

TOWN PLANNING DEPARTMENT, MANIPUR

REQUEST FOR PROPOSAL (RFP)

for

APPOINTMENT OF

THIRD PARTY QUALITY MONITORING AGENCY (TPQMA)

UNDER

PRADHAN MANTRI AWAS YOJANA - HOUSING FOR ALL (URBAN), MANIPUR

FOR ALL THE ULBS OF MANIPUR

Town Planning Department
Directorate Complex, North AOC, Imphal-795001
Email: hfamanipur@gmail.com

BIDDERS DATA SHEET

No.	Particular	Details
1.	Name of the Client inviting RFP	State Mission Director, PMAY(U)/ Chief Town Planner, Town Planning Department, Manipur
2.	Name of the Assignment	Appointment of Third Party Quality Monitoring Agency (TPQMA) under PMAY(U)
3.	Date of Issue of RFP (2 nd Invitation)	Dt. 16.01.2019
4.	Last date of receiving queries	Dt. 28.01.2019
5.	Last date and time for receipt of RFP	Dt. 01.02.2019 up to 3:00 PM
6.	Date and time of opening of Technical Proposal	Dt. 01.02.2019 at 3:30 PM
7.	Opening of Financial Bids	Bid due date to be specified later.
10.	Validity of Bids	90 days
11.	LOA (Letter of Award) and signing of Concession Agreement	Within 30 days of award of LOA.
12.	Earnest Money Deposit (EMD)	Rs 1,00,000/- (Rupees one lakh only) in the form of Demand Draft (Refundable) from any of the Nationalized Bank or Scheduled Bank in favour of the Chief Town planner, Manipur, payable at Imphal to be submitted along with the proposal.
13.	Tender Fee	Rs 10,000/- (Rupees ten thousand only) in the form of Demand Draft (non-refundable) from any of the Nationalized Bank or Scheduled Bank in favour of the Chief Town planner, Manipur payable at Imphal to be submitted along with the proposal.
14.	Name of the Contact Officer	Associate Planner (Architect) Town planning Department Directorate Complex, North AOC, Imphal - 795001 E-mail: hfamanipur@gmail.com
15.	Address for Submission of Proposal	Chief Town Planner, Town planning Department, Directorate Complex, North AOC, Imphal - 795001 E-mail: hfamanipur@gmail.com (Bidders are requested to submit their proposal through Speed Post / Registered Post / Courier or through special messenger. Submission of proposal through other mode will not be accepted).

Note: Bidders are requested to download the RFP Document and other details from the website: www.muda.mn.gov.in

1. DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidders whether verbally or in documentary or any other form, by or on behalf of the Authority or any of its employees or advisors, is provided to Eligible Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFP.

Information provided in this RFP to the Eligible Bidders(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors, make no representation or warranty and shall have no liability to any person, including an Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP. Town Planning Department, may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The Applicant shall bear all its cost associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Selection Process.

2. BACKGROUND

Government of India has launched a comprehensive mission Pradhan Mantri Awas Yojana (Urban)-Housing for All. The mission seeks to address the housing requirement of urban poor through the following programme verticals:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through credit linked subsidy
- Affordable Housing in Partnership with Public & Private sectors
- Subsidy for beneficiary-led individual house construction (New + Enhancement)

PMAY scheme guidelines envisage the states would engage Third Party Quality Monitoring Agencies (TPQMA) to ensure quality of construction under the above verticals of the mission except Credit Link Subsidy (CLS). In Manipur as of now, state has implemented new housing through Beneficiary Led Construction (BLC) vertical only.

3. OBJECTIVE

Effective monitoring of ongoing project(s) is a key to successful completion of any project with monitoring of quality being most significant aspect. A State level mechanism for **Third Party Quality Monitoring** of projects sanctioned under PMAY has been evolved with the following objective:

- Review and monitoring of quality of all PMAY projects implemented by ULBs/ Implementing Agencies.
- Provide a structured report on the quality of projects under PMAY.

States should draw up their quality and assurance plans involving third party agencies. Such plan will include visits by third party agencies to the project site and to monitor and advise State and Urban Local Bodies/ Implementing Agencies on quality related issues. On the basis of quality assurance report by such agencies, States and ULBs/ IAs should take both preventive and curative measures to ensure that standard quality houses and infrastructure are constructed under the mission.

4. SCOPE OF WORK

To support State Mission Director/Chief Town Planner, Town Planning Department, Government of Manipur, in the implementation of Pradhan Mantri Awas Yojana (PMAY) as per the TPQMA guidelines issued by Ministry of Housing and Urban Affairs, Government of India and to achieve the ultimate objective of providing Housing for All by 2022. The terms of reference shall be liable to adapt to subsequent amendments in the guidelines by the Ministry. At present there are 24 (twenty four) ongoing projects and 3 (three) in the process of finalization of preparation of HFAPoA in 27 (twenty seven) Urban Local Bodies of Manipur. The TPQMA will be responsible for monitoring the ongoing projects as well as future projects which may be approved under PMAY (U) from time to time. The recommended sample size per project for monitoring BLC houses is 5-10% of DUs or 50 DUs whichever is more.

The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction. Site visits will be organized at different stages as indicated by the implementing agencies as 'milestones' in their work plan, which may consist of intermediate stages of development of work or contracting packages. These visits shall be preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress with the objectives as under:

- Schedule the field visits in the cities across the State after proper coordination at State/ ULB level.
- Examine project documentation with respect to sanctioned covenants.
- Review of land requirement/ availability, site preparation & other statutory clearances.
- Review of project implementation plan and procurement process.
- Review of approved quality monitoring plan.
- Review of Safety and Health aspects.
- Examine Convergence with the Central/ State scheme.
- Beneficiary participation/ satisfaction in the project.
- Report on Quality Assurance. (indicative format is at Annexure-1 meant for BLC only)
- Remedial measures to improve quality of the project.
- File report in a timely manner.
- Follow-up action of the report, which would be ascertained in the next report.

TPQM Agency will undertake field visits of BLC projects as per PMAY(U) TPQM reference guide for Third Party Monitoring issued by the Ministry in June, 2017 and subsequent revisions thereof.

5. TIME FRAME

TPQM agencies will undertake field visits for ascertaining quality of construction at various stages as per PMAY(U) TPQM Reference Guide. The number of visits will be limited to 3 (three) visits to each project and frequency as below:

No.	Nature of Review	Frequency of Reports	Format
1	<i>At the beginning of Construction i.e. 10-15 % of progress</i>	Once	Annexure A
2	<i>Mid of construction i.e. 50-60 % of progress</i>	Once	
3	<i>Final stage Construction 85-100% of progress</i>	Once	

6. CONFLICT OF INTEREST

Conflict of interest for a TPQMA is defined as:

- Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case may be)
- The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.
- The agency black listed or debarred by the Government would not be eligible for TPQM.

7. DELIVERABLES

The TPQMA will undertake field visits for ascertaining quality of construction at various stages of construction as per PMAY (U) TPQM Reference Guide. 'Visits' include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing. TPQM Agency/ Consulting Firm will undertake following activities for submitting Third Party Quality Monitoring Report of BLC (N) projects under PMAY. After every visit the TPQMA will submit its detailed report indicating the sample selection procedure and their findings covering the following:

Report on progress of Housing Components: To report the progress of houses constructed vis-à-vis number of houses sanctioned in the project; Overall physical progress of Housing ; Stages of progress, numbers of houses not started, Reason for non-start of house construction, if any , numbers of houses occupied by the beneficiaries, reasons for non- occupation of houses (if any)- specific reasons to be given, whether the progress of houses has been ensured through geo-tagged photographs at various construction level, whether DBT of fund to individual beneficiary is ensured in the project etc.

Report on Financial progress and Fund utilization of the project: Record and report the Sanctioned fund for entire project; amount of funds received up to date, amount of funds Utilized (out of received) amount of Expenditure by ULB; amount of Expenditure by Beneficiaries, balance funds expected/due from various stakeholders etc.

File report in a timely manner: TPQMA shall report the progress with respect to implementation as per the appropriate stage of the project.

Submit Follow-up action of the report: which would be ascertained in the next report; submit the action taken report on the previous report clearly mentioning the observations of TPQMA, actions suggested thereon and actions taken by the ULB along with TPQMA's overview of the project.

Town Planning Department shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation, sharing of information and all necessary assistance to **TPQM Agencies**.

8. PERSONNEL REQUIREMENTS

The job description of each position including qualification and experience according to Reference Guide issued by the Ministry is given below:

No.	Position	Job Description	Qualification & Experience
1	Team Leader (Senior Engineer, Civil)	<ul style="list-style-type: none"> ▪ To lead the team of professionals engaged to carry out the job of monitoring of housing and infrastructure projects. ▪ Responsible for ensuring the overall outcome and activity based support envisaged for the TPQMA. ▪ Co-ordinate with team member and report to the State Mission Director on progress of outcomes. ▪ Be responsible for the overall management of the Agency and budget, and for the timely and efficient delivery of outputs. ▪ Closely monitor the performance in collaboration with the State Mission Director to ensure that requirements related to PMAY are fully addressed. ▪ Liaise with external stakeholders as per the requirements of the scheme. 	<ul style="list-style-type: none"> ▪ Post Graduate in Civil Engineering with at least 15 years of experience. ▪ Experience in the urban sector, of which at-least 3 years should have been on leading monitoring agencies. ▪ Shall have a thorough knowledge of : <ul style="list-style-type: none"> ✓ Latest specifications pertaining to Building & infrastructure works ✓ Related publications according to which the works are required to be carried out and the tests to be conducted to ensure a good quality work.
2	Engineer (Electrical/ Mechanical)	<ul style="list-style-type: none"> ▪ Shall be required at site as directed by the State Mission Director and shall inspect and monitor implementation of the project, find deficiencies and suggest suitable remedial measures. ▪ Support Team Leader / Senior Engineer to document and communicate reports to States and Cities and necessary follow-up actions 	<ul style="list-style-type: none"> ▪ Graduate in Electrical / Mechanical Engineering with at least 7 years of experience <i>or</i> Diploma in Electrical / Mechanical Engineering with at least 10 years of experience. ▪ At least 3 years of experience in the urban housing and infrastructure sector. ▪ Shall have exposure to quality assurance in new construction and subsequent Maintenance aspects. ▪ Must be familiar with: <ul style="list-style-type: none"> ✓ Modern methods of construction of building. ✓ Design standards and technical specification of Electrical and Mechanical works in the building and infrastructure.

Note: The persons whose CVs are proposed in the bid shall not be allowed to change ordinarily. In case of **any urgency, Chief Town Planner, Town Planning Department, Manipur** may consider request of the bidder. The decision of **Chief Town Planner shall be final.**

9. EARNEST MONEY DEPOSIT (EMD)

The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/-(Rupees one lakh) only. The EMD shall be in the form of Demand Draft from any of the Nationalized Bank or Schedule Bank in favour of the Town Planning Department payable at Imphal. The EMD of unsuccessful bidder shall be refunded without any interest after finalization of the successful party by the Department. EMD of the successful bidder will be retained as performance security under the Concession Agreement. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or to have submitted false information in support of its qualification.
- If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.
- If the successful bidder fails to execute the assignment agreement within the stipulated time or any extension thereof provided by Town Planning Department.
- The EMD of the successful bidder will be retained by Town planning Department as performance guarantee and the same will be refunded without interest to the successful agency after satisfactory completion of the services.

10. TENDER FEE

The bidder shall also furnish, as part of the Technical Proposal, non-refundable Tender Fee amounting to Rs. 10,000/-(Rupees ten thousand) only in the form of Demand Draft from any of the Nationalized Bank or Schedule Bank in favour of the Town Planning Department payable at Imphal.

11. VALIDITY OF PROPOSAL

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. Town Planning Department reserves rights to reject a proposal valid for a shorter period as non-responsive. Chief Town Planner/State Mission Director will make the best efforts to finalization of the selection process within this period. In case of selection and assignment of work, the consideration shall not be changed for four years thereafter. Any proposal which is valid for a shorter period shall be rejected as non-responsive.

12. SUBMISSION OF PROPOSAL

Bidders shall submit their proposals through Registered Post / Speed Post/ Courier or through special messenger at the office address on or before the last date and time for receipt of proposals mentioned in **Bidders Data Sheet**. Town Planning Department will not be responsible for any delay / postal delay in receiving of the proposal.

The **Technical Proposal** must be submitted in a sealed envelope (with marking in bold letter). The sealed envelope super scribed as “**Technical Proposal - TPQMA**” should include the required information and documents duly signed in each page by the authorized representative of the bidder.

The **Financial Proposal** envelope cover shall be sealed and super scribed with the name of work as “**Financial Proposal - TPQMA**” along with the information required as per the formats given in the RFP document.

Both envelopes (Technical & Financial Proposals) should be placed in a sealed mother envelope superscribed with "**RFP –TPQMA PMAY (MANIPUR)**"

13. MINIMUM ELIGIBILITY/QUALIFYING CRITERIA

Following are the essential qualifying criteria for agency to qualify for the assignment:

- The eligible bidder is an institute of repute/centre of excellence/consultancy firm having experience of successfully executing in the operation of TPIMA/IRMA etc. of schemes implemented by the Ministry of Housing and Urban Affairs, Government of India in the past.
- The registration of the agency should be at least 3 (three) years old.
- Agency should not have incurred any loss for the last 3 financial years i.e., 2015-2016, 2016-2017 & 2017-2018). Audited balance sheet and profit & loss a/c should be furnished along with proposal.
- The agency should not have been blacklisted by any State Government, Central Government or any other public sector undertaking or a corporation as on the date of RFP. An undertaking to this effect should be submitted.
- Experts to be deployed fulfills the criteria at Para 8.
- No conflict of interest prevails in the engagement. A certificate to be furnished in this regard.

14. DOCUMENTS TO BE SUBMITTED AS PART OF RFP

The interested bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical proposal:

- i. Covering letter on bidder's letterhead requesting to participate in the selection process. **(Annexure-B)**
- ii. Copy of certificate of company registration. **(Annexure-C)**
- iii. Memorandum and Articles of Association of the agency
- iv. Profile of the organization, type of services, key achievements, details of awards or recognition won etc., if any
- v. Earnest Money Deposit (EMD) as applicable.
- vi. Tender fees as applicable.
- vii. Audited annual statements of income and expenditure for the last 3 financial years certified by Chartered Accountant (Balance Sheet and P&L account). **(Annexure-D)**
- viii. Declaration statement by the agency on letter head (about not blacklisting by government agencies)
- ix. Authorization letter /power of Attorney in favour of the person signing the proposal documents on behalf of the bidder. All the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.
- x. Copy of work orders undertaken by the agency and any other documents required in support of evaluation. **(Annexure-E)**
- xi. CV of the Senior Engineer and Engineer. **(Annexure-F)**

(Note- All above document should be attested by the authorized signatory with name, designation & seal of the agency).

15. EVALUATION OF TECHNICAL PROPOSALS

Technical proposal of all the Applicants will be evaluated based on the appropriate marking system. The categories for marking and their respective weightage are as under:

No.	Criteria	Weightage (marks)	Evaluation Criteria
I. Past Experience of agency			
1	Number of years in existence.	15	3 to 5 Years -10 Marks Above 5 Years -15 Marks
2	Past experience of the agency in the operation of TPIMA/ IRMA or similar nature of works/schemes implemented by Government of India	20	3 to 4 Years - 10 Marks Above 4 Years - 20 Marks
3	Specific Experience of consultant related to the present assignment Proven track record of similar completed projects. (Max. 10 marks for 1 completed project)	20	One completed project-10 Marks Two or more completed projects-20 Marks
3	Experience in handling projects of the North Eastern States	15	1 to 2 Crore -10 Marks Above 2 Crore -15 Marks
II. Experience of Senior Engineer			
4	Relevant experience of Senior Engineer	10	Minimum of 15 Years - 10 Marks
III. Financial Performance of agency			
5	The agency should not have incurred any loss in the last three years i.e., 2015-16, 2016-17 and 2017-2018.	20	No loss in the last three years-12 No loss in the last four years-15 No loss in the last five years-20
Total		100	

16. SHORTLISTING OF CONSULTANTS

The selection will follow least cost based selection (LCBS). The eligibility criteria will be first evaluated as defined in Request for Proposal for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum **70%** marks in technical evaluation shall be considered for opening of financial proposals. Town Planning Department will constitute a Tender Evaluation Committee for evaluation of Proposals received. The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria. The date and time for opening of the Financial Bid will be notified to the shortlisted agencies.

17. FINANCIAL EVALUATION CRITERIA

The price bids in the prescribed format (**Annexure-G**) of technically qualified bidders will only be opened for financial evaluation. The price bid where fees offered is more than the maximum fees admissible under TPQMA as prescribed by the ministry of Housing and Urban Affairs will be rejected.

The successful bidder shall be the one offering the lowest price. However, if more than one bidder offers the same lowest price, in such case bidder having higher technical score shall be the successful bidder.

18. TERMS AND CONDITIONS

18.1 Amendments to the RFP

At any time before submission of proposals, Town Planning Department may amend the RFP by issuing an addendum through webhosting on the website **muda.mn.gov.in** and **https://manipur.gov.in**

The bidders are required to check the given web site **muda.mn.gov.in** and **https://manipur.gov.in** for addendum, if any, before 48 hours of tender submission date and time. The bidders who quote the tender without attaching the addendum will be rejected.

To give bidders reasonable time in which to take an addendum into account in preparing their proposals, Town Planning Department may, at its discretion, extend the dateline for submission of the proposals.

18.2 LANGUAGE OF RFP

The RFP and all correspondence and documents related to RFP exchanged by the agency should be in English.

18.3 DISQUALIFICATION OF RFP

The RFP submitted by agency is liable to be disqualified if

- i. Not submitted in accordance with the RFP document
- ii. RFP received in incomplete form
- iii. RFP received after due date and time
- iv. RFP not accompanied by all requisite documents

18.4 TOWN PLANNING DEPARTMENT RESERVE THE RIGHT TO THE FOLLOWING

- i. Reject any or all proposals received in response to the RFP without giving any reason whatsoever
- ii. Extend the time for submission of RFP

19. CLARIFICATION ON PROVISIONS OF THE RFP DOCUMENT

Interested bidders may seek clarification on any of the provisions in the RFP document through e-mail to **hfamanipur@gmail.com** addressed to **State Mission Director/PMAY**. Such request for clarification shall be entertained up to 21.08.2018. Response to all clarifications received through e-mail shall be mailed back to the concerned bidder only.

20. AWARD OF CONTRACT NOTIFICATION

Prior to expiration of the proposal validity period, Town Planning Department shall notify the successful bidder in writing that its proposal has been accepted. At the same time, Town Planning Department shall notify all other bidders of the results of the bidding.

Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

21. NEGOTIATIONS/CLARIFICATIONS

The successful bidder may be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a contract.

22. CONTRACT PERIOD

The initial contract will be for 48 months from the date of signing of the agreement.

23. SIGNING OF CONTRACTS

- I. After notification, Town Planning Department shall communicate to the successful bidder to sign the contract at Annexure - 2.
- II. Pursuant to negotiations, the successful bidder shall sign, date and return the contract along with necessary supporting documents to Town Planning Department.
- III. All formalities of negotiation and signing of contract will be completed within 30 (thirty) days of notification of award.

24. COMMENCEMENT OF ASSIGNMENT

The selected agency shall commence the services within 30 days from the date of signing of the Agreement. If the selected agency fails to commence the TPQM as specified herein, may, unless it consents to extension of time thereof may forfeit the Earnest Money deposit and appropriate the same.

25. SUBSTITUTION OF KEY PERSONNEL

Town Planning Department will not normally consider any request of the applicant for substitution of personnel after signing of the consultancy agreement. Substitution will, however, be permitted if the personnel is not available for any extreme exigency subject to equally or better qualified and experienced personnel being provided to the satisfaction of Town Planning Department. In case of substitution, Town Planning Department reserves the right to examine the new personnel proposed to be provided as replacement.

Town Planning Department, if required may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the selected agency.

26. PROPERTY DATA

All documents and other information provided by Chief Town Planner, Manipur or submitted by an applicant to Chief Town Planner, Manipur or concerned ULB shall remain or become the property of Chief Town Planner, Manipur or the concerned ULB. All information collected, analyzed, processed or in whatever manner provided by the agency to Town Planning Department, in relation to the Consultancy shall be the property of Chief Town Planner, Town Planning Department, Manipur or concerned ULB.

27. PENALTY

In case of any delay in execution of works beyond the stipulated period, penalty @ 0.5% for every week of delay, subject to a maximum of 10 % of contract value shall be recovered from the successful consultant, before release of final payment

28. SETTLEMENT OF DISPUTES

28.1 AMICABLE SETTLEMENT

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

28.2 DISPUTE SETTLEMENT

Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act, 1996.

All disputes and differences between the parties arising shall be referred to state government who will be sole arbitrator. The decision of sole arbitrator shall be final and binding on both. The place of Arbitration shall be at Imphal only.

29. TERMINATION OF CONTRACT

Immediate termination of Technical Experts can be taken up by Town Planning Department in case of breach of trust/severe misconduct/non-performance etc by giving 1 (one) month notice

**Third Party Quality Monitoring Report of BLC projects under PMAY
(as indicated in Reference Guide issued by the Ministry)**

Name of TPQM Agency/consulting						
Date of Visit						
Current Visit No.						
Date of Previous visit						
A. PARTICULARS OF PROJECT						
1	Name of the State:					
2	Name of the City:					
3	Name of Project:					
4	Project Code:					
5	Implementing ULB					
6	Location of the Project (Slum name, Ward etc. as applicable)					
7	Type of Project: i) BLC (New Construction) ii) BLC (Enhancement)					
8	No. of EWS Houses in the project					
9	Date of Approval by SLSMC					
10	Approved Project Cost (Rs. in Lakhs):	Central share	State share	ULB/ Implementing agency share	Beneficiary share	Total
11	Date of sanction of 1 st installment of Central Assistance by CSMC					
12	Duration of the project					
13	Date of commencement	Scheduled			Actual	
14	Date of completion	Scheduled			Expected	
15	Inspection undertaken by (Name) (with contact detail)	1.				
		2.				
16	Name of State representative present during the visit					
17	Name of ULB representative present during the visit					
18	Name of Community representative present during the visit					

19	Whether list of Beneficiaries finalized?	
20	If finalized, whether uploaded in PMAY MIS?	
21	State any deviation from sanctioned DPR in terms of no. of houses or size or location or layout	
22	Any other comment	
B. QUALITY ASSURANCE IN THE PROJECT		
1	Whether ULB/ State have organized workshop/ training programs to educate the beneficiaries about quality, construction methods, adherence to disaster resistant technologies etc.	
2	Whether testing facilities to check quality of material is available?	
3	Whether regular test of materials and construction products test of materials are being done from accredited labs also?	
4	<p>i) Whether the structural Designs are approved/Proof checked by competent Authority</p> <p>ii) Name of the approving authority for structural design.</p> <p>iii) Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, especially in case of multi-storeyed construction.</p> <p>iv) The works being executed as per the approved drawings fit for execution.</p>	
5	Whether the Inspection Registers, site order book and quality control test registers are maintained and endorsed by the engineer-in-charge?	
6	Whether Cement, steel, aggregates etc being used in the work, got tested before use?	
7	Whether manufacturer test certificate for cement, steel, pipes etc have been obtained with supply and records are being maintained?	
8	Whether Cement is free from lumps and is stacked properly to prevent contact with moisture?	
9	Whether soil investigations of the site proper have been done before the structural design and soil parameter have been accounted for in the structural design, drawings? If yes, attached copy of the soil investigation report.	

10	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.	
11	Specific control on RCC work like: mixing of full bag capacity hopper fed mixture, control of slump, placing / compaction with vibrator (proportioning with boxes) not permitted).	
12	Whether cement register is maintained and checked at site. Comment on method of stacking.	
13	Whether concrete mix is nominal or design mix? (nominal mix not permitted for quality concrete)	
14	What is the Mode of Concrete mixing (batch mix/ manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients? (Volumetric mixing not permitted).	
15	Whether mixture / vibrator as specified is available at site with adequate means to run them during concreting?	
16	Whether Surface of reinforcement is clean and free from rust?	
17	Whether potable water is used for construction?	
18	Whether proper water / cement ratio has been ensured?	
19	Whether the concrete being cured adequately as per requirements?	
20	Whether bricks are well burnt, of rectangular shape, with sharp edges, free from cracks and of correct size?	
21	Whether <ul style="list-style-type: none"> i) Execution of Depth & width of Foundation is as per drawing/adequate & bottom leveled. ii) Plinth height is as per drawing/adequate. iii) Horizontal bands (as applicable) have been provided. 	
22	Whether quality has been checked by TPQMA/State agency? If yes, details thereof?	
23	Quality of work and workmanship, Comments on	
	i. RCC work (concrete, Reinforcement detailing, covert reinforcement). Whether Columns are in plumb (check for verticality).	
	ii. Masonry (Joint details, verticality). Check adequate RCC bands are provided.	

	iii. Shuttering (Type of material-pucca/katcha, support spacing)	
	iv. Bar bending and stirrups bending, placement and cover to reinforcement bars	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey combing, if any	
	x. Any other	
24	Whether provision has been made for Service lines (Electrical, Water Supply, Sanitation etc.)	
25	Whether floor slope(especially) in bath, WC, kitchen, terrace and balcony etc. are proper?	
26	Whether adequate plinth height(above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	
27	Whether dampness/leakages noticed? If yes, state location and probable reasons.	
28	Whether remedial measures are undertaken by IA/ ULB to stop Dampness & Leakages if any?	
29	Whether disaster resistant features have been incorporated?	
30	Any other comments	
31	Report on Overall assessment of quality	<i>Minimum 500 words (To be enclosed separately)</i>
C. PROGRESS - HOUSING COMPONENTS		
1	Numbers of houses sanctioned in the project	
2	Numbers of houses Completed	
3	Numbers of houses in progress	
4	Stages of Progress: i. Foundation/Plinth level(Nos.) ii. Lintel level(Nos.) iii. Roof level(Nos.) iv. Finishing level(Nos.) v. Total units completed(Nos.)	(Specify no. of Units)
5	Numbers of houses not started	
6	Reason for non-starter of houses, if any	
7	Numbers of houses occupied by the Beneficiaries	
8	Reasons for Non-occupation of houses (If any)- specific reasons to be given	
9	Size of Unit (Carpet Area)	Sanctioned
		As per Implementation
10	Overall physical progress of Housing (in %)	

11	Whether the progress of houses has been ensured through geo-tagged photograph at various construction levels?	
12	Whether DBT of fund to individual beneficiary is ensured in the project?	
13	Whether the building plan(s) conform to NBC norms?	
14	Whether authenticated building plans and revisions if any, are available?	
15	Deviation, if any	
16	Any other comment	
D. CIVIC INFRASTRUCTURE		
1	Whether provision of Civic infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) has been ensured?	
2	Whether the Existing/proposed infrastructure components are independent and/or integrated with city level infrastructure?	
3	Any other comments	
E. SOCIAL INFRASTRUCTURE		
1	Whether provision of Social Amenities (i.e. School, Anganwadi, Health centre, Community centre, Livelihood centre etc.) has been ensured?	
2	Any other comments	
F. FINANCIAL PROGRESS & FUND UTILIZATION (Rs. In Lakhs)		
1	Sanctioned fund for entire project.	
2	Amount of funds received up to date	
3	Up-to date Expenditure	
4	Amount of funds Utilized (out of received)	
5	Amount of Expenditure by ULB	
6	Amount of Expenditure by Beneficiaries	
7	Balance funds Expected/due from stakeholders	
G. COST VARIATION and TIME-OVERRUNS		
Cost variation:		
1	Whether there is cost variation? If yes, what are the reasons?	
Time Overruns:		
1	Whether there is time overrun? If yes, what are the reasons?	

H. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY		
Undertaken by Implementation agency to improve the:		
1	Physical Progress	
2	Financial Progress	
3	Quality management	
4	Comments and suggestions of TPQMA on above	
I. COURT CASES AND LITIGATIONS		
1	(To be specified)	
J. OTHERS		
1	Any innovative/cost effective/green technology has been used	
2	Feedback of beneficiaries regarding provision of Physical & Social infrastructure:	
3	Reasons for delay incompletion of housing and Infrastructure, if any:	
4	Any specific observation by the beneficiary	
5	Overall observation non the project (with adequate photographs covering project to a large extent including quality issues as applicable) i. Critical observations ii. Action suggested by TPQMA to SLNA and IA	
6	Action taken report on previous report: i. Observations of TPQMA ii. Action suggested by TPQMA iii. Action taken by Beneficiaries/IA (Implementation Agency) iv. Whether TPQMA is satisfied with the action taken	
7	TPQMA's Overview of the Project (in400-500 words) in a separate sheet)	

(Signature) :

(Signature) :

Name & Designation :

Name & Designation :

Date :

Date :

Technical Proposal (format to be submitted by the bidder)

(On applicant's letter head)

(Location, date)

To,

The Chief Town Planner,
Town Planning Department,
Directorate Complex,
North AOC, Imphal-795001

Subject: Technical Proposal for selection of TPQMA under PMAY (U) – BLC vertical in Manipur

Sir,

We, the undersigned, offer to provide the Consulting Services for TPQMA in accordance with your Request for Proposal dated 08.08.2018 and submitting our Technical Proposal in sealed envelope. We hereby declare that we have read the Instructions to Consultants included in the RFP and abide by the same. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorized Signature [In full and initials]

Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

Email ID:

Attachments:

1. Power of Attorney in the name of authorized representative to been closed.
 2. Undertaking
-

Basic Information of the Agency

Organization Details		
1	Name of the Agency	
2	Registered Office	
3	Registration of Company	
4	Status / Constitution of the Organization	
5	Name of Registering Authority	
6	Registration No.	
7	Date of Registration	
8	Place of Registration	
9	Pass experience of the Agency in the operation of TPIMA / IRMA indicating the name of the Government Department / Public Sector undertaking to whom the bidder has provided similar service (Client certificate indicating the year of award to be attached).	1.
		2.
		3.
		4.
13	Annual turnover of the firm (in INR) from TPQM / consulting assignment etc during the last 5 financial years (please attach copy of the audited financial statements).	2013-14:
		2014-15:
		2015-16:
		2016-17:
		2017-18:

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor indicating that the Agency have not incurred any loss in the years indicated in the table. Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) had, over the last three to five Financial Years, the total turnover of the organization is as per year-wise details given below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)	Profit (Rs in Lakhs)
2013-14:		
2014-15:		
2015-16:		
2016-17:		
2017-18:		
Total		
Average Annual Turnover		

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation

Registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three to five financial Years.

Project Detail Sheet

(Please fill separate assignment wise)

Assignment name:	Approx. value of the contract (in current Rs):
State & City name:	
Name of Client:	
Address of Client:	
Start date (month/year):	
Completion date (month/year):	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory [*In full initials and Seal*] : _____

Name of the Organization : _____

Note: Clients certificate to be attached.

Curriculum Vitae (CV) for Proposed Experts

1	Proposed Position	
2	Name of Personnel	
3	Name of Firm	
4	Date of Birth	
5	Nationality	
6	Educational Qualification (<i>indicate college / university & other specialized education of staff, member, giving names of institutions, degrees obtained & date of obtainment</i>)	
7	Employment Record (<i>Starting with present position list in reverse order every employment held</i>)	
8	Membership of Professional Association	
9	List of projects on which the Personnel has worked (works undertaken that best illustrates capability to handle the tasks assigned) <ul style="list-style-type: none"> ▪ Year: ▪ Location: ▪ Client: ▪ Main Project features: ▪ Position held: ▪ Activities performed: 	

Certification:

I, the undersigned, certify that this CV correctly describes my qualifications, my experience and myself.

[Signature of staff member or authorised signatory of the consultant]

Full name of authorised signatory.

Date: _____

Authorized Signatory:

Name of the Firm:

Note: Attach certificate awarded by the respective Universities.

Financial Proposal

To

Chief Town Planner,
Town Planning Department,
Directorate Complex, 2nd M.R Gate,
North A.O.C Imphal-795001

Subject: Appointment of Third Party Quality Monitoring Agency under PMAY-HFA (U) in Manipur.

Sir,

I, the undersigned, offer to provide the services for TPQMA for PMAY (U) in accordance with your RFP. We are hereby submitting our financial proposal sealed under a separate envelop. My financial proposal is as follows:

Item	Professional Fee (Including all taxes, travel and management cost in Rs.)
Field visit of a team (as per Project per visit)	

2. Our financial proposal shall be binding upon us up to the expiration of the validity period of the proposal. This financial proposal covers the management cost of the agency towards TPQM Agency. We hereby declare that we have read the RFP, all the statements & information made in this proposal are true and accept that any misleading information contained in it may lead to our disqualification.

3. We undertake that in competing for and, if the award is made to us, executing the above services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name of Firm:

Name and Title of Signatory:

Address:

DRAFT AGREEMENT

THIS AGREEMENT IS MADE ON this 00th day of, 2019 at Imphal, Manipur.

BETWEEN

The Chief Town Planner, Town Planning Department, having its office at Directorate Complex, North AOC, Imphal (Hereinafter referred to as the "FIRST PARTY") which term shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns, of one part,

AND

(Name of the organisation), a company having its registered address at (address of the consultant) represented through its authorised representative (hereinafter referred to as the "Consultant" or the "Second Party") which expression shall, unless it be repugnant to the context or meaning thereof, includes its administrators, successors and permitted assignees) of the Other Part

WHEREAS:

A. Government of India has launched a comprehensive mission Pradhan Mantri Awas Yojana (Urban)-Housing for All. The mission seeks to address the housing requirement of urban poor through the following programme verticals:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through credit linked subsidy
- Affordable Housing in Partnership with Public & Private sectors
- Subsidy for beneficiary-led individual house construction (New +Enhancement)

PMAY scheme guidelines envisage the states would engage Third Party Quality Monitoring Agencies (TPQMA) to ensure quality of construction under the above verticals of the mission except Credit Link Subsidy (CLS). In Manipur as of now, state has implemented new housing through Beneficiary Led Construction (BLC) vertical only.

B. In order to achieve the above objective, the Town Planning Department had advertised the "Request for Proposal" for procuring the services of a consulting firm for assisting the State mission Director/ Chief Town Planner of Town Planning Department for Effective monitoring of ongoing project(s), a key to successful completion of any project with monitoring of quality being most significant aspect. A State level mechanism for **Third Party Quality Monitoring** of projects sanctioned under PMAY has been evolved with the following objective:

- Review and monitoring of quality of all PMAY projects implemented by ULBs/ Implementing Agencies.
- Provide a structured report on the quality of projects under PMAY.

Such plan will include visits by third party agencies to the project site and to monitor and advise State and Urban Local Bodies/ Implementing Agencies on quality related issues. On the basis of quality assurance report by such agencies, States and ULBs/IAs should take both preventive and curative measures to ensure that standard quality houses and infrastructure are constructed under the mission.

C. In response to the Request for Proposal under the above RFP, several proposals were received and after evaluating the same, the Proposal submitted by the Consultant has been accepted and the Letter of Award No.6/9/2018 dated 08/08/2018 was issued by the Town planning Department;

D. The Consultant covenants to undertake the Assignment of providing TPQM services (as per terms and conditions laid down in the RFP document and to perform, fulfil, comply with and observe all and provisions, conditions and requirements of this Agreement;

E. In consideration thereof, the Town planning Department shall pay the Consultant fee of Rs _____ /- (Rupees _____ /- only), per Report per town, hereinafter referred to as the "Fee" and shall perform, fulfil, comply with and observe all singular provisions, conditions and requirements to the Agreement;

F. The Town planning Department hereby appoints the Second Party as the Consultant on the conditions laid down in the Agreement and each and every condition of the following documents forms an integral part of the Agreement.

1.	Appendix-I	General Conditions of Contract
2.	Appendix-II	Roles, Responsibilities and Broad Scope of Service of the Consultant and Applicable Fees and charges payable to the Consultants.

G. The Consultant after going through the aforesaid conditions and understanding the consequences thereof and being agreed to all details of the conditions in this Agreement and the documents/appendix attached hereto accepts the appointment.

IN WITNESS WHEREOF the PARTIES hereto have duly executed this CONTRACT in two originals at the place, and date as follows:

**For and on behalf of Town
planning Department**

**For and on behalf of
Consultants**

(Signature)

(Signature)

Name
Designation
(Seal)

Name
Designation
(Seal)

Witness

Witness

GENERAL CONDITIONS OF CONTRACT**1. ENTIRE AGREEMENT**

This Agreement, including any Exhibits and any Appendices thereto, constitutes an integral part of the entire Agreement between the first party and Consultant. It supersedes all prior or contemporaneous communications, representations or agreements, whether oral or written, relating to the Services set forth in this Agreement. This Agreement may be amended only by a written instrument signed by both parties. The captions in this Agreement are for the convenience in identification of the several provisions and

2. SEVERABILITY

If any paragraph, part, term or provision of this Agreement is construed or held to be void, invalid or unenforceable by order, decree or judgment of a court of competent jurisdiction, the remaining paragraphs, parts, terms and provisions of the Agreement shall not be affected thereby but shall remain in full force and effect.

3. RELATION BETWEEN TWO PARTIES

Nothing contained herein shall be construed as establishing a relation of employer and employee, principal and agent, partners, or joint ventures between Town planning Department and Consultant, or City Authority's and Consultant's officers, directors, partners, managers, employee or agents. The Consultant, subject to this Agreement, has complete charge of personnel performing the Services and shall be fully responsible for the Services performed by it or on its behalf hereunder. The Agreement shall commence on the date it is executed by the Parties.

4. DURATION OF CONTRACT

The contract will be for 48 months from the date of signing of the agreement.

5. MODE OF PAYMENT

The Consultancy Fee shall be paid on the invoice raised by the Consultant. The payment shall be released within 30 days of submission of such invoice.

In case of unsatisfactory performance or inordinate delay of work by the consultant, Town planning Department reserves the right to impound a portion of consultancy fee, not exceeding 10% of fees. The fees shall be paid, subject to deployment of the experts indicated at the RFP document.

The fees shall be inclusive of the Remuneration expenses of all the experts as detailed in the RFP and other contingency expenses. It shall be inclusive of applicable service tax and, out of pocket expenses which may be incurred by the Consultant towards travel within the state/city area. Any taxes or statutory levies shown separately on the invoice shall be paid by the consultant. Unless otherwise directed in writing, all invoices shall be submitted for payment to the State Mission Director/ Chief Town Planner, Town planning Department,

Town planning Department shall not be responsible for providing any insurance cover and the consultant shall be responsible for arranging any cover e.g., insurance cover, that may be required for the performance of this agreement. Further, no separate management fee will be provided to the Consultants.

6. PENALTY FOR DEFAULT

In the event of total default / failure by the Consultant in providing Services, Town planning Department reserves the right to get the Services executed by any other Consultant at the cost and risk of the Second Party.

7. SUBSTITUTION OF KEY PERSONNEL

Town planning Department will not normally consider any request of the applicant for substitution of personnel after signing of the consultancy agreement. Substitution will, however, be permitted if the personnel is not available for any extreme exigency subject to equally or better qualified and experienced personnel being provided to the satisfaction of Town planning Department. In case of substitution, Town planning Department reserves the right to examine the new personnel proposed to be provided as replacement.

Town planning Department, if required may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the selected agency.

8. TERMINATION OF CONTRACT

This Agreement shall be effective on the date hereof and shall continue in full force until completion of the Services or terminated earlier. Town planning Department shall have right to review the performance of the TPQMA and, if it is not desirous of continuation of the Services of the TPQMA on ground of unsatisfactory performance or breach of any term or condition of the contract, breach of trust/ severe misconduct, it may terminate the Agreement by giving notice of 30 days. The communication of termination of this Agreement shall be by means of written notice ("Termination Notice").

9. INDEMNIFICATION

Consultant shall indemnify, defend and hold Town planning Department/ City Authority harmless from any and all claims demands causes of actions, losses, damages, fines, penalties, liabilities, costs and expenses, including reasonable attorney's fees and court costs, sustained or incurred by or asserted against Town planning Department/ City Authority by reason of or arising out of Consultant's, gross negligence or wilful misconduct with respect to Consultant's duties and activities within the scope of this Agreement.

10. CONFIDENTIALITY

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables /milestones submitted to Town planning Department the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of Town planning Department.

11. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by the laws of the Union of India. The Courts of Imphal shall have jurisdiction over all matters arising out of or relating to this Agreement.

12. DISPUTE RESOLUTION

12.1 AMICABLE SOLUTION

Any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this Agreement (the "Dispute") shall in the first instance be attempted to be resolved amicably through conciliation between the Parties.

12.2 ARBITRATION PROCEEDURE

Any Dispute which is not resolved amicably within 30 days from the date of last written communication from either Party shall be referred to the Secretary, Municipal Administration, Housing & Urban Development (MAHUD), Government of Manipur, who himself shall act as the sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996("Arbitration Act"). For all purposes, the Civil Court, Imphal, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

12.3 PLACE OF ARBITRATION

The place of Arbitration shall be at Imphal only.

12.4 ENGLISH LANGUAGE

The request for Arbitration, the answer to the request, the terms of reference, any written submissions, any orders and awards shall be in the English language and, if oral hearings take place, the English language shall be used in all such hearings.

12.5 NOTICES

Unless otherwise stated, notices to be given under this Agreement including, breach of any term of this Agreement and the termination of this Agreement, shall be in writing and shall be given by hand delivery, recognised courier, speed post, registered post, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses mentioned hereinabove.

13. AMENDMENTS

The provisions of this Agreement may be amended or supplemented only by means of a supplementary agreement signed by either the parties or their duly authorised representatives.

This Agreement is personal between Town planning Department and the Consultant and neither may sell, assign or transfer any duties, rights or interest created under this agreement without the prior consent of the other.

ROLES, RESPONSIBILITIES AND BROAD SCOPE OF WORK OF THE CONSULTANT

The TPQMA will undertake field visits for ascertaining quality of construction at various stages of construction as per PMAY (U) TPQM Reference Guide. 'Visits' include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing. TPQM Agency/ Consulting Firm will undertake following activities for submitting Third Party Quality Monitoring Report of BLC (N) projects under PMAY. After every visit the TPQMA will submit its detailed report indicating the sample selection procedure and their findings covering the following:

Report on progress of Housing Components: To report the progress of houses constructed vis-à-vis number of houses sanctioned in the project; Overall physical progress of Housing ; Stages of progress, numbers of houses not started, Reason for non-start of house construction, if any , numbers of houses occupied by the beneficiaries, reasons for non- occupation of houses (if any)- specific reasons to be given, whether the progress of houses has been ensured through geo-tagged photographs at various construction level, whether DBT of fund to individual beneficiary is ensured in the project etc.

Report on Financial progress and Fund utilization of the project: Record and report the Sanctioned fund for entire project; amount of funds received up to date, amount of funds Utilized (out of received) amount of Expenditure by ULB; amount of Expenditure by Beneficiaries, balance funds expected/due from various stakeholders etc.

File report in a timely manner: TPQMA shall report the progress with respect to implementation as per the appropriate stage of the project.

Submit Follow-up action of the report: which would be ascertained in the next report; submit the action taken report on the previous report clearly mentioning the observations of TPQMA, actions suggested thereon and actions taken by the ULB along with TPQMA's overview of the project.

Town Planning Department shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation, sharing of information and all necessary assistance to **TPQM Agencies**.

APPLICABLE FEES AND CHARGES PAYABLE TO THE CONSULTANT

Town Planning Department shall pay the Consultant a fee of Rs _____ /- (Rupees _____ only), inclusive of all applicable taxes (Including all taxes, travel and management etc.) per report from the date of deployment of the Consultant's.