

REQUEST FOR PROPOSAL
FOR
HIRING OF CONSULTANT FOR FACILITATING LAND
ACQUISITION

CHIEF ADMINISTRATOR
HARYANA SHEHRI VIKAS PRADHIKARAN
SECTOR-6 , PANCHKULA

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DISCLAIMER

- i. Though adequate care has been taken in the preparation of this Tender Document yet it would be the responsibility of the Consultancy Company (bidder) submitting proposal in response to this RFP to satisfy itself that the Document is complete in all respects.
- ii. HSVP will not have any liability to any prospective Consultancy Company or any other person under the law of contract with regard to expense or damage which may arise from or incurred or suffered in connection with anything contained in this RFP Document, any matter deemed to form part of this RFP Document, the award of the Assignment, the information and any other information supplied by or on behalf of HSVP, any consultants or otherwise arising in any way from the selection process for the Assignment.
- iii. HSVP reserves the right to reject any or all the Proposals submitted in response to this RFP at any stage without assigning any reason whatsoever. HSVP also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Proposal.
- iv. HSVP reserves the right to change/modify/amend any or all of the provisions of this RFP Document.

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1.0 BACKGROUND

The Haryana Shehri Vikas Pardhikaran (HSVP) undertakes the planned development of urban areas in the State after acquisition of land by the Government through its Urban Estates department for specific land uses like residential, Commercial and Industrial etc. in accordance with the provisions of the Development Plans. It aims to develop world class physical infrastructure for its townships like roads & bridges, water supply and sewerage systems, storm water drainage systems and horticulture works. HSVP also provides the basic infrastructure facilities like health care, education, recreation, environment, industry and community development.

In order to develop these Urban Estates in planned manners, Land Acquisition is being carried out by Government. Land acquisition under ***“The Right to Fair Compensation & Transparency in Land Acquisition, Rehabilitation & Resettlement Act 2013”***, is very tedious and time consuming process which require expert inputs. Therefore Haryana Shehri Vikas Pradhikaran has formulated a Land Pooling Policy in 2019 with aim to evolve a fair and transparent mechanism for pooling of land for development of sectors or part thereof from the willing landowners having undisputed clear title of land along with encumbrance free possession in his/her name and Panchayat land/municipal land also be taken under land Pooling Policy for integrated planning of the sector/scheme.

The objective of the policy is to procure/assemble land required for fulfilling the objectives of planned development in an inclusive manner where the landowners are willingly part their land, rather than compulsory acquisition, making them partner in development process.

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Followings are the benefits of Land Acquisition through Land Pooling:-

- (i) Share of developed land fetches good price and gives more returns to the land owners.
- (ii) Land owners can sell their developed land or they can use it for their own benefits.
- (iii) Share of commercial land is also at times given to the land owners so that they may regain their livelihood by adopting several business activities once the project gets executed.
- (iv) To maintain the livelihood of the land owners during planning and construction period, the Pradhikaran pays subsistence allowance to the land owners as per the policy.
- (v) **The acquiring authority does not require to raise loans for urban development. Similarly no heavy burden on the state exchequer is entailed.**
- (vi) Smooth development of the project as land owners are the partners and no local resentment takes place.
- (vii) **Compensation paid to land owners is once for all and the acquiring authority does not get burdened with the issues like enhancement.**
- (viii) It's a consent award and Govt. can use land for any purpose it may desire after ensuring that it fulfills the commitment made to the land owners.
- (ix) Option to approach Court or withholding of acquisition by Court is restrained as the land owners themselves have opted for land pooling.
- (x) No middleman is involved as acquiring authority has direct interaction with the land owners.

Due to acute shortage of present staff for acquiring the land through land

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pooling policy, there is a need to accelerate the acquisition process through outsourcing the facilitation works. Therefore, HSVP intends to hire Land Acquisition Facilitating Consultant (LAFC) for assisting HSVP in land pooling and other Land Acquisition Works.

2.0 BID PROCESS

(i) This proposal is invited under **single stage two-bid system**. The bids should be submitted in two separate envelopes/packets and both packets put together in one single outer envelope/packet. The two packets shall be marked as under:-

Packet 1: Technical Bid (*including EMD & Commercial conditions*)

Packet 2: Financial Bid (*Price bid only*)

- (ii) On the date specified in the tender notice, the envelope of all bidders will be opened in the presence of bidders' representative, who may witness opening of bids. During opening, availability of both the envelopes (packet 1 & 2) shall be examined.
- (iii) Financial Proposal (Price Bids) of technically qualified bidder(s) shall be opened on pre-determined date, time and venue. Bidders, whose financial proposals shall be opened, will be intimated in advance for being present during the opening of bids.
- (iv) Bid document is non-transferable. Bidders shall submit original bid document bearing serial numbers, name written on it and duly signed by the issuing authority of HSVP to the bidders. Any discrepancy observed shall call for rejection of the bid. Bids received from bidders, in whose name Bidding Document has been issued, shall only be considered.
- (v) No extension in the due date shall be considered on account of delay in receipt of Bid Document by post. HSVP shall not be responsible for not reaching blank Bid document dispatched by HSVP, at the request of the bidder(s).

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- (vi) The bidders shall keep their offer open for a minimum period of 120 days from the due date, which may be extended further, if required at the request of HSVP from time to time. Any contravention of the above condition shall make the bidder liable for forfeiture of his earnest money deposit. The bidders cannot withdraw their offer within the validity period/extended validity period.
- (vii) Proposal should contain two envelopes, which will be contained in one outer envelope. These envelopes should be marked on top of envelope “Technical Proposal” and “Financial Proposal (Price Bid Only)”. Technical envelope should contain EMD, certificates, Letter of Award, CV and any other document related to technical proposal. Financial envelope should contain financial proposal i.e. price bid only (section 7).
- (viii) Each page of Bid must be signed and sealed by the bidder or its authorized representative in whose name power of attorney is issued. In such case, an attested copy of power of attorney shall be enclosed. Bids should be submitted in one sealed outer envelope, super-scribed as follows:

Tender notice no.:-

Name of work:-

Date & Time of opening of Bid:-

Name & Address of Bidder:-

- (ix) Bidders are required to give unconditional offers. A conditional offer shall be liable for rejection.

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3.0 TIMELINES

(i) Sealed proposals must be received on or before 07.02.2022 upto 05:00 PM in the manner as specified in this RFP at the address given below:-

**Chief Administrator
Haryana Shehri Vikas Pradhikaran
Sector -6, Panchkula , Haryana.**

- (i) In case, the Bidders want any other information or any communication regarding this Bid, the same can also be collected from the above address.
- (ii) The agreement period for providing services will be 2 years from the date of signing of the formal contract between HSVP and the successful bidders.
Please note that time is the essence of the Contract, and efforts should be made to complete within time.
- (iii) The Consultancy contract between successful bidder and HSVP will be governed by General Conditions of Contract (GCC) for Consultancy Contract, which shall be given to the successful bidder.

4.0 EARNEST MONEY DEPOSIT (EMD)

All Bids must be accompanied by an Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in form of a Demand Draft in favour of Chief Administrator, Haryana Shehri Vikas Pradhikaran'. The draft pertaining to EMD shall be placed in the same packet marked '**Technical Bid**'

Any Bid received without Earnest Money shall be rejected. No interest shall be payable on the EMD so long as the same is retained with HSVP.

Earnest money is liable for forfeiture in following conditions

- i. On revocation of tender due to increase in rate by the bidder after opening of the tender within the validity period,
- ii. On refusal to accept the work order/Letter of Acceptance after the contract is awarded.
- iii. If the work is not commenced by the stipulated date.

EMD of unsuccessful bidder(s) shall be refunded within reasonable time.

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5.0 QUALIFICATION CRITERIA

- (i) A Consultant firm may apply individually or as a Joint Venture Association. In case of Joint Venture Association, a maximum of 2 (two) consultant firms are permitted. They should also submit proof of JV along with the technical bid.
- (ii) The Bidder must be a registered and reputed Company with atleast five years of experience in the land acquisition facilitation /Land Pooling along with demonstrable skills in the areas of land acquisition, Social Impact Assessment, resettlement and rehabilitation..
- (iii) The Bidder must have been awarded at least three land pooling facilitation works for Urban Development Authority/ Local Government either single or in joint venture from any Government Department or any Organization owned by Government of India or its PSU, State Government or its PSU, in the last three year. As a proof of this, the bidder must submit a copy of the letter of award of work from such Government Department/Organisation.
- (iv) The bidder must have atleast 100 acres land acquisition experience under Land Pooling Policy for Urban Development Authority/ Local Government either single or in joint venture from any Government Department or any Organization owned by Government of India or its PSU, State Government or its PSU. As a proof of this, the bidder must submit a copy of the letter of award of work from such Government Department/Organisation.
- (v) The Bidder must have work experience in Land Pooling, Social Impact Assessment (SIA), R&R (Rehabilitation and Resettlement), LA (Land Acquisition) with the provisions of the Land Acquisition Act 2013 and Land Pooling. The Social Expert having atleast 20 years experience in

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doing Social Impact Assessment and R & R Projects with excellent skills in writing and speaking English as well as who is well conversant, must have experience in assisting SIA work under the new land Acquisition Act 2013. For this purpose any letter of Government showing participation should be submitted by the bidder.

- (vi) In case Consultant wish to associate/de-associate any expert, proper agreement between the parties be enclosed specifically for delineate respective responsibilities under this agreement, alongwith credential in this area, but main responsibility would be of the Empanelled Consultant.
- (vii) The Bidder must have an operating office in Tri City (Chandigarh/Panchkula/ Mohali).
- (viii) The Bidder should submit requisite papers from the Government Department/Organization which had deployed the Consultant and a Certificate of satisfactory completion of work. Failure to produce such documents will summarily call for disqualification of the bidder.
- (ix) The bidder must have consolidated turnover of Rs. one crore in last 3 financial years.
- (x) For working out the total contractual amount received by the Bidder, either of the following documents will be relied upon :-
 - a) Certificate from the Government employer/work order,
OR
 - b) Audited Balance sheet of atleast 3 financial years duly certified by the Chartered Accountant,
OR
 - c) A copy of return filed with IT department duly certified by CA.

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The bid evaluation criteria would be as under:-

Sr. No.	Evaluation criteria		Maximum Marks
1.	Overall experience in Land acquisition and facilitation work under The Right to Fair Compensation and Transparency in Land Acquisition and R&R Act 2013		40 Marks
	3 Projects	10 marks	
	3 to 6 projects	20 marks	
	More Than 6 Projects	40 marks	
2	Total acquired land under the Land pooling Policy by the firm		30 Marks
	100 Acres	10 marks	
	100 to 500 Acres	20 marks	
	More Than 500 Acres	30 marks	
3	R&R Expert minimum 20 years experience under The Right to Fair Compensation and Transparency in Land Acquisition and R&R Act 2013	20 marks	20 Marks
4	Financial turnover		10 Marks
	One Crore during last three financial years	10 marks	

6.0 TERMS OF REFERENCE

The basic objective of hiring land pooling facilitation consultant is to assist HSVP in compilation of land transferred from land owners to HSVP. The important activities to be carried out by Land Pooling Facilitation Consultant are as under:-

1. Collection of Details of identified land as under:-

- i. Collect photocopies of village revenue maps from the Tehsil Office.
- ii. Collect Layout/Development Plan.
- iii. Superimpose of layout plan on village revenue maps.
- iv. Verify each rectangle/Khasra no. of the land.
- v. Delineate and estimate the exact area to be acquired on Plan, where land acquisition is proposed.
- vi. Collect land ownership details from the concerned Tehsil Office.
- vii. Submission of final Khasra no. along with Land Acquisition Plan to HSVP.
- viii. Submission of the proposal of land pooling/acquisition to HSVP.

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2. Consultation and Meetings with land owners:-

- i. Meeting in Villages with key person such as representatives, land owners etc.
- ii. Focused Group Discussion to describe the benefits of land pooling with land owners.
- iii. Distribution of pamphlets - Details of land and land pooling policies to the land owners
- iv. Preparation of minutes of meeting (MOM) and submission to E.O. HSVP.

3. Collection of Comments and documentation:-

- i. Preparation of individual file of each land owner with all relevant documents.
- ii. Entitlement of individual land owner as per policy.
- iii. Consent from individual land owners and willingness to get land transferred through land pooling in a prescribed format.
- iv. Approval from HSVP for registration of proposed pooled land.

4. Preparation of Tatima of the Land:-

- i. Survey of acquired and affected structures for valuation through EO, HSVP.
- ii. Re-establishing tatima in the field by making measurement and survey of each rectangle/Khasra no.
- iii. Demarcation of pooled land on the ground and submission of demarcation plan.

5. Disbursement of land pooling documents: -

After getting consent of land owners/approval of HSVP the consultant will get the sale deed executed in favor of HSVP. The Letter of Intent (LOI) of land pooling shall be given by authorized representative of HSVP to the land owners in lieu of compensation.

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After getting sale deeds the consultant will execute the following activities: -

- i. Updating land records with the help of Patwaris/Halka Patwaris.
- ii. Public Consultation and sensitization of people about the importance of LOI.
- iii. Assessment of Subsistence Allowance payable to individual land owners as per policy.

6. Possession of Land:-

After disbursement of sale proceeds or developed residential/commercial plots for the land pooling, the land will be taken into possession, demarcated at site and then will be got transferred in the name of HSVP in the revenue records. All kinds of assistance for updation of revenue record as well as taking possession from the landowners & handing over the same to the Estate Officer, HSVP would be provided.

7.0 PAYMENT SCHEDULE:-

Sl. No.	Payment Milestone	% of Contract Value
1	Collection of Revenue Details of identified land	10%
2	Consultation and Meeting with land owners and submission of proceedings of the meetings.	10%
3	Collection of Comments and documentation	10%
4	Preparation of Tatima of the Plots	10%
5	Possession of Land	30%
6	Demarcation of Land and Taking Possession	30%

(Figures in brackets is weightage percentage (%) out of total percent (%) contract value)

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Forwarding Letter

To,

**Chief Administrator
Haryana Shehri Vikas Pradhikaran
Sector -6, Panchkula , Haryana.**

Ref:- RFP for Hiring of Land Acquisition Facilitation Consultant

1. I/We have read the conditions of tender attached hereto and hereby I agree to abide by the laid down conditions. I/we also agree to keep this offer open for a period of **120 days** from the date of Technical Bids opening and in default thereof, I/We will be liable for forfeiture of my/our '**Earnest Money**'. I/We offer to do the work as set out in the Bid Document. I/We also agree to abide by the General Conditions of the Contract and to carry out the work according to Special Conditions as laid down by HSVP for the execution of the subject work.

2. A sum of **Rs. 50,000/- (Fifty thousand only)** is paid towards Earnest Money Deposit. The value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:

(i) I/We do **not execute the agreement** within 30 days from the date of issue of the LOA by HSVP.

OR

(ii) I/We do not commence the work within **7 days** after signing of the agreement to that effect.

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3. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between ourselves and HSVP subject to the modification, as may be mutually agreed and indicated in the LOA or my/our offer for the work.

Signature of Tenderer/ Bidder

Name:

Designation:

Signature of Witness:

Name:

Address:

Bidders/Tenderer's Address

Tel: (STD Code).....

Fax: (STD Code).....

Mobile:-

E-mail :-

FINANCIAL PROPOSAL SUBMISSION FORM

Place:

Date:

To

**Chief Administrator
Haryana Shehri Vikas Pradhikaran
Sector -6, Panchkula , Haryana.**

Dear Sir,

We, the undersigned, offer to provide the consulting services for Land Acquisition Facilitating Consultant for land acquisition for HSVP in accordance with your request for Proposal dated **[Insert Date]** and our Technical Proposal. Our attached Financial Proposal is for the sum of **[insert amounts in words and figures¹]** which is price for lump sum work for nine months on the Schedule of Rates (SOR) (FIN-2).

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or any fraudulent action to influence the

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decision for award of work. We further undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely (Prevention of Corruption Act, 1988”).

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

Yours Sincerely,

Authorized Signature [**In full and initials**]:

Name and Designation of Signatory:

Name of Firm:

Address:

Tel: (STD Code).....

Fax: (STD Code).....

Mobile:

E-mail:

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FORM FIN-2

SCHEDULE OF RATE

Sl. No.	Description of work	Quantity	Rate per acre will be exclusive of G.S.T (in Rs.)
1	Hiring of Land Acquisition Facilitating Consultant for land acquisition for HSVP	Rate per acre of Acquisition lumpsum	
			In figures: Rs. _____
			In Words: Rupees:

NOTE –

- i) The above rates are inclusive of all taxes and levies except GST which will be reimbursed on submission of proof of payment thereof.
- ii) Price shall be quoted both in figure and words. For any discrepancy noticed, amount written in word shall be considered firm and final. For any correction either in figure or words shall be re-written afresh, deleting incorrect figure or words by single line, duly authenticated/signed.

(Seal & Signature of Bidder)