

REQUEST FOR PROPOSAL (RFP)

for

**APPOINTMENT OF THIRD PARTY QUALITY
MONITORING AGENCY (TPQMA) FOR ALL
TOWNS OF PUNJAB**

under

**PRADHAN MANTRI AWAS YOJANA – URBAN
(PMAY-U) HOUSING FOR ALL**



**Punjab State Urban Livelihoods Mission Municipal Bhawan,
Plot No.-3, Room No. 405, 4th Floor, Sector 35-A, Chandigarh**

-Tender Notice-

**REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF
THIRD PARTY QUALITY MONITORING AGENCY (TPQMA) FOR ALL TOWNS OF
PUNJAB
UNDER PRADHAN MANTRI AWAS YOJANA – URBAN (PMAY-U) HOUSING FOR ALL.**

**Punjab State Urban Livelihoods Mission
Municipal Bhawan, Plot No.-3, Room No. 405, 4th Floor, Sector 35A,
Chandigarh**

Ph. no - 0172- 2660053,54 Email: apdsuda@gmail.com

Website: <https://eproc.punjab.gov.in>

RFP No..... Date:

1. PSULM invites technical and financial proposals from eligible Consultancy Firms for appointment of Third Party Quality Monitoring Agency (TPQMA) for all the ULBs of Punjab with respect to Reference guide TPQM 2017 of Pradhan Mantri Awas Yojana – Housing for All (Urban).
 2. Period of completion of awarded work is three years (thirty six months).
 3. Participating Agencies must fulfill the following pre-requisites:
 - a. The consultancy/Agency must have been in operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
 - b. The Agency should have experience of Third Party Quality Monitoring in civil works during the last 3 years.
 - c. The consultancy/Agency should not have incurred any loss for the last 3 financial years which is mandatory clause as per reference guide of TPQM 2017 issued by MoHUA, Govt. of India. Bidders should submit audited statement showing their net balance / Profit for last three financial years.
 - d. The consultancy/Agency deploys optimum number of experts as per the need of the projects.
 - e. The Agency should deploy a team of experts i.e. Senior Engineer, Civil as Team Lead and Engineer Electrical/Mechanical having experience of similar kind of projects and expertise in the concerned sectors as given in clause 9 of RFP document.
 - f. No conflict of interest prevails in the engagement.
 - g. Annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1,50,00,000/- (Rupees One crore fifty thousand only)
 - h. The Consultant/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number.
 - i. Registered firms/Consultancies/Agencies under Indian Partnership act/ Societies Registration Act or Registered companies under companies registration act are only eligible to participate in this RFP.
- Note: Proposals without these documents will be treated as ineligible.
3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website (eproc.punjab.gov.in). from 29-10-2018 .The eligible bidders may submit their bids online at e-tendering portal (eproc.punjab.gov.in).Only online bids shall be accepted.
 4. As the tender are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.
 5. A pre-bid meeting is proposed on 09-11-2018 at 11:00 AM
 6. Interested Agencies may submit their proposals along with a non-refundable amount of Rs. 5,000/-(Rupees Five Thousand only) as cost of RFP and an EMD (Earnest money deposit) of Rs. 1,50,000/- (Rupees One lakh fifty thousand only) as prescribed in the RFP document (refundable) both payments to be paid through e-payment mode (net banking only) available on punjab E-tender website (<https://eproc.punjab.gov.in>). No proposals will be accepted without online payments of RFP Document and EMD.

7. The Bidder shall submit the technical and financial bid along with RFP fee and EMD on Punjab Govt. E-tender website (<https://eproc.punjab.gov.in>).
8. Proposal received without Cost of RFP document & EMD is ineligible.
9. The last date for submitting the online bids is 13-11-2018 up to 2:00 PM.

Key dates:

Sr. No.	Description	Important Information
1.	Availability of option for start of Bidding Online at https://eproc.punjab.gov.in	29-10-2018 Monday at 10:00 AM
2.	Date of Pre-bid Meeting in the O/o PSULM, 4 th Floor, Punjab Municipal Bhawan.	09-11-2018 Friday at 11 :00 AM
3.	last date for submitting the online bids along with submission of EMD and Cost of tender documents	13-11-2018 Tuesday up to 2:00 PM. to be paid through e-payment mode (net banking only) available on punjab e-tender website (https://eproc.punjab.gov.in).
4.	Date of opening of Technical Bid	16-11-2018 Friday at 11:00AM
5.	Date of opening of Financial Bid	20-11-2018, Tuesday at 11:00 AM
6.	RFP Document Fee	Rs. 5,000/- (Non- refundable) through e-payment mode (net banking only) available on punjab e-tender website https://eproc.punjab.gov.in .
7.	Amount of EMD	Rs. 1,50,000/- (Rupees One Lac fifty thousand) through e-payment mode (Net Banking Only) available on Punjab se-tender website. The EMD will be forfeited on account of one or more of the following reasons: (i) Bidder withdraws its Bid during the validity period specified in the tender. (ii) Bidder does not respond to requests for clarification of its Bid. (iii) Bidder fails to provide required information during the evaluation process or is found to be non-responsive. (iv) If successful bidder fails to sign the contract in time or fails to furnish Performance Bank Guarantee in time. (v) If bid is rejected/ disqualified for any reason. Bid validity period is 120 days. EMD shall

		<p>be refunded to the successful bidder upon signing of agreement with PSULM.</p> <p>For unsuccessful bidders the EMD shall be refunded within 30 days after signing of agreement with the successful bidder. The EMD of the successful bidders would be returned within 60 days of finalization of the contract.</p>
--	--	---

The tenderers are required to upload & submit their e-tender for the above works online and deliver hard copy of the technical and financial bid in sealed cover superscribed envelope as "**Envelope No.1 (TECHNICAL BID FOR APPOINTMENT OF THIRD PARTY QUALITY MONITORING AGENCY (TPQMA) UNDER PRADHAN MANTRI AWAS YOJANA - HOUSING FOR ALL (URBAN), OF ALL ULBs OF PUNJAB**

" **and Envelope No.2 (FINANCIAL BID FOR TECHNICAL BID FOR APPOINTMENT OF THIRD PARTY QUALITY MONITORING AGENCY (TPQMA) UNDER PRADHAN MANTRI AWAS YOJANA - HOUSING FOR ALL (URBAN), OF ALL ULBs OF PUNJAB**" along with the acknowledgment proof of the online submission. addressed to Punjab State Urban Livelihoods Mission, Room No. 405, Municipal Bhawan, Sector-35A, Chandigarh on or before 15-11-2018 upto 5:00 PM through registered post / speed post / Courier service./ EOI by any other mode or received by after due date and time is not acceptable.

The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorized agency.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The tenderers should regularly visit the website to keep themselves updated.

Note: Consultant will be responsible for carrying out the entire exercise of Third Party Quality Monitoring Agency (TPQMA) in accordance with TPQMA (PMAY) guidelines and must also incorporate any/all the amendments in Guidelines as & when issued by Gol/State.

Additional Project Director,

**Punjab State Urban Livelihoods Mission
Municipal Bhawan, Plot No.-3, Room No. 408, 4th Floor,
Sector 35-A, Chandigarh
Ph. no - 0172- 2660053,54**

Sr. no.	Contents	Page No.
1.	Letter of Intent	5
2.	Disclaimer	6-7
3.	Definitions	8
4.	Annexure A: Data Sheet	9-10
5.	Status of the work (Phase -wise)	11
6.	Instructions to Bidders	11
7.	Clarifications of RFP Documents	12
8.	Preparations of Proposals	12
9.	Instructions for Submission of Proposal	12-14
10.	Conflict of Interest	14-15
11.	Evaluation of Technical Proposals	15-16
12.	Method of Selection	18
13.	Award of Procurement Services	18
14.	Execution of Agreement	18
15.	Intellectual Property Rights	18
16.	Sublet of contract	19
17.	Termination	19
18.	Termination for insolvency, dissolution	19
19.	Disqualification	19
20.	Confidentiality	20
21.	Standards of Performance	20
22.	Governing Language	20
23.	Taxes and Duties	20
24.	Liquidated Damages	20
25.	Resolution of Disputes	21-22
26.	Format 1: Covering Letter	23
27.	Format 2: Legal Constitution	24
28.	Format 3: Financial Standing (Annual Turnover)	25
29.	Format 4: Project Detail Sheet	26
30.	Format 5: Curriculum Vitae (CV) for Proposed Experts	27-28
31.	Format 6: Expert Team and Summary of CV Information	29
32.	Format 7: Financial Proposal	30
33.	Annexure D	31
34.	Format 8: Work Schedule	32
35.	Annexure E: Terms of Reference (ToR)	33-38
36.	Annexure-1 Format for Annual Quality Monitoring Plan	40-41
37.	Annexure-2 Third Party Quality Monitoring Report	42-51
38.	Annexure-2A	52-53
39.	Annexure-3TPQM Report of BLC projects	54-58

Letter of Intent

1. **Punjab State Urban Livelihoods Mission** (hereinafter ‘the Client’) invites proposals for appointment of Third Party Quality Monitoring Agency (**TPQMA**)/ **Consulting Firm** with respect to Reference guide TPQM 2017 of Pradhan Mantri Awas Yojana – Housing for All (Urban) for all the 164 ULBs of Punjab. Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under **Least Cost Based Selection (LCB)** method and as per procedure described in this RFP.
3. The RFP includes the following documents:
 - Letter of Intent
 - Data Sheet , Refer Annexure A
 - Instructions to Bidders, Refer Annexure A
 - Technical Proposal, for Standard Forms Refer Annexure B
 - Financial Proposal, for Standard Form Refer Annexure C
 - Terms of Reference (ToR), Refer Annexure E
 - No. of visits of TPQMA, Annexure 1
 - Third Party Quality Monitoring Report, Annexure 2
 - Building Work, Annexure 2-A
 - Third Party Quality Monitoring Report of BLC projects, Annexure 3
4. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. Bidders are requested to submit original and upload scanned copies of following documents along with their proposals:-
 - i. Document Fee (Non-Refundable) of Rs. 5,000/- (Five Thousand only) through e-payment mode (net banking only) available on punjab e-tender website (<https://eproc.punjab.gov.in>).
 - ii Earnest Money Deposit (EMD) (Refundable) of Rs. 1,50,000/- (Rupees One Lakh Fifty thousand only) through e-payment mode (net banking only) available on punjab E-tender website- <https://eproc.punjab.gov.in>
 - iii. Copy of certificate of Incorporation/Registration Certificate.
 - iv. Audited Statement of Annual Turn Over of last 3 years i.e 2016 to be enclosed along with ITR.
 - v. Certificate/Work order/MOU from employer regarding experience in third party quality monitoring of civil works should be furnished.
 - vi. EMD and Document fee shall also be submitted before the scheduled date.
 - vii. A certificate stating that no conflict of interest prevails in the engagement.

Yours Sincerely

Additional Project Director,

Punjab State Urban Livelihoods Mission(PSULM)

Municipal Bhawan, Plot No.-3, Room No. 408, 4th Floor, Sector 35A,

Chandigarh

Ph. no - 0172- 2660053,54

Email: apdsuda@gmail.com

Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the PSULM, Punjab or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the PSULM, Punjab to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the PSULM in relation to set up the RFP for "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under PMAY of Punjab under Pradhan Mantri Awas Yojana - Housing for All. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the PSULM PUNJAB, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP.

The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The PSULM, Punjab accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The PSULM PUNJAB, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The PSULM, PUNJAB also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The PSULM, Punjab may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the PSULM, Punjab is bound to select Bidder or to appoint the Selected Bidder, as the case may be, "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under Pradhan Mantri Awas Yojana - Housing for All" and the PSULM, Punjab reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the PSULM, Punjab or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will

remain with the Bidder and the PSULM Punjab shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

Additional Project Director,
Punjab State Urban Livelihoods Mission(PSULM)
Municipal Bhawan, Plot No.-3, Room No. 408, 4th Floor,
Sector 35-A, Chandigarh
Ph. no - 0172- 2660053,54
Email: apdsuda@gmail.com

Definitions

- a) "**PSULM**" means Punjab State Urban Livelihoods Mission, Punjab; the State Level Nodal Agency (SLNA) for planning, monitoring and implementation of projects proposed/approved under PMAY.
- b) "**Client**" means the Additional Project Director, PSULM, Govt. of Punjab and its representative with which the selected Consultant signs the Contract for the Services.
- c) "**Consultant/TPQMA**" means any entity or person or association of persons that may provide or provides the Services to the client under the Contract.
- d) "**Parties**" mean both parties i.e. Client and Consultant.
- e) "**ULB**" means Urban Local Body, local government of a town/city.
- f) "**Data Sheet**" means such part of the Instructions to Consultants used to clarify the relevant clause of instructions to Consultant or to replace certain clause of the instructions to Consultant specific to the assignment.
- g) "**Day**" means calendar day.
- h) "**HFA**" Housing for All scheme funded by Government of India.
- i) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their proposals.
- j) "**LoI**" means the Letter of intent being sent by the Employer to the consultants.
- k) "**Personnel**" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof.
- l) "**Proposal**" means the Technical Proposal and the Financial Proposal.
- m) "**RFP**" means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the RFP.
- n) "**Services**" means the work to be performed pursuant to the Contract.
- o) "**Standard Electronic Means**" includes facsimile and email transmissions.
- p) "**Terms of Reference**" (TOR) means the document included in the RFP as Annexure-E which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.
- q) "**Tender evaluation committee**" This committee shall be comprised by Engineer-in-chief, Chief engineer and Additional project director of Punjab Local Government. Technical as well as financial bids shall be evaluated by tender evaluation committee.

Annexure A: Data Sheet

1.	Name of the Client: PSULM, PUNJAB
2.	Method of selection: Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 70% marks in technical evaluation.
3.	Financial Proposal to be uploaded online together with Technical Proposal: Yes
4.	Title of Consulting Service is: Third Party Quality Monitoring (TPQM) with respect to TPQMA guidelines of PMAY-HFA (Urban), Punjab.
5.	A pre-bid Meeting will be held: Yes Date: 09.11.2018, friday Time: 11:00 AM Venue: Additional Project Director , Punjab State Urban Livelihoods Mission(PSULM)Municipal Bhawan, Plot No.-3, Room No. 408, 4th Floor, Sector 35-A, Chandigarh
6.	Client Representative: Additional Project Director or Official nominated by Additional Project Director, PSULM
7.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
8.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
9.	Bidders Eligibility Criteria: Applicable I. The consultant/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. It should have minimum 3 years experience in providing comprehensive consultancy services for quality assurance, quality control & monitoring of civil works. II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1,50,00,000 (Rupees One crore fifty thousand only). III. The Consultant/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number. IV. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under Companies act 1956/2013 are only eligible to participate in this RFP. V. No conflict of interest prevails in the engagement as per clause 5 on page 15.
10.	Financial Proposal to be submitted online. The Technical Proposal is to be submitted online and also physically submitted along with copy of receipt / acknowledgement of online submission of EMD and Cost of tender documents.
11.	Technical Proposals should be clearly marked '(TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE'.
12.	A non-refundable tender documents Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the tender documents Cost is Rs. 5,000/ (Five thousand) only through e-payment mode (net banking only) available on punjab e-tender website. (https://eproc.punjab.gov.in)
13.	A Bid Security must be submitted: Yes

	<p>An Earnest Money Deposit (EMD) should be provided with Technical Proposal: Yes</p> <p>If Yes, the amount of the Earnest Money Deposit (EMD) is Rs. 1,50,000/- (Rupees One Lakh fifty thousand only) only through e-payment mode (net banking only) available on punjab e-tender website. (https://eproc.punjab.gov.in).</p>
14.	<p>The amount of the EMD is Rs. 1,50,000/- (Rupees One Lakh Fifty thousand only) for each Bid and the duration for validity of EMD is 120 days. EMD shall be refunded to the successful bidder upon signing of agreement with Additional Project Director, PSULM, For unsuccessful bidders the EMD shall be refunded within 30 days after signing of agreement with the successful bidder.</p>
15.	<p>The Successful Bidder shall furnish Performance Security to Authority for securing the due and faithful performance of its obligations under the Agreement, within 7 days from the LOA in the form of Demand Draft or an unconditional and irrevocable bank guarantee (Appendix-11) for amount equivalent to 5% of the total estimated annual value of the contract payable in the favour of PSULM for the entire Contract Period + three months (i.e.39 months) which shall be encashed by PSULM in the event of any default on the part of Service Provider Company. The estimated annual value of the contract works out to be Rs. 2,25,60,000/- approx. (Two Crore Twenty Five Lakh Sixty thousand only) Such performance Security shall be admissible and payable at Chandigarh branch.</p> <p>In case Contract Period is extended then the Agency shall have to renew Performance Security at the enhanced rate for an another period of extended Contract Period plus Three months.</p>
16.	<p>Currency for Proposals is: Indian National Rupee (INR)</p>
17.	<p>Address for communication/ submission of Proposals:</p> <p>Additional Project Director, PSULM, Municipal Bhawan, Plot No.-3, Room No. 408, 4th Floor, Sector 35A, Chandigarh Ph. no - 0172- 2660053,54 Email: apdsuda@gmail.com</p>
18.	<p>Expected date for public opening of Financial Proposals: (20.11.2018)</p>
19.	<p>Expected date for commencement of consulting services: (Within 7 days of signing the agreement with Additional Project Director, PSULM)</p>
20.	<p>The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.</p>

Status of the work (Phase -wise)

Phase I

In Phase I, there are 555 (Five hundreded fifty five) ongoing BLC projects under PMAY (U) in 164 (one hundred sixty four) ULBs of Punjab (will be added according to its progress). The likely start of third party quality monitoring work will be 1(one) month after the award of work.

Phase II

The remaining ULBs will be undertaken in phase II after the completion of ongoing demand survey and approval of projects by the Central Sanctioning and Monitoring Committee (CSMC).In phase II likely 328 projects under BLC are anticipated.

Third Party monitoring of AHP and ISSR Projects will also be done after the projects are sanctioned by CSMC on the quoted pro-rata base of the agency. There shall be 3 visits for each cluster as per Annexure-1.

Note: PSULM reserves the right to change or shift any PMAY (U) verticals as mentioned in above phases according to its requirement/ priority to start work in any specific vertical in this respect a one week prior written notice shall be given by PSULM to TPQM Agency/consultant for procuring arrangements accordingly. Further, PSULM may structure/restructure the clusters under BLC. Payment shall be made consider the no. of visits.

Instructions to Bidders

1. Introduction

1.1 The Consultants are invited to submit/upload a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.

1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.4 Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents.

1.4.1 A firm declared ineligible by the Government of India or Government of Punjab shall be ineligible to provide consulting services under the project.

1.4.2 No Conflict of interest prevails in the engagement as explained in Para 5.

1.4.3 The agency black listed or debarred by the Government would not be eligible for TPQM.

1.4.4 The Terms of Reference (TOR) are as per the prescribed Scope & Deliverables.

1.5 Number of Proposals

Consultants can only submit one proposal. In case a Consultant submits or participates in more than one proposal, all proposals of that Consultant should be rejected.

2. Clarifications of RFP Documents

4.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

4.2 At any time before the date(s) for submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

4.3 Decision of Tender evaluation committee shall be final.

3. Preparations of Proposals

3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version i.e. English language shall govern.

3.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal along with the DD of the cost of tender and EMD.

4.4 Technical Proposal (Online and also Physical) (see Annexure B)

I. The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2);

- c. Financial Standing (Annual Turnover) of agency; (use Format 3);
- d. Project detail sheets outlining Consultant's background and general experience in the field of Quality Assurance of Civil Works in similar types of assignments completed during the past years .List of relevant Completed Projects executed by the Consultant in the preceding 3 years (in prescribed format), (use Format 4);
- e. CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
- f. List of proposed expert team and summary of CV particulars relevant to the project, Subject to maximum of two (2) pages (use Format 6);
- g. Description of Approach, Methodology and Work Plan for Performing the Assignment/Job: Technical approach, methodology and work plan are key components of the Technical Proposal. (use Annexure D, Format 8);
- h. Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Consultant.
- i. No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

4.5 Financial Proposal (to be submitted online) (See Annexure C)

The Financial Proposal shall be submitted strictly as per Format-7 given in Annexure C.

4.6 Submission Instructions

4.6.1 Consultants are supposed to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

4.6.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B, C & D. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

4.7 Proposal Validity

- 4.7.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.
- 4.7.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client out rightly.
- 4.7.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in g. A Consultant

may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

- 4.7.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.8 Format and signing of Proposals

Scanned copies of following may be uploaded on the portal.

- 4.8.1 Technical Proposal (One Original only) shall be placed in an envelope clearly marked “TECHNICAL PROPOSAL - ORIGINAL” and uploaded online also.
- 4.8.2 Financial Proposal should be submitted online as well as physical.
- 4.8.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
- 4.8.4 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Conflict of Interest

- 5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment or their own corporate interests and act without any consideration for future work.

5.2 **Conflict of interest for a TPQMA is defined as:**

Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case may be).

The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in proceeding 2 years of this contract.

- 5.3 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:
- i. **Conflicting activities:** A firm that has been engaged by the Employer to provide goods, works or Assignment other than consulting Assignment for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment related to those goods, works or Assignment. Conversely, a firm hired to provide consulting Assignment for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment other than consulting Assignment resulting from or directly related to the firm's consulting Assignment for such preparation or

implementation. For the purpose of this paragraph, Assignment other than consulting Assignment are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

- ii. **Conflicting Assignment:** A Consultant (including its Personnel) 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 Employer. Similarly, a Consultant hired to prepare Terms of Reference for an Assignment shall not be hired for the Assignment in question.
- iii. **Conflicting relationships:** A Consultant (including its Personnel) that has a business or family relationship or any blood relationship with a member of the Employer'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 Employer throughout the selection process and the execution of the Contract.

5.4 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

6.Evaluation of Technical Proposals

6.1 Evaluation of Technical Proposals

6.1.1 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals.

6.1.2 The Department will constitute a Tender Evaluation Committee for evaluation of Proposals received.

6.1.3 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

6.1.4 A Technical Proposal may not be considered for evaluation in any of the following cases:

- (i) The Consultant that submitted the Proposal failed to make a proper statement effect in the cover letter; or
- (ii) The Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
- (iii) The Technical Proposal was submitted in the wrong format; or

(iv)The Technical Proposal reached the PSULM after the submission closing time and date specified in the Data Sheet.

6.1.5 When the technical evaluation is completed, the PSULM Department shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be downloaded. The PSULM Department shall simultaneously notify, in writing to the consultants who's Technical Proposals secured minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).

6.2 Public Opening and Evaluation of Financial Proposals

6.2.1 Public downloading of Financial Proposals –

6.2.1.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend will sign an Attendance Sheet.

6.2.1.2 The client's representative will download the financial proposal of each consultant/Agency who only qualified technical Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Client's representative.

6.3 Criteria for Evaluation of Technical Proposals

6.3.1 Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria Illustrated at **6.3.3**.

6.3.2 Technical proposals of all the Applicants will be evaluated to know the responsiveness of the proposal based on obtaining minimum 70% marks to be eligible for opening of their financial bid.

6.3.3 Criteria :

S. No.	Criteria	Score	Evaluation Criteria
I. Past Experience of Agency			
1.	Specific Experience of consultant related to the present assignment. Company/firm should have executed at least 3 (three) such works in last 5 (five) financial years i.e. 2013-2014 to 2017-2018 , <i>(for completed projects, completion certificate from client to be attached, for ongoing projects , work orders issued by the client to be attached))</i>	35	<i>Max. 10 marks for 1 completed project each + 5 marks for other ongoing project.</i>
2.	Past Experience of agency handling works of Government of India / State Governments in the past (work orders and completion certificates to be attached)	15	<i>>3 & <=5 Years=10 marks >5 & <=10 Years=12 marks >10 Years =15 marks</i>
II. Approach, Methodology for the proposed Assignment/Job			
A	Understanding of Objectives		

	General Understanding	5	General understanding of the project requirements;
	Components coverage-proposed approach covers all requirements of ToR	5	Coverage of principal components as requested in TOR; and site visit assessment
B	Quality of Methodology/Approach	3	The degree to which the presented written methodology /approach addresses the requirements of the TOR.
C	Innovativeness/Comments on Terms of Reference	2	Relevance and innovativeness of comments w.r.t project.
D	Team Composition	5	Relationship between required person-months and proposed work program.
III Team structure (Personnel (CVs))*			
a.	Team leader (Senior Engineer, Civil) Relevant experience of Senior engineer(s) as given in clause 9 under Annexure E of the proposal (detail documents of qualification and experience along with the thorough knowledge of the subjects is to be enclosed categorically)	20	<i>Total marks will be obtained on submission of all required documents for qualification and experience as per reference guide for TPQM 2017 by MoHUA , GoI as given in clause 9 under Annexure E of the this document.</i>
b.	Engineer (Mechanical /Electrical) Relevant experience of Engineer engineer(s) as given in clause 9 under Annexure E of the proposal (detail documents of qualification and experience along with the thorough knowledge of the subjects is to be enclosed categorically)	10	<i>Total marks will be obtained on submission of all required documents for qualification and experience as per reference guide for TPQM 2017 by MoHUA , GoI as given in clause 9 under Annexure E of the this document.</i>
Total		100	

* For evaluation of each of the key professionals the following sub-criteria can be followed:

a) Educational qualifications (30%)

b) Adequacy for the assignment / job (70%) (Experience in carrying out similar assignment/job).

The Technical Proposal must include an undertaking by the bidder stating that none of the Consultant proposed in the present proposal have been de-mobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

Any bidder which proposes to use a consultant who is already committed on any other project/contract and whose deployment on the new contract would be in conflict with the working of any existing contract shall be scored zero against that position.

The Consultant shall submit the details of full team while submitting the bids and no changes in key professionals during implementation of the assignment is allowed. However, in case of exigencies like health reasons, the changes in key professionals will be admissible provided they are equivalent or better than the original CVs, in which case, one time penalty of Rs. 5,000 for the first change, Rs. 10,000 for the second change and Rs. 15,000 thereafter shall be levied.

6.4 Evaluation of Financial Proposals

6.4.1 Financial proposals shall be downloaded publicly and read out;

6.4.2 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of PSULM Department designated by the PSULM involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. Complete, to see if all items of the corresponding Financial Proposal are priced,
- ii. Computational errors if there are will be corrected;

Necessary taxes (if applicable) as per prevailing government regulations will be deducted from the fees. The upper limit of professional fee per project per visit (including all taxes and management cost) will be considered as Rs 40000/- (Rupees Forty Thousand only) in total. The bidders quoting more than the upper limit will not be considered for evaluation.

7. Method of Selection

The price bids of only those consultants who qualify technically (**Minimum Qualifying Marks: 70%**) will be opened and then the proposal with the lowest cost quote will be considered for award of contract and will be called for negotiations, if required. SLNO of SLNA will enter into agreement with the agency thus selected and the agency will be engaged as Third Party Quality Monitoring Agency for all PMAY (U) projects (ongoing and future) in Punjab.

In response to the EoI, the selected TPQM agency should accept the letter of acceptance subsequent to which the agreement will be signed between SLNO of SLNA, Punjab and TPQMA in 15 days on receipt of performance Bank Guarantee as per point 15 of data sheet. In case of disagreement the next eligible bidder will be selected.

8. Award of Procurement Services

PSULM department will issue Letter of Intent (LoI) in favour of bidder who will be declared lowest by Least Cost Based Selection method. A Letter of Award (the "LOA") shall be issued, in duplicate, by PSULM to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

9. Execution of Agreement

After acknowledgement of the LOA/EOI as aforesaid by the Selected Applicant, it shall execute the Contract Agreement for the fulfillment of the contract in the stamp paper for Rs.200 /- in the form prescribed by the Additional Project Director within one week from the date of acceptance on submission of performance bank security within the period of 7 days from the date of issuance of LOA/EOI. The incidental expenses in the execution of agreement shall be borne by the Successful Bidder.

10. Intellectual Property Rights

No services covered under the contract shall be sold or disposed by agency in violation of any right whatsoever of PSULM/Third party all documents and other information provided by an Applicant to Punjab State Urban Livelihoods Mission, Punjab /Concerned

ULB shall remain or become the property of Punjab State Urban Livelihoods Mission, Punjab /Concerned ULB. All information collected, analyzed, processed, or in whatever manner provided by the agency to PSULM, in relation to the Consultancy/ TPQMA shall be the property of Punjab State Urban Livelihoods Mission, Punjab Concerned ULB, bidder/ TPQM Agency shall ensure to peacefully hand over all related data either in soft or hard format to PSULM or Concerned ULB.

The TPQM Agency shall indemnify PSULM from all action, cost, claim, demands, expenses and expenses of the agency, PSULM shall be defended in the defence of such proceedings.

11. Sublet of contract

Sublet of whole or any part of the contract work by successful agency/consultant/bidder to any other agency/entity is strictly not permitted.

12. Termination

The Consultant's contract with PSULM will terminate in following ways:

- a) If the term of contract expires.
- b) Termination of contract by PSULM due to non-performance of consultant during the execution of project.
 - i) If performance is below expected level.
 - ii) Non adherence to the timelines of the project.
 - iii) Quality of work of consultant is not satisfactory.

The consultant/agency can terminate the contract by giving 60 days prior notice to PSULM and before its termination consultant shall ensure to complete all its running/pending tasks as provided in timeline in respect of contract work. If in the event of the consultant/agency terminate this contract before expiration of contract without giving any notice (as mentioned above) to PSULM or not complete its running/pending tasks then consultant/agency become legally liable to compensate/indemnify to PSULM for all consequential damages/Losses. Failure of which, PSULM reserve the right to initiate civil as well as criminal proceeding against the consultant/agency as warranted by Indian Law under the Indian Penal Code & CPC.

Note : In case of termination of contract before its term expires or any damages to PSULM then the PSULM will be entitled to forfeit the Performance Bank Guarantee.

13. Termination for insolvency, dissolution

PSULM at any time terminate the contract by giving written notice to Consultant, if agency/ Consultant become bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to PSULM.

14. Termination for convenience

PSULM reserves the right to terminate, by prior written notice, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination and the date upon which such termination becomes effective.

15. Disqualification

PSULM may at its sole discretion and at any time during the evaluation of Proposal disqualify any Bidder, if the Bidder has:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- c) Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- d.) Does not enter into agreement or start the work as per given timeline of contract.
- e) failed to provide clarifications related thereto, whenever sought;
- f) submitted more than one Proposal;
- g) Declared ineligible by the Punjab Govt./Government of India or any State/UT Government or any State/ GOI Board/Corporation/Autonomous Body for corrupt and fraudulent practices or for any other reason(s) or blacklisted

16. Confidentiality

- a) Information relating to the examination, clarification and comparison of the proposal cannot be disclosed to any other person not officially concerned with such process until the selection process is over. the undue use by any bidder of confidential information related to the process may result in rejection of its proposal. During the execution of the project except with the prior written consent of PSULM, the Consultant or its personnel shall not at anytime communicate to any person or entity any confidential information acquired in the course of the contract.
- b) Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium or disclosed verbally or otherwise by Consultant and or PSULM to each other including but not limited to the service, plans, financial data and personal statistics, whether or not marked as confidential or proprietary by the parties.
- c) All documents, correspondence, reports, maps, etc. concerning the contract shall be considered as strictly confidential and the Agency or their personnel shall not either during the term or after the expiration of the contract divulge or allow access any proprietary, contract, any provision of contract thereof, any specifications, plans/map documents flowchart, data or any information related with the this work/project and PSULM or sample thereof without the prior written consent of PSULM.

17. Standards of Performance

The Agency shall perform the services and carry out its obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Agency shall always act in respect of any matter relating to this contract as faithful advisor to PSULM. The Agency shall always support and safeguard the legitimate interests of PSULM, in any dealings with the third party. The Agency shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The Agency shall conform to the standards laid down in the RFP in totality.

18. Governing Language

The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which are exchanged between parties, shall be written in English language.

19. Taxes and Duties

The agency/ Consultant shall be entirely responsible for all taxes, duties etc. incurred. The due shall be deducted from the payment as per Income Tax or other Act.

20. Liquidated Damages

Agency shall commence the work immediately from the date of award of work in phased manner as per requirement of PSULM within scheduled time limit as per contract agreement. In case of delay in starting the work or execution of the contract or in securing final acceptance of the completion of the contract and any other following problems are found, the Agency/ Consultant shall have to pay liquidity damage of equal to Rs. 5000/- per week (subject to maximum upto 10 % of contract value) if at any event consultant fail to pay liquidity damages then it shall be recovered from its running bills or final payment.

- a) Quality of deliverable is not up to the mark, (till the quality is improved to the required extent).
- b) Delays in deliverables.
- c) Not assigning adequate resources in time.
- d) Not deploying resources on a dedicated basis, when required.
- e) Assigning resources that do not meet PSULM requirements.
- f) Inadequate interaction with PSULM
- g) The work is either incomplete or not completed satisfactorily as per the approved time schedule or the quality of deliverable.
- h) If the delay is beyond 6 weeks then PSULM may rescind the Contract and shall be free to get it done from some other source at the risk and costs of the Agency/ Consultant. The Agency/ Consultant may be debarred for applying in future project consultancy assignments In this regard the decision of the Additional Project Director PSULM will be final.

In case of any delay in execution of works beyond the stipulated period, penalty @ 0.5% for every week of delay, subject to a maximum of 10 % of contract value shall be recovered from the successful consultant, before release of final payment.

21. Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

a) Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or its interpretation. Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable. Till the pendency of dispute both parties shall continue to discharge their duties as stipulated in contract.

b) Arbitration

In case dispute arising between PSULM and the Agency/ Consultant, which has not been settled amicably, the Consultant/agency can request PSULM to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. Such disputes shall be referred to the CEO, PMIDC who shall act as Sole Arbitrator. The Indian Arbitration and Conciliation

Act, 1996 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held at Chandigarh. The decision of the sole arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne by the Consultant/Agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

c) Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Chandigarh only.

Annexure B: Technical Proposal Submission Forms
(To be submitted online as well as physically)
Format 1: Covering Letter

[Location, Date]

To:

Additional Project Director,

PSULM, Municipal Bhawan, Plot No.-3, Room No. 405, 4th Floor, Sector 35A,
Chandigarh Ph. no - 0172- 266005

Email: apdsuda@gmail.com

Dear Sir,

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal in sealed envelope.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made].'

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.'

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking

Format 2: Legal Constitution & Number of Years of Existence

Organization Name:	
1. Status / Constitution of the Organization :	
2. Name of Registering Authority :	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Format 3: Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the Consultant/ TPQMA is Rs. 1,50,00,000 (Rupees One crore fifty thousand only) for the last 3 financial year ending of month 31st march 2018. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2015-16	
2016-17	
2017-18	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the organization/TPQMA/ Consultant for over the last three Financial Years.

Format 4: Project Detail

Sheet (Please fill separate assignment wise)

Assignment name:	Approx. value of the contract (in current Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Format 5: Curriculum Vitae (CV) for Proposed Experts

Proposed Position

(Please fill separate format 5 for proposed all proposed experts)

1. Name of Staff:

[Insert full name]:

2. Mobile No & Email Id:

3. Date Of Birth:

4. Nationality:

5. PAN Card & Aadhar No.

6. Education: [year] [name of institution and degree]

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work:

[List countries where staff has worked in the last ten years]

10. Languages:

[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Professional Background

[Description]

12. Employment Record

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

From [Year]:

To [Year]:

Employer:

Positions held:

13. Professional Experience

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]

14. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

15. Work Undertaken that Best Illustrates capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has information been involved, indicate the following for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 14.]

Name of Assignment/job or

project: Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

[Name of Expert/Authorized signatory].

Format 6: Expert Team and Summary of CV Information

Family Name, First Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time)	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Annexure C: Financial Proposal (to be submitted online)

Format 7: Financial Proposal

To

**Additional Project Director,
PSULM, Municipal Bhawan, Plot No.-3, Room No. 408,
4th Floor, Sector 35-A
Chandigarh.
Ph. no - 0172- 2660053,54**

Sub: Financial Bid /proposal for Third Party Quality Monitoring Agency (TPQMA) for all the towns of Punjab under Pradhan Mantri Awas Yojana-Urban (PMAY-U).

Dear Sir,

We are pleased to quote/submit our financial proposal for the Third Party Quality Monitoring Agency (TPQMA) for all the towns of Punjab under Pradhan Mantri Awas Yojana-Urban (PMAY-U). I/We _____ Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

For Consultancy Services, our fee per visit to project/cluster of PMAY-U is Rs. _____ (in figures) (Rs. _____ in words). The quoted rates are inclusive of all kind of out of pocket expenses, Travelling expenses etc. and no further amount shall be claimed over and above rate quoted above.

The fee mentioned above is inclusive of all kind of taxes.

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. 120 days from the last date notified for submission of the proposal.

Sr. No.	Item	Amount per visit (INR, including of all kind of taxes)
1.	Consultancy Services for Third Party Quality Monitoring Agency (TPQMA) for all the towns of Punjab under Pradhan Mantri Awas Yojana-Urban (PMAY-U).	

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)
(R)
(M)

E-mail: Fax No:

Annexure D

Description of Approach, Methodology and Work Plan for Performing the Assignment/Job

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal 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/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected 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: The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the TPQMA Employer), 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 format 8.

c) Organization and staffing: The consultant should propose and justify the structure and composition of your team. You should list main disciplines of the Assignment / job , the key expert responsible ; and proposed technical and support staff]

Format 8: Work Schedule

No	Deliverables (D-)	Months								
		1	2	3	4	5	6	7	n	Total
D-1	{Eg. Deliverable at #1}:									
	1) Data collection									
	2) Drafting									
	3) Inception report									
	4) Incorporating comments									
	5) Site visit									
	6) Delivery of final report to client									
D-2	{Eg. Deliverable at #2}:									
n										

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports and benchmarks separately for each phase.
2. Duration of activities shall be indicated in form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

Annexure E: Terms of Reference (ToR)

1 Project Background

Government of India has launched Pradhan Mantri Awas Yojana (PMAY) - "Housing for All". The mission seeks to address the housing requirement of urban poor including slum dwellers through following programme verticals:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through credit linked subsidy
- Affordable Housing in Partnership with Public & Private sectors.
- Subsidy for beneficiary-led individual house construction (BLC) (New + Enhancement)

Objectives:

Effective monitoring of ongoing project(s) is a key to successful completion of any project with monitoring of quality being most significant aspect. A State level mechanism for **Third Party Quality Monitoring** of projects sanctioned under PMAY-U has been evolved with the following objective:

1. Review and monitoring of quality of all PMAY-U projects implemented by ULBs/ Implementing Agencies.
2. Provide a structured report on the quality of projects under PMAY-U.

States should draw up their quality monitoring and assurance plans involving third party agencies. Such visits should include the visits by third party agencies to the project site and to advise State and Urban Local Bodies/ Implementing Agencies on quality related issues.

On the basis of quality assurance report by such agencies, States and ULBs/IAs should take both preventive and curative measures to ensure that standard quality houses and infrastructure are constructed under the mission.

The independent reports from TPQMA will help to identify the constraints and issues in the project implementation and enable a corrective action if necessary.

2 Scope of Work

This Terms of Reference is to support Punjab State Urban Livelihoods Mission, Punjab in the implementation of Pradhan Mantri Awas Yojana- Urban (PMAY-U) as per the TPQMA guidelines issued by Ministry of Housing Urban Poverty Alleviation, Government of India and to achieve the ultimate objective of providing **Housing For All by 2022**. The terms of reference shall be liable to adapt to subsequent amendments in the guidelines by MoHUPA. For Mission Strategy, Mission Components, TPQMA guidelines and further details available at [TPQMA](#)

Guidelines 2017. The overall scope of work of the Consultant shall cover the following:

At present there are 555 (five hundred fifty five) BLC projects going on under PMAY (U) in 164 (one sixty four) Urban Local Bodies of Punjab. The Third Party quality Monitoring agencies (TPQMA) will be responsible for monitoring the ongoing projects as well as future projects which may be approved under PMAY (U) time to time. TPQM will be done for all projects which are being constructed under BLC, ISSR and AHP components of PMAY (U).

In case of BLC projects, a systematically selected sample of houses may be monitored. The sampling should be done through a transparent and well-defined process to cover all the BLC Projects in the city in a holistic way, leading to selection of a representative sample. The recommended sample size for monitoring BLC houses is 10% of DUs or 50-60 DUs, as per the clusters formed.

The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction. Site visits will be organized at different stages as indicated by the implementing agencies as 'milestones' in their work plan, which may consist of intermediate stages of development of work or contracting packages. These visits shall be preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress with the objectives as under:

- i. Schedule the field visits in the cities across the State/UT after proper coordination at State/ ULB level.
- ii. Examine project documentation with respect to sanctioned covenants.
- iii. Review of land requirement/ availability, Site preparation & other statutory clearances.
- iv. Review of project implementation plan and procurement process.
- v. Review of approved quality monitoring plan.
- vi. Review of Safety and Health aspects.
- vii. Examine Convergence with the Central/ State scheme.
- viii. Beneficiary participation/ satisfaction in the project.
- ix. Report on Quality Assurance. (Formats are at Annexure-2,2A/3)
- x. Remedial measures to improve quality of the project.
- xi. File report in a timely manner.
- xii. Follow-up action of the report, which would be ascertained in the next report.

The TPQM agencies will undertake field visit for ascertaining quality of construction at various stages of construction at various stages of construction as per PMAY (U) TPQM Reference Guide for Third Party Quality Monitoring – 2017 issued by MoHUA, Government of India.

The TPQMA/Consultant will conduct 3(three) field visits for each construction per ULB depending on the progress of the project and as per the guidelines of Government of India

4. Time Frame:

The services of the TPQMA are required to be rendered for **3 years**. The contract may be extended as per requirement of the project depending upon work performance of the consultant and timely submission of deliverables. The number of visits will be restricted to 3 (three) Nos. The TPQMA will undertake field visit for ascertaining quality of construction at various stages as mentioned in the TPQMA guideline 2017 issued by MoHUA, GOI. The report is to be submitted within a fortnight after the visit to project site as per annexure 2,2A and 3 given in this document. The TPQMA will submit its report to the State level Nodal Officer of State Level Nodal Agency of PMAY (U), the PSULM Directorate, Punjab.

Timeline

Milestone	Submission by selected bidder	Approval by PSULM, Punjab
Submission of inception report	30 days from signing of contract agreement	30 days from submission
Site visit report	15 days after visit	15 days from submission
Quarterly report (financial year)	Quarterly	30 days from submission

Note:

1. Inception report consists of the detailed study of the existing projects (physical and financial status) and upcoming projects, plan of action for the work.
2. Site visit report will be as prescribed in the annexure (2, 2A/3)
3. Quarterly report consists of the summary of the sanctioned submitted.

5. Outcome and Deliverables:

TPQM agencies will undertake desk review of documents and make field visits for to each project as mentioned above and according to TPQM Reference Guide of MoHUA, GoI. ‘Visits’ include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing. After every visit TPQMA will submit its detailed report indicating the sample selection procedure and their detailed findings. The report should also include the information in the prescribed format of The Reference Guide For Third Party Quality Monitoring -2017 issued by MoHUA , GoI. For each project for every field visit the TPQMA will submit three hard copies of their report to the State level Nodal Officer (SLNO), PMAY (U) in the PSULM Directorate, PUNJAB.

TPQMA shall provide reasonable advance notice of the planned visit to site, schedule of meeting for review and documents required for review etc. to the implementing agency/ULBs with intimation to State Level Nodal Agency (SLNA). SLNA shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation,

sharing of information and all necessary assistance to TPQM Agencies. TPQMA/Consultant take still photograph of each inspected site alongwith concerned benificieary and ULB staff and submit these photograph at the time of submission of their report to SLNA or PSULM.

6 Support and Inputs to the TPQMA

The State Level Nodal Officer of State Level Nodal Agency, Punjab all related information required for the field visit to the TPQMA subject to availability. The respective ULBs will assist the TPQMA team for conducting necessary site visits and will extend all necessary help to the team.

7. Bid- Submission and Evaluation:

Separate Technical and Financial bids should be submitted to SLNA in two separate sealed envelopes super scribed in the envelope as "Envelope No.1 (Technical bid for Third Party Inspection & Monitoring Agency for PMAY Projects" and "Envelope No.2 (Financial bid for Third Party Inspection & Monitoring Agency for PMAY Projects)". A Pre-bid conference would be held by SLNA to provide clarifications as may be necessary. SLNA reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible. The technical bids are to be evaluated as per criteria stipulated in **Para 6.3.3 of Evaluation of technical proposals** and financial bids will be opened only for those Agencies which qualify the benchmark set for technical bids.

8. Proposals - Content and Evaluation:

The technical proposal will comprise profile, credentials and experience of the firm, the proposed team and their detailed CVs, methodology and tasks assigned. **Financial proposal should mention lump sum fees for 164 site/ ULBs visits for tentative 939 No. of houses constructed in the prescribed Financial Bid format.** All applicable taxes should be indicated separately. Evaluation of proposals shall be carried in two stages. Technical bid will be evaluated first and financial bid will be opened only for Agencies qualifying the technical TPQMA benchmark. The **maximum charges** as stipulated in '**Reference Guide for Third Party Quality Monitoring 2017**' will be applicable. In case lower rates are obtained through RFPs, the same will apply as terms of payment. The decision of Tender evaluation committee shall be final.

9. Personnel Requirements

It is envisaged that for quality monitoring of approved projects, there will be a team of one senior engineer and one junior engineer for site visits of said projects according to clusters in different cities. The senior engineer will act as a team leader. For more site visits in a month (depending upon number of projects), the Consultant/TPQMA is expected to provide additional teams if required from time to time during the term of the contract Experts from TPQMA are expected to be optimally deployed as per the need of individual projects. Minium four number of teams consisting of one Senior Engineer, Civil and one Engineer Electrical / Mechanical shall be put in place on regular basis. Staff shall prefferably be retired officer in the releveant field from state or central development agencies such as Chandigarh

housing board, PUDA, HUDA, Improvement trust. ULB, PWD and CPWD etc. The team members of the TPQMA are expected to be highly qualified in their respective areas of expertise. They are expected to have adequate experience in similar projects. The job description for each position including qualification and experience according to Reference Guide for Third Party Quality Monitoring -2017 issued by MoHUA, GoI is given below:

Sr. No.	Position	Job Description	Qualification & Experience
1.	Team Leader (Senior Engineer, Civil)	<p>To lead the team of professionals engaged to carry out the job of monitoring of housing and infrastructure projects.</p> <p>Responsible for ensuring the overall outcome and activity based support envisaged for the TPQMA.</p> <p>Co-ordinate with team member and report to the SLNA on progress of outcomes.</p> <p>Be responsible for the overall management of the Consultant/TPQMA and budget, and for the timely and efficient delivery of outputs.</p> <p>Closely monitor the performance in collaboration with the SLNA to ensure that requirements related to PMAY are fully addressed.</p> <p>Liaise with external stakeholders as per the requirements of the scheme</p>	<p>Graduate in Civil Engineering with at least 15 years of experience.</p> <p>Experience in the urban sector, of which at-least 3 years should have been on leading monitoring agencies.</p> <p>Shall have a thorough knowledge of :</p> <p>Latest specifications pertaining to Building & infrastructure works</p> <p>Related publications according to which the works are required to be carried out and the tests to be conducted to ensure a good quality work.</p>
2.	Engineer (E/M)	<p>Shall be required at site as directed by the SLNA and shall inspect and monitor implementation of the project, find deficiencies and suggest suitable remedial measures.</p> <p>Support Team Leader / Senior Engineer to document and communicate reports to States and Cities and necessary follow-up actions</p>	<p>Graduate in Electrical / Mechanical Engineering with at least 7 years of experience or Diploma in Electrical / Mechanical Engineering with at least 10 years of experience.</p> <p>At least 3 years of experience in the urban housing and</p>

			<p>infrastructure sector.</p> <p>Shall have exposure to quality assurance in new construction and subsequent Maintenance aspects.</p> <p>Must be familiar with:</p> <p>Modern methods of construction of building.</p> <p>Design standards and technical specification of Electrical and Mechanical works in the building and infrastructure.</p>
--	--	--	--

Note: The Bidder has to submit the CVs of Serial No. **1 to 2 of Para 9 only**. The persons whose CVs are proposed in the bid shall not be allowed to change ordinarily. In case of **any urgency**, PSULM may consider request of the bidder. The **decision of Director Mission shall be final**.

10. Payment Schedule

The first payment will be made after performing at least 10-12 visits along with DPR submission and the subsequent payments will be made on monthly basis after producing the record of visits made at site. The invoice will be cleared by the SLNA, Punjab on acceptance of their report by the appropriate authority.

Note:

- ✓ The consultant will submit the invoice on the basis of inspections made in each town, duly approved by the Commissioners/Executive Officers/Secretaries of ULBs.
Contract Value is inclusive of GST. The invoice should be prepared on the basis of number of visits conducted and derived cost per visit of the quoted/negotiated amount.
- ✓ If any excess payment is made, the consulting firm will refund the same within seven days to the directorate PSULM or the excess amount shall be recovered from the performance guarantee given by the Consulting firm.

The payment shall be released within 2 weeks from receipt of invoice from the consultant subject to terms and conditions mentioned earlier in this contract.

Annexure-1

Tentative No. of Houses/ Projects to be examined/Audited, Tentative no. of visits of TPQMA. Beneficiary led Component- Vertical-IV

S r. N o	No. of Projects approved as on 31.08.2018	No. of Projects to be constructed	Tentative no. of houses to be examined/audited by TPQMA i.e @10% of total no. of houses	Total no. of Clusters formed (group of Project in ULBs)	Tentative no. of visits by TPQMA	Approved amount per visit	Tentative total amount to be paid to TPQMA
1	No. of Projects approved as on 31.08.2018	555	45705	92	276	40,000	11040000
2	Tentative no. of projects to be approved by 2021	328	20000	40	120	40000	4800000
3	Total	883	65705	132	396	80000	15840000

Affordable Housing in Partnership- Vertical- III

S r. N o	Detail of Projects	No. of projects to be examined/audited by TPQMA	No. of visits by TPQMA	Approved amount per visit	Tentative total amount to be paid to TPQMA
1	No. of Projects approved as on 31.08.2018	1	3	40000	120000
2	Tentative no. of projects to be approved by 2021	49	147	40000	5880000
3	Total	50	150	80000	6000000

In Situ Slum Rehabilitation- Vertical-I

S r. N o	Detail of Projects	No. of projects to be examined/audited by TPQMA	No. of visits by TPQMA	Approved amount per visit	Tentative total amount to be paid to TPQMA
1	No. of Projects approved as on 31.08.2018	1	3	40000	120000

2	Tentative no. of projects to be approved by 2021	5	15	40000	600000
3	Total	6	18	80000	720000

INR-
2,25,60,000/-

Tentative total amount
Amount in
words

Rupees two crores twenty five lakh sixty thousand only.

Annexure-2: Third Party Quality Monitoring Report of ISSR/AHP projects under PMAY

1	Name of TPQM Agency/consulting firm					
2	Date of Visit					
3	Current Visit No.					
4	Previous visit with date					
A. PARTICULARS OF PROJECT						
1	Name of the State/UT:					
2	Name of the City:					
3	Name of Project:					
4	Project Code:					
5	Implementing Agency (ULB/ DA/ HB/ UIT/Slum Rehabilitation Agency)					
6	Location of the Project (Slum name, Ward etc. As applicable)	(Annex details in case of multiple sites)				
7	Type of Project :(i) In-situ Slum redevelopment (ISSR) (ii) Affordable Housing in Partnership (AHP)					
8	Total Houses (EWS/LIG/MIG/HIG) in the project.					
9	No. of EWS Houses in the project					
10	Description of Work. i. Carpet/ Built up area of EWS house ii. No. of EWS houses in one block iii. No. of blocks iv. Total no. of houses v. Type of Structure (G, G+1, G+2etc.) No. of storeys /floor.					
11	Date of Approval of project by SLSMC					
12	Approved Project Cost (Rs .Lakhs):	Centre share	State share	ULB / IA share	Beneficiary share	Total
13	Date of sanction of 1 st installment of central assistance by CSMC					
14	Duration of Project					
15	Date of Award of work	(Annex details in case of multiple contracts)				
16	Date of commencement	Scheduled			Actual	

17	Date of completion	Scheduled	Expected
18	Inspection undertaken by (Name) (with contact detail):	1	
		2	
19	Name of State representative present during visit		
20	Name of ULB representative present during visit		
21	Name of Contractor's representative present during visit		
22	Name of Community representative present during visit		
23	Whether list of Beneficiaries finalized/partially finalized/ not finalized		
24	If finalized, whether uploaded in PMAY MIS		
25	State any deviation from sanctioned DPR in terms of number of houses or size or location or Layout		
26	Compliance of Tender conditions matching to statutory requirements of DPR w.r.t. a. Compliance to time limit. b. Compliance to price escalation. c. Compliance to legal clauses. d. Compliance to liquidated damages. Compliance to penalties.		
27	Any other comment		
B. HEALTH & SAFETY ASPECTS (ONSITE)			
1	Whether the drinking water facility is provided onsite?		
2	Whether there are adequate no. of toilets provided & maintained for site staff/Workers?		
3	Whether there is a board indicating the safety norms to be observed?		
4	Whether the use of following is being done by site staff Safety Helmets Safety Shoes Safety Goggles		

	Safety Jackets	
5	Whether safety railings & safety tape have been provided around excavation trenches/ upper floors/ducts/lift well?	
6	Whether approved quality & type shoring-strutting-scaffolding are provided for excavation trenches/Pits/Building work?	
7	Whether 'FIRST AID' kit is available at site?	
8	Whether Fire Extinguishers are available at site?	
9	Whether ' Blasting ' is being done on site? If yes, whether necessary permissions have been obtained and required precautions have been taken for control blasting?	
10	Whether any Safety-Officer is employed?	
11	Any other comment	
C. QUALITY ASSURANCE IN THE PROJECT		
1	Whether authenticated copy of DPR, contract document, structural drawings and copies of specifications are available at site?	
2	Whether the Inspection Registers, Site order book and Quality control Test registers are maintained at the site properly and endorsed by the Engineer-in-charge?	
3	Whether list of ISI marked/approved materials to be used is available at site?	
4	Is there a provision in Contract/Tender to provide 'Test facilities onsite'?	
5	Whether testing facilities to check quality of material is available at site? if yes attach list of Equipments	
6	Whether the structural Designs are approved/ Proof checked by competent Authority? Name of the approving authority for structural design. Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, especially in case of multi-storied construction. The work is being executed as per the approved drawings fit for execution.	
7	Whether authenticated copy of DPR, contract document, structural drawings and copies of specifications are available at site?	
8	Whether manufacturer test certificate for cement, steel,	

	pipes etc. have been obtained with supply and records are being maintained?	
9	Whether all mandatory tests of construction material, road work, sanitary work, plumbing work, electrical work and concrete in foundations, beams, columns and slabs etc are carried out at stipulated frequency?	
10	Whether regular tests of materials and construction products are being got done from accredited labs also? If yes, details of such labs	
11	Whether soil investigations of the site proper have been done before the structural design and soil parameters have been accounted for in the structural design/ drawings? If yes, attach copy of soil investigation report.	
12	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.	
13	Specific control on RCC work like: mixing by full bag capacity hopper fed mixer, control of slump, placing/ compaction with vibrator.(proportioning with boxes not permitted)	
14	Whether cement register is maintained and checked at site. Comment on method of stacking.	
15	Whether concrete mix is nominal or design mix? (Nominal mix not permitted for quality concrete).	
16	What is the Mode of Concrete mixing (batch mix/ manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients? (Volumetric mixing not permitted).	
17	Whether Mixer/Vibrator as specified is available at site with adequate means to run them during concreting?	
18	Whether RMC is being used in work? If yes, detail of control and checks done at plant site. Comment on Quality of aggregates ,Slump test, Cube test etc.	
19	Suitability of water for construction What is the source of water has water been tested and approved by Engineer-in-charge before construction? Has water been tested subsequently as per requirement?	
20	Quality of work and workmanship, Comments on	
	i. RCC work (concrete, Reinforcement detailing, cover	

	to reinforcement). Whether Columns are in plumb (check for verticality).	
	ii. Masonry (Joint details, verticality).Check adequate RCC bands are provided.	
	iii. Shuttering (Type of material-pucca/ katcha, support spacing)	
	iv. Bar bending and stirrups bending ,placement and cover to reinforcement bars.	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey combing, if any	
	x. Any other	
21	Whether floor slope (especially) in bath, WC, kitchen, terrace and balcony etc. are proper?	
22	Whether dampness/leakages noticed? If yes, state location and probable reasons.	
23	Whether remedial measures are undertaken by IA/ ULB to stop Dampness & Leakages? if any.	
24	Whether Service lines (Electrical, Plumbing, Others) if any, provided before commencement of concrete?	
25	Whether disaster resistant features have been incorporated?	
26	Whether precautions taken for de watering and protecting site from flooding as applicable?	
27	Whether sample units/items are completed and approved by competent ULB official /CLTC member before start of mass finishing work?	
28	Whether Adequate plinth height (above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	
29	Comments on tests already done but not found satisfactory (specify action to be taken)	
30	Frequency of visit by SLNA/ULB officials and SLTC/CLTC member	
31	Any other comments	
32	Overallassessmentofquality(inviewofstructuralstability,n on-structuralworkandworkmanship) <i>* Video/photographs of the ongoing works maintained</i>	

	<i>by ULB/Implementation Agency may be referred as the case maybe.</i>	
D. BENEFICIARY PARTICIPATION IN THE PROJECT		
1	Whether list of Beneficiaries is prepared	
2	Whether houses are identified and allotted	
3	Whether the Beneficiaries are involved in the project preparation and construction work.	
4	Whether the Beneficiaries are visiting the site or not	
5	Any suggestion of the beneficiaries in the construction	
E. PROGRESS – HOUSING COMPONENTS		
1	Numbers of houses sanctioned in the project	
2	Numbers of houses Completed	
3	Numbers of houses in progress	
4	Stages of Progress (Multi storied buildings): i. Foundation/ Plinth level(Nos.) ii. Superstructure (Frame work)Level(Nos.) iii. Brickwork completed(Nos.) iv. . Finishing level(Nos.) v. Total units completed(Nos.) <i>*(Provide detailed report inAnnexure-2A)</i>	
5	Numbers of houses not started	
6	Reason for non-starter of houses, if any	
7	Numbers of houses occupied by the Beneficiaries	
8	Reasons for Non- occupation of houses(If any)- specific reasons to be given	
9	Size of Unit (Carpet Area)	
10	Overall physical progress of Housing (in %)	
11	Whether the building plan(s) conform to NBC norms?	
12	Whether authenticated building plans and revisions if any, are available?	
13	Deviation, if any	
14	Any innovative/costeffective/ green technology has been used?	
15	Any other comment	
F. PROGRESS- CIVIC INFRASTRUCTURECOMPONENTS		

1	Whether Contract for infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) have been awarded?	
	i) If no, Time line for award of contract for infrastructure works.	
	ii) If Yes, State the progress of work in% a. Water Supply b. Sewerage c. Drainage d. Roads e. Solid Waste Management f. Electrification Any other component (as per sanctioned	
	iii) Deviation if any as per sanctioned DPR	
2	Comments on quality of construction of Infrastructure works	
3	Whether the proposed infrastructure components are independent and/or integrated with city level infrastructure?	
4	Whether Transit Accommodation has been provided. If not what measures have been taken for the displaced families?	
5	Overall physical progress of civic infrastructure (in %)	
6	Cost reduction in infrastructure components (To be reported in case of deviation from sanctioned quantity)	

G. SOCIAL INFRASTRUCTURE COMPONENTS

1	Whether Contract for Social Amenities (i.e .Community centre, Livelihoods centre etc.) have been awarded?	
	i) If no, Time line for award of contract for Social Amenities.	
	ii) If Yes, State the progress of work in% a. Community centre b. Livelihood centre c. Informal Sector Market d. Any other component (as per sanctioned components) <i>*(Provide detailed report inAnnexure-2A)</i>	
	iii) Deviation if any as per sanctioned DPR	

2	Comments on quality of construction of Social Amenities	
3	Whether livelihood linkages have be ensured?	
4	Overall physical progress of Social Infrastructure (in %)	
5	Overall physical progress of the project (in %)	
H. PHYSICAL PROGRESS OF THE PROJECT/PACKAGES		
1	Is there an approved program / schedule of work& whether the same is available at site office	
2	Overall Percentage progress at the time of inspection vis-à-vis expected as per contract.	
3	Package wise % of progress	(Attach package-wise Annexure)
4	Details of milestones as per contract vis-à-vis their achievement	
5	Reasons for delay	
I. FINANCIAL PROGRESS & FUND UTILIZATION (Rs. in Lakhs)		
1	Sanctioned fund for entire project.	
2	Amount of funds received up to date	
3	Up-to date Expenditure	
4	Amount of funds Utilized (out of received)	
5	Amount of Expenditure by ULB (ULB Contribution+ Beneficiaries contribution)	
6	Balance funds Expected/due from various stake holders	
7	Package wise Expenditure	
8	Over All Financial Progress %= Total Expenditure / Total of Tended Amountx100	
9	Whether the work is delayed for nonpayment of any pending bills after construction (to be specified)?	
J. VARIATIONS w.r.t. SANCTIONED COVENANTS		
1	Are there any major variation because of: i. Specifications ii. Quality iii. Quantity iv. Designs (Architectural /Structural) Period of Construction(Increase/Decrease)	
K. COST VARIATION and TIME-		
OVERRUNS Cost variation:		
1	Whether there is cost variation?	
2	If yes what are the reasons:	

	<ul style="list-style-type: none"> i. Change in Quantities ii. New/Additional Items of work iii. Price Escalation Any other (to be specified) 	
Time Overruns:		
1	Whether there is time overrun?	
2	If yes what are the reasons: <ul style="list-style-type: none"> i. Delay in issue of work order ii. Delay in signing agreement iii. Delay in Handing Over site of work to the Contractor iv. Delay in actual start of work by the Contractor v. Delay in procurement of material (give reasons) Delay due to lack of inter departmental coordination Any other (to be specified) 	
L. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY		
Undertaken by Implementation agency to improve the:		
1	Physical Progress	
2	Financial Progress	
3	Quality management	
4	Comments and suggestions of TPQMA on above	
M. COURT CASES AND LITIGATIONS		
1	(To be specified)	
2		
N.OTHERS		
1	Feedback of beneficiaries regarding provision of Physical & Social infrastructure.	
2	Any specific observation by the beneficiary	
3	Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable) <ul style="list-style-type: none"> 1. Critical observations 	
4	Action taken report on previous report: <ul style="list-style-type: none"> i. Observations of TPQMA ii Action suggested by TPQMA iii Action taken by IA (Implementation Agency) Whether TPQMA is satisfied with the action taken by IA	

5	TPQMA's Overview of the Project (in 400-500 words) in a separate sheet	
---	--	--

(Signature) :

Name & Designation :

DATE:

(Signature) :

Name & Designation :

DATE:

Annexure-2A

A. : BUILDING WORK □				
1	Earthwork			
2	Concrete work (Sub-structure			
3	RCC work (Above plinth /			
4	Brick / Block work			
5	Stonework			
6	Marble work			
7	Wood work			
8	Steel work			
9	Flooring			
10	Roofing			
11	Finishing			
12	Internal services			
13	External Services			
B. CIVIC INFRASTRUCTURE WORKS: □				
a. WATER SUPPLY:				
1	GSR/UGSR			
2	ELSR/OHT			
3	Intake-Jack-well			
4	WTP			
5	Pipelines			
6	Pump sets.			
7	Rain Water Harvesting pits			
8	Sump			
9	Tube wells			
b. SEWERAGE:				
1	Sewer Trap Connect. Chamber			
2	Collection network pipes			
3	Inspection chambers			
4	Sewerage pump Stn (SPS)			
5	SPS to STP Pipeline			
6	STP			
7	Septic tank			
8	Soak-pit			
C. STORM WATER DRAINS:				
1	Drains			
2	Open channel			
3	Closed RCC Pipes			
4	In-Situ RCC Box-pipes			
5	Type of Grating/Jali			
6	Inspection Chambers			
7	Point of disposal (Nallah,			
d. ROADS & CULVERTS:				
1	Roads			
2	Pavements			
3	Jogging track			
4	Plantation			
5	Restoration			
6	Culverts (Masonry /RCC)			
e. ELECRIFICATION:				

1	H.T. Supply lines			
2	L.T. Supply lines			
3	Transformer			
4	Street Lighting			
f. SOLID WASTE MANAGEMENT:				
1	S. W. Collection System			
2	Dust Bins/Containers			
3	S. W. Transport System			
4	Temp. store yards			
5	S.W. Disposal area			
g. COMPOUND WALL:				
1	Compound/Boundary wall			
2	Entrance Gate			
h.MISCELLANEOUS:				
1	Retaining wall			
2	Any other (to be specified)			
C. REPORT ON SOCIAL INFRASTRUCTURE WORKS:				
a. COMMUNITY FACILITIES: 1				
	Community Centre			
2	Livelihood Centre			
3	Any Other			
b. HEALTH /EDUCATION FACILITIES: 1				
	Public Health Centre			
2	Anganwadi			
3	Primary School			
4	Secondary School			
5	Higher Secondary School			
c. INFORMAL SECTOR MARKET				
1	Vegetable Market			
2	Meat-Fish Market			
3	Medical Store			
4	Any Other			
d.ANY OTHER (To be specified) 1 2				

Annexure 3

Third Party Quality Monitoring Report of BLC projects under PMAY

Name of TPQM						
Date of Visit						
Current Visit No.						
Date of Previous visit						
A. PARTICULARS OF PROJECT						
1	Name of the State /UT:					
2	Name of the City:					
3	Name of Project:					
4	Project Code:					
5	Implementing Agency/ ULB					
6	Location of the Project (Slum name, Ward etc. as applicable)					
7	Type of Project :(i) BLC (New Construction)					
8	No. of EWS Houses in the project					
9	Date of Approval by SLSMC					
10	Approved Project Cost (Rs. Lakhs):	Centra l share	State share	ULB/ Implementing agency share	Beneficiary share	Total
11	Date of sanction of 1 st installment of					
12	Duration of the project					
13	Date of commencement	Scheduled			Actual	
14	Date of completion	Scheduled			Expected	
15	Inspection undertaken by (Name) (with contact	1.				
		2.				
16	Name of State representative present					
17	Name of ULB representative present					
18	Name of Community representative					
19	Whether list of Beneficiaries finalized?					
20	If finalized, whether uploaded in PMAY					
21	State any deviation from sanctioned DPR in terms					
22	Any other comment					
B. QUALITY ASSURANCE IN THE PROJECT						

1	Whether ULB/ State have organized workshop/ training programmes to educate the beneficiaries about quality, construction methods, adherence to disaster resistant technologies etc.	
2	(i) Whether the structural Designs are approved / Proof checked by competent Authority (ii) Name of the approving authority for structural design. (iii) Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, Especially in case of multi-storeyed construction. (iv) The work is being executed as per the approved drawings fit for execution.	
3	Whether Cement is free from lumps and is stacked properly to prevent contact with moisture?	
4	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.	
5	What is the Mode of Concrete mixing (batch mix/ manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients?(Volumetric mixing not permitted).	
6	Whether Surface of reinforcement is clean and free from rust?	
7	Whether potable water is used for construction?	
8	Whether proper water / cement ratio has been ensured?	
9	Whether the concrete being cured adequately as per requirements?	
10	Whether bricks are well burnt, of rectangular shape, with sharp edges, free from cracks and of correct size?	
11	Whether i) Execution of Depth & width of Foundation is as per drawing/ adequate & bottom leveled. ii) Plinth height is as per drawing/adequate. iii) Horizontal bands (as applicable) have been provided.	
12	Whether quality has been checked by TPQMA/ State agency? If yes, details	
13	Quality of work and workmanship, Comments on	
	i. RCC work (concrete, Reinforcement detailing, cover to reinforcement). Whether Columns are in plumb (check for verticality).	
	ii. Masonry (Joint details, verticality). Check adequate RCC bands are provided.	

	iii. Shuttering (Type of material-pucca/katcha, support spacing)	
	iv. Bar bending and stirrups bending , placement and cover to reinforcement bars.	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey combing, if any	
	x. Any other	
14	Whether provision has been made for Service lines (Electrical, Water Supply, Sanitation etc.)	
15	Whether floor slope (especially) in bath, WC, kitchen, terrace and balcony etc. are	
16	Whether adequate plinth height (above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	
17	Whether dampness/leakages noticed? If yes, state location and probable reasons.	
18	Whether remedial measures are undertaken by IA/ ULB to stop Dampness & Leakages if any?	
19	Whether disaster resistant features have been incorporated?	
20	Any other comments	
21	Report on Overall assessment of quality	Minimum 500 words (To be enclosed separately)
C. PROGRESS - HOUSING COMPONENTS		
1	Numbers of houses sanctioned in the project	
2	Numbers of houses Completed	
3	Numbers of houses in progress	
4	Stages of Progress: i) Foundation/ Plinth level (Nos.) ii) Lintel level (Nos.) iii) Roof level (Nos.) iv) Finishing level (Nos.) v) Total units completed (Nos.)	(Specify no. of Units)
5	Numbers of houses not started	
6	Reason for non-starter of houses, if any	
7	Numbers of houses occupied by the Beneficiaries	
8	Reasons for Non-occupation of houses (If any)- specific reasons to be given	
9	Size of Unit (Carpet Area)	Sanctioned
		As per Implementation

10	Overall physical progress of Housing (in %)	
11	Whether the progress of houses has been ensured through geo-tagged photographs at various construction levels?	
12	Whether DBT of fund to individual beneficiary is ensured in the project?	
13	Whether the building plan(s) conform to NBC norms?	
14	Whether authenticated building plans and revisions if any, are available?	
15	Deviation, if any	
16	Any other comment	
D. CIVIC INFRASTRUCTURE		
1	Whether provision of Civic infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) has been ensured?	
2	Whether the Existing/proposed infrastructure components are independent and/or integrated with city level infrastructure?	
3	Any other comments	
E. SOCIAL INFRASTRUCTURE		
1	Whether provision of Social Amenities (i.e. School, Anganwadi, Health centre, Community centre, Livelihood centre etc.) has been ensured?	
2	Any other comments	
F. FINANCIAL PROGRESS & FUND UTILIZATION (Rs. in Lakhs)		
1	Sanctioned fund for entire project.	
2	Amount of funds received up to date	
3	Up-to date Expenditure	
4	Amount of funds Utilized (out of received)	
5	Amount of Expenditure by ULB	
6	Amount of Expenditure by Beneficiaries	
7	Balance funds Expected/due from	
G. COST VARIATION and TIME-OVERRUNS		
Cost variation:		
1	Whether there is cost variation? If yes, what are the reasons?	
Time Overruns:		
1	Whether there is time overrun? If yes, what are the reasons?	
H. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY		
Undertaken by Implementation agency to improve the:		

1	Physical Progress	
2	Financial Progress	
3	Quality management	
4	Comments and suggestions of TPQMA on above	
I. COURT CASES AND LITIGATIONS		
1	(To be specified)	
J. OTHERS		
1	Any innovative/ cost effective/ green technology has been used	
2	Feedback of beneficiaries regarding provision of Physical & Social infrastructure:	
3	Reasons for delay in completion of housing and Infrastructure, if any:	
4	Any specific observation by the beneficiary	
5	Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable) 1. Critical observations 2. Action suggested by TPQMA to SLNA and IA	
6	Action taken report on previous report: i. Observations of TPQMA ii Action suggested by TPQMA iii Action taken by Beneficiaries/ IA (Implementation Agency) iv Whether TPQMA is satisfied with the action taken	
7	TPQMA's Overview of the Project (in 400-500 words) in a separate sheet	

(Signature) :
Name & Designation :
Date :

(Signature) :
Name & Designation :
Date :