

INVITATION FOR ENLISTMENT/REGISTRATION

SI No	Information Type	Information
01	Nodal Department	Town & Country Planning Department, Govt. of Uttarakhand (hereafter referred as TCPD- GoUK)
02	Nodal Officer	Chief Town & Country Planner , Govt. of Uttarakhand
03	Correspondence Address	5 th Floor, Rajeev Gandhi Multi-Purpose Complex, Dispensary Road, Dehradun- 248001, Uttarakhand
04	Email	ctcputtarakhand@gmail.com
05	Enlistment/Registration Category	Enlistment/Registration of Consultant Domain Experts (Urban Planners) for Urban Planning Reforms under the 'Special Assistance to States for Capital Investment Scheme'
06	Nature of Enlistment/Registration	<p>(i) Open to all eligible Domain Experts in Urban Planning (under Individual Category only).</p> <p>(ii) Requirement of Consultancy Services of a domain expert on per month basis. The consultancy fee will be ₹1.5 lakhs per month (<i>plus GST, if applicable</i>), as per the "Scale of Fees" Section of the Institution of Town Planners, India (ITPI), under the latest provisions of "Professional Fee as Retainer on Per Month Basis" in the "Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges."</p>
07	Publication Type	Website Publication upon Department Website- https://tcp.uk.gov.in
08	Submission Timeline for Proposal	Enlistment/Registration proposals are invited on a rolling basis.
09	Mode of Submission	Physical Copy via Courier/ Post, along with an e-copy sent by email.
10	Cost of Application	NIL

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11	Mandatory Eligibility Criteria for Applicants, i.e., Full Time Post Graduate Degree or Diploma in Urban Planning or Equivalent	<p>Applicant should fulfil all criteria as specified below-</p> <ul style="list-style-type: none"> (i) Shall furnish the Qualifying Degree/ Diploma, i.e., Two Year Post Graduate Degree/ Two Year Post Graduate Diploma in any of the recognised specialisations of Urban Planning as per the AICTE Nomenclature for Degrees/ Diplomas in (Town) Planning. (ii) Shall furnish Associate/ Fellow Membership of the Institute of Town Planners, India. (iii) Shall furnish a Minimum Professional Experience of 10 Years (post qualifying Degree/ Diploma) in the relevant planning field.
12	Condition of Enlistment/Registration	Shall not be under (regular/ contractual) employment with any Employer (Government/ Private Sector), during the duration of enlistment/registration.
13	Specialization Categories	<ul style="list-style-type: none"> (i) Architect Planner (Generic) (ii) City Planner (iii) Conservation Planner (iv) Environment Planner (v) Housing Planner (vi) Industrial Area Planner (vii) Infrastructure Planner (viii) Landscape Planner (ix) Regional Planner (x) Transport Planner (xi) Urban Designer (xii) Urban Planner (xiii) Any other Planning specialist
14	Enlistment/Registration Fee for successful (individual) applicants	<p>Rs. 5000/- (Rupees Five Thousand only)</p> <p>All successful applicants to furnish fee to Nodal Department</p>
15	Period of Engagement	2 years/ 24 Months from the date of enlistment/registration, with scope of subsequent renewal upon payment of applicable Renewal Fees
16	Renewal Fees for Grade wise continuity of enlistment/registration	50% of the applicable Enlistment/Registration Fee

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17	Prospective Scope of Professional Services to be offered	<p>Following Assignments (Research, Report, and Presentations) related to the field of Urban Planning and Area Development within various Statutory/ Non-Statutory Areas within Uttarakhand. The scope of work may include, but is not limited to, the following:</p> <p>Technical Advisory Services</p> <ul style="list-style-type: none"> • Provide domain-specific expertise in spatial planning, policy formulation, infrastructure, mobility, housing, environment, urban design, and related fields. • Provide support in preparation and review of concept plans for various schemes and synchronization of national and state level plans, policies, and notifications related to urban planning. <p>Project Development</p> <ul style="list-style-type: none"> • Provide support in the preparation and review of Detailed Project Reports (DPRs), feasibility studies, and impact assessments for various urban development and infrastructure projects. <p>Policy and Regulatory Frameworks</p> <ul style="list-style-type: none"> • Support the formulation and review of state-level policies, guidelines, and development control regulations pertaining to urban development, spatial planning, and related fields. <p>Bid Process Management</p> <ul style="list-style-type: none"> • Assist in the design, preparation, and evaluation of bidding documents and procurement processes. <p>Institutional Strengthening and Capacity Building</p> <ul style="list-style-type: none"> • Contribute to training programs, capacity-building workshops, and development of tools, manuals, and operational frameworks for planners, municipal staff, and other stakeholders. <p>Monitoring, Assessment, and GIS-Based Analysis</p> <ul style="list-style-type: none"> • Provide expertise in work related to review, monitoring and evaluation of GIS based master plans formulation and conduct GIS analysis. <p>Coordination and Communication</p> <ul style="list-style-type: none"> • Assistance in preparation of presentations, briefs, and reports for various schemes/projects for high-level meetings for communication to Government of India, state government and municipal authorities. <p>Problem-Solving and Implementation Support</p> <ul style="list-style-type: none"> • Identify and assist in resolving institutional, technical, and coordination challenges impacting effective implementation of urban planning projects across sectors such as transport, conservation, housing, urban design, landscape, environment, industry, and others.

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18	Conflict of Interest	<p>During the duration of specified enlistment/registration, successful applicants i.e., enlisted/registered Domain Experts will be automatically barred from being associated with other Third Party/ External Consulting Firms, hired by the TCPD-GoUK for any other assignment allocated by the Department.</p> <p>Failure to comply with the same will lead to automatic disqualification/ termination of the said enlistment/registration.</p>
19	No Minimum Guarantee of Work	This Invitation for Enlistment/Registration is not a guarantee of any kind/ in any manner towards any minimum remuneration of professional Fee. The Nodal Department may avail professional services from the pool of enlisted/registered experts, on a need basis, with prior information/ advance notice and against issued Work Order.
20	Mode of Work Allocation	The Chief Town and Country Planner (Nodal Officer) shall allocate assignments to Consultant Domain Experts (from the enlisted/registered pool of professionals) as per the requirements of the department.
21	Service Engagement	Primarily Dehradun and elsewhere as per directions/ requirement of the Nodal Officer/ Nodal Department.
22	Termination	Nodal Officer and/or the enlisted/registered Consultant Domain Experts may both terminate the enlistment/registration during or after the term, with immediate effect without any notice period whatsoever.
23	Non-disclosure/ Confidentiality of Matters	Enlisted/Registered Consultant Domain Experts will have to execute a Non-Disclosure/ Confidentiality Agreement with the Nodal Department, which will remain in effect for 5 years after their enlistment/ registration ends, covering all assignments given by the Nodal Department.

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24	Amendments at the Discretion of Nodal Officer	In relation to anything stated above, the Chief Town and Country Planner reserves the right to amend, modify, or introduce additional terms, conditions, or responsibilities related to the enlistment/registration process or assigned tasks, by providing prior notice to the concerned Consultant Domain Experts.
25	Format of Application	Attached overleaf

APPLICATION FORMAT

Open to all eligible Urban Planning Experts/ Professionals (both under Individual Category)

Category Applied For (Tick, only one category):

- | | |
|---------------------------------|--------------------------------------|
| (i) Architect Planner (Generic) | (viii) Regional Planner |
| (ii) City Planner | (ix) Transport Planner |
| (iii) Environment Planner | (x) Urban Conservator |
| (iv) Housing Planner | (xi) Urban Designer |
| (v) Industrial Area Planner | (xii) Urban Planner |
| (vi) Infrastructure Planner | (xiii) Any other Planning specialist |
| (vii) Landscape Planner | |

A. PERSONAL DETAILS OF APPLICANT

SI No	Data Field	Information Provided
	Title (Mr/ Mrs./ Ms.):	
1	Name:	
2	Father's Name:	
3	Mother's Name:	
4	Date of Birth:	
5	Gender:	
6	PAN No.:	
7	GSTR and/or UDYAM Aadhaar:	
8	Correspondence Address:	
9	Permanent Address:	

SI No	Data Field	Information Provided
10	Proof of Address	
11	E-Mail Address:	
12	Contact No.:	
13	Details of Present Occupation/ Employment:	

B. ACADEMIC QUALIFICATIONS OF APPLICANT

SI No	Educational Qualifications	Degree	Year of Passing	Marks (Percentage)	Grade/ Class	University/ College
1	Matriculation					
2	Intermediate					
3	Graduation					
4	Post- Graduation					
5	Other Certifications/ Diplomas					
6	Other Certifications/ Diplomas					

Note: Rows may be added as per requirement

C. PROFESSIONAL QUALIFICATIONS OF APPLICANT

Note: Applicant to demonstrate **CONCURRENT** Memberships of Professional Bodies and/or **CONCURRENT** Professional Certifications/ Registrations, if any, attained by the Professional.

SI No	Professional Qualification/ Certification	Institute/ Professional Body/ Registering Authority	Membership No./ Registration No.	First Date of Membership/ Registration	Last Date of Validity of Membership/ Registration	Remarks (If any)
1						
2						
3						
4						
5						

Note: Rows may be added as per requirement

D. EXPERIENCE QUALIFICATIONS OF APPLICANT

Duration of Cumulative Professional Experience gained (by the applicant individual) after attaining Qualifying degree/ diploma: _____ Years _____ Months

SI No	From Date	To Date	Employment / Practice	If employed, Name Employer and Designation	If in practice, experience of relevant in the profession/ valuation	Area of work
1						
2						
3						
4						
5						

Note: Rows may be added as per requirement

E. AFFIRMATIONS

1. Self-Attested Copies of documents, as listed in **Section F** of this application form have been attached/ enclosed.
2. I undertake to furnish any additional information as and when called for.
3. I fully agree to the terms laid down this advertisement, and herein submit self-attested copies of the same.
4. This application and the information furnished by me along with this application is true and complete. If found false, misleading, or incorrect, I will be fully responsible for the consequences.

Date:

Place: (Name and Signature of the Applicant)

F. ATTACHMENTS

Note:

1. All Attachments require to be Self Attested and Page numbered.
2. Applicants require to bring Original Copies of all Certificates/ Testimonials being presented as supporting documents to establish credentials within this application form.

SI No	Data Field	Whether Enclosed (Yes/ No)
1	Copy of PAN	
2	Copy of GSTIN/ UDYAM Aadhaar (if any)	
3	Proof of Identity	
4	Proof of Address	
5	Copies of Demonstrated Academic Qualifications	
6	Copies of Demonstrated Professional Qualifications	
7	Copies of Demonstrated Experience Qualifications	
8	Any Other Documents	