

**National Institute of Urban Affairs (NIUA),
1st floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi - 110003**

**Request for Proposal
for preparing Non-motorised Transport (NMT) Policy Guidelines and NMT Network Plans**

Reply to Pre-bid Queries

April 02, 2024

S. No.	RfP clause and page number	Description as per RfP	Pre-bid queries	Replies/ Remarks
1.	Pg. No. 26 Section III – Evaluation and Qualification Criteria:	The Bidder in its last 8 years of experience should have completed at least 3 similar/relevant projects/ assignments each of contract value not less than 40% of the assignment value i.e. INR 1,00,00,000/- (Rupees One Crore only).	Over the last few years, we have been working on several multi-modal integration and NMT implementation projects. These projects are complex and long-term projects that extend for couple of years (from concept to implementation). We request you to kindly consider on-going projects as eligible for this evaluation criterion.	This clause remains the same as presented in the published RFP.
2.	Pg. No. 28 Technical Evaluation Criteria for Selection of Bidder 2B. Firm Credential	Composition and quality of proposed team - Profile of the team and track record in handling similar assignments 2 Team Members with more than 10 years of experience in works pertaining to Urban Mobility, NMT planning and implementation, policy formulation, research, etc. A postgraduate in Urban or Transport Planning, or other related fields from a	We request you to consider post graduate in civil engineering - transportation engineering postgraduate in urban design as acceptable educational qualifications.	Refer Corrigendum No. 1.

		recognised University/ Institution.		
3.	<p>Pg. No. 52</p> <p>Section V – Terms of Reference (ToR)</p> <p>C. Output -3</p>	Plan a city-level NMT Network Plan for Surat city and area-level NMT Network Plan for TPS no. 80 & 81, Surat respectively.	<p>Could you kindly share latitude & longitude along with site boundary for TPS no. 80 and 81? Also, if possible the length of streets in this area. This will assist us in the preparation of A&M and also estimation of fee.</p> <p>Will the winning bidder be provided CAD topographic survey for this area? This will be required for developing area level network plan.</p> <p>To determine the viability of cycle tracks and required widths of carriageway & footpaths traffic survey data will be required. Will the winning bidder be provided this data or will the winning bidder have to carry out traffic surveys?</p>	<p>Clarification: As per the published RFP,</p> <p>“SMC will share the existing city-level road network map of Surat with the Consultant.”</p> <p>&</p> <p>“SMC will share the proposed plans of TPS no. 80 & 81 with the Consultant.”</p> <p>This information shall be shared at a later stage with the Consultant selected for the said work.</p> <p>Refer Corrigendum No. 1.</p>
4.	General Query	Cost of travel for the assignment	<p>As the NIUA is based in Delhi and the site in Surat, it will be the regular coordination meetings be held in Delhi or Surat?</p> <p>Is it planned to have monthly / weekly review meetings for the project? Will these be in person or over VC?</p>	<p>Clarification: The consultant shall maintain regular communication with the Project Management Unit (PMU) at NIUA during the assignment tenure. For coordination purpose, meetings will be preferably held in Surat. The consultant will be informed about the venue of the meetings well-in-advance</p> <p>All review meetings and presentations will be held as per the timelines mentioned in the RfP - Terms of Reference (ToR), III</p>

				Deliverables, Timelines and Payment Milestones.
5	Page No. 05 RFP No. NIUA/GEF_LCI/P : 396	7. Proposal shall comprise of Proposal Submission Form, Technical Proposal and Financial Proposal, and must be submitted to the NIUA Office (1st Floor, Core 4B, India Habitat Centre Lodhi Road, New Delhi - 110003) by 19.04.2024, 17:00 hrs IST.	Kindly consider extending to atleast 15 working days after the pre-bid queries / corrigendum release	This clause remains the same as presented in the published RFP.
6	Page No. 25 Section III – Evaluation and Qualification Criteria (Pre-qualification criteria)	The Bidder should be a COMPANY registered under the provisions of the Indian Companies Act, 2013 / Companies Act, 1956 or a PARTNERSHIP FIRM registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or a SOCIETY (as per the Indian Societies Registration Act, 1860) or a TRUST (as per The Indian Trusts Act, 1882) or a proprietorship firm. Copy of certificate of incorporation/ registration under the Company's Act; Partnership deed; Society's Act; or any other certificate as per provisions of Govt. of India.	We would request you to please allow or include Partnership firm under the Partnership Act 1932	Refer Corrigendum No.1.
7	Page No. 28 B. Composition and quality of proposed team Profile of the team and track record in handling similar assignments	Team Leader with more than 15 years of experience in works pertaining to Urban Mobility, NMT planning and implementation, policy/ guideline formulation, research, etc. Minimum Qualification - A Post graduate in Urban or	Kindly include graduate in Architecture (B. Arch) with more than 25 years of experience in works pertaining to Urban Mobility, NMT planning and implementation, policy/ guideline formulation, research, etc.	This clause remains the same as presented in the published RFP.

		<p>Transport Planning/ Urban Management/ Urban Design / Transport Engineering, or other related fields from a recognised University/ Institution. S/he would be the nodal person for this assignment.</p> <p>At the time of bidding, the incumbent should be a full-time employee of the bidding firm/ entity for over 1 year. S/he would be the nodal person for this assignment.</p>		
		<p>2 Team Members with more than 10 years of experience in works pertaining to Urban Mobility, NMT planning and implementation, policy formulation, research, etc.</p> <p>Minimum Qualification - A Post graduate in Urban or Transport Planning, or other related fields from a recognised University/ Institution.</p> <p>At the time of bidding, the incumbents should be a full-time employee of the bidding firm/ entity.</p>	<p>Kindly include 2 Team Members post graduate in Landscape design with more than 7 years of experience in works pertaining to Urban Mobility, NMT planning and implementation, policy formulation, research, etc.</p>	<p>Refer Corrigendum No. 1.</p>
8	<p>Page No. 25</p> <p>Section III – Evaluation and Qualification Criteria (Pre-qualification criteria)</p>	<p>Evaluation and Criteria -mentions that the second partner of JV/Consortium to submit their Average Annual Turnover of the previous three financial years.</p>	<p>Our average annual turnover is less than INR 35 lakhs. Can we still apply, as only the net worth and average annual turnover of the Lead member will be evaluated? We request that the minimum turnover clause for the 'second partner' not be considered.</p>	<p>This clause remains the same as presented in the published RFP.</p> <p>The average annual turnover of only the Lead Member will be evaluated.</p>

9	General Query		Does the 'second partner' in the JV have to submit the required documents (PAN Card, GST certificate, etc) mentioned under the company profile?	Refer Corrigendum No. 1.
10	General Query		Can an internationally registered organisation (ITDP US registered entity) apply as a 'second partner' in the consortium? If yes, then will international financial statements (in USD) be considered? If yes, can ITDP US registered entity subcontract work to its Indian subsidiary - ITDP India Pvt. Ltd.?	<p>Yes, ITDP US registered entity can apply as a second partner of the consortium.</p> <p>The average annual turnover of only the Lead Member will be evaluated.</p> <p>As per Clause 12.6 (Subcontracting), the Consultant (JV/bidder) shall not subcontract the Service or any part thereof.</p>
11	General Query		Does the 'second partner' in the consortium have to submit relevant projects/assignments as mentioned in point 4 of section 3, or is it only the lead bidder?	Refer Corrigendum No. 1.
12	General Query		Will the pro-bono projects be considered, such as street design guidelines developed for the government without fees?	Pro-bono projects will not be considered.
13	General Query		Can the team composition have a mix of team members from both organisations in the consortium, or does it have to belong only to the lead bidder?	Yes. Refer Corrigendum No. 1.
14	General Query		Is the sub-contracting of conducting perception surveys to a survey agency as 'non-key experts' allowed?	As per Clause 12.6 (Subcontracting), the Consultant (JV/bidder) shall not subcontract the Service or any part thereof.

15	Pg. No. 5 Letter of Invitation, point 7:		Considering the requirement of physical submission and the unavailability of some staff due to the Easter break, we would request for an extension of 10 working days.	This clause remains the same as presented in the published RFP.
16	General Query		The bidder understands experience and experts of international group companies of the bidder can be included for evaluation. Please confirm the same.	In case of a JV/ Consortium, experience and team members from both entities of the JV/ Consortium will be considered.
17	Pg. No. 43 Tech-9 Similar/ relevant projects/ assignments		Please confirm the value of projects which need to be presented for evaluation. The TECHNICAL EVALUATION CRITERIA FOR SELECTION OF BIDDER, 2. FIRM CREDENTIALS, states "The Bidder, in its last 8 years of experience, should have completed similar/ relevant projects/ assignments with a contract value of at least INR 35 lakh". However Form TECH – 9, Similar/ relevant projects/ assignments, states "The Bidder in its last 8 years of experience should have completed at least 3 projects/ assignments similar/ relevant to Output 1, each of 40% of the assignment value (INR 66,00,000/- (Rupees Sixty-Six Lakh only) contract value, inclusive of all taxes)" and 2 more criteria and PROJECTS TO BE CONSIDERED FOR TECHNICAL EVALUATION states "The Bidder, in its last 8 years of experience, should have completed similar/ relevant projects/ assignments with a contract value of at least INR 23,00,000/- (Rupees Twenty-Three Lakh only)."	Refer Corrigendum No.1.

18	Pg. No. 49 Background		<p>We understand that UrbanShift Country Project include Pune and Surat as target cities, and Agra & Puducherry as replication cities. However, under the present TA all field activities will be limited to Surat city only.</p> <p>Request authority to confirm this.</p>	<p>The said work is for Surat city only.</p> <p>For details regarding consulting services, kindly refer the Section V – Terms of Reference (ToR).</p>
19	Pg. No. 5 Letter of Invitation, Point-5	<p>“The method of selection for all the above-mentioned outputs is Quality cum Cost Based Selection (QCBS) with a ceiling amount of INR 1,00,00,000 (Rupees One Crore only), including of taxes (excluding Hosting charges of the Capacity Building Workshops)”</p>	<p>As per the scope of the project, the engagement will require extensive field work for surveys and data collection and require multisectoral experts which will require significant budget allocation. Therefore, we would like to that the ceiling amount be increased to INR 2,50,00,000 (Rupees Two Crore and 50 Lakhs only).</p>	<p>This clause remains the same as presented in the published RFP.</p>
20	Pg. No. 5 Letter of Invitation, Point-7	<p>“The Proposal shall comprise of Proposal Submission Form, Technical Proposal and Financial Proposal, and must be submitted to the NIUA Office (1st Floor, Core 4B, India Habitat Centre Lodhi Road, New Delhi-110003) by 19.04.2024, 17:00 hrs IST.”</p>	<p>We would like to request that the proposal submission timeline be extended by two weeks.</p>	<p>This clause remains the same as presented in the published RFP.</p>
21	Pg. No. 50 Section – V: TOR Clause II, A, 4(II)	<p>Conduct baseline assessment of “Availability and condition of existing NMT infrastructure in Surat”</p>	<p>Kindly confirm if GIS database of existing NMT infrastructure will be provided by the client.</p> <p>Field surveys for baseline assessment of NMT infrastructure will be limited to major arterial and sub-arterial roads in Surat city, and roads below sub-arterials need not be surveyed physically.</p>	<p>Clarification: As per the published RFP,</p> <p>“SMC will share the existing city-level road network map of Surat with the Consultant.”</p> <p>&</p> <p>“SMC will share the proposed plans of TPS no. 80 & 81 with the Consultant.”</p> <p>This information shall be shared at the later</p>

				<p>stage with the Consultant selected for the said work.</p> <p>The scope of the field survey will be decided by the consultant based on their proposed approach and methodology for undertaking this work, and the level of data availability with SMC and other agencies.</p>
22	<p>Pg. No. 50</p> <p>Section – V: TOR Clause II, A, 4(II) & Clause II, A, 5(III)</p>	<p>“Decipher the use-wise spatial structure of the city (residential, institutional, industrial, commercial, recreational, etc.)” & “analysis of the city’s spatial structure based on various uses (residential, institutional, industrial, commercial, recreational, etc.)”</p>	<p>We would like to know if land use GIS data for Surat city will be provided by the client/stakeholder department(s).</p>	<p>Yes.</p>
23	<p>Pg. No. 51</p> <p>Section – V: TOR Clause II, A, 5(III)</p>	<p>“Recommend preparation of a Phasing Plan (including timeline and sequencing of strategies/actions) to enable the nodal body to methodically implement the recommendations of the NMT Plan, identify pilot projects to be executed as a Proof of Concept, etc.”</p>	<p>We understand that execution of pilot project is not in the scope of the present TA. Kindly confirm if our understanding is correct.</p>	<p>Yes, the execution of pilot project is not in the scope of the present assignment.</p>
24	<p>Pg. No. 51</p> <p>Section – V: TOR Clause II, A, 6</p>	<p>“...the hosting charges of this workshop (as indicated in Clause 1.11 of the ITC) and the honorarium to be paid to the experts (if any), shall be borne by the UrbanShift Country Project’s budget. All Surat city stakeholders (such as SMC, SUDA, etc.) shall be invited by the consultant for this workshop.”</p>	<p>We understand that all the out-of-pocket costs, viz., logistic cost (food and lodging, travel), material cost (e.g., banner, poster, registration kit, audio-visual recording, and others) will be included in UrbanShift Country Project’s budget. The consultant will merely facilitate planning, coordination, and organization of the event in consultation with the client and prepare relevant reports/documents</p>	<p>Kindly refer Output 4, Point no. 1 to understand the scale of the workshop. Other details will be worked out later.</p>

			<p>related to the workshop.</p> <p>Kindly confirm/clarify the quantity and items for which the consultant will have to budget towards organizing the workshop.</p>	
25	<p>Section – V: TOR Clause II, B, 1</p>	<p>“.... recommend street sections and junction designs for road types with varying Right of Way (RoW) - National Highway, Arterial, Collector, Local Roads and Pedestrian & NMV Streets, surrounding urban context, adjoining uses, etc.”</p>	<p>We understand that the scope will include recommendation of design of typical cross-sections for different types of road segments (for typical land use types residential, institutional, industrial, commercial, recreational) and junctions, and not the layout or detailed design of the entire network.</p> <p>Kindly confirm/clarify if our understanding is correct and if the authority is expecting a layout of the entire city’s NMT network?</p>	<p>Yes.</p>
26	<p>Pg. No. 53</p> <p>Section – V: TOR Clause II, C, 2(d)</p>	<p>“develop strategies for efficient parking management to alleviate parking shortages, reduce traffic congestion caused by parking-related issues, and encourage alternative transportation modes;”</p>	<p>Request city authority to confirm if the baseline information of existing parking infrastructure and parking volume and occupancy, and demand will be supplied by the authority/stakeholder(s).</p>	<p>Secondary information available with SMC will be provided to the selected consultant. The consultant is responsible for filling the data gaps (if any) by conducting relevant surveys.</p>
27	<p>Pg. No. 53</p> <p>Section – V: TOR Clause II, C, 2(f)</p>	<p>“develop an efficient and integrated network of utility services/ utility ducts (including storm water drains, sewerage lines, electric conduits, etc.);”</p>	<p>We understand that the scope will include development of NMT network plan not a detailed plan of the items given in this clause. Obviously, the NMT plan should consider these items while preparing the plan.</p> <p>We seek clarification on whether the detailed plans of these items are excluded from the scope?</p> <p>If not, then please mention what level of details are required. In this case, detailed</p>	<p>The detailed plan of items such as utility services/ utility ducts are not included in the scope of work.</p>

			inventory survey and topography surveys needs to be carried out which will have significant impact on cost. Therefore, kindly specify the details so that a parity is maintained across the bidders for cost estimation.	
28	Pg. No. 55 Section – V: TOR Clause III.	Deliverables, timelines, and payment milestones	Kindly consider inclusion of a virtual inception workshop as deliverable to discuss the workplan and align with the expectation of relevant stakeholder. This may be scheduled within 2 weeks of signing of the contract. Accordingly, the timelines of the deliverables may be revised slightly. Also, kindly consider revising the payment term and include 10% of the contact amount to be paid as mobilization fee after the inception workshop.	This clause remains the same as presented in the published RFP.
29	Pg. No. 80 Section – V: TOR GC Clause 42.2 Damages	“The liquidated damages for the whole of the Works are 0.1 % (zero-point one percent) of the final Contract Price per day for delay in meeting the deliverables as per ToR”	Our experience suggests that large-scale projects like the present one may face unforeseen challenges, especially for carrying out field studies, which may sometime cause delay in project timeline. Therefore, we request the authority to exclude this clause or dilute it to account for delays due to unforeseen challenges.	This clause remains the same as presented in the published RFP.

30	<p>Pg. No. 26</p> <p>Section – V: TOR Section III – Evaluation and Qualification Criteria, - Similar/ relevant projects/ assignments:</p>	<p>“Completion Certificate from Client with relevant information like name of the assignment, date of start, date of completion, contract amount and total payment received, etc.”</p>	<p>Kindly allow on-going relevant projects which are in advanced stage. Therefore, request to revise this requirement of the supporting document for the projects.</p>	<p>This clause remains the same as presented in the published RFP.</p>
31	<p>Pg. No. 69</p> <p>Section – V: TOR Liability of the Consultant</p>	<p>23.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant’s liability under the Contract shall be as determined under the Applicable law.</p>	<p>The limitation of liability upon consultant is as per Applicable law which becomes unlimited liability. Request authority to limit overall liability up to the amount of contract value. Further, consultant should not be liable for indirect/consequential losses.</p>	<p>This clause remains the same as presented in the published RFP.</p>
32	<p>Pg. No. 69</p> <p>Section – V: TOR Insurance to be taken out by the Consultant</p>	<p>Full Text</p>	<p>PricewaterhouseCoopers Private Limited maintains appropriate professional indemnity insurance cover with underwriters to protect against all reasonable risks in respect of all professional services provided by the firm. The policies are issued on a broad form Professional Indemnity Insurance wording. Whilst the levels of cover must be kept confidential, we believe that our insurance cover is at least adequate to enable us to meet valid claims. Furthermore, although we carry insurance cover, it is the firm's policy to limit our liability in our contracts to minimise our potential exposure to a reasonable level unless we are prohibited by law or regulation from so doing. We expect the outcome of any current action or aggregate of actions to be within our insurance cover and other resources, such</p>	<p>This clause remains the same as presented in the published RFP.</p>

			<p>that our ability to continue to render services will not be impaired.</p> <p>We request that disclosing insurance details may be omitted from standard terms of the contract as mentioned in section 24.1.</p>	
33	<p>Page No. 44</p> <p>Tech-9</p> <p>Similar/ relevant projects/ assignments</p>	<p>Form Tech-9</p> <ul style="list-style-type: none"> • Assignment Value (INR 66,00,000/- (Rupees Sixty-Six Lakh only) contract value, inclusive of all taxes • Similar assignments Contract value shown as 66 lacs against 100 lacs .. 	<p>Please clarify if Similar Assignment Value should be INR 66,00,000/-or INR 100,00,000/-</p>	<p>Refer Corrigendum No.1.</p>
34	<p>Page No. 51</p> <p>Output -1 Point -6;</p>	<p>TORs</p> <p>Output 1</p> <p>6. Organise a Hybrid Technical (one-day) Workshop</p>	<ul style="list-style-type: none"> • Please clarify the hybrid technical workshop is to be conducted at the end of Output-1. • Is this in addition to capacity building workshops in output-4 ? 	<p>Yes.</p> <p>Yes.</p>
35	<p>Page No. 54</p> <p>Output -1 Point -6;</p>	<p>Output 1:</p> <ul style="list-style-type: none"> • 4. Conduct a baseline of the existing NMT network and infrastructure in Surat. • Transportation Surveys, Traffic Surveys etc. 	<ul style="list-style-type: none"> • Does the consultant need to conduct the surveys or since the CMP of Surat is under preparation – will the data be shared with us. 	<p>Secondary information available with SMC will be provided to the selected consultant. The consultant will be responsible for filling the data gaps (if any) by conducting relevant surveys.</p>
36	<p>Page No. 53</p> <p>Output 2</p>	<p>Output 2</p> <ul style="list-style-type: none"> • assess the Manual for Safe and Sustainable Urban Road Traffic and Transportation (MSSURTT) 	<ul style="list-style-type: none"> • Is to be prepared by consultant? Or to review the available Manual? 	<p>Review the Manual and recommend changes to make it comprehensive.</p>
37		<p>Output 3 Point # ii</p>	<ul style="list-style-type: none"> • As a part of this deliverable; do we need to 	<p>Secondary information available with SMC</p>

	<p>Page no 53</p> <p>Output 3</p>	<p>Comprehensive Network Plan (with all dimensions, slopes, level difference, material specifications and road markings – lane delineation, traffic calming measures, bus bays, pick-up and drop-off points, parking, street</p> <ul style="list-style-type: none"> • utilities, landscape elements, street lights, etc.). 	<p>do Topo and Utility Survey</p> <ul style="list-style-type: none"> • Do we need to provide detailed design or conceptual level plan? • Please clarify. 	<p>will be provided to the selected consultant. The consultant is responsible for filling the data gaps (if any) by conducting relevant surveys.</p> <p>Submission will be as per the scope of work.</p>
38	<p>Page no 52</p> <p>Output 3</p>	<p>Output 3</p> <p>Prepare a city-level NMT Network Plan of Surat with the</p>	<ul style="list-style-type: none"> • What should be the min or max length of city level NMT Network and for area level NMT corridors? 	<p>Query not understood.</p>
39	<p>Page No. 55</p>	<p>To assist NIUA PMU in vendor selection</p>	<ul style="list-style-type: none"> • To elaborate on this please. Is it for conducting workshop? 	<p>Yes.</p>
40	<p>Page No. 57</p> <p>Output 3</p>	<p>C. Scope of Work of Output 3</p>	<ul style="list-style-type: none"> • Capacity building is at 92nd week though all other deliverables are by end of 44 weeks. • Workshops/ capacity building to be conducted after Finalisation of NMT policy and guidelines • Please clarify the time line for finalisation of NMT policy and guidelines. • Also request to clarify whether capacity building workshops can be carried out after approval of NIUA & SMC after 44 weeks in consultation with the client 	<ul style="list-style-type: none"> • Yes. • ED + 44 weeks. • Yes. NIUA & SMC will inform the consultant about the time of conducting the workshops.