### Field Survey Format for Data Collection of Buildings/Plots

<b>Date of Survey:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Sheet ID:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Parcel ID:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Road ID*:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Ward No.:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Locality/Colony Name:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Road Name:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Land Use*:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Land Use Details:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Type of Construction#:</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Remarks (If Any):</b>	<input style="width: 100%; height: 20px;" type="text"/>

Signature of the Surveyor

Signature of Team Leader

\***Land Use** - Residential - 01 ; Commercial - 02; Industrial – 03; Private Vacant Plot – 04; Agriculture Land – 05; Mix (Resd + Com) – 06; Mix (Resd + Ind) – 07; Mix (Com + Ind) – 08; Educational – 09; Religious – 10; Recreational<sup>1</sup> – 11; Garden/Park – 12; Historical Monuments – 13; Parking Space– 14; Bus Stand/Taxi Stand/Auto Stand – 15; Water Bodies - 16; Dense Tree Area – 17; Health Services<sup>2</sup> – 18; Community Toilet – 19; Basic Infrastructure<sup>3</sup> – 20; electric Sub Station – 21; Market – 22; Hawkers Zone – 23; Forest – 24; Any other – 25; State Govt. Properties<sup>4</sup> Building/Plot) – 26; Central Govt. Properties<sup>5</sup> (Building/Vacant Land) – 27; Water Bodies (Ponds/Lake/Reservoir etc.) – 28; Green Belt – 29; Municipal Asset (Building/Vacant Land) – 30; Landfill site – 31; Hawkers Zone – 32; Railway Properties (Buildings/Land) – 33.

#**Type of Construction** – Pucca Building with RCC/RBC/Stone roof – 01; Pucca building with asbestos/corrugated sheet roof – 02; others – 03.

1 **Recreational:** Theatre, Club, Health Centre, Swimming Pool, Stadium and Play Ground

2 **Health Services** - Include Govt. Hospitals/Private Hospitals/Diagnostic Centres/ Clinic, Nursing Homes in one parcel

3 **Basic Infrastructure** - Includes Over head Tanks, Landfill sites, Water/Drainage/Sewerage Pumping Stations, Water Treatment Plant

4 **State Government Properties** - Includes all type of State Government Properties (Quarter and Offices)

5 **Central Government Properties** - Include all type of State Government Properties (Quarter and Offices)

**Field Survey Format for Data Collection of Road****Date of Survey:**

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**Sheet ID:**

--	--	--

**Road ID\*:**

--	--	--	--

**Road Name:**

--

**Road Type%:**

--	--

**Construction****Concret**

--

**WBM**

--

**Asphalt**

--

**Any Other**

--

**Material:****Remarks (In case of any other):**

--

**Carriage Way width (In metre):**

--	--

**ROW width (In meter):**

--	--

**Maintained By\*\*:****Municipal Body**

--

**R&B Dept.**

--

**NHAI**

--

**Other**

--

**Footpath Status:****Yes**

--

**No**

--

**Footpath Width (In case of Yes, in metre)**

--

**Footpath Construction****Material:****Shahbad Stone**

--

**Concret e**

--

**Tile**

--

**Othe r**

--

Signature of the Surveyor

Signature of Team Leader

\* **Road ID** – Road ID will change in case of junction of Roads/ Change in construction material/ change in width of carriage way/ROW/ change in footpath status/change in maintenance agency

% **Road Type** - Principal Main Road – 01; Main Road – 02; Other Private Street1 – 03; Other Public Street2 – 04; National Highway – 05; State Highway- 06; District Road – 07.

1**Private Street**: means any street, road, lane, gully, alley, passage or square which is not a public street, and includes any passage securing access to four or more premises belonging to the same or different owners, but does not include a passage provided in effecting a partition of any masonry building amongst joint owners where such passage is less than two metres and fifty cm wide;

2**Public Street**: means any street, road, lane, gully, alley, passage, pathway, square or courtyard, whether a thoroughfare or not, over which the public have a right of way.

\*\* **Maintained By**: R&B Dept.; NHAI – National Highway Authority of India

**Field Survey Format for Hoarding****Date of Survey:**

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**Sheet ID:**

--	--	--

**Hoarding ID:**

--	--	--

**Ward No. :**

--	--	--

**Road ID:**

--	--	--	--

**Owned By:**

--

**Locality Name:**

--

**Road Side:**

**On Building:**

**Hoarding****Category\*:**

--	--

**Hoarding Size\*\*:****Small**

**Medium**

**Big**

**Hoarding Status:****Authorized**

**Unauthorized**


Signature of the Surveyor

Signature of Team Leader

**\*Hoarding Category:**

Neon / Glow / Electric Display / Backlit Non-Hoarding type - 01; Slides – 02;; Illuminated Bus Shelters – 03; Bus Shelters advertisements with printed advertisements – 04; Banners – 05; Flags – 06; Pole Panels – 07; Shop Shutter – 08; Closed Circuit TV – 09; Short Films – 10; Medians Printed advertisement - 11; Traffic and Parking Stand – 12; Tree Guards – 13; Others – 14.

**\*\*Hoarding size**

Not Required for Hoarding Category no. 07 to 13.

Small - Area Less than 10 sq ft; Medium- Area 10 to 20 sq ft; Big - Area more than 20 sq ft;

**Field Survey Format for Garbage Collection Points****Date of Survey:**

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**Sheet ID:**

--	--	--

**Pont ID:**

--	--	--

**Ward No. :**

--	--	--

**Road ID:**

--	--	--	--

**Locality:**

--

**Garbage Type:**

Domestic  Market  Biomedical  Construction  Mixed

**Status:**

Temporary  Permanent  Collection Point  Transfer Point

**Coverage Area (No. of Houses/colonies)**

--

Signature of the Surveyor

Signature of Team Leader

**Field Survey Format for Street Light****Date of Survey:**

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**Sheet ID:**

--	--	--

**SLID:**

--	--	--

**Ward No. :**

--	--	--

**Road ID:**

--	--	--	--

**Locality Name:**

--

**Pole Type:**

Iron  Concrete  Other

**Street Light Type:**

HPMV/Sodium  Tube  CFL  High  Other   
Type Light Mast

**Source of Energy:**

Electricity  Solar  Other

Signature of the Surveyor

Signature of Team Leader

**Field Survey Format for Bridges/Flyover**Date of Survey: Sheet ID: Bridge ID: Ward No. : Road ID: Locality Name: Bridge Type\*: Length (In Metre) Width (In Metre) Construction Material: Concrete  Iron  Masonry  Any other Construction Year : 

Signature of the Surveyor

Signature of Team Leader

\* **Bridge Type:** Culvert – 01; Road Over Bridge – 02; Road Bridge Constructed Over Railway Line – 03; Bridge Across River or Nala – 04; Under Pass – 05; Foot Over Bridge – 06.

**Field Survey Format for Data Collection of Water Supply Network**

Date of Survey:

--	--	--	--	--	--

Sheet ID:

--	--	--

Water Supply Network  
ID:

--	--	--	--

Road Name:

--

Locality Name:

--

Distance from Road (In  
Mts)

--	--

Construction Material#:

PSC	<input type="checkbox"/>	DI	<input type="checkbox"/>	MS	<input type="checkbox"/>	RCC	<input type="checkbox"/>	GI	<input type="checkbox"/>	AC	<input type="checkbox"/>	CI	<input type="checkbox"/>	PVC	<input type="checkbox"/>	HDPE	<input type="checkbox"/>	Other	<input type="checkbox"/>
-----	--------------------------	----	--------------------------	----	--------------------------	-----	--------------------------	----	--------------------------	----	--------------------------	----	--------------------------	-----	--------------------------	------	--------------------------	-------	--------------------------

Remarks ( In case of  
any other)

--

Network Line

Type:

Distribution	<input type="checkbox"/>	Pumping	<input type="checkbox"/>	Service	<input type="checkbox"/>	Raw Water	<input type="checkbox"/>
Line		Line		Line		Main	

Pipe Diameter (in mm)

--	--	--

Signature of the Surveyor

Signature of Team Leader

**#Construction Material:** PSC- Pre-Stressed Concrete,- DI- ductile Iron ,MS- Mild Steel, RCC – Reinforced Cement Concrete; GI – Galvanized Iron; CI – Cast Iron; PVC - Polyvinyl chloride (Plastic Pipe), HDPE- High Density Poly ethylene .

Consultant

DMA

**Field Survey Format for Data Collection of Drainage Network**

Date of Survey:

--	--	--	--	--	--

Sheet ID:

--	--	--

Drainage ID:

--	--	--	--

Road Name :

--

Locality Name:

--

Distance from Road (In Mts)

--	--

Drainage Construction Type :

Box Channel

--

Open Channel

--

Depth of Drainage: ( in Mts)

--	--

Network Line Type :

Main Line

--

Drainage Pumping line

--

Service Line

--

Signature of the Surveyor

Signature of Team Leader

**Field Survey Format for Data Collection of Sewerage Network**Date of Survey: Sheet ID: Sewerage Network ID: Road Name : Locality Name: Construction Material#: RCC  SWG  GI  AC  CI  PVC  Others Remarks ( In case of any other) Network Line Type: Sewer Line  Sewerage Pumping Line  Service Line Pipe Diameter ( in mm) 

Signature of the Surveyor

Signature of Team Leader

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#Construction Material: RCC – Reinforced Cement Concrete; SWG- Stone Ware Glazed , GI – Galvanized Iron; CI – Cast Iron; PVC Polyvinyl chloride (Plastic Pipe).

**Field Survey Format for Other Basic Infrastructure**

**Date of Survey:**

--	--	--	--	--	--

**Sheet ID:**

--	--	--

**ID:**

--	--	--

**Road Name :**

--

**Locality Name:**

--

**Other Basic infrastructure\*:**

--	--

**Description if any :**

--

**Capacity\*\* :**

--

**Status**

**Working**

**Not Working**

Signature of the Surveyor

Signature of Team Leader

**\*Other Basic Infrastructure:** Telephone/Cell Phone Tower – 01; Electric Substation of 33 KVa or more – 02; Water Treatment Plant – 03; Drainage Pumping Station – 04; Water pumping Stations – 05; Over head Tanks – 06; Sewerage Treatment Plant – 07; Telephone Exchange – 08; Slaughter House – 09; Community toilet – 10; Fire Stations – 11; Tube Well – 12; Hand Pump – 13; Bus shelters – 14; Water Supply Valves – 16; Sluice Valve – 17; Hydrant – 18, Vent Shaft – 19; Sewerage Pumping Station – 20; Man Hole – 21

**\*\* Capacity:** Should be filled only for Electric Substation of 33 KVa or more – 01; Water Treatment Plant – 02; Drainage Pumping Station – 03; Water pumping Stations – 04; Over head Tanks – 05; Sewerage Treatment Plant – 06. Sewerage Pumping Stations – 20.

## **ANNEXURE II (a): ATTRIBUTES FOR SURVEY AND BASE MAP**

### **Finalization of layer wise base map with the following attributes:**

#### **i) Building, Plots/Vacant Lands**

During the survey, a Unique ID should be marked for each building / plots and the data is to be collected as per the format given in Annexure II. Consultant will propose the methodology for generation of Unique ID structure for map features and GIS database in their technical proposal.

#### **ii) Roads**

All types of roads / streets within the AOI will be surveyed and incorporated in the base map as per the format given in Annexure II. It includes National Highway, State Highway, District Roads, Principal Main Road, Main Road, Street (Public and Private). Every road needs to be given a unique ID and the consultant will propose the methodology for its generation in their technical proposal.

#### **iii) Drainage and Sewerage Network**

Drainage and sewerage network within the AOI is to be marked and incorporated in the base map with support of ULB staff as per the format given in Annexure II. Manholes are also to be covered and marked with Drainage/Sewerage network.

#### **iv) Water Supply Network**

The water supply network is to be marked and incorporated on to the base map with support of ULB staff as per the format given in Annexure II.

#### **v) Slum Boundaries**

Each slum area is to be marked and digitized by image interpretation along with individual building footprints. Survey and the data for each slum available with client or concerned ULB should be integrated in GIS. The data on each individual dwelling unit is available for all slum areas in each ULB. The consultant will take the help of the data to update the base map and data collection as per the format given in Annexure II. The data collected and supplied is to be reconciled before linking in GIS environment.

#### **vi) Street Lights**

Street light within the AOI is to be surveyed and incorporated on to the base map. The field survey data collection format is given in the Annexure II.

#### **vii) Hoardings**

All the hoardings by the side of road, building and land (public/private) are to be surveyed and

data collected as per the format given in Annexure II.

#### **viii) Bridges/ Flyovers**

The data for bridges/flyover is to be collected as per the format given in Annexure II and incorporated in the base map.

#### **ix) Garbage Collection Centres**

The data for garbage collection centres is to be collected as per the format given in Annexure II

and incorporated in base map.

#### **ix) Environmental Data Integration**

The consultant needs to create contour maps from the environmental point source data supplied

by the client for following:

- Air Quality
- Trees
- Water Quality
- Soil
- Noise
- Health

#### **x) Other Features**

Other features which are listed in the layer list provided at Annexure III, like traffic squares, water bodies, etc., are to be updated at the time of survey and incorporated in the base map with database. Important landmarks should also be taken correctly on the plots with proper information for the final base map. For other layers, for which format is not given, the data should be collected as specified in Table – Details of Layer for Base Map.

**ANNEXURE III: DETAILS OF THE LAYERS FOR BASE MAP**

S.N	Layer Name	Victor Representation	Data Source	Attribute Data	Remarks
1	Municipal Boundary	Polygon	ULB and Field Survey	ID and ULB Name	Provided by concerned ULB
2	Area of Interest Boundary	Polygon	ULB and Field Survey	ULB Name	The Area of Interest (Aoi) is the present administrative area of the ULB plus the vicinity area of atleast 5 KM radial distance out side the ULB
3	Ward Boundary	Polygon	ULB and Field Survey	ID, Ward No. Zone No. and Ward Name	Provided by concerned ULB
4	Zone Boundary	Polygon	ULB and Field Survey	ID, Zone No., Zone Name	Provided by concerned ULB
5	Tax Zone Boundary	Polygon	ULB and Field Survey	ID, Tax Zone No. Tax Zone Name	Provided by concerned ULB
6	Industrial Zones/Area	Polygon	ULB and Field Survey	ID, Locality	Provided by concerned ULB
7	Colony Boundary	Polygon	ULB and Field Survey	ID, Ward No, Name	
8	Slum Boundary	Polygon	ULB, Imagery and Field Survey	ID, Slum No., Locality	Provided by concerned ULB
9	Buildings/Plots etc.	Polygon	Imagery and Field Survey	Parcel ID, Ward No., Locality/Colony Name, Road ID, Road Name Land use, Land Use Details, Construction Type, Remarks	Unique ID for each buildings/Plots
10	Streams/Drainage/ Canal	Double Line	Imagery and Field Survey	ID, Type of water bodies	Canal, Drainage, River and Streams
11	Over Head Tanks	Polygon	Imagery, ULB and Field Survey	ID, Ward No., Locality, Road ID, Capacity, Status	
12	Landfill Site	Polygon	ULB and Field Survey	ID, Road ID, Ward No., Locality	
13	DGPS Points	Point	Field Survey	ID, Latitude, Longitude, Height	

14	Sewerage Network/Drainage Network	Line	PHED, ULB and Field Survey		It should be marked in the field with the help of ULB Staff of Water supply & Sewerage Department
15	Manholes	Point	PHED, ULB and Field Survey	ID, Road ID, Ward No., Locality	
16	Water Supply Network	Line	PHED, ULB and Field Survey	It should be as per format given in Annexure II	
17	Vent Shaft	Point	ULB and field Survey	ID, Road ID, Size, Ward No, Locality, Description, Status	
18	Hoardings	Point	Field Survey	ID, Road ID, Ward No., Owned By, Locality Name, Hoarding Category, Hoarding Size, Location Status (Road Side/ On Building) (Authorized/Unauthorized),	

S.N	Layer Name	Victor Representation	Data Source	Attribute Data	Remarks
19	Drainage Pumping Station	Point	PHED, ULB and Field Survey	ID, Road ID, Capacity, Ward, Locality, Description	
20	Water treatment plant	Point	PHED, ULB and Field Survey	ID, Road ID, Capacity, Ward, Locality, Description	Pumping Station, and Treatment Plant data can be collected from concerned ULB
21	Fire Stations	Point	Field Survey, ULB	ID, Road ID, Capacity, Ward, Locality, Description	
22	Garbage Collection Points - Secondary	Point	Field Survey, ULB	ID, Road ID, Ward, Locality, Garbage Type, Status, Coverage Area (No. of Houses/ Colonies)	Garbage Collection Points and Transfer Points
23	Slaughter House	Point	Field Survey, ULB	ID, Road ID, Ward No, Locality	

24	Street Light	Point	Field Survey, ULB,	ID, Road ID, Ward No, Locality, Pole Type, SL Type, Source of Energy	
25	Bridges / Flyover	Line	Imagery and Field Survey	ID, Road ID, Ward No, Locality, Bridge type, Length, Width, Construction Material, Construction Year	Culverts, Fly over, all type of bridges
26	Parks/Garden	Polygon	Imagery, ULB and Field Survey	ID, Road ID, Ward No, Locality, Type, Name	Park, Garden, Zoological Park, Botanical Park
27	Tube Well	Point	ULB, PHED and Field Survey	ID, Road ID, Ward No, Locality, Description, Status	
28	Hand Pump	Point	Field Survey	ID, Road ID, Ward No, Locality, Description, Status	
29	Community Toilet	Point	Field Survey	ID, Road ID, Ward No, Locality, Description, Status	
30	Cell Phone Tower	Point	Field Survey	ID, Road ID, Ward No., Locality, Road, Description, Status	
31	Water Pumping Stations	Point	ULB and Field Survey	ID, Road ID, Ward No., Locality, Description, Status	
32	Traffic Square	Point	Imagery and Field Survey	ID, Road ID, Name	
33	Railway	Line	Imagery and Field Survey	ID, Type	Broad Gauge/Meter Gauge/.
34	Contours	Line	Field Survey	ID, Height	Generated at 1.0 metre interval
35	Power Supply Network	Line	Field Survey	ID, Type (11KV/33KV)	

S.N	Layer Name	Victor Representation	Data Source	Attribute Data	Remarks
36	Electric Transformers	Point	Field Survey	ID, Road_ID, Ward No., Location	
37	Landmarks	Point	Imagery and Field Survey	ID, Road ID, Ward, Locality, Type, Name, Description, Status	Major Hospitals, Govt. Buildings, Historical Monuments, Post Office, Police Stations, Major Industries, and Commercial Places, Electric Substations of 33 KVa or more, Telephone Exchange, etc. At least one Landmark should be marked at every 500 mts.
38	Road Network	Line	Imagery and Field Survey	Road ID, Type, Road Median (Yes/No); Construction Material, Name, Carriage Way width, ROW width, Maintained By, Footpath Status, Footpath Width, Footpath material,	
39	Carriage Way	Double Line	Imagery and Limited Field Survey	ID, Road ID, Width	
41	Footpath	Line	Imagery and Field Survey	ID, Type, Road ID, Construction Material, Width	

<b>42</b>	Sewage Treatment Plant and Sewage Pumping Station	Point	PHED, ULB and Field Survey	ID, Road ID, Type (STP/SPS) Capacity, Ward, Locality	
<b>43</b>	Cell Phone Tower/ Telephone Tower	Point	ULB and Field Survey	ID, Ward No., Locality, Road ID, Parcel ID, Description	
<b>44</b>	Bus Shelters	Point	ULB and Field Survey	ID, Ward No., Locality, Road ID, Description	
<b>45</b>	Cadastral Map/Town Survey Maps	Polygon	From ULB and Land Records Department	ID, Khasra No.	

APMDP RfP -15

## Annexure -IV

## Assignment No. 15 PREPARATION OF GIS BASE MAP FOR 38 ULBs of ANDHRA PRADSH

## DETAILS OF TOWNS FOR WHICH GIS IS TO BE PREPARED UNDER APMDP

Sl. No	Region	Name of the Town	Grade	Maps to be updated	Maps to be Prepared	APU SP/ NUIS	Availability of Satillite Images/Maps (Soft Copy)					Availability of Maps (Digitised)		Year of sanction of MP	Extent of Municipal Limits (in sq.kmts.)	Extent of Master Plan Limits (in sq.kmts.)	Buffer (out Side Mpl. Limits) to be taken	
							Satellite Images available Yes/ No	Year of Image	Final digitised map available ready for use Yes/ No	1:1000 maps available Yes/ No	1:5000 maps available Yes/ No	Mosaic maps available Yes/ No	Base Map 1:8000					Master Plan 1:8000
1	Warangal	Adilabad	I	Yes	-	APU SP/ NUIS	-	-	-	-	-	-	Hard copy available		1988	16.47	23.46	Present area of the ULB plus the area up to 5 Km radial distance outside the present
2		Nirmal	II	Yes	-		-	-	-	-	-	Yes	Yes	1990	-	-		
3		Karimnagar	Mpl.C orpn.	Yes	-	APU SP	YES	2004	YES	YES	YES	YES	-	1982	-	-		
4		Jagitial	II	Yes	-	-	-	-	-	-	-	Yes	Yes	1988	-	-		
5		Kothagudem	I	Yes	-	-	-	-	-	-	-	Yes	Yes	1975	-	57.47		
6		Manuguru	III	-	Yes	-	-	-	-	-	-			NEW MPLTY				
7		Mancheri al	I	Yes	-	-	-	-	-	-	-	Yes	Yes	1977	35.94	-		
8		Metpalli	III	-	Yes	-	-	-	-	-	-	Yes	not yet prepa	NEW MPLTY	-	-		

														red				boundary of the ULB.
9		Ramagundam	Spl.	Yes	-	APU SP	YES	2002	YES	YES	YES	YES	-	-	2001	-	-	
10		Khammam	Spl.	Yes	-	APU SP	YES	2001	YES	YES	YES	YES	YES	YES	1987	-	34.87 (Revised)	
11		Jangaon	III	Yes	-	-	-	-	-	-	-	-	YES	YES	1990	15.54	17.51	
12		Sircilla	2nd	-	-	-	-	-	-	-	-	-	Yes	Yes	2003	-	15.25	
13		Korutla	2nd	-	-	-	-	-	-	-	-	-	Yes	Yes	-	24.86	-	
14		Palwancha	2nd	-	-	-	-	-	-	-	-	-	Yes	Yes	2005	-	-	
15		Bellampally	2nd	-	-	-	-	-	-	-	-	-	Yes	-	-	13.83	-	
16		Bhainsa	3rd	-	-	-	-	-	-	-	-	-	Yes	Yes	2002	-	-	
17		Kagaznagar	3rd	-	-	-	-	-	-	-	-	-	Yes	Yes	2000	8.30	-	
18		Mandamari	3rd	-	-	-	-	-	-	-	-	-	Yes	Yes	2006	38.83	-	
19		Sathupalli	N.P.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20		Warangal	Mpl.C orpn.															
21		Yellandu	3rd	No Map Available														
22	Hyderabad	Miryalaguda	II	Yes	-	-	-	-	-	-	-	-	YES	YES	1987	44.47	-	
23		Suryapet	I	Yes	-	-	-	-	-	-	-	-	Hard copy available		1982	-	-	
24		Nalgonda	I	Yes	-	APU SP/ NUIS	-	-	-	-	-	-	Hard copy available		1987	-	-	
25		Nizamabad	Mpl.C orpn.	Yes	-	APU SP	YES	2004	YES	YES	YES	YES	Hard copy available		1974			

26	Siddipet	II	Yes	-	-	-	-	-	-	-	-	-	Hard copy available	1987	3.17	17.15	
27	Zaheerabad	III	Yes	-	-	-	-	-	-	-	-	-	YES	YES	1987	5.6	13.06
28	Medak	II	Yes	-	-	-	-	-	-	-	-	-	YES	YES	1992	16.52	25.57
29	Kamareddy	II	-	-	-	-	-	-	-	-	-	-	Yes	Yes	2000	14.10	-
30	Gadwal	II	Yes	-	-	-	-	-	-	-	-	-	YES	YES	1990	6.14	17.48
31	Mahabubnagar	Spl.	Yes	-	APU SP	YES	200 1	YES	YES	YES	YES	YES	YES	YES	1978		32.27 (Revised)
32	Vikarabad	II	Yes	-	-	-	-	-	-	-	-	-	YES	under pre.	2007	63.97	-
33	Tandur	3rd	-	-	-	-	-	-	-	-	-	-	es Yes	2000	5.82	18.25	
34	Sadasivapet	3rd	-	-	-	-	-	-	-	-	-	-	Yes	Yes	2000	21.73	-
35	Narayanpet	3rd	-	-	-	-	-	-	-	-	-	-	Yes	Yes		18.48	-
36	Wanaparthy	3rd	-	-	-	-	-	-	-	-	-	-	Yes	Yes	2000	27.39	35.58
37	Bodhan	2nd	-	-	-	-	-	-	-	-	-	-	Yes	Yes	2003	10.70	27.33
38	Armoor	3rd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: The above data is available with The Director, Town and Country Planning, Hyderabad/ Concerned Urban Development Authority.

## **Section-6 Standard Forms of Contracts**

### **ANNEX . Consultant's Services: Lump-Sum Contract**

APMDP RfP -15

**CONTRACT FOR CONSULTANTS' SERVICES**

**Lump-Sum**

Between

DIRECTOR OF MUNICIPAL ADMINISTRATION,  
MA&UD DEPARTMENT,  
GOVERNMENT OF ANDHRA PRADESH  
[Name of the Client]

And

---

[Name of the Consultant]

Dated: \_\_\_\_\_

## **I. Form of Contract LUMP-SUM**

This CONTRACT (hereinafter called the "Contract") is made the \_\_\_\_\_ day of the month \_\_\_\_\_, \_\_\_\_\_ of between, on the one hand, Director of Municipal Administration, MA&UD Dept., Govt. of Andhra Pradesh (hereinafter called the "Client") and, on the other hand, \_\_\_\_\_ [name of Consultant] (hereinafter called the "Consultant").

[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Client") and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultant's obligations under this Contract, namely, \_\_\_\_\_ [name of Consultant] and \_\_\_\_\_ [name of Consultant] (hereinafter called the "Consultant").]

### **WHEREAS**

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, and personnel and technical resources, \_\_\_\_\_ has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received [or has applied for] a loan from the International Bank for Reconstruction and Development (hereinafter called the "Bank") [or a credit from the International Development Association (hereinafter called the "Association")] towards the cost of the Services and intends to apply a portion of the proceeds of this loan [or credit] to eligible payments under this Contract, it being understood (i) that payments by the Bank [or Association] will be made only at the request of the Client and upon approval by the Bank [or Association], (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan [or credit], and (iii) that no party other than the Client shall derive any rights from the agreement providing for the loan [or credit] or have any claim to the loan [or credit] proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix]

Appendix A: Description of Services

Appendix B: Reporting Requirements

Appendix C: Key Personnel and Sub-Consultants

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Client

Appendix G: Form of Advance Payment Guarantee  Not used

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:

- (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of

[Commissioner and Director of Municipal Administration MA&UD Dept. Govt. of A.P.]  
[Authorized Representative] **Bhaskar Katamneni, IAS., Project Director, APMDP**

For and on behalf of [name of Consultant]

\_\_\_\_\_  
[Authorized Representative]

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Consultant

[name of member]

\_\_\_\_\_  
[Authorized Representative]  
[name of member]

\_\_\_\_\_  
[Authorized Representative]

## II. General Conditions of Contract

### 1. GENERAL PROVISIONS

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Law” means the laws and any other instruments having the force of law in the Government’s country, or in such other country as may be specified in the Special Conditions of Contract (SC), as they may be issued and in force from time to time.

(b) “Bank” means the International Bank for Reconstruction and Development, Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A.

(c) “Consultant” means any private or public entity that will provide the Services to the Client under the Contract.

(b) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is these General Conditions (GC), the Special Conditions (SC), and the Appendices.

(e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;

(f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.

(g) “Foreign Currency” means any currency other than the currency of the Client’s country.

(h) “GC” means these General Conditions of Contract.

(i) “Government” means the Government of the Client’s country.

(j) “Local Currency” means the currency of the Client’s country.

(k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

(l) “Party” means the Client or the Consultant, as the case may be, and “Parties” means both of them.

(m) “Personnel” means persons hired by the Consultant or by any Sub- Consultants and assigned to the performance of the Services or any part thereof.

(n) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

- (o) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (p) “Sub-Consultants” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) “In writing” means communicated in written form with proof of receipt.

## **1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

## **1.3 Language**

This Contract has been executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4 Notices**

### **1.4.1**

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

### **1.4.2**

A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

## **1.5 Location**

The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Client may approve.

## **1.6 Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one entity, the Members hereby authorize the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client.

## **1.7 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

## **1.8 Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

## 1.9 Fraud and Corruption

If the Client determines that the Consultant and/or their Sub-Consultants has engaged in corrupt, fraudulent, collusive coercive, or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and the provisions of Clause 2 shall apply as if such expulsion had been made under Sub- Clause 2.6.1(c).

Should any personnel of the Consultant be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, then that personnel shall be removed in accordance with Sub-Clause 4.2.

### 1.9.1 Definitions

For the purposes of this Sub-Clause, the terms set-forth below are defined as follows:

- (i) "corrupt practice"<sup>11</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice"<sup>12</sup> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice"<sup>13</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice"<sup>14</sup> is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under Clause 3.6.

### **1.9.2 Measures to be Taken**

(vi) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;

(vii) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract;

### **1.9.3 Commissions and Fees**

The Client will require the successful Consultants to disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

### **2.2 Commencement of Services**

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

### **2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

### **2.4 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written

agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

## **2.5 Force Majeure**

### **2.5.1 Definition**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By the Client**

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

#### 2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

#### 2.6.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the Client shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

### **3. OBLIGATIONS OF THE CONSULTANT**

#### **3.1 General**

##### **3.1.1 Standard of Performance**

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-Consultants or third Parties.

##### **3.2 Conflict of Interests**

The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

###### **3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.**

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

###### **3.2.2 Consultant and Affiliates not to be otherwise interested in Project**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

###### **3.2.3 Prohibition of Conflicting Activities**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

### **3.3 Confidentiality**

Except with the prior written consent of the Client, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the

recommendations formulated in the course of, or as a result of, the Services.

### **3.4 Insurance to be taken Out by the Consultant**

The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be

specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Consultant's Actions Requiring Client's Prior Approval**

The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions:

- (a) Entering into a subcontract for the performance of any part of the Services
- (b) Appointing such members of the Personnel not listed by name in Appendix C, and
- (c) Any other action that may be specified in the SC.

### **3.6 Reporting Obligations**

(a) The Consultant shall submit to the Client the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.

(b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

### **3.7 Documents Prepared by the Consultant to be the Property of the Client**

(a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the Client, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof.

(b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

### **3.8 Accounting, Inspection and Auditing**

The Consultant shall permit the Bank and/or persons appointed by the Bank to inspect its accounts and records as well as those of its Sub- Consultants relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Bank if

required by the Bank. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract

termination (as well as to a determination of ineligibility under the Consultant Guidelines).

## **4. CONSULTANT'S PERSONNEL**

### **4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

### **4.2 Removal and/or Replacement of Personnel**

(a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.

(c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## 5. OBLIGATIONS OF THE CLIENT

### 5.1 Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

### 5.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the

Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

### 5.3 Services and Facilities

The Client shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

## 6. PAYMENTS TO THE CONSULTANT

### 6.1 Lump-Sum Payment

The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

### 6.2 Contract Price

- (a) The price payable in foreign currency/currencies is set forth in the SC.
- (b) The price payable in local currency is set forth in the SC.

### 6.3 Payment for Additional Services

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.

### 6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in

the form set forth in Appendix G hereto, or in such other form, as the Client shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the Client specifying the amount due.

### **6.5 Interest on Delayed Payments**

If the Client has delayed payments beyond fifteen (15) days after the due date stated in the Clause SC 6.4, interest shall be paid to the Consultant for each day of delay at the rate stated in the SC.

## **7. GOOD FAITH**

### **7.1 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

### **8.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Resolution**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

### III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract.
{1.1(a)}	{The words "in the Government's country" are amended to read "in INDIA"
1.3	The language is ENGLISH
1.4	<p>The addresses are:            Client: <u>Director of Municipal Administration, MA&amp;UD Dept, Govt. of A.P., 640, A.C. Guards, Hyderabad-4, Andhra Pradesh, India</u></p> <p>Attention: Bhaskar Katamneni, IAS., Project Director, APMDP.</p> <p>Facsimile: 040-23435589</p> <p>E-mail: pd.apmdp@cdma.gov.in</p> <p>Consultant: _____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p>
1.6	{The Member in Charge is <i>[insert name of member]</i> }
1.7	<p>The Authorized Representatives are:</p> <p>For the Client: Bhaskar Katamneni, IAS., <b>Project Director, APMDP</b></p> <p>For the Consultant: _____</p>
1.8	<p>The Client warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the Client shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:</p> <p>(a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of the Government's country), in connection with the carrying out of the Services;</p> <p>(b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into</p>

	<p>such territories, will be subsequently withdrawn there from by them;</p> <p>(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Client and which is treated as property of the Client;</p> <p>(d) any property brought into the Government's country by the Consultant, any Sub-Consultants or the Personnel (other than nationals or permanent residents of the Government's country), or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:</p>
	<p>(1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and</p> <p>(2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Government's country upon which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the Client if they were paid by the Client at the time the property in question was brought into the Government's country.</p>
{2.1}	The Effective Date is date of signing the contract.
2.2	The date for the commencement of service is 31 <sup>st</sup> December 2011
2.3	The time period shall be 11(Eleven ) months (Excluding the time taken for approval by the client.
3.4	<p>The risks and the coverage shall be as follows:</p> <p>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government's country by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of <b>as per motor vehicle act 1988</b>.</p> <p>(b) Third Party liability insurance, with a minimum coverage of Rs. 10 lakhs (Rupees Ten Lakhs only)</p> <p>(c) professional liability insurance, with a minimum coverage of Rs. 500 lakhs ( Rupees Five hundred lakhs only);</p>

	<p>(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p>
{3.5 (c)}	Deleted
3.7 (b)	The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Client.
5.1	Not applicable
6.2 (a)	The amount in foreign currency or currencies is [insert amount]
6.2 (b)	The amount in local currency is [insert amount]
6.4	<p>The accounts are:  for foreign currency or currencies: [insert account]</p> <p>for local currency: [insert account]</p> <p>Payments shall be made according to the following schedule:</p> <p>(a) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the inception report.</p> <p>(b) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the Establishing Survey Control Points for Georeferencing of Satellite Images report</p> <p>(c) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of Georeferencing and Ortho Rectification of Satellite Images, Collection of Various Maps &amp; Data from Municipal &amp; Government Agencies report</p> <p>(d) Ten (10) percent of the lump-sum amount shall be paid upon</p>

	<p>Submission and acceptance of Line Map In 2D Form, <i>Generation &amp; Overlay of Contours and Spot Heights in 3D</i> report.</p> <p>(e) Ten (10) percent of the lump-sum amount shall be paid upon submission and acceptance of the <i>Incorporation of Cadastral &amp; Utility Information</i></p> <p>(f) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the <i>Field Verification Survey</i> report.</p> <p>(g) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the <i>Draft Base Map</i> report.</p> <p>(h) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the <i>Quality Check on Data Submission, Data Security Guidelines &amp; Data Verification</i> report.</p> <p>(i) Ten (10) percent of the lump-sum amount shall be paid upon Submission and acceptance of the <i>Final Base Map Incorporating Feedback and Final Report</i> including the System Design Report and User Manual</p> <p>(j) Ten (10) percent of the lump-sum amount shall be paid upon acceptance of the Final Base Maps report by the PAC/Steering Committee.</p>
6.5	<p>Payment shall be made within <b>45 days</b> of receipt of the invoice and the relevant documents specified in Clause 6.4, and within <b>60 days</b> in the case of the final payment.</p> <p>The interest rate is: London Inter-Bank On-Lending Rate [LIBOR] plus <b>2%</b> for foreign currency; and <b>5%</b> for local currency.</p>

8.2	<p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <p>1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to the President, Institution of Engineers India, Hyderabad , for a list of not fewer than five nominees and, on receipt of such list, the Parties shall alternately strike names there from, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, the President, Institution of Engineers India, Hyderabad, shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b)Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultants shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by Secretary, the Indian Council of Arbitration, New Delhi.</p> <p>(c) If, in a dispute subject to Clause 8.2.1 (b), one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary, Indian Council of Arbitration, New Delhi, to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as stated herein, Arbitration proceedings</p>

	<p>shall be conducted in accordance with procedure of the Arbitration &amp; Conciliation Act 1996, of India unless the Consultant is a foreign national/firm, where arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p>
	<p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.</p>
	<p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause 8.2 (ii) hereof shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the consultant's home country or of the home country of any of their members or parties or of the Government's country. For the purpose of this Clause, "home country" means any of:</p> <p>(a) The country of incorporation of the consultant or</p> <p>(b) The country in which the consultant's principal place of business is located ; or</p> <p>(c) The country of nationality of a majority of the consultant's shareholders ; or</p> <p>(d) The country of nationality of the sub consultants concerned, where the dispute involves a subcontract.</p>
	<p>5. <u>Miscellaneous</u></p> <p>(a) In any arbitration proceeding hereunder: proceedings shall, unless otherwise agreed by the Parties, be held in .</p> <p>(b) the English language shall be the official language for all purposes;</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p>

## **IV. Appendices**

### **APPENDIX A – DESCRIPTION OF SERVICES**

### **APPENDIX B - REPORTING REQUIREMENTS**

### **APPENDIX C - KEY PERSONNEL AND SUB-CONSULTANTS**

### **APPENDIX D - BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY**

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price -  
foreign currency portion:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenses.

This appendix will exclusively be used for determining remuneration for additional services.

### **APPENDIX E - BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY**

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price -  
local currency portion:

1. Monthly rates for Personnel (Key Personnel and other Personnel).
2. Reimbursable expenditures.

This appendix will exclusively be used for determining remuneration for additional services.

### **APPENDIX F - SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**