

HP. Housing & Urban Development Authority

(Nigam Vihar Shimla-2)

No:HIMUDA(SD)-Etender/2017-5682-97

Dated 13/03/2018

NOTICE INVITING e-TENDER

Draft Tender Document regarding appointment of a consultant for online submission to obtain TCP approval for various projects.

- 1. Introduction:** HIMUDA is semi Govt. Organization owned by HP. State Govt. Presently carrying out development of various colonies/Commercial Complexes etc. & executing Governments projects as deposit work spread in all Districts of Himachal Pradesh. Before execution of projects/works, approval is requested from Town & Country Planning Deptt. on building plans wherever applicable. At present Town & Country Planning Deptt. has made it mandatory that all the cases shall be submitted online & no submission shall be accepted manually. Although offline submission is also prevalent for Housing Colonies. The most important aspect is Real Estate Regulations & Development Act (Rera) which comes in force. Keeping this in view, HIMUDA is desirous to **appoint consultant** who will obtain online/offline approval from TCP Deptt. for various projects.
- 2. Eligibility & Criteria for the Consultant:**
 - (i) The Tenderer/consultant should be registered from HP. Town & Country Planning Deptt. having at least 10 years experience in the line.
 - (ii) The Tenderer should have PAN Number & GST Number.
- 3. Earnest Money Deposit:**
 - a) Tender should be submitted along with non-refundable tender fee of **Rs.10000/-** in shape of Demand Draft in favour of CEO-Cum-Secretary, HIMUDA Shimla-2 payable at Shimla Tender submitted without tender document fee shall be rejected.
 - b) Each tender document shall be accompanied by a Demand Draft for an amount of **Rs.20000/-** drawn on any Nationalized Bank payable at Shimla in favour of CEO-Cum-Secretary, Nigam Vihar Shimla-2. Tender not accompanied by Earnest Money Deposit would not be considered. The earnest money will be returned to the unsuccessful tenderer immediately after the decision and to the successful tenderer (lowest bidder) Earnest Money would be released after termination if not forfeited on termination of the contract or completion of contract agreement (whichever may be the case).

4. **i) Pre Bid Meeting:- 13-4-2018**
 ii) Last date of submission of Bid:- 27-4-2018 up to **3.00 PM** in the office of CEO-Cum-Secretary, Nigam Vihar, Shimla-2.

5. **Technical & Financial Bids:** Each desirous tenderer should submit technical as well as financial bids separately. Both the bids should be sealed in separate envelope clearly indicating “**Technical Bid**” & “**Financial Bid**” on the envelope concerned. These bids should be enclosed in one big envelope indicating tenders regarding appointment of consultant for online submission to obtain TCP approval for various projects. The financial bid will be opened only in respect of those tenderes who qualify in Technical Bids. CEO-Cum-Secretary, HIMUDA Nigam Vihar, Shimla-2 reserves the right to accept or reject any tender without assigning any reason.

6. **Mode of Payment:** The tenders will have to quote the rates for the following cases:
 i) Approval of Housing Colonies in various places.
 ii) Approval of Deposit Works in various places.

The entire payment shall be done in two installments first installment of 20% of the bid amount shall be paid when the case is submitted to TCP Deptt. through online or offline whichever is applicable & on receipt of acknowledgement thereof from the TCP Deptt. The second installment of remaining 80% of the bid amount shall be disbursed after obtaining the approval from Town & Country Planning Deptt.

7. **GST & other Tax Charges**

a) The tenderer is bound to pay the service tax & other taxes levied by Central/State Government, Local Bodies & any other agency from time to time during the contract period. In case any tax/chares are revised by Government during the said period of contract, the tenderer will be bound to pay the same even after completion/termination of contract.

b) The tender will be fully responsible for the penalties imposed for non-payment of such taxes/dues.

8. **Allotment of Tenderer:**

i) Tenderers/technical bids received would be scrutinized/examined by a committee of officers in the presence of tenders on their representations (if desirous) and tender would be allotted on merits.

ii) The Financial bid of tenderer who qualify in technical bid would be opened by a committee & work would be awarded to the tenderer who quotes the lowest rate.

9. Other terms & conditions:

- i) For all the disputes between the tenderers of this agreement, the courts in Shimla shall have the exclusive jurisdiction.
- ii) Conditional tender will be rejected.
- iii) Tenders received after due date & time will not be entertained.

10. Responsibility of the Agency:

The successful agency will procure all requisite documents in co-ordination with HIMUDA:

- a) The architectural drawings shall be provided by concerned Architect Section.
- b) Executive Engineer concerned will provide all the requisite documents like Tatima, Jamabandi & NOC from various departments etc. as required for submission of the agency.
- c) Structural Design Wing of HIMUDA will provide any assistance if required. The requisite structural stability certificate will be signed by EE/AE Design.
- d) Since approval fee is also deposited through online therefore, Accounts Section of HIMUDA will take up the aspect in consultation with consultant.
- e) The consultant shall adhere all duties, functions & responsibilities as applicable under Real Estate Regulation & Development Act (RERA),2016.
- f)The agency will be responsible for faithful compliance of the agreement.
- g) HIMUDA will continuously monitor the performance of the contract and in case break of any condition of contract or found guilty of negligence the agreement shall be liable to be terminated & the earnest money shall be forfeited.

11. Performa for financial bid.

12. Rate for cases assigned for TCP approval:

Description of Item	Rate (in Rs)
Housing colonies at various places.	
Deposit works at various places.	

(Er. Sandeep Sen)
Executive Engineer



HP. Housing & Urban Development Authority

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Addition..... Deletion..... Correction..... Overwriting

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www.himuda.com
Ph.No.0177-2621702

(Er. Sandeep Sen)
Executive Engineer


No.HIMUDA (SD)e-Tender/2017-

5682-97

Dated: 13.3.18

Copy forwarded for information to :-

1. The CEO-Cum-Secretary, HIMUDA Nigam Vihar, Shimla-171002.
2. The Chief Engineer, HIMUDA Nigam Vihar, Shimla-171002.
3. The Superintending Engineer(S), HIMUDA Kasumpti, Shimla-171009.
4. All the Executive Engineers HIMUDA.
5. All the Assistant Engineers, HIMUDA, Division Shimla, Kasumpti, Shimla-9.
6. The Drawing Branch/Correspondence Branch of Division Shimla Kasumpti, Shimla-171009.
7. The Executive Engineer (Design), HIMUDA, Nigam Vihar, Shimla-17002 for information please.
8. The Assistant Engineer- Cum- Nodal Officer e-Procurement, HIMUDA, Nigam Vihar, Shimla-171002.
9. ✓ The Assistant Programmer, HIMUDA, Nigam Vihar, Shimla-17002 for loading the Tender Notice in HIMUDA web immediately.
10. The various contractors enlisted with this Division.
11. The Notice Board.


Executive Engineer,
HIMUDA, Division Shimla
Kasumpti, Shimla-171009.

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