



Quality Assurance Authority

Government of Haryana

I N D E X

Sr. No.	Particular	Page no.
1.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Roads & Bridges) in the State of Haryana	1 – 35
2.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Buildings) in the State of Haryana	36 – 68
3.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Power Distribution) in the State of Haryana	69 – 100
4.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Power Transmission) in the State of Haryana	101 – 134
5.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Public Health Engineering Works) in the State of Haryana	135 – 167
6.	Request for Proposal for empanelment of DPR and Design Consulting Agencies for Engineering works (Irrigation & Water Resources Department) in the State of Haryana	168 – 199
7.	Request for Proposal for empanelment of Third-Party Agencies for Quality Assurance in Haryana	200 – 225



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

DPR and Design Consulting Agencies

for

Engineering Works (Roads and Bridges)

in State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	4
3. Instructions for submission of Proposal	5
4. Termination of Empanelment	7
5. Patents, Copyright & Intellectual Property Rights	8
6. Bid Submission, Opening of Bids and Award of Contract	8
7. Requirement of Key Personnel	9
8. Evaluation Criteria	15
9. Duration of Empanelment.....	26
10. Fee for the Empanelment	26
11. Process of Empanelment.....	26
Annexure – I: Technical Proposal Forms	27
Tech Form-1: Letter of Proposal Submission.....	27
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.....	28
Tech Form-3: Format for showcasing experts' experience	29
Form-4: Format for showcasing Material Testing and investigation equipment and software	32
Form-5: Index.....	33
Form-6: Authorization Letter	35

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services for Roads and Bridges Projects in the second phase. The empanelled agencies will work for Public Works Department and other organisations owned and controlled by state government implementing similar projects to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

Roads and Bridges

- 1.3.1 PPR (Preliminary Project Report) - Finalization of alignment and conducting preliminary/topographic survey as per client instructions and then submitting the preliminary drawings along with inception report.
- 1.3.2 Carrying out detailed field survey (For Example Total Station Survey, traffic survey along with future projection of traffic load and development of the area), Longitudinal and cross-section survey, Geo-technical and sub-soil investigations, preparation of hydraulic data (in case of bridges), Structural Design and Drawings, Pavement design, and proposal for utility shifting, etc and other infrastructure work, as the case may be.
- 1.3.3 DPR (Detailed Project Report) – Preparation of detailed Estimates, Bill of Quantities and Tender Documents (required as per scale of the project) in three sets.
- 1.3.4 To prepare the cost estimates etc. The cost estimate should be as per the current Haryana Schedule of Rates (HSR) for the Scheduled items and prevalent market rates for non-Scheduled items. No lump sum provision admissible in the estimate is allowed unless indispensable.

- 1.3.5 Helping in obtaining all statutory approvals wherever required.
- 1.3.6 Helping in vetting of structural design from institute of repute such as NIT/IIT or any other institute as per direction of client.
- 1.3.7 Helping in finalization of the tender and signing of the agreement.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.
- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.

- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Consortium/Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted as hardbound copy **as well as** on email – qaapklhry@gmail.com or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.

- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to

not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the

successful bidder to comply with any stipulations or standards as laid down by QAA/client department

- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 Policy for Review and Evaluation of DPR and Design Agencies
 - 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.
 - 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
 - 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
 - 4.7.4 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empanelled agency fails to remedy the default to the satisfaction of client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.

6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.

6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable).

7. Requirement of Key Personnel

Sl. No	Key Personnel (Road & Bridges)
1	Team Leader
2	Senior Bridge/Structural Engineer
3	Highway cum Pavement Engineer
4	Material-cum-Geo-technical Engineer cum Geologist
5	Traffic/Transportation Expert
6	Safety Expert
7	Survey Engineer
8	Environmental Specialist
9	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.
- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

TEAM LEADER			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	3

	Desirable	Postgraduate in Civil Engineering (highways/structures/traffic and transportation/soil mechanics and foundation engineering/ Construction Management /Transportation)	1
b.	Essential Experience		
	• Total Professional Experience	Min. 20 years	3
	• Relevant Experience	Min. 15 years in Planning, project preparation and design/construction of Roads/Highway/Bridges projects	3
c.	Max age limit	70 years on the date of submission of proposal	

SENIOR BRIDGE/STRUCTURAL ENGINEER			
a.	Educational Qualification		MARKS
	Essential	Post-graduate in Structural Engineering from a recognized Institution	2
b.	Essential Experience		
	• Total Professional Experience	Min. 15 years	1.5
	• Relevant Experience	Min. 10 year in project preparation and design of bridge projects/other road infrastructure works	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

HIGHWAY CUM PAVEMENT ENGINEER			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in highway engineering/ Transportation Engineering	0.5
b.	Essential Experience		
	• Total Professional Experience	Min. 15 years	1.5

	<ul style="list-style-type: none"> Relevant Experience 	Minimum 10 years' experience in construction and/or design of highways.	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

MATERIAL ENGINEER – CUM – GEOTECHNICAL ENGINEER CUM GEOLOGIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1.5
	Desirable	Masters in Foundation Engineering / Soil Mechanics	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1
	<ul style="list-style-type: none"> Experience in Highway Projects 	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer.	1
c.	Max age limit	65 years on the date of submission of Proposal	

TRAFFIC/TRANSPORTATION EXPERT			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Traffic Engineering / Transportation Engineering / Transport Planning	0.5
b.	Essential Experience		

	• Total Professional Experience	Min. 10 years	1
	• Experience in Highway projects	Min. 5 years on similar works relating to traffic and transport planning	1
c.	Max age limit	65 years on the date of submission of Proposal	

	SAFETY EXPERT		
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1
	Desirable	Masters in Transportation Planning/Traffic/Transportation/Safety Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 10 years	0.5
	<ul style="list-style-type: none"> Experience in relevant projects 	Min. 5 years on similar projects related to safety aspects	1
c.	Max age limit	65 years on the date of submission of Proposal	

	SURVEY ENGINEER		
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	0.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	5 years for Graduates/10 years Diploma Holder	1
	<ul style="list-style-type: none"> Experience in relevant projects 	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1
c.	Max age limit	65 years on the date of submission of Proposal	

ENVIRONMENTAL SPECIALIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering/Environment Engineering from a recognized Institution	1
	Desirable	Postgraduate in Environmental Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 10 years	0.5
	<ul style="list-style-type: none"> Experience in relevant Projects 	Min. 5 years in environment impact assessment of relevant projects	1
c.	Max age limit	65 years on the date of submission of proposal	

QUANTITY SURVEYOR/DOCUMENTATION EXPERT			
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	5 years for Graduates/10 years Diploma Holder	0.5
	<ul style="list-style-type: none"> Experience in Highway Projects 	Min. 3 years for graduates/5 years for Diploma holder on similar projects in Preparation of Bill of Quantities, Contract documents and documentation for Road/Highway Projects	1

c.	Max age limit	65 years on the date of submission of proposal
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8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 2013 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 7 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 2013 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 5 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after

	<p>considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited</p> <ul style="list-style-type: none"> The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 2013 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-IV (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 2013 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 2 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after

	<p>considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited</p> <ul style="list-style-type: none"> The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. New Entrants agencies, for the purposes of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. The proprietor or partner or promoter of the agency must hold a degree in Civil Engineering, with a minimum of five years of experience in the relevant field. The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs. The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.

NOTE:

1) The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Technical proposal evaluation**Evaluation Matrix for Category-I Projects:**

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none">7 Years (8 Marks)0.5 marks for every additional Years (Maximum 2 marks)	10	
b	Similar nature of work <ul style="list-style-type: none">3 Projects (25 Marks)1 mark for every additional Project (Maximum 5 marks)	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Bridge/Structural Engineer	5	
	Highway cum Pavement Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Traffic/Transportation Expert	4	
	Safety Expert	3	
	Survey Engineer	3	
	Environmental Specialist	3	
	Quantity Surveyor/ Documentation Expert	3	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none">Rs. 3 Crores (6 Marks)	6	
	<ul style="list-style-type: none">1 marks for every additional 1 crore (Maximum 4 Marks)	4	
4.	Material Testing, survey and investigation equipment and software proposed to be	10	

	used		
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Bridge/Structural Engineer	5	
	Highway cum Pavement Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Traffic/Transportation Expert	4	
	Safety Expert	3	
	Survey Engineer	3	
	Environmental Specialist	3	
	Quantity Surveyor/ Documentation Expert	3	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 1.5 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	6	
		4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software	5	

	(5 marks) Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 3 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Bridge/Structural Engineer	5	
	Highway cum Pavement Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Traffic/Transportation Expert	4	
	Safety Expert	3	
	Survey Engineer	3	

	Environmental Specialist	3	
	Quantity Surveyor/ Documentation Expert	3	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 0.75 Crores (6 Marks) 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks)	3	
	Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab (2 marks)	2	
	Agency having access to outsourced NABL Accredited Lab (1 marks)		
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 2 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Bridge/Structural Engineer	5	
	Highway cum Pavement Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Traffic/Transportation Expert	4	
	Safety Expert	3	
	Survey Engineer	3	
	Environmental Specialist	3	
	Quantity Surveyor/ Documentation Expert	3	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 0.35 Crore (6 Marks) 1 marks for every additional 10 Lakhs (Maximum 4 Marks) 	6	
		4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software	5	

	(5 marks) Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups/New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner or Promoter	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> • 5 Years (30 Marks) • 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Bridge/Structural Engineer	5	
	Highway cum Pavement Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Traffic/Transportation Expert	4	
	Safety Expert	3	
	Survey Engineer	3	
	Environmental Specialist	3	

	Quantity Surveyor/ Documentation Expert	3	
3.	Financial Soundness	10	
	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10.Fee for the Empanelment

The one-time non-refundable empanelment fee shall be Rs 50,000 + GST as applicable

11.Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana

<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing experts' experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)**5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)****6. Write-up of the work experience with the applying Agency/bidder:**

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,
I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

DPR and Design Consulting Agencies

for

Engineering Works (Buildings)

in State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	4
3. Instructions for submission of Proposal	5
4. Termination of Empanelment	8
5. Patents, Copyright & Intellectual Property Rights	9
6. Bid Submission, Opening of Bids and Award of Contract	9
7. Requirement of Key Personnel	9
8. Evaluation Criteria	14
9. Duration of Empanelment.....	23
10. Fee for the Empanelment	24
11. Process of Empanelment.....	24
Annexure – I: Technical Proposal Forms.....	25
Tech Form-1: Letter of Proposal Submission	25
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.	26
Tech Form-3: Format for showcasing Key Resource Personnel's experience	27
Form-4: Format for showcasing Material Testing and investigation equipment and software	30
Form-5: Index	31
Form-6: Authorization Letter	33

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services for Buildings Projects in the second phase. The empanelled agencies will work for Public Works Department and other organisations owned and controlled by state government implementing similar projects to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

Buildings

- 1.3.1 PPR (Preliminary Project Report) - Preparation of preliminary architectural drawings after preliminary survey and discussions with the stakeholders regarding the requirements of the building project along with modifications as per client's instructions and then submitting the preliminary drawings and rough cost estimates if required.
- 1.3.2 Submission of final working Drawings after carrying out detailed field survey (For Example, Geo-technical and sub-soil investigations, Total Station Survey/Topographical Survey, Contour mapping), Structural Design and Drawing, pavement design, Water Supply and Sanitary Installation (WS&SI), Electrification Design and Drawing, External development and proposal for utility shifting, etc and other infrastructure work, as the case may be,
- 1.3.3 DPR (Detailed Project Report) - Preparation of detailed Estimates (as per the codes and specifications and current best practices), Bill of Quantities and Tender Documents (required as per scale of the project) in three sets

- 1.3.4 Building Design should consider all safety norms, rain harvesting, green building concept, light, water, sun light, rain, wind and other climate conditions.
- 1.3.5 DPR should be considering to seismic zone, fire safety norms and NBC. Design should conform to various Gol / sates building bye-laws, etc and quality parameters
- 1.3.6 Design should be disabled, elderly and visually challenged and gender friendly.
- 1.3.7 Site development, Boundary wall, Driveway, Landscaping drawings will also form part of DPR.
- 1.3.8 To prepare the cost estimates etc. The cost estimate should be as per the current Haryana Schedule of Rates (HSR) for the Scheduled items and prevalent market rates for non-Scheduled items. No lump sum provision admissible in the estimate is allowed unless indispensable.
- 1.3.9 Helping in obtaining all statutory approvals (for example NOCs from TCP, Municipal Authorities, Fire Departments etc) and all other necessary approvals wherever required.
- 1.3.10 Helping in vetting of structural design from institute of repute such as NIT/IIT or any other institute as per direction of client.
- 1.3.11 Submission of structural stability certificate from the competent structural engineer.
- 1.3.12 Helping in finalization of the tender and signing of the agreement.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.
- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.

- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Consortium/Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals

must be submitted online as well as hardbound copy on or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its proposed as well as extended validity period.
- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 Policy for Review and Evaluation of DPR and Design Agencies**
 - 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.
 - 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
 - 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
 - 4.7.4 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empanelled agency fails to remedy the default to the satisfaction of

client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.
- 6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable)

7. Requirement of Key Personnel

S. No	Key Personnel (Buildings)
1	Team Leader
2	Structural Design Engineer
3	Senior Architect
4	Material-cum-Geo-technical Engineer cum Geologist
5	Survey Engineer
6	Electrical Engineer cum Safety Expert
7	Environmental Specialist
8	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.

- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

Team Leader			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	3
	Desirable	Postgraduate in Civil Engineering (Structures/Soil Mechanics/Foundation engineering/ Construction Management)	1
b.	Essential Experience		
	• Total Professional Experience	Min. 20 years	3
	• Experience in Relevant projects	Min. 15 years in Planning, project preparation and design/construction of Buildings projects	3
c.	Max age limit	70 years on the date of submission of proposal	

Structural Design Engineer			
a.	Educational Qualification		MARKS
	Essential	Post Graduation in Structural engineering	2
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Minimum 10 years' experience in Project Preparation/design of Building Projects.	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

Senior Architect			
a.	Educational Qualification		MARKS
	Essential	Graduate in Architecture/Civil Engineering from a recognized Institution	1.5
	Desirable	Post Graduation in architecture	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Experience 	Min. 20 years	1.5
	<ul style="list-style-type: none"> Relevant Experience in Civil Engineering Works 	Min. 10 years in the preparation of architectural drawings of buildings such as schools/Hospitals/Big Housing projects/ other building projects etc.	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

MATERIAL ENGINEER – CUM – GEOTECHNICAL ENGINEER CUM GEOLOGIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1.5
	Desirable	Masters in Foundation Engineering / Soil Mechanics / PhD in Geology /Geo Tech Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1
	<ul style="list-style-type: none"> Relevant Experience in Civil Engineering Works 	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer.	1
c.	Max age limit	65 years on the date of submission of Proposal	

<i>Survey Engineer</i>			
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	5 years for Graduates/10 years Diploma Holder	1
	<ul style="list-style-type: none"> Experience in relevant projects 	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1
c.	Max age limit	65 years on the date of submission of Proposal	

<i>Electrical Engineer cum Safety Expert</i>			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical Engineering from a recognized Institution	1.5
	Desirable	Masters in Electrical Engineering	0.5
b.	Essential Experience		
	• Total Professional Experience	Min. 10 years	1
	• Experience in relevant Projects	Min. 5 years in electrical installations and safety requirements of building projects	1
c.	Max age limit	65 years on the date of submission of proposal	

<i>Environmental Specialist</i>			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Postgraduate in Environmental Engineering	0.5
b.	Essential Experience		
	• Total Professional Experience	Min. 10 years	1
	• Experience in relevant Projects	Min. 5 years in environment impact assessment of relevant projects.	1
c.	Max age limit	65 years on the date of submission of proposal	

	Quantity Surveyor/Documentation Expert		
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	• Total Professional Experience	5 years for Graduates/10 years Diploma Holder	1
	• Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in Preparation of Bill of Quantities, Contract documents and documentation for Building projects	1
c.	Max age limit	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 7 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL
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	<ul style="list-style-type: none"> The agency must furnish an undertaking in this regard.
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 5 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL

	<ul style="list-style-type: none"> The agency must furnish an undertaking in this regard.
Category-IV (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 2 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. New Entrants agencies, for the purpose of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. The proprietor or partner or promoter of the agency must hold a degree in Civil Engineering, with a minimum of five years of experience in the relevant field. The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs. The consulting agency shall have the following, either in-house or outsourced:

	1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.
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NOTE:

1) The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Technical proposal evaluation**Evaluation Matrix for Category-I Projects:**

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 7 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Design Engineer	5	
	Senior Architect	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Electrical Engineer cum Safety Expert	4	
	Environmental Specialist	4	

	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 3 Crores (6 Marks) 1 marks for every additional 1 crore (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	

	Team Leader	10	
	Structural Design Engineer	5	
	Senior Architect	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Electrical Engineer cum Safety Expert	4	
	Environmental Specialist	4	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 1.5 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 3 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Design Engineer	5	
	Senior Architect	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Electrical Engineer cum Safety Expert	4	
	Environmental Specialist	4	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 0.75 Crores (6 Marks) 	6	
	<ul style="list-style-type: none"> 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design		

	Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> • 2 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Design Engineer	5	
	Senior Architect	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Electrical Engineer cum Safety Expert	4	
	Environmental Specialist	4	
	Quantity Surveyor/ Documentation Expert	4	

3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 0.35 Crore (6 Marks) 1 marks for every additional 10 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups and New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner or Promoter	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> 5 Years (30 Marks) 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Design Engineer	5	

	Senior Architect	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Electrical Engineer cum Safety Expert	4	
	Environmental Specialist	4	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial Soundness	10	
	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10.Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11.Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana

<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,
I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.
This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.
I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.
This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____
(Designation) _____
Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

DPR and Design Consulting Agencies

for

Engineering Works (Power Distribution)

in State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	5
3. Instructions for submission of Proposal	7
4. Termination of Empanelment	9
5. Patents, Copyright & Intellectual Property Rights	10
6. Bid Submission, Opening of Bids and Award of Contract	10
7. Requirement of Key Personnel	11
8. Evaluation Criteria	14
9. Duration of Empanelment.....	23
10. Fee for the Empanelment	23
11. Process of Empanelment.....	23
Annexure – I: Technical Proposal Forms.....	24
Tech Form-1: Letter of Proposal Submission	24
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.	25
Tech Form-3: Format for showcasing Key Resource Personnel’s experience	26
Form-4: Format for showcasing Material Testing and investigation equipment and software	29
Form-5: Index	30
Form-6: Authorization Letter	32

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services for Power Distribution Projects (i.e. up to 33 kV level) in the second phase. The empanelled agencies will work for Uttar Haryana Bijli Vitran Nigam (UHBVN) and Dakshin Haryana Bijli Vitran Nigam (DHBVN) to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.
- 1.2.6 Ensuring uninterrupted and Quality Supply of electricity.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

Electrical Works: Electric Power Projects (Distribution)

- 1.3.1 Carry out site survey for respective projects/works and prepare survey information schedules ensuring Right of Way (RoW). Client Department is also required physically verify site survey reports on sample basis.
- 1.3.2 PPR (Preliminary Project Report)- Preparation of preliminary architectural drawings for substation buildings and after preliminary survey, with modifications as per client's instructions and then submitting the preliminary drawings and rough cost estimates if required.
- 1.3.3 To prepare the cost estimates etc. The cost estimate should be as per the current Haryana Schedule of Rates (HSR) for the Scheduled items and prevalent market rates for non-Scheduled items. No lump sum provision admissible in the estimate is allowed unless indispensable.
- 1.3.4 DPR (Detailed Project Report) - Submission of final working Drawings after carrying out detailed field survey considering present load as well as expected future expansion in next 5 years after approval from the client department, for:

- A) The following major activities in design and construction of sub-stations (up to 33 kV):
- I. Laying of Earth Mat in the Sub-Station area, as per approved drawings/ layout designs.
 - II. Construction of Earth Pits, as per approved designs in accordance with the type of soil and topographical conditions, for providing earthing to all electrical equipment.
 - III. Construction of foundation for Power Transformer and all other major equipment as per approved civil design for respective equipment.
 - IV. Construction of trenches as per approved types & designs depending upon the voltage level of the sub-station.
 - V. Installation of Gentries, beams, structures.
 - VI. Installation of power transformers and all other allied equipment i.e. Lightening Arrestor, Isolators with L&E Switches, Isolators, Busbars, Instrument Transformers (Current Transformer/ Potential Transformer/ Capacitive Voltage Transformers) etc.
 - VII. Installation of Capacitor Bank.
 - VIII. Laying of power cables in loose earth and trenches, as per standards.
 - IX. Laying of control cables in trenches with proper procedures and demarcations.
 - X. Installation of C&R Panels (Control & Relay Panels in control rooms).
 - XI. Installation of battery bank along with battery chargers.
 - XII. Installation of ACDB (AC Distribution Board), DCDB (DC Distribution Board).
 - XIII. Routing and termination of cables in 11KV Incomer Panels and control cables in various panels.
 - XIV. Safely covering all the cables laid and all the trenches inside the control room.
 - XV. Providing and laying all the safety mats in control room for accessing the 11KV Panels, other C&R panels and various other equipment.
- B) For the major Activities in design and construction of Transmission Line (Up to 33 kV) works:
- I. Erection of 33kV Transmission Lines.
 - II. Augmentation of 33 kV Lines.
 - III. Laying of conductor and earth wire with proper sag and adopting all the safety measures & practices.
- C) For the major Activities in design and construction of 11 kV switching station works:
- I. Construction of 11 kV switching station building.
 - II. Construction of trenches as per approved types & designs.
 - III. Installation of 11kV Incoming and 11kV Outgoing panels.
 - IV. Providing and laying all the safety mats in control room for accessing the 11KV Panels
 - V. Safely covering all the cables laid and all the trenches inside the control room.
- D) For the major Activities in design and construction/erection of Distribution Line (11 kV and Low-Tension Line), installation of 11kV Distribution Transformers and other electrical works:
- I. Erection of 11 kV Feeders and Low-Tension Lines.
 - II. Bifurcation of overloaded 11 kV Feeder
 - III. Augmentation of 11 kV and Low Tension (LT) Lines.

- IV. Laying of conductor (Bare Conductor/XLPE Cable) and earth wire with proper sag and adopting all the safety measures & practices.
 - V. Laying of Underground 11 kV XLPE cable wherever required.
 - VI. Replacement of Bare Conductor/AB Cable with XLPE Armoured Cable.
 - VII. Installation of 11 kV distribution transformers and all other allied equipment i.e. Lightening Arrestor, G.O Switch, HT fuse/horn Gap, LT fuse unit and proper earthing.
 - VIII. Augmentation of 11 kV distribution transformers.
 - IX. Earthing of distribution transformers and lines.
 - X. Replacement of undersized/burnt cables and 2 core PVC with armoured cable/PVC.
 - XI. Release of Industrial and general connections.
 - XII. Release of Tubewell connections.
 - XIII. Replacement of HT & LT-CT defective meters/existing/Electromechanical meters with smart meters.
- 1.3.5 Forms and formats for Project Management Systems
The agencies are required to provide various submittals for the proposed works in electronic and written form for approval and information of the Client Department.
- 1.3.6 Finalization of alignment, Geo-technical and sub-soil investigations, Total Station Survey ensuring the appropriate site selection of substation, along with future Load growth etc and other infrastructure work, as the case may be, including preparation of detailed Estimates, Bill of Quantities and Tender Documents (required as per scale of the project) in three sets.
- 1.3.7 Substation Building and Yard Design should consider all safety norms, rain harvesting, green building concept, light, water, sun light, rain, wind and other climate conditions.
- 1.3.8 DPR for substation building should be considering to seismic zone, fire safety norms and NBC. Design should confirm to various Gol / states building by – laws, etc and quality parameters
- 1.3.9 Site development if any Boundary wall of substation, Landscaping drawings will also form part of DPR.
- 1.3.10 Helping in obtaining all statutory approvals wherever required.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.
- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.

- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Consortium/Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted as hardbound copy **as well as** on email – qaapklhry@gmail.com or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.
- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals

are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.

- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.

4.7 Policy for Review and Evaluation of DPR and Design Agencies

- 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.
- 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
- 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
- 4.7.4 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empanelled agency fails to remedy the default to the satisfaction of client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.
- 6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable).

7. Requirement of Key Personnel

S. No	Key Personnel
1	Team Leader
2	Senior Electrical Engineer
3	Structural Design Engineer
4	Material-cum-Geo-technical Engineer cum Geologist
5	Survey Engineer
6	Electrical Safety Expert
7	Environmental Specialist
8	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.
- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

TEAM LEADER			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	3
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	• Total Professional Experience	Min. 20 years	3
	• Relevant Experience	Min. 15 years in Planning, project preparation and design of Power projects (Substations/Transmission/Distribution Lines)	3.5
c.	Max Age Limit	70 years on the date of submission of proposal	

SENIOR ELECTRICAL ENGINEER			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	1.5
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years in Planning, project preparation and design of Power projects (Substations/Transmission/Distribution Lines	1.5
c.	Max Age Limit	70 years on the date of submission of Proposal	

STRUCTURAL DESIGN ENGINEER			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in civil engineering (Structural/ Soil mechanics and Foundation Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years in Structural Design, primarily in foundations of the various infrastructure projects.	1.5
c.	Max Age Limit	70 years on the date of submission of Proposal	

ELECTRICAL SAFETY EXPERT			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	1.5
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years on similar works pertaining to electrical safety	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

MATERIAL ENGINEER – CUM – GEOTECHNICAL ENGINEER CUM GEOLOGIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1
	Desirable	Masters in Foundation Engineering / Soil Mechanics / PhD in Geology /Geo Tech Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1
	<ul style="list-style-type: none"> Relevant Projects 	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer.	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

SURVEY ENGINEER			
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	5 years for Graduates/10 years Diploma Holder	1
	<ul style="list-style-type: none"> Relevant Experience 	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

ENVIRONMENTAL SPECIALIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil/Environmental Engineering from a recognized Institution	1
	Desirable	Postgraduate in Civil/Environmental Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 10 years	0.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 5 years in environment impact assessment of relevant projects	1
c.	Max Age Limit	65 years on the date of submission of proposal	

QUANTITY SURVEYOR/DOCUMENTATION EXPERT			
a.	Educational Qualification		MARKS
	Essential	Diploma in Electrical Engineering from a recognized Institution	1
	Desirable	Graduate in Electrical Engineering from a recognized Institution	0.5
b.	Essential Experience		
	• Total Professional Experience	5 years for Graduates/10 years Diploma Holder	1
	• Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in Preparation of Bill of Quantities, Contract documents and documentation for Power Projects	1.5
c.	Max Age Limit	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 7 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment
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	<ul style="list-style-type: none"> 3) Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 5 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ul style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ul style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.

<p>Category-IV (Projects Costing upto Rs. 5 Cr)</p>	<ul style="list-style-type: none"> • The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 2 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL •
<p>Category-V (Applicable only For Start- Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)</p>	<ul style="list-style-type: none"> • Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. • New Entrants agencies, for the purposes of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. • The proprietor or partner or promoter of the agency must hold a degree in Electrical/Mechanical Engineering, with a minimum of five years of experience in the relevant field. • The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs. • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.

NOTE:

1) The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Technical proposal evaluation

Evaluation Matrix for Category-I Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 7 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 3 Crores (6 Marks) 1 marks for every additional 1 crore (Maximum 4 Marks) 	6	
		4	

4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	

	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 1.5 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks)	3	
	Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab (2 marks)	2	
	Agency having access to outsourced NABL Accredited Lab (1 marks)		
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business	10	
	<ul style="list-style-type: none"> 3 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 		
b	Similar nature of work	30	
	<ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 		
2.	Key Resource Personnel	40	

	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 0.75 Crores (6 Marks) 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 2 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 0.35 Crore (6 Marks) 1 marks for every additional 10 Lakhs (Maximum 4 Marks) 	6	
		4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and	3	

	Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups/New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner or Promoter	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> 5 Years (30 Marks) 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial Soundness	10	
	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	

4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10. Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11. Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana
<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA
<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our
Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA.

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

DPR and Design Consulting Agencies

for

Engineering Works (Power Transmission)

in State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	5
3. Instructions for submission of Proposal	6
4. Termination of Empanelment	9
5. Patents, Copyright & Intellectual Property Rights	10
6. Bid Submission, Opening of Bids and Award of Contract	10
7. Requirement of Key Personnel	10
8. Evaluation Criteria	16
9. Duration of Empanelment.....	25
10. Fee for the Empanelment	25
11. Process of Empanelment.....	25
Annexure – I: Technical Proposal Forms.....	26
Tech Form-1: Letter of Proposal Submission	26
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.	27
Tech Form-3: Format for showcasing Key Resource Personnel’s experience	28
Form-4: Format for showcasing Material Testing and investigation equipment and software	31
Form-5: Index	32
Form-6: Authorization Letter	34

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services for Power Transmission Projects (i.e. 66 kV level and above) in the second phase. The empanelled agencies will work for Haryana Vidyut Prasaran Nigam Limited (HVPNL) to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.
- 1.2.6 Ensuring uninterrupted and Quality Supply of electricity.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

Electrical Works: Electric Power Projects (Transmission)

- 1.3.1 Carry out site survey for respective projects/works and prepare survey information schedules ensuring Right of Way (RoW). Client Department is also required physically verify site survey reports on sample basis.
- 1.3.2 PPR (Preliminary Project Report)- Preparation of preliminary architectural drawings for substation buildings and after preliminary survey, with modifications as per client's instructions and then submitting the preliminary drawings and rough cost estimates if required.
- 1.3.3 To prepare the cost estimates etc. The cost estimate should be as per the current Haryana Schedule of Rates (HSR) for the Scheduled items and prevalent market rates for non-Scheduled items. No lump sum provision admissible in the estimate is allowed unless indispensable.
- 1.3.4 DPR (Detailed Project Report)- Submission of final working Drawings after carrying out detailed field survey and approval from the client department, for:

- A) The following major activities in design and construction of sub-stations (66 kV and above):

- I. Laying of Earth Mat in the Sub-Station area, as per approved drawings/ layout designs.
- II. Construction of Earth Pits, as per approved designs in accordance with the type of soil and topographical conditions, for providing earthing to all electrical equipment.
- III. Construction of foundation for Power Transformer and all other major equipment as per approved civil design for respective equipment.
- IV. Construction of trenches as per approved types & designs depending upon the voltage level of the sub-station.
- V. Installation of Gentries, beams, structures.
- VI. Installation of power transformers and all other allied equipment i.e. Lightening Arrestor, Isolators with L&E Switches, Isolators, Busbars, Instrument Transformers (Current Transformer/ Potential Transformer/ Capacitive Voltage Transformers) etc.
- VII. Installation of Capacitor Bank.
- VIII. Laying of power cables in loose earth and trenches, as per standards.
- IX. Laying of control cables in trenches with proper procedures and demarcations.
- X. Installation of C&R Panels (Control & Relay Panels in control rooms).
- XI. Installation of battery bank along with battery chargers.
- XII. Installation of ACDB (AC Distribution Board), DCDB (DC Distribution Board).
- XIII. Routing and termination of cables in 11KV Incomer Panels and control cables in various panels.
- XIV. Safely covering all the cables laid and all the trenches inside the control room.
- XV. Providing and laying all the safety mats in control room for accessing the 11KV Panels, other C&R panels and various other equipment.

B) For the major Activities in design and construction of Transmission Line (66 kV and above) works:

- I. Erection of Transmission Lines.
- II. Selection of coarse (after sieve analysis) and cement (as per standard grades) for use in the foundation works of various transmission line towers.
- III. Bed preparation for laying the foundation of the tower, depending upon the type & design of the tower.
- IV. Chimney preparation and filling with mixture of suitable proportions (as per approved designs) and stub installation.
- V. Proper curing of the foundation to ensure optimized strengthening for healthy performance throughout the standard life of the tower.
- VI. Installation of tower members with proper sized hardware (nut/ bolt) and ensure that the same are torqued with proper value depending upon the size & type of the hardware.
- VII. Tag welding of the hardware to restrict the theft activities.
- VIII. Laying of conductor and earth wire/ OPGW with proper sag and adopting all the safety measures & practices.

1.3.5 Forms and formats for Project Management Systems

The agencies are required to provide various submittals for the proposed works in electronic and written form for approval and information of the Client Department.

- 1.3.6 Finalization of alignment, Geo-technical and sub-soil investigations, etc and other infrastructure work, as the case may be, including preparation of detailed Estimates, Bill of Quantities and Tender Documents (required as per scale of the project) in three sets.
- 1.3.7 Substation Building and Yard Design should consider all safety norms, rain harvesting, green building concept, light, water, sun light, rain, wind and other climate conditions.
- 1.3.8 DPR for substation building should be considering to seismic zone, fire safety norms and NBC. Design should confirm to various Gol / states building by – laws, etc and quality parameters
- 1.3.9 Site development if any, boundary wall of substation, Landscaping drawings will also form part of DPR.
- 1.3.10 Helping in obtaining all statutory approvals wherever required.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.
- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted as hardbound copy **as well as** on email – qaapklhry@gmail.com or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.
- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post- qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 Policy for Review and Evaluation of DPR and Design Agencies**
 - 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.
 - 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
 - 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
 - 4.7.4 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empanelled agency fails to remedy the default to the satisfaction of

client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.
- 6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable).

7. Requirement of Key Personnel

S. No	Key Personnel
1	Team Leader
2	Senior Electrical Engineer
3	Structural Design Engineer
4	Material-cum-Geo-technical Engineer cum Geologist
5	Survey Engineer
6	Electrical Safety Expert
7	Environmental Specialist
8	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.

- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

Team Leader			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	3
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 20 years	3
	<ul style="list-style-type: none"> Relevant Experience 	Min. 15 years in Planning, project preparation and design of Power projects (Substations/Transmission/Distribution Lines)	3.5
c.	Max Age Limit	70 years on the date of submission of proposal	

Senior Electrical Engineer			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	1.5
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years in Planning, project preparation and design of Power projects (Substations/Transmission/Distribution Lines)	1.5
c.	Max Age Limit	70 years on the date of submission of Proposal	

Structural Design Engineer			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in civil engineering (Structural/ Soil mechanics and Foundation Engineering)	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years in Structural Design, primarily in foundations of the various infrastructure projects.	1.5
c.	Max Age Limit	70 years on the date of submission of Proposal	

Electrical Safety Expert			
a.	Educational Qualification		MARKS
	Essential	Graduate in Electrical/Mechanical Engineering from a recognized Institution	1.5
	Desirable	Postgraduate in Electrical/Mechanical/EEE/Power Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years on similar works pertaining to electrical safety	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

Material Engineer – cum – Geotechnical Engineer cum Geologist			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1
	Desirable	Masters in Foundation Engineering / Soil Mechanics / PhD in Geology /Geo Tech Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	Min. 15 years	1
	<ul style="list-style-type: none"> Relevant Projects 	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer.	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

	<i>Survey Engineer</i>		
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience 	5 years for Graduates/10 years Diploma Holder	1
	<ul style="list-style-type: none"> Relevant Experience 	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1.5
c.	Max Age Limit	65 years on the date of submission of Proposal	

ENVIRONMENTAL SPECIALIST			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil/Environmental Engineering from a recognized Institution	1
	Desirable	Postgraduate in Civil/Environmental Engineering	0.5
b.	Essential Experience		
	• Total Professional Experience	Min. 10 years	0.5
	• Relevant Experience	Min. 5 years in environment impact assessment of relevant projects	1
c.	Max Age Limit	65 years on the date of submission of proposal	

QUANTITY SURVEYOR/DOCUMENTATION EXPERT			
a.	Educational Qualification		MARKS
	Essential	Diploma in Electrical Engineering from a recognized Institution	1
	Desirable	Graduate in Electrical Engineering from a recognized Institution	0.5
b.	Essential Experience		
	• Total Professional Experience	5 years for Graduates/10 years Diploma Holder	1
	• Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in Preparation of Bill of Quantities, Contract documents and documentation for Power Projects	1.5
c.	Max Age Limit	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

<p>Category- I (Projects Costing above Rs. 20 Cr.)</p>	<ul style="list-style-type: none"> • The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 7 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited • The consulting agency shall have the following, either in-house or outsourced: <ul style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.
<p>Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)</p>	<ul style="list-style-type: none"> • The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 5 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial

	<p>statement for last three years.</p> <ul style="list-style-type: none"> The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-IV (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 2 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years.

	<ul style="list-style-type: none"> • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL •
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> • Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. • New Entrants agencies, for the purposes of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. • The proprietor or partner or promoter of the agency must hold a degree in Electrical/Mechanical Engineering, with a minimum of five years of experience in the relevant field. • The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs. • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.

NOTE:

1) The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Technical proposal evaluation

Evaluation Matrix for Category-I Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 7 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 3 Crores (6 Marks) 1 marks for every additional 1 crore (Maximum 4 Marks) 	6	
		4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software	5	

	(5 marks) Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	

	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 1.5 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business	10	
	<ul style="list-style-type: none"> 3 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 		
b	Similar nature of work	30	
	<ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 		
2.	Key Resource Personnel	40	

	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 0.75 Crores (6 Marks) 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 2 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 0.35 Crore (6 Marks) 	6	
	<ul style="list-style-type: none"> 1 marks for every additional 10 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design		

	Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups and New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner or Promoter	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> • 5 Years (30 Marks) • 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Senior Electrical Engineer	5	
	Structural Design Engineer	5	
	Electrical Safety Expert	5	
	Material-cum-Geo-technical Engineer cum Geologist	4	
	Survey Engineer	4	
	Environment Specialist	3	
	Quantity Surveyor/ Documentation Expert	4	

3.	Financial Soundness	10	
	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10. Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11. Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana
<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA
 <Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our
 Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

DPR and Design Consulting Agencies

for

Public Health Engineering Works

in the State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	4
3. Instructions for submission of Proposal	6
4. Termination of Empanelment	9
5. Patents, Copyright & Intellectual Property Rights	10
6. Bid Submission, Opening of Bids and Award of Contract	10
7. Requirement of Key Personnel	11
8. Evaluation Criteria	15
9. Duration of Empanelment.....	24
10. Fee for the Empanelment	24
11. Process of Empanelment.....	24
Annexure – I: Technical Proposal Forms.....	25
Tech Form-1: Letter of Proposal Submission	25
Tech Form-2: Format for showcasing experience of relevant projects/assignments.	26
Tech Form-3: Format for showcasing experts' experience.....	27
Form-4: Format for showcasing Material Testing and investigation equipment and software	30
Form-5: Index	31
Form-6: Authorization Letter	33

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services Public Health Engineering (Water Supply and Sewerage) Projects in the second phase. The empanelled agencies will work for Public Health Engineering department and other organisations owned and controlled by state government implementing similar projects to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies are listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

Public Health Engineering (Water Supply and Sewerage)

- 1.3.1 To prepare the DPR for the entire project area covering all habitations/ towns of the said block/ village/ town where the project is proposed.
- 1.3.2 To carry out necessary detailed survey & investigation preferably by latest techniques such as Total Station (TS) survey, Drone survey, GIS survey to identify gaps in data and information, interaction with District Administration, local people wherever necessary.
- 1.3.3 To identify the proper location of water source i.e. outlet at canal, sump intake well, infiltration gallery, tubewell, rainy well, alignment of raw and clear water rising mains and distribution & sewerage network, canal/drain/road/ railway crossing, Pumping Stations (PS), Water Treatment Plant/ Sewerage Treatment

- Plant, elevated storage reservoirs & ground storage reservoirs and power supply etc.
- 1.3.4 To fix-up benchmark stations as per the mean sea level at all proposed sites such as intake Well, STP, WTP, ESR etc.
 - 1.3.5 To carry out trial pit depending upon change of direction, gradient, obstruction, and depth of excavation, etc. for raw and clear water rising mains in order to assess the type of soil excavation and water table condition for laying Pipeline
 - 1.3.6 To prepare hydraulic design and specifications for pumping systems at intake, STP; WTP & Storage site etc.
 - 1.3.7 To submit preliminary draft report of all above activities for approval of the client department.
 - 1.3.8 To submit detailed Computer Aided Design on reputed software for hydraulic design and drawing along 'L' section of raw and clear water rising mains distribution system/sewerage network, along with inter connection arrangements for consecutive zones.
 - 1.3.9 To prepare detailed structural design and drawings of intake well, STP, WTP, ESR & UGR, pumping arrangement, thrust blocks, chambers for water appurtenances, power supply and other related structures etc.
 - 1.3.10 To submit the soft copies of the design calculations and drawings required to be checked by the Department along with three sets in hard copy.
 - 1.3.11 To prepare the cost estimates etc. The cost estimate should be as per the current Haryana Schedule of Rates (HSR) for the Scheduled items and prevalent market rates for non-Scheduled items. No lump sum provision admissible in the estimate is allowed unless indispensable.
 - 1.3.12 Documentation and Report preparation/ comprehensive report should include all the above-mentioned information as well as presentation of inception report survey and investigation report, geo-technical study report with all maps, field data, raw water (for water supply)/influent (for sewerage) quality testing work, all design & drawing of all components of Water Supply and Sewerage project and the cost estimate of the project.
 - 1.3.13 To conduct the Hydrogeological survey/resistivity test to finalize the location, yield, current waterlogs at the tubewell location, number of tubewells required to fulfill the water demand. The report to this effect shall also to be attached with the DPR.
 - 1.3.14 To prepare the design of the tubewell (size of tubewell assembly, detail of slots in casing pipe, drilling size and depth of tubewell, gravel packing and development of tubewell, pumping machinery) using data given in the resistivity report. The complete design of the tubewell shall also be attached with the DPR.
 - 1.3.15 Consultant will upload estimate on Haryana Engineering works portal from their login.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for

engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.

- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted online as well as hardbound copy on or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.

- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.

- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.

- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP. or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 Policy for Review and Evaluation of DPR and Design Agencies**
 - 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any project.
 - 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
 - 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
 - 4.7.4 The QAA reserves the right to terminate and/or blacklist any empanelled agency based on unsatisfactory performance on the recommendation on the client department.
 - 4.7.5 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances /omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the

successful empanelled agency fails to remedy the default to the satisfaction of client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.
- 6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable).

7. Requirement of Key Personnel

S. No	Key Personnel (Water Supply and Sewerage)
1	Team Leader
2	Structural Engineer
3	Environmental Engineer
4	Material-cum-Geo-technical Engineer cum Geologist
5	Hydraulic Design Engineer
6	Survey Engineer
7	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.
- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

Team Leader			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	3
	Desirable	Postgraduate in Civil Engineering (Public Health/Environmental Engineering)	1
b.	Essential Experience		
	Total Professional Experience in Civil Engineering Works	Min. 20 years	3

	Relevant Experience	Min. 15 years in Planning/project preparation and design/construction of Water Supply/Sewerage Projects	3
c.	Max age limit	70 years on the date of submission of proposal	

Structural Engineer			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Structural Engineering	0.5
b.	Essential Experience		
	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5
	Relevance Experience	Min. 10 years in project preparation and design/construction of Water Supply/Sewerage Projects, and/or Civil Engineering structure design	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

Environmental Engineer			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Environmental Engineering	0.5
b.	Essential Experience		
	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5
	Relevant Experience	Minimum 10 years' experience in construction/design of Water Supply/ Sewerage Projects.	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

Material Engineer – cum – Geotechnical Engineer cum Geologist			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1.5
	Desirable	Masters in Foundation Engineering / Soil Mechanics	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience in Civil Engineering Works 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant experience 	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer of Civil Engineering Projects	1.5
c.	Max age limit	65 years on the date of submission of Proposal	

Hydraulic Design Engineer			
a.	Educational Qualification		MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Hydraulics Engineering	0.5
b.	Essential Experience		
	<ul style="list-style-type: none"> Total Professional Experience in Civil Engineering Works 	Min. 15 years	1.5
	<ul style="list-style-type: none"> Relevant Experience 	Min. 10 years of experience on hydraulics design of Water Supply/Sewerage Projects	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

	Survey Engineer		
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	• Total Professional Experience in Civil Engineering Works	5 years for Graduates/10 years Diploma Holder	1.5
	• Experience in relevant projects	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1.5
c.	Max age limit	65 years on the date of submission of Proposal	

	Quantity Surveyor/Documentation Expert		
a.	Educational Qualification		MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.	Essential Experience		
	• Total Professional Experience	5 years for Graduates/10 years Diploma Holder	1.5
	• Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in Preparation of Bill of Quantities, Contract documents and documentation for Water Supply/Sewerage Projects	1.5
c.	Max age limit	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	<ul style="list-style-type: none"> • The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 7 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	<ul style="list-style-type: none"> • The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 5 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited

	<ul style="list-style-type: none"> The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
Category-IV (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 2 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house

	<p>or outsourced:</p> <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL <p>•</p>
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> • Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. • New Entrants agencies, for the purposes of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. • The proprietor or partner or promoter of the agency must hold a degree in Civil Engineering, with a minimum of five years of experience in the relevant field. • The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs. • The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL • The agency must furnish an undertaking in this regard.

8.2 Technical proposal evaluation**Evaluation Matrix for Category-I Projects:**

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 7 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Environmental Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 3 Crores (6 Marks) 	6	
	<ul style="list-style-type: none"> 1 marks for every additional 1 crore (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design		

	Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Environmental Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	

	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 1.5 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 3 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	

	Structural Engineer	5	
	Environmental Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 0.75 Crores (6 Marks) 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks
1.	Experience of the Firm	40
a	No. of years of Experience in Consulting Business	10

	<ul style="list-style-type: none"> • 2 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks) 		
b	Similar nature of work <ul style="list-style-type: none"> • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Environmental Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> • Rs. 0.35 Crore (6 Marks) • 1 marks for every additional 10 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks)	3	
	Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab (2 marks)	2	
	Agency having access to outsourced NABL		

	Accredited Lab (1 marks)		
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups and New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> 5 Years (30 Marks) 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Environmental Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial Soundness	10	
	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks)	3	

	Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10. Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11. Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.
- 11.5 At any point in time QAA can empanel any agency that meets the above criteria.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana
<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA
<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our
Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Person

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing experts' experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the

assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

DPR and Design Consulting Agencies

For

Engineering Works of

Irrigation & Water Resources Department

in State of Haryana

Contents

1. Introduction	3
2. Instruction to Bidders	4
3. Instructions for submission of Bid Proposal	6
4. Termination of Empanelment	8
5. Patents, Copyright & Intellectual Property Rights	9
6. Bid Submission, Opening of Bids and Award of Contract	10
7. Requirement of Key Personnel	10
8. Evaluation Criteria	15
9. Duration of Empanelment.....	23
10. Fee for the Empanelment	23
11. Process of Empanelment.....	23
Annexure – I: Technical Proposal Forms.....	24
Tech Form-1: Letter of Proposal Submission	24
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.	25
Tech Form-3: Format for showcasing Key Resource Personnel's experience	26
Form-4: Format for showcasing Material Testing and investigation equipment and software	29
Form-5: Index	30
Form-6: Authorization Letter	32

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Detailed Project Report (DPR) and Design Consultancy Services across various sectors during the first phase. However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA Haryana is now inviting additional agencies to be empanelled for the provision of DPR and Design Consultancy Services in Canal Irrigation works, Drainage Works and Appurtenant works thereto, in the second phase. The empanelled agencies will work for Irrigation and Water Resources Department, Government of Haryana to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Ensuring the design and construction of high-quality infrastructure projects.
- 1.2.2 Enhancing the durability, safety, and performance of public infrastructure.
- 1.2.3 Complying with national and international standards and best practices.
- 1.2.4 Promoting innovative and sustainable design and construction practices.
- 1.2.5 Providing timely and effective quality assurance throughout the project lifecycle.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. The concerned departments may extend/modify the scope of services based on their respective requirements.

Canal Irrigation and Drainage Works:

- 1.3.1 To Conduct initial site visits to gather preliminary information and understand site conditions.
- 1.3.2 To Collect relevant data, including topographical maps, hydrological data, soil profiles, climatic data, and existing infrastructure.
- 1.3.3 To Assess the technical feasibility of proposed canal irrigation and drainage solutions, including alignment options and design alternatives.
- 1.3.4 To Conduct a cost-benefit analysis, considering construction costs, maintenance costs, and direct & indirect benefits.
- 1.3.5 To Conduct detailed topographical surveys
- 1.3.6 To Perform detailed hydrological studies, including rainfall-runoff analysis, water availability, and flood risk assessment.

- 1.3.7 To Carry out soil testing and geotechnical investigations to determine soil properties and foundation requirements.
- 1.3.8 To Design the canals including alignment, longitudinal profiles and cross-sections, and regulation strategies.
- 1.3.9 To Design all necessary structures such as headworks, head regulators, cross regulators, weirs, spillways, bridges, culverts, siphons, super passage, cross drainage works and all appurtenant works thereto.
- 1.3.10 To submit the preliminary draft report of all above activities for approval of the client department.
- 1.3.11 To Design drainage systems to manage surface water, prevent erosion and waterlogging.
- 1.3.12 To Design gates, sluices, and other control structures to regulate water flow and distribution.
- 1.3.13 To Design approach roads, bridges, pathways and other necessary infrastructure to support construction and maintenance activities.
- 1.3.14 To Prepare detailed structural drawings including plans, sections, elevations, and reinforcement details.
- 1.3.15 To Provide a comprehensive description of the project, including objectives, scope, and benefits.
- 1.3.16 To Develop detailed technical specifications for all project components, including materials, construction methods, and workmanship standards.
- 1.3.17 To conduct the Hydrogeological survey/resistivity test to finalize the location, yield, current waterlogs at the tubewell location, number of tubewells required to fulfill the water demand. The report to this effect shall also to be attached with the DPR.
- 1.3.18 To prepare the design of the tubewell (size of tubewell assembly, detail of slots in casing pipe, drilling size and depth of tubewell, gravel packing and development of tubewell, pumping machinery) using data given in the resistivity report. The complete design of the tubewell shall also be attached with the DPR.
- 1.3.19 To Prepare detailed cost estimates, including quantities, unit rates, and total costs for all project components, as per Haryana Schedule of Rates.
- 1.3.20 To Identify potential risks and develop risk mitigation strategies.
- 1.3.21 To Ensure compliance with all relevant local, regional, and national regulations and standards.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of DPR and Design Consulting Agencies for engineering works being implemented by departments & organizations owned and controlled by the State Government of Haryana.
- 2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.

- 2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.5 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.6 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.
- 2.1.7 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.8 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.9 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.10 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.11 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Consortium/Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

3. Instructions for submission of Bid Proposal**3.1 Submission**

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted as hardbound copy **as well as** on email – qaapklhry@gmail.com or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The bid shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.
- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written

confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.

- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering.

3.2 Opening of Bid Proposal

QAA will open the bids on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annual the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 Policy for Review and Evaluation of DPR and Design Agencies**
 - 4.7.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any project.
 - 4.7.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
 - 4.7.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
 - 4.7.4 The QAA reserves the right to terminate and/or blacklist any empanelled agency based on unsatisfactory performance on the recommendation on the client department.
 - 4.7.5 In the event of any default by the empanelled agency as stated above client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empanelled agency fails to remedy the default to the satisfaction of client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the

empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Award of Contract

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com
- 6.2 A Bid Evaluation Committee will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.3 During evaluation the QAA may seek clarification on the proposal if required.
- 6.4 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.
- 6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable).

7. Requirement of Key Personnel

S. No	Key Personnel (Irrigation)
1	Team Leader
2	Structural Engineer
3	Irrigation Engineer
4	Material-cum-Geo-technical Engineer cum Geologist
5	Hydraulic Design Engineer
6	Survey Engineer
7	Quantity Surveyor/ Documentation Expert

Note:

- 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.
- 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.
- 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.
- 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.

7.1 Qualification and Experience Requirement of Key Personnel

TEAM LEADER			
a.		Educational Qualification	MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	3
	Desirable	Postgraduate in Civil Engineering/Irrigation/Hydraulics Engineering	1
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	Min. 20 years	3
	Relevant Experience	Min. 15 years in Planning, project preparation and design of Canal Irrigation works/Drainage works and their appurtenant works	3
c.	Max age limit	70 years on the date of submission of proposal	

STRUCTURAL ENGINEER			
a.		Educational Qualification	MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Structural Engineering	0.5
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5
	Relevant Experience	Min 10 year experience in project preparation and design of Canal Irrigation works/Drainage works and their appurtenant works and/or civil engineering structural design	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

IRRIGATION ENGINEER			
a.		Educational Qualification	MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Irrigation/Hydraulics Engineering	0.5
b.		Essential Experience	

	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5
	Relevant Experience	Minimum 10 years' experience in construction of Canal Irrigation works/ Drainage works and their appurtenant works	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

MATERIAL ENGINEER – CUM – GEOTECHNICAL ENGINEER CUM GEOLOGIST			
a.		Educational Qualification	MARKS
	Essential	Graduate in Civil Engineering or M.Sc. Geology from a recognized Institution	1.5
	Desirable	Masters in Foundation Engineering / Soil Mechanics	0.5
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5
	Relevant Experience	Min. 10 years on similar projects in design and/or construction and as Geo technical Engineer.	1.5
c.	Max age limit	65 years on the date of submission of Proposal	

HYDRAULIC DESIGN ENGINEER			
a.		Educational Qualification	MARKS
	Essential	Graduate in Civil Engineering from a recognized Institution	1.5
	Desirable	Masters in Hydraulics Engineering	0.5
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	Min. 15 years	1.5

	Relevant Experience	Min. 10 years of experience on hydraulics design of Canal Irrigation works/Drainage works and their appurtenant works	1.5
c.	Max age limit	70 years on the date of submission of Proposal	

SURVEY ENGINEER			
a.		Educational Qualification	MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	5 years for Graduates/10 years Diploma Holder	1.5
	Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1.5
c.	Max age limit	65 years on the date of submission of Proposal	

QUANTITY SURVEYOR/DOCUMENTATION EXPERT			
a.		Educational Qualification	MARKS
	Essential	Diploma in Civil Engineering from a recognized Institution	1.5
	Desirable	Graduate in Civil Engineering from a recognized Institution	0.5
b.		Essential Experience	
	Total Professional Experience in Civil Engineering Works	5 years for Graduates/10 years Diploma Holder	1.5

	Relevant Experience	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	1.5
c.	Max age limit	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 7 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL <p>The agency must furnish an undertaking in this regard.</p>
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 5 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL <p>The agency must furnish an undertaking in this regard.</p>
Category-III (Projects Costing from Rs. 5 Cr to Rs. 10 Cr)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 3 years' experience in the field of

	<p>Consultancy.</p> <ul style="list-style-type: none"> The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL <p>The agency must furnish an undertaking in this regard.</p>
Category-IV (Projects Costing upto 5 Cr.)	<ul style="list-style-type: none"> The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. The agency shall have a minimum of 2 years' experience in the field of Consultancy. The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the month previous to the one in which the applications are invited The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> 1) Design software proposed to be used 2) Survey and investigation equipment 3) Material testing lab accredited by NABL <p>The agency must furnish an undertaking in this regard.</p>
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	<ul style="list-style-type: none"> Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, not prior to 31st March 2020. New Entrants agencies, for the purposes of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Design and DPR consulting of the relevant field to this RFP and seek to expand their service portfolio. The proprietor or partner or promoter of the agency must hold a degree in Civil Engineering, with a minimum of five years of experience in the relevant field. The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs.

	<ul style="list-style-type: none"> The consulting agency shall have the following, either in-house or outsourced: <ol style="list-style-type: none"> Design software proposed to be used Survey and investigation equipment Material testing lab accredited by NABL The agency must furnish an undertaking in this regard.
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NOTE:

1) The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Technical proposal evaluation**Evaluation Matrix for Category-I Projects:**

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 7 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Irrigation Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	

	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> Rs. 3 Crores (6 Marks) 	6	
	<ul style="list-style-type: none"> 1 marks for every additional 1 crore (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-II Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> 5 Years (8 Marks) 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> 3 Projects (25 Marks) 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	

	Team Leader	10	
	Structural Engineer	5	
	Irrigation Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores)	6	
	<ul style="list-style-type: none"> Rs. 1.50 Crores (6 Marks) 1 marks for every additional 50 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks
1.	Experience of the Firm	40

a	No. of years of Experience in Consulting Business <ul style="list-style-type: none"> • 3 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks) 	10	
b	Similar nature of work <ul style="list-style-type: none"> • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks) 	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Irrigation Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none"> • Rs. 0.75 Crores (6 Marks) 	6	
	<ul style="list-style-type: none"> • 1 marks for every additional 25 Lakhs (Maximum 4 Marks) 	4	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks)	5	
	Agency having access to outsourced Design Software (2 marks)		
	Agency having in-house survey and Investigation Equipment (3 marks)	3	
	Agency having access to outsourced Survey and Investigation Equipment (2 marks)		
	Agency having in-house NABL Accredited Lab	2	

	(2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)		
	Grand Total		100

Evaluation Matrix for Category-IV Projects:

	Matrix	Total Marks	
1.	Experience of the Firm	40	
a	No. of years of Experience in Consulting Business <ul style="list-style-type: none">2 Years (8 Marks)0.5 marks for every additional Years (Maximum 2 marks)	10	
b	Similar nature of work <ul style="list-style-type: none">3 Projects (25 Marks)1 mark for every additional Project (Maximum 5 marks)	30	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Irrigation Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial strength of the Consultant	10	
	Average Turnover in the last 3 years (in Rs. Crores) <ul style="list-style-type: none">Rs. 0.35 Crore (6 Marks)	6	
	<ul style="list-style-type: none">1 marks for every additional 10 Lakhs (Maximum 4 Marks)	4	
4.	Material Testing, survey and investigation equipment and software proposed to be	10	

	used		
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups and New Entrants)

	Matrix	Total Marks	
1.	Experience of the Proprietor or Partner	40	
a	No. of years of Relevant Experience <ul style="list-style-type: none"> 5 Years (30 Marks) 2 marks for every additional Years (Maximum 10) 	40	
2.	Key Resource Personnel	40	
	Team Leader	10	
	Structural Engineer	5	
	Irrigation Engineer	5	
	Material-cum-Geo-technical Engineer cum Geologist	5	
	Hydraulic Design Engineer	5	
	Survey Engineer	5	
	Quantity Surveyor/ Documentation Expert	5	
3.	Financial Soundness	10	

	Solvency Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakhs (maximum 2 marks)	10	
4.	Material Testing, survey and investigation equipment and software proposed to be used	10	
	Agency having in-house Design Software (5 marks) Agency having access to outsourced Design Software (2 marks)	5	
	Agency having in-house survey and Investigation Equipment (3 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	3	
	Agency having in-house NABL Accredited Lab (2 marks) Agency having access to outsourced NABL Accredited Lab (1 marks)	2	
	Grand Total		100

9. Duration of Empanelment

The empanelment duration shall be upto 31st March 2028, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10. Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11. Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.

Annexure – I: Technical Proposal Forms
Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana

<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our
Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	<p>Name of Assignment:</p> <p>Year:</p> <p>Duration:</p> <p>Client:</p> <p>Project Cost:</p> <p>Main project features:</p> <p>Position Held:</p> <p>Activities performed:</p>

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA.

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing Material Testing and investigation equipment and software

Description	In-house	Outsourced
Design software proposed to be used		
Survey and investigation equipment		
Material testing lab accredited by NABL		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Tech Form 4: Format for showing Material testing and investigation equipment and software	

13.	Proof for Financial Soundness – Solvency Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____



Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

**Third-Party Agencies for Quality Assurance in
Haryana**

in Engineering works implemented by the State Government

Contents

1. Introduction	3
2. Instruction to Bidders	5
3 Instructions for submission of Proposal	8
4 Termination of Empanelment	10
5 Patents, Copyright & Intellectual Property Rights	11
6 Bid Submission, Opening of Bids and Award of Empanelment.....	11
7 Roles and Responsibilities of the Key Personnel	12
8 Evaluation Criteria	14
9 Duration of Empanelment.....	20
10 Fee for the Empanelment	20
11 Process of Empanelment.....	20
1. Annexures	21
Annexure – I: Technical Proposal Forms.....	21
Tech Form-1: Letter of Proposal Submission	21
Tech Form-2A: Format for showcasing experience of relevant projects/assignments.	22
Tech Form-3: Format for showcasing Key Resource Personnel’s experience	23
Form-4: Index.....	25
Form-5: Authorization Letter	26

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023,

The Quality Assurance Authority (QAA) has previously empanelled agencies to provide Third Party Quality Assurance Services in the first phase, across the following sectors: A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal, Irrigation, Drainage and its appurtenant works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works). However, some sectors experienced comparatively lower levels of participation. To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial phase, the QAA is seeking to empanel additional Third-Party Agencies for Quality Assurance services for the infrastructural sectors mentioned above. The empanelled agencies will work under various concerned departments implementing the engineering works and by organisation owned and controlled by State government of Haryana to ensure the highest quality standard in construction, execution, and completion for sustainable development of the state's infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

- 1.2.1 Building appropriate quality assurance processes and mechanisms, based on norms, standards, mechanisms and process specified by the client department while executing the work contract.
- 1.2.2 Ensure Internal quality assurances mechanisms and processes by State Government departments implementing engineering works and organizations owned and controlled by the State Government undertaking the work including through its quality assurance wing.
- 1.2.3 Perform the quality checks and adherence to quality standards by third party agency empanelled by QAA especially for works costing above a certain limit, as may be specified by the Authority.
- 1.2.4 Enhance the durability, safety, and performance of public infrastructure.
- 1.2.5 Comply with national and international standards and best practices.
- 1.2.6 Provide timely and effective quality assurance throughout the project lifecycle.
- 1.2.7 Facilitate continuous improvement and capacity building within the sector.
- 1.2.8 Ensure the Best Project Quality
- 1.2.9 Project Monitoring during execution
- 1.2.10 Ensuring the Cost & Time Control
- 1.2.11 Measuring Project Outputs
- 1.2.12 Measuring Impact of Quality Assurance

At each stage, there may be suggestions and recommendations and QAA would ensure that these points are incorporated in the implementation of the ongoing and future projects. QAA would ensure periodic feedback to all key stakeholders.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies are listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling bids.

1.3.1 Stage 1 –The Agency shall familiarize with all the project documents mentioned below and interact with the client department.

- a. Scope of the project.
- b. DPR/bid documents
- c. Construction drawings.
- d. Bill of Quantity.
- e. Contractor's Resource program.
- f. Project Management Mechanisms/ Structures (e.g. PERT/CPM Charts)
- g. Land requirement/ availability & other clearances to begin construction

1.3.2 Stage 2 – Initial Technical Study

- a. Technical Inspection shall be carried out in accordance with code & specifications and Quality system for the project/Quality Assurance Plan prepared by contractor and approved by the Employer, if any
- b. The Agency shall verify Quality plan submitted by the contractor and approved by the Employer i.e., policy, Quality control/ assurance procedures, method statement, organization, duties and responsibility in relation to inspection, testing, etc. and provide to the client department the comments thereon and suggest necessary modifications, if any
- c. The Agency shall verify Contractor Quality Management systems.

1.3.3 Stage 3 - Intermediate Technical Inspection (Monthly)

- a. The works executed before the enforcement of this assignment shall be checked by the Agency using sampling techniques for their adequacy to physical dimensions vis-à-vis approved design and drawings and adherence of works to quality standards. The cost shall be borne as per the bid agreement between the client department and executing agencies or as directed by engineer in charge.
- b. Frequency of visit of Third Party Agencies team may vary according to quantum of work in progress.
- c. The Agency shall inspect and check quality of on-going works.
- d. The Agency shall verify the contractor's working practices – e.g., material receipt, storing, consumption procedures, material testing, construction methods, and documentation system – to assess whether sound and effective techniques are being employed.
- e. The Agency shall verify the test results/certificates of construction materials of manufactures and /or sources of materials to assess the quality of materials used in works.
- f. Sampling and technique will be used for testing of materials and works in progress.

- g. The Agency shall take care to minimize the additional testing and shall preferably be carried out where a prima facie doubt arises related to quality of works and / or compliance of standards.
- h. The Agency shall witness sample field and laboratory testing carried out by construction agency as per the requirement of standard codes and will verify the concerned reports and records.
- i. The Agency shall carry out inspection of the contractor's equipment, plant, machinery, etc. to check their adequacy and operating to produce a quality product.
- j. The Agency shall verify of calibration of field laboratory equipment.
- k. The Agency shall give suggestion to the Employer and submit quality inspection report. Review the action taken on the earlier reported non-compliances including follow up action initiated with the relevant stakeholders on earlier reported non-compliances.
- l. The Agency shall undertake follow-up visits to verify actual compliance.
- m. The Agency shall certify the measurement recorded for making payments and certify the bill raised by the contractor.
- n. The agency shall bring out the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, the agency shall bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.
- o. The Agency shall certify the safety measures adopted by the contractor in the field.

1.3.4 Stage 4 - Final Technical Inspection

- a. The Agency shall confirm Physical measurement and dimensions and geometrical features on random basis.
- b. The Agency shall check structures to ascertain that there shall not be any execution defects.
- c. The Agency shall witness Static load testing of structures, if required.
- d. The Agency shall submit recommendations for any further testing that is required to assess the quality of the works to the Employer.
- e. The agency shall review the submitted asset completion plan and inbuilt drawings, by the contractor.
- f. The agency shall review the submitted completion report and O&M mechanism, by the contractor.
- g. Review of functioning of the infrastructure during trial run.

1.3.5 Stage 5 - Deliverables

- a. The Agency shall submit three copies of "Quality Assurance Plan" at the beginning of assignment
- b. The Agency shall submit three copies of "Quality Inspection Report" on or before 15th day of every month summarizing the findings of Technical Inspection carried out during previous month.

2. Instruction to Bidders

2.1 General Instructions

- 2.1.1 The QAA Haryana is seeking to empanel Third-Party agencies for Quality Assurance services across four critical infrastructural sectors: A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal,

Irrigation & Drainage and its related works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works). The empanelled agencies will work under various concerned departments implementing the engineering works and by organisation owned and controlled by State government of Haryana to ensure the highest quality standard in construction, execution, and completion for sustainable development of the state's infrastructure.

- 2.1.2 Each of the above-mentioned infrastructure under 2.1.1, shall be divided into 4 sub-categories based on the project cost, namely, i) Works upto 2.5 Cr, ii) Works more than 2.5 Cr. and upto 10 Cr., iii) Works more than 10 Cr and upto 20 Cr., and iv) Works more than 20 Cr. v) Works upto 2.5 Cr **(Only for Start-ups/New Entrants, as per clause 2.7)** The concerned/client department may club multiple projects to make a package under any of the above-mentioned sub-categories.
- 2.1.3 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of Third Party Agencies to establish, accredit and monitor third party quality assurance, control and management in engineering works by State Government departments implementing engineering works and organizations owned and controlled by the State Government.
- 2.1.4 These instructions shall be read in conjunction with information specified by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.
- 2.1.5 The Bidder shall submit only one Proposal in its name for the different categorizations outlined in section 2.1.1. However, the bidder may apply under one or more of the outlined categories. It may be noted that it is not mandatory for the bidder to offer all categories for the purpose of this empanelment.
- 2.1.6 The Bidder shall bear all costs associated with the preparation and submission of its proposal.
- 2.1.7 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.
- 2.1.8 It is the responsibility of the bidder to ensure that the bids are submitted on time.
- 2.1.9 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.
- 2.1.10 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.
- 2.1.11 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.
- 2.1.12 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
- 2.1.13 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.
- 2.1.14 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

- 2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.
- 2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.
- 2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- 2.2.4 A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
- 2.2.5 Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

Joint Venture shall not be allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA 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 shall govern.

2.6 Cost of bidding

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

2.7 Special Provisions for Start-Ups/New Entrants

- 2.7.1 **Start-up agencies, for the purposes of eligibility under this category** may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, **not prior to 31st March 2020.**
- 2.7.2 **New Entrant agencies, for the purposes of eligibility under this category, shall be agencies** which are registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Third-Party

- Quality Assurance of the relevant field to this RFP and seek to expand their service portfolio
- 2.7.3 These agencies shall be eligible to apply for works upto INR 2.5 Cr. Only, in category v)
 - 2.7.4 The proprietor or partner or promoter of the agency must hold a degree in Civil/Electrical/Mechanical Engineering (as applicable), with a minimum of 5 years of experience in the relevant field.
 - 2.7.5 The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs.
 - 2.7.6 However, the agency shall maintain the required key personnels as per clause 8.3 (b)

3 Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be received before the deadline of the bid submission. Proposals must be submitted as hardbound copy as well as on email – qaapkhlry@gmail.com or before the time specified in the bid document.

- 3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee.
- 3.1.2 The technical proposal shall be opened at the date and time specified.
- 3.1.3 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. 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.
- 3.1.4 Proposals shall remain valid for the period of 120 days commencing with the deadline for submission of Technical Proposal as prescribed by QAA. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the Proposal validity period.
- 3.1.5 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible.
- 3.1.6 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached to both the Proposals. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initiated by the person signing the Proposal.

- 3.1.7 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.
- 3.1.8 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.
- 3.1.9 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.
- 3.1.10 The bid document submitted must have a detailed index and page numbering

3.2 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.3 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.4 Clarification of Bid Proposals

- a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.
- b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.
- c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.5 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.6 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA

shall notify all other Bidders of the results of the bidding. Until a formal Contract is prepared and executed, if required, the notification of empanelment shall constitute a binding Contract.

3.7 Signing of Agreement

Promptly after notification, QAA shall send to the successful Bidder(s) the Agreement and the Special Conditions of Agreement. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to QAA. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakhs only) payable via online. The EMD of unsuccessful Bidders will be released without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA

The EMD shall be forfeited.

- 3.8.1 If a Bidder withdraws its bid during the period of bid validity.
- 3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4 Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

- 4.1 The successful bidder has failed to perform any instructions or directives issued by QAA and client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.
- 4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department
- 4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.
- 4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official against or in relation to the successful bidder.
- 4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- 4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.
- 4.7 The successful bidder's performance is found unsatisfactory in the Annual Review conducted by QAA
- 4.8 The executing agency of work assigned by the department shall not be the Third Party agency for the same work even if agency is empanelled by the QAA.

4.9 Policy for Review and Evaluation of Third-Party Agencies

- 4.9.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.
- 4.9.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyse reports, scores, and overall performance, providing necessary feedback and recommendations
- 4.9.3 All evaluations and feedback shall be documented to ensure transparency and accountability.
- 4.9.4 The QAA reserves the right to terminate and/or blacklist any empanelled agency based on unsatisfactory performance on the recommendation on the client department.
- 4.9.5 In the event of any default by the empanelled agency as stated above, client department will issue a Notice to the empanelled agency in writing setting out specific defaults / deviances / omissions. The empanelled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the empanelled agency fails to remedy the default to the satisfaction of client department, QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5 Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empanelled agency in writing of the claim and allows the empanelled agency to control and cooperates with him in the defence and any related settlement negotiations.

6 Bid Submission, Opening of Bids and Award of Empanelment

- 6.1 The agency shall submit the signed and completed proposal as hardbound copy, as well as on QAA's official email address – qaapklhry@gmail.com
- 6.2 Each agency can apply for one or more of the below mentioned categories defining specific scope of work – namely A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal, Irrigation, Drainage and its related works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works)
- 6.3 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.
- 6.4 During evaluation the QAA may seek clarification on the proposal if required.
- 6.5 The QAA shall be under no obligation to accept the lowest or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.
- 6.6 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.

- 6.7 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable.

7 Roles and Responsibilities of the Key Personnel

The agency must always maintain the following key personnel, during the empanelment process. The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel), as well as their specific roles and responsibilities shall vary depending upon the project cost and scope of work.

7.1 Team Leader (Minimum 1)

- 7.1.1 Lead the Project Team to finish all work related to Third Party Agency scope that is to ensure Quality and Quantities of works being executed by the contractor, and certify the measurement recorded and bills raised during the project implementation process.
- 7.1.2 To ensure that all tests and Quality Assurance measures are being implemented as per the relevant codes and standards
- 7.1.3 Shall take the overall responsibility under the Third Party Agency and shall represent the Third Party Agency in all matters relating to the performance of services, communication between relevant stakeholders, and coordinating with and managing Third Party Agency team to deliver services as per the scope of work.
- 7.1.4 Shall be in regular contact with the relevant stakeholders and attend all the meeting as and when required by Client department.
- 7.1.5 The agency shall bring out the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, the agency shall bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.
- 7.1.6 Shall establish a system to check the measurements periodically as and when recorded in consultation with the contractor and the client department, such that the time required for certification of measurements and intermittent bills shall be minimum.
- 7.1.7 Scheduling and ensuring timely mobilization / demobilization of team members
- 7.1.8 Ensuring deployment of the entire team in accordance with the Contract / Client instructions
- 7.1.9 Undertake site visits as and when required.
- 7.1.10 Provide detailed review and recommendation on checking of bills, checking / preparation of proposals for variation, extra work, time extension, delay analysis, etc. as directed by Client department.
- 7.1.11 Ensure that the correspondence and document storage and retrieval system to record all relevant communications between the parties to the Contracts and all measurement and quality control details and variations to the works, is maintained.
- 7.1.12 Ensure that the Third-Party Inspection Reports are uploaded on the Haryana Engineering Works (HEW) Portal, and it shall be the responsibility of the client Department to provide login access to the agency upon award of work.

7.2 Senior Quality Assurance Engineer (Minimum 1)

- 7.2.1 May witness testing and inspection of construction materials and the inspection of the mechanical, electrical as well as automation components of the project in

factory/at source/at site inspections of materials/equipment procured by the contractor, shall ensure that the same is as per the technical specification agreed in the contract with the contractor /as per latest standards.

- 7.2.2 Carry out third party inspection for ensuring quality of the works executed/being executed.
- 7.2.3 Shall support TL and represent Consultant team in case TL is not present
- 7.2.4 Shall function as technical advisor in Quality and Quantity check of all the schemes
- 7.2.5 Responsible for overall Third-Party Agency team check on quality control, quality assurance and measurements recorded.
- 7.2.6 Shall assist relevant stakeholders/concerned department in correspondence to clarifications from the contractors in technical and financial aspects regarding bills raised.
- 7.2.7 Shall oversee the contractor's submitted documents and coordinate for reviewing the contractor's submissions
- 7.2.8 Undertake site visits as required / directed by the Client department.
- 7.2.9 Shall guide/assist the team in reviewing the measurement, bills, documents and drawings submitted by the contractor(s)
- 7.2.10 Shall assist the team leader to establish a system to check the measurements, to the extent of 10%, periodically such that the time required for certification of measurements and intermittent bills shall be minimum.
- 7.2.11 All other duties assigned by the Team Leader and Client department.

7.3 Field Quality Assurance Engineer (Minimum 3)

- 7.3.1 To review Quality Assurance plan of the contractor and monitor if the ongoing work on site as per approved designs, drawings, specifications in line with approved QA plan.
- 7.3.2 To update/highlight the team and Client department any non-conformity to the Quality Assurance.
- 7.3.3 Check the measurements recorded in the Measurement Book are in sync with the actual progress of work on site as per agreed contract along with the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.
- 7.3.4 Witness start-up, testing and commissioning as per detailed specifications and contract conditions.
- 7.3.5 To inspect the works, during the construction period.
- 7.3.6 Ensure that the contractor establishes a system of Quality Control & Quality Assurance of works,
- 7.3.7 Check the materials/equipment, mix designs, sampling and testing procedure and check implementation of the same.
- 7.3.8 Ensure that the contractor establishes a Quality Control Lab for all necessary tests that need to be conducted as per the agreement/work order.
- 7.3.9 To check measurements, to the extent of 10%, as per TOR and issue monthly/interim payment certificates.
- 7.3.10 All other duties assigned by the Team Leader and Client department
- 7.3.11 In case of works where measurements are hidden after completion, as in the case of foundations, reinforcements in RCC structures, etc, check measurements are to be carried out immediately after each activity is completed and before they are covered up.

7.3.12 Witness/Check the laboratory and field test carried out by the contractor, ensure proper record and testing of cubes as required.

7.3.13 Check all quantity measurements and calculations required for payment purpose.

Note:

- 1) The above tasks are indicative, however, the tasks to be carried out may be allotted to the experts by concerned/client Department depending on the requirements of the projects/schemes. The above tasks are to be delivered by the Third Party Agency as a whole and non-deployment / absence of some members of the Third Party Agency team shall not be considered as a reason for non-delivery of any aspects of the Services as envisaged under the Contract. It is the responsibility of the Third Party Agency to ensure delivery of the entire scope of work as always envisaged under the Contract between the Third Party Agency and the client department during the contract period.
- 2) Maximum Age limit for the Key Personnel shall be 65 years at the time of bidding.

8 Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

#	Qualification Criteria	Supporting Documents to be furnished
1	a) The Agency shall be registered in India under the Companies Act 1956 / Indian Companies Act 2013 or a Limited Liability Partnership (LLP) firm registered under the Limited Liability Partnership Act 2008 b) The Agency needs to be in operation for at least the last 5 years as on the bid submission date in the third-party inspection work of the relevant project and should have its registered offices in India.	Certificate of Incorporation/ Partnership Deed
2	The average Annual Turnover from the last 3 Financial Years (2022-23, 2023-24, 2024-25) from such auditing services should be at least: <ol style="list-style-type: none"> 1) INR 0.35 Cr. for Sub-category i) 2) INR 0.75 Cr. For sub-category ii) 3) INR 1.5 Cr. For sub-category iii) 4) INR 3 Cr. For sub-category iv) 	Audited Annual Financial Statements by Chartered Accountant
3	The Agency shall have experience in at least one project of the same category value applied for, as per clause 2.1.2 (completed or at least 95% completed projects) as a Quality Control/Quality Assurance/Third Party Inspection and Monitoring/Similar Work with the Central/State	Completion certificate from the Concerned Department, not below the rank of Executive Engineer

#	Qualification Criteria	Supporting Documents to be furnished
	Government or Board or Corporation or Nigam (in the last 3 years as on date of submission of bid)	
4	<p>The Agency shall have a minimum of 5 Full Time Resources that fall in the category of “Key Personnel” on their payroll as of the date of empanelment. The agency must always maintain the following key personnel, during the empanelment process. The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost.</p> <p>Note:</p> <ol style="list-style-type: none"> 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work. 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously. 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work. 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 8.3 (b) below, to be eligible for the empanelment. In case key personnels are not on rolls of the agency, the agency shall have an access to these experts with the requisite qualification and experience. 	List of professionals from the currently authorized signatory of the Company/Agency.
5	The Agency shall not earlier be blacklisted by any State/UT Government or Central Government/department/agencies/any Indian tribunal in India from participating in the bidding process.	Certificate from the currently authorized signatory of the Company/Agency.
6	The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode.	UTR nos./bank receipts.

#	Qualification Criteria	Supporting Documents to be furnished
	<p>The same shall be retained for the eligible bidders till the validity of the empanelment process.</p> <p>The cost of bid document of Rs. 11,800/- (Rs 10,000 + 1,800 GST) is also required to be paid in the same account through RTGS.</p>	

NOTE:

The agencies previously empanelled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Weightage for technical proposal evaluation

S. No	Criteria	Marks	Weightage
a.	Experience of the bidder relevant to the assignment	100	40%
b.	Experience and qualification of the proposed key experts		
	1. Team Leader	100	25%
	2. Senior Quality Assurance Engineer	100	25%
	3. Field Quality Assurance Engineering	100	10%
	Total		100%

Note: In case the package has more than one Senior Quality Control Engineer and/or Field Quality Control Engineer, the marks will be equally divided for each candidate.

8.3 Technical proposal Evaluation

Technical Proposals of only those Bidders who meet the above minimum eligibility criteria will be evaluated further.

Criteria [For categories i) to iv)]	
(a) Experience of the Bidders relevant to the assignment: [For categories i) to iv)]	
Experience as Supervision & Quality Control Consultant (SQC) / Project Management Consultant (PMC) / Design and Supervision Consultant (DSC) / Third-Party Inspection and Monitoring Agency (TPIMA) in relevant sector of the project during the last seven years preceding the bid due date	100
Less than 1 projects - 0	
1 Project – 80 marks	
More than 1 Project – 5 marks for each project subject to maximum 20 marks	
Note: Multiple projects covered under Supervision & Quality Control Consultant (SQC) / Project Management Consultant (PMC) / Design and Supervision Consultant (DSC)/ Third Party Inspection and Monitoring Agency (TPIMA) agreement will be considered as separate projects if separate work orders have been issued for the construction of the projects. E.g. If Project A & Project B are being covered under a single PMC scope but their work orders have been awarded to contractors separately (even if same contractor), they will be considered 2 projects for evaluation if they meet the other criteria specified above.	
Total points for criterion (a):	100

Criteria [For category v) – Start-ups and New Entrants]	
(a) Experience of the Bidders relevant to the assignment: [For category v) – Start-ups and New Entrants]	
The proprietor or partner or promoter of the agency must hold a degree in Civil/Electrical/Mechanical Engineering (as applicable), with a minimum of 5 years of experience in the relevant field.	100
Experience of 5 years – 80 marks	
More than 5 years experience – 5 marks for every additional 1 year (maximum 20 marks)	
Total points for criterion (a):	100

(b) Experience and qualification of the proposed key experts [For all Categories i) to v)]		
1.Team Leader		Scoring
1	Essential Qualification	20 marks (Max)
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from recognized institution	16 marks
b	Post Graduate Degree in Construction Management / Highway Engineering / Transportation/Pavement Engineering / Soil Mechanics / Foundation Engineering/ Irrigation/ Public Health/Environmental Engineering/Power/Structural/Relevant field	4 marks
2	Marks for “Total Professional Experience of 20 years in the relevant field”	30 marks (Max)
a	Experience of 20 years	25 marks
b	Experience of more than 20 years: 1 mark per year	5 marks (max)
3	Marks for “Experience as Team Leader/Dy. Team Leader/Project Manager or similar capacity in Similar Projects”	20 marks (Max)
a	Experience of 10 years	16 marks
b	Experience of more than 10 years: 1 mark per year	4 marks (max)
4	Marks for “Should have handled as Team Leader/Dy. Team Leader/Resident Engineer/Project Manager or similar capacity in Construction / Construction Supervision of similar projects	25 marks (Max)
a	Experience of 1 Project	20 marks
b	Experience of more than 1 Project: 1 mark per project	5 marks (max)
5	Employment of the Key Resource Persons	5 marks (Max)
a	Employed with the agency (On-Roll of the Agency)	5 marks
b	On Contract	3 marks
Total Score		100
2. Senior Quality Assurance Engineer		Scoring
1	Essential Qualification	20 marks (Max)
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from recognized institution .	16 marks
b	(ii) Postgraduate Degree in relevant field	4 marks (max)
2	Marks for “Total Professional Experience of 10 years in handling works in relevant field”	20 marks (Max)

a	Experience of 10 years	16 marks
b	Experience of more than 10 years: 1 mark per year	4 marks (max)
3	Marks for "At least 5 years' experience in relevant field."	30 marks (Max)
a	Marks for 5 years	25 marks
b	Increase of 1 mark for every increase in no. of years of experience	5 marks (max)
4	Marks for "handling as Senior Quality Engineer or similar capacity of at least one Project in relevant field"	25 Marks (Max)
a	Marks for 1 project	20 marks
b	Increase of 1 marks for every increase in no. of Projects	5 marks (max)
5	Employment of the Key Resource Persons	5 marks (Max)
A	Employed with the agency (On-Roll of the Agency)	5 marks
b	On Contract	3 marks
Total Score		100
3. Field Quality Assurance Engineer		Scoring
1	Essential Qualification	25 marks (Max)
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from a recognized Institution .	20 marks
b	Post Graduate Degree in relevant field	5 marks
2	Marks for "Professional Experience of 5 years in relevant field"	45 marks (Max)
a	Marks for 5 years	40 marks
b	Increase of 2 marks for every increase in no. of years of experience	5 marks (max)
3	Marks for " Must be familiar with modern methods of Quality Assurance/Control in the relevant field "	20 marks (Max)
a	Experience of 1 Project	16 marks
b	Experience of more than 1 Project: 1 mark per project	4 marks (max)
4	Employment of the Key Resource Persons	10 marks (Max)
a	Employed with the agency (On-Roll of the Agency)	10 marks
b	On Contract	4 marks
Total Score		100

9 Duration of Empanelment

The empanelment duration shall be 36 months subject to performance review of the agencies which will be held every 12 months or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10 Fee for the Empanelment

The one-time non-refundable empanelment fee shall be Rs 50,000 + GST as applicable annually to QAA

11 Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

- 11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 80 marks will be qualified for the empanelment.
- 11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.
- 11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate all the agencies received once in 1 year and update the panel of agencies.
- 11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empanelled.
- 11.5 At any point in time QAA can empanel any agency that meets the above criteria.

1. Annexures

Annexure – I: Technical Proposal Forms

Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana

<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our Proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(Documentary Evidence to be attached as follows:

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. Personal Details:

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: Year: Duration: Client: Project Cost: Main project features: Position Held: Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA.

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech Form – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Proof for Financial Soundness – Solvency Certificate (In case of Category v – Start Ups and New Entrants)	
13.	Any other information	

Form-5: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____ in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____

(Designation) _____

Contact Information _____