



MAHARASHTRA METRO RAIL CORPORATION LTD.

e-Tender Notice

Notice inviting Empanelment of Detailed Design Consultants (DDC) for various Upcoming, Existing Projects and Works of Maha-Metro

The Maharashtra Metro Rail Corporation Ltd. (MAHA-METRO), a Joint Venture Company of Govt. of India and Govt. of Maharashtra established under the Companies Act, 1956, established for construction, operation and maintenance of various Metro Rail Projects.

MAHA-METRO invites applications for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro to appoint Detailed Design Consultants (DDC). Empanelment Documents are being invited by the Managing Director, Maharashtra Metro Rail Corporation Limited (MAHA-METRO) from eligible and interested Consultants having experience of working as Detailed Design Consultants (DDC) in Metro Rail Systems by e-tendering system in portal <https://Mahametrorail.etenders.in>

The various projects under pipeline and in advanced stages of sanction in near future are:

- 1) Nagpur Metro Rail Project Phase-II with length of 48 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 2) Pune Metro Rail Project Phase II with length of 31.5 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 3) Thane Metro Rail Project with length of 31.5 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 4) Nashik MRTS Project with length of 32 Kms approx.
- 5) Any other Works and Existing Projects of Maha-Metro.

Time Schedule:

Documents on sale	Documents can be downloaded from 16.00 Hrs. on 22/03/2021 to 16.00 Hrs. on 20/04/2021 from MAHA-METRO's e-tender Portal https://mahametrorail.etenders.in
Cost of documents	INR 23,600/non-refundable (inclusive applicable taxes) through e-payment by Debit Card/Credit Card/Net banking, as per procedure given in e-tender portal.
Pre-bid Meeting	31/03/2021 at 11.00 Hours at Metro Bhavan, VIP Road, Near Dikshabhoomi, Ramdaspath, Nagpur 440001
Last date of seeking clarification	Till 18.00 Hours on 31/03/2021
Date & Time of submission of Completed Application	Online submission uptill 16.00 Hrs. on 20/04/2021 in MAHA-METRO's e-tender portal https://mahametrorail.etenders.in
Date & Time of Opening	On 20/04/2021 at 16.30 Hours or as decided by the Authority at Metro Bhavan, VIP Road, Near Dikshabhoomi, Ramdaspath, Nagpur 440001

Executive Director/Procurement
MAHA-METRO

DOCUMENT FOR

EMPANELMENT

OF DETAILED DESIGN CONSULTANTS
(DDC) FOR VARIOUS UPCOMING,
EXISTING PROJECTS AND WORKS OF
MAHA-METRO

PART I

M1/Consul-04/2021(NCB)



MAHARASHTRA METRO RAIL CORPORATION LIMITED

Metro Bhavan, VIP Road, Near Dikshabhoomi,
Ramdaspath, Nagpur -440010
INDIA

NOTICE OF INVITATION TO APPLICANTS

These Instructions to Applicants are being issued for the Empanelment of Detailed Design Consultants to help Maha-Metro in implementation of various Metro Rail Projects and other works under pipeline and in advanced stages of sanction in near future which are:

- 1) Nagpur Metro Rail Project Phase-II with length of 48 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 2) Pune Metro Rail Project Phase II with length of 31.5 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 3) Thane Metro Rail Project with length of 31.5 Kms approx. with 25KV OHE system and Communication Based Train Control (CBTC) signaling.
- 4) Nashik MRTS Project with length of 32 Kms approx.
- 5) Any other Works and Existing Projects of Maha-Metro.

The scope of the work is being provided in the Terms of Reference (TOR) section (**Annexure 6** of Part-II).

1. General

The aim of this document is to empanel Detailed Design Consultants for design (both architectural and structural) of various Projects and Works of Maha-Metro including all civil engineering structures and buildings.

2. Purpose of the Empanelment Document

This document is being issued by MAHA-METRO to seek Empanelment from suitably qualified Consultant Firms for Detailed Design Consultancy services for various Upcoming, Existing Projects and other civil engineering structures and building works. The purpose of this document is to:

- Invite responses from consultancy firms so that MAHA-METRO can short list qualified Applicants for next stage of the process.
- Advise the Applicants of the evaluation criteria for selecting short listed parties / qualification of the parties.
- Set out the proposed time table for the selection process.

3. Instructions to the Applicants

Completed documents can be submitted on the Main Portal of the Electronic Tendering System of MAHA-METRO – <https://mahametrorail.etenders.in> using valid User ID. The User ID is validated after the bidders enroll on the Electronic Tendering System. Enrollment process requires submitting basic organization information including contact information along with a valid email address.

Valid Class-II/ Class-III Digital Signature in the name of Authorized Representative of the Organization for encryption of Bid Data and signing of Online Bids. It is mandatory to have both Signing and Encryption certificate for the bidders. (for more information on e-tendering refer **for e-tender Application Toolkit**)

All costs incurred by Applicant for preparing and submitting the application, in providing clarification or attending discussion/pre-bid meeting or for site visits, stationery, or any other expenses whatsoever shall be borne by the Applicants themselves.

Incomplete Schedules/Forms and without necessary details and enclosures are liable to be rejected.

The language for submission of document shall be English.

The enclosed Annexures shall be filled in completely and wherever not applicable it should be written as Not Applicable.

The person signing the document submission on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same.

Financial data should be given in Indian Rupees only. In case the financial data is in any other currency, the same should be converted in Indian Rupees as per reference exchange rates and certified by the Auditor. The Exchange Rate of Foreign Currency to INR whenever applicable shall be USD 70.77, GBP 90.81, Euro 78.43, Yen (100) 65.09. For other currencies the reference foreign exchange rates as on 25-10-2019 can be taken from website <https://www.xe.com> if not available on Reserve Bank of India website <https://www.rbi.org.in>.

For any clarification the Applicants may contact the **Managing Director, MAHA-METRO** as specified in this document.

The information furnished with the Empanelment Document must be sufficient for processing and evaluation of Empanelment document.

This Empanelment Document is not transferable.

In case the Applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in an enclosed sheet.

All the pages of this document and Annexure should be signed and corrections should be countersigned by the authorized signatory. No overwriting is permitted.

MAHA-METRO reserves the right to cross check and confirm the information details furnished by the applicants in the document.

The document incomplete in any respect or without supporting documents will be treated as non-responsive and is liable for rejection.

4. TIME TABLE

A summary of the proposed bidding time table is shown below. The MAHA-METRO reserves the right to amend the bidding process and amend the time table at any stage.

Documents on sale	Documents can be downloaded from 16.00 Hrs. on 22/03/2021 to 16.00 Hrs. on 20/04/2021 from MAHA-METRO's e-tender Portal https://mahametrorail.etenders.in
Cost of documents	INR 23,600/non-refundable (inclusive applicable taxes) through e-payment by Debit Card/Credit Card/Net banking, as per procedure given in e-tender portal.
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Last date for submission of queries for Pre-bid meeting	Till 18.00 Hours on 31/03/2021
Date & Time of submission of Completed Application	Online submission uptill 16.00 Hrs. on 20/04/2021 in MAHA-METRO's e-tender portal https://mahametrorail.etenders.in
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5. ELIGIBILITY CRITERIA OF APPLICANTS:

The application for this empanelment will be considered only from those applicants who meet requisite eligibility criteria prescribed below: -

- 5.1 The Applicant must be a Single entity/Company registered in India under Companies Act 1956/2013. In case of JV/Consortium the above criteria will apply to each member of the JV/Consortium also. Further, maximum two partners/members will be allowed in a JV/Consortium. The lead member shall have major percentage of share in the JV/Consortium. If the applicant consultant is a subsidiary company registered in India of a Foreign Holding (Parent) Company, then for the purpose of evaluation under eligibility criteria, the credentials of such Foreign Holding (Parent) Company shall be considered. Further, such Foreign Holding (Parent) Company must hold minimum 90% share of the Subsidiary Company.**

Note:

The applicant shall submit certificate of Company Registration, details of company's constitution/shareholding, details of Foreign Holding (Parent) Company (if any) duly certified by Chartered Accountant / Company Auditor with his stamp and signature. Further the Applicant shall submit all the relevant documents like Power of Attorney-Annexure-A1&A2, Memorandum of Understanding-Annexure-A3, Undertaking-Annexure-A4 and other details as asked in Proforma Section 1-5.

- 5.2 Work Experience:** The applicants will be qualified only if they have completed **similar works** of Detailed Architectural Design along with Detailed Structural Design / Proof Checking services for Metro Station/ Depot during last 7 financial years (up to 31.3.2020) as given below:

- 5.2.1** In case the bidder is participating as a single entity it should have completed the work of Detailed Architectural along with Structural Design/Proof Checking services within last seven (7) years ending 31-03-2020;

Category I

- a) Similar consultancy work of at least Four (4) elevated / underground Metro/At Grade /LRT Rail Stations, in single contract only
OR
- b) Similar consultancy work of at least Six (6) elevated / underground Metro/at Grade/LRT Rail Stations, in two contracts combined together
OR
- c) Similar consultancy work of at least Eight (8) elevated/underground/at Grade Metro/LRT Rail Stations, in three contracts combined altogether

Category II

- a) Similar consultancy work of at least Three (3) elevated / underground Metro/At Grade /LRT Rail Stations, in single contract only
OR
- b) Similar consultancy work of at least Five (5) elevated / underground Metro/at Grade/LRT Rail Stations, in two contracts combined together
OR
- c) Similar consultancy work of at least Six (6) elevated/underground/at Grade Metro/LRT Rail Stations, in three contracts combined altogether

Category III

- a) Similar consultancy work of at least Two (2) elevated / underground Metro/At Grade /LRT Rail Stations, in single contract only

Category IV

- a) Similar consultancy work of at least Two (2) Depots of Metro/LRT, in single contract only

5.2.2 In case the bidders are participating as a JV/Consortium they should have collectively completed the work of Detailed Architectural and Structural design/Proof Checking services of Metro/LRT Rail Stations/ Depots within last seven (7) years ending 31-03-2020;

CATEGORY-I

- (a) Similar Consultancy work of at least Twelve (12) elevated/underground Metro/At Grade /LRT Rail Station combined in Two contracts with minimum experience of each member having completed at least Three (3) stations either as an Architectural Designer or Structural Designer / Proof Checking.

OR

- (b) Similar Consultancy work of at least Sixteen (16) elevated/underground Metro/At Grade /LRT Rail Stations combined in Three contracts with minimum experience of each member having completed at least Three (3) station either as an Architectural Designer or Structural Designer/Proof Checking.

CATEGORY-II

- (a) Similar Consultancy work of at least Six (6) elevated/underground Metro/At Grade /LRT Rail Station combined in Two contracts with minimum experience of each member having completed at least Three (3) stations either as an Architectural Designer or Structural Designer / Proof Checking.

OR

- (b) Similar Consultancy work of at least Twelve (8) elevated/underground Metro/At Grade /LRT Rail Station combined in Three contracts with minimum experience of each member having completed at least Three (3) stations either as an Architectural Designer or Structural Designer / Proof Checking.

CATEGORY-III

- (a) Similar Consultancy work of at least Three (3) elevated/underground Metro/At Grade /LRT Rail Station combined, in Two contracts with minimum experience of each member having completed at least One (1) station either as an Architectural Designer or Structural Designer / Proof Checking.

CATEGORY-IV

- (a) Similar Consultancy work of at least Three (3) Depots of Metro/LRT, in Two contracts with minimum experience of each member having completed at least One (1) depot either as an Architectural Designer or Structural Designer / Proof Checking.

5.2.3 Similar consultancy would mean the works completed for Architectural and Structural Design /Proof-checking work of Elevated/At- grade/Underground stations /Depots for Metro Rail projects.

Clarification:

- 1) In case of sole bidder/single entity, the experience of similar works must be combined experience of both Architectural with Structural design/Proof checking.
- 2) In case of already existing JV/Consortium who has jointly completed the works and they intend to submit application jointly for empanelment with Maha-Metro then for the purpose of evaluation they will be treated as single entity and the relevant eligibility clause shall be applicable.
- 3) In case of new JV/Consortium who are submitting the application for empanelment as DDC, then the experience of similar works must be such that if one member has Experience of having provided Architectural services then the other member must suffice the requirement of having provided Structural Design/Proof checking services as required under the eligibility criteria.

Notes:

- *JV/Consortium must collectively satisfy 100 per cent of the criteria of clauses mentioned above, for which purpose the client vetted/certified figures for each of the members shall be added together to arrive at the JV/Consortium's total number of stations for Technical Eligibility.*
- *In case only one of the member of past JV/Consortium is participating in this empanelment, full (100%) experience shall be considered only if the claiming member of the JV/Consortium has at least 60% share in that JV/Consortium for the relevant referred Work, else proportionate quantum of experience of previous work up to the percentage share of participation in the subject Consortium/JV shall be considered. In case of member of JV/Consortium the member whose share is less than 20% then such experience will not be considered in the evaluation. For rounding off the number of stations if a JV member, standard mathematical rounding procedure shall be followed.*
- *Details such as brief description of the project type of station (elevated I underground), capacity of the station designed scope and type (Architectural /Structural Design/Proof checking) of service rendered need to be submitted as per format provided in Annexure-2 & 2A on the basis of duly vetted/certified credential certificate of the Client/Owner/Employer.*
- *Documentary proof such as completion certificates from client clearly indicating the nature/scope of similar work, actual completion cost and actual date of completion for such similar work should be submitted. The offers submitted without this documentary proof shall not be evaluated. In case the similar work is executed for private client, in addition to the completion certificate of the client, copy of work order, bill wise details of payment received certified by Chartered Accountant (CA)/Statutory Auditors, TDS certificates for all payments received and copy of final/last bill paid by client shall also be submitted..*

- *The applicant shall submit details of works executed by them for the works to be considered for qualification of work experience criteria in a format prescribed in Annexure-2 of part-II of empanelment document.*

5.3 Financial Standing: Applicant will be qualified only if they/he have minimum financial capabilities as below:

- (i) **T1 –Liquidity:** It is necessary that the applicant can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference, should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of

Category I – INR 3.33 Million

Category II – INR 1.66 Million

Category III – INR 0.66 Million

Category IV – INR 3.33 Million

for this empanelment, net of applicant's commitments for other Contracts. Banking reference (format prescribed in **Annexure–5A** of part-II of Empanelment document) should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise, the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled Bank in India or in case of from an international bank of repute with a branch of bank in India acceptable to MAHA-METRO and it should not be more than 3 months old as on date of submission of applications for this Empanelment.

In case of JV/Consortium the above requirement must be satisfied jointly by the JV/Consortium partners. All the JV/Consortium partners must submit a Certificate from Chartered Accountant for the same.

- (ii) **T2 - Net Worth:** Net Worth of Applicant at the end of the last audited financial year should be more than

Category I – INR 3.00 Million

Category II – INR 1.50 Million

Category III – INR 0.60 Million

Category IV – INR 3.00 Million

Net Worth: Net worth of the Applicant (each member in case of the JV/Consortium) on the close of last financial year. Net worth is paid up capital plus reserves and surplus less intangible assets.

Note: If necessary, Maha-Metro will take references from Applicant's bankers/Auditors/Audited Annual Accounts Statement/Book or other references, for which the Applicant is deemed to authorize Maha-Metro.

In case of JV/Consortium the above requirement must be satisfied jointly by the JV/Consortium partners. All the JV/Consortium partners must submit a Certificate from Chartered Accountant for the same and the Net Worth of each member must be positive.

- (iii) **Average Annual Turnover:** The average annual turnover of the Applicant(s) over the **last seven (7)** financial years between 2013-14 to 2019-20 from similar type of Consultancy work of DDC should be at least:

Category I – INR 18 Million
Category II – INR 9 Million
Category III – INR 3.6 Million
Category IV – INR 18 Million

The financial turnover of previous years will be updated to the level of 2019-20 by escalating @ 5 % per year for Indian currency compounded annually and @ 2 % per year for foreign currency compounded annually.

The Exchange rate of foreign currency to INR wherever applicable shall be as per Cl.no.

3.0 (For calculation of financial eligibility only)

In case of JV/Consortium the above requirement must be satisfied jointly by the JV/Consortium partners. All the JV/Consortium partners must submit audited Balance sheet for the same.

- (iv) **Net Profit:** The Applicant and all the members in case of a JV/Consortium should have a net profit in at least two (2) out of the last five (5) financial years.

5.4 Bid Capacity Criteria:

Bid Capacity: The applicant will be qualified only if their available bid capacity is more than the approximate cost of the work as per notification of Empanelment Document.

Available bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,,

A = Maximum of the value of Consultancy works executed in any one year during the last seven financial years (updated to 31.01.2021 price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

N = No of years prescribed for completion of the work (3 years for this work)

B = Value of existing commitments (as on 31.03.2020) for on-going Consultancy work during period of

- 1) 36 months for CATEGORY-I
- 2) 36 months for CATEGORY-II
- 3) 36 months for CATEGORY-III
- 4) 36 months for CATEGORY-IV

w.e.f. **01.05.2021.**

CATEGORY-I: Bid capacity shall be greater than 60 Million.

CATEGORY-II: Bid capacity shall be greater than 30 Million.

CATEGORY-III: Bid capacity shall be greater than 12 Million.

CATEGORY-IV: Bid capacity shall be greater than 60 Million.

In case of JV/Consortium the above requirement must be satisfied jointly by the JV/Consortium partners. In case of JV/Consortium each member must submit the relevant details as specified above.

Notes:

- *In case of JV / consortium, the Lead Member should meet minimum 60 percent of the above-mentioned. financial eligibility criteria and combined with other member of the consortium should meet the complete 100 per cent financial eligibility criteria of average annual turn-over.*
 - *Financial data for latest last seven audited financial years has to be submitted by the applicant in the format prescribed in Annexure- 5 & Annexure-3 of part-II of empanelment document along with audited balance sheets. The financial data in shall be certified by Chartered Accountant/Company Auditor with his stamp and signature in original. In case audited balance sheet of the last financial year i.e Financial year 2019-20 is not made available by the applicant, then the applicant has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '7' audited financial years will be taken into consideration for evaluation leaving the latest financial year for which audited balance sheet is not available. Thus, in such case the last 7 years will be from March 2018-19 to March 2012-13. In case of the bidder being a Subsidiary company of a Foreign Holding (Parent) Company then the financial year shall be from Jan to Dec for financial data of a Foreign Holding(parent) Company i.e. from year 2019 to year 2013. If audited balance sheet of any year as specified above is not submitted, the application may be considered as non-responsive.*
 - *Value of existing commitments for on-going Consultancy works during period of **36 months** with effect from 01.05.2021 shall be submitted by the applicant as per format prescribed in **Annexure-4 and Annexure-4A** of part-II of empanelment document. These data shall be certified by the Chartered Accountant / Company Auditor with his stamp and signature in original.*
6. The submission of applicants, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clause 5 above, shall not be considered for RFP stage.
7. **Disqualification**
MAHA-METRO requires that applicants for this empanelment document and throughout the process observe the highest standard of ethics. In pursuance of this policy, Maha-Metro:
- a. defines, for the purpose of these provisions, the terms set forth below as follow:
- i. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in awarding the contract or thereafter at any time including construction and/or operations and maintenance of the Metro Rail Projects; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence the tendering process to the detriment of the tender awarding Authority or, and includes collusive practice among Applicants (prior to or after bid submission) designed to

establish a non-competitive situation and to deprive MAHA-METRO of the benefits of free and open competition.

- b. Maha-Metro will reject the application for empanelment document by the applicant if it is determined that the Bidder recommended for empanelment document has engaged in corrupt or fraudulent practices in competing in the empanelment process.

In addition to above, the following will be additional grounds for disqualification:

- a. Submitted more than one Empanelment application under Category IV Or Category I/II/III. This will cause disqualification of all Empanelment applications submitted by such Applicant.
- b. If information which would have entitled MAHA-METRO to reject or disqualify the Applicant becomes known after the Applicant has been qualified, it reserves the right to reject the Applicant at that time or at any time after such information becomes known.

8. EVALUATION OF THE APPLICATION

8.1 The evaluation of the application shall be done to establish the capability of the applicant as brought out in para 5 and 6.

8.2 Applicants are required to submit the relevant information in connection with para 5 and 6 in the relevant format only. The MAHA-METRO may not evaluate the applications received with the information in different format. In case the desired information is not submitted in the prescribed format and instead the company's profiles, reports etc. are only annexed with the application. MAHA-METRO may not extract the information from these documents in order to evaluate the application. It is, therefore, advised that all the relevant information should be furnished in the prescribed format only.

8.3 The evaluation shall be done based on the information furnished by the applicant along with the application and **Any unsolicited supplementary information may not be entertained.** MAHA-METRO, however, reserve the right to make enquiries from relevant authorities/parties/Applicant in relation with the information furnished. The Applicant should furnish relevant E-mail ID and contact details of the Employer whose completion Certificate is submitted in case of similar work in the eligibility criteria.

8.4 **No grading of prequalified parties will be done at this stage.** It shall be on pass / fail basis and in order to get pre-qualified, applicant has to fulfill all the eligibility criteria as per requirements of this document and also should not invite disqualifications as provided in paras 6&7.

8.5 Before the detailed evaluation is taken up the initial filter shall be applied to see that the application received is complete in all respects and all the documents are submitted along with the application in the prescribed format. Applications found incomplete as per above initial filter shall not be processed further.

8.6 On evaluation of empanelment applications as above, MAHA-METRO shall prepare the list of empaneled consultants for next stage of bidding process i.e. Request for Proposal (RFP).

- a) Only one application each will be considered either as a Single entity or JV/Consortium for this Empanelment stage under Category IV and for Category I/II/III.
- b) A Consultant/JV/Consortium qualifying for a Category automatically qualifies for the similar lower Category also.
- c) JV/Consortium once Empaneled cannot be dissolved.

9. APPLICANTS RESPONSIBILITY

- It is expressly clarified that before submitting the bid the Applicant must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of this document will be an Applicant's risk.
- While submitting the proposal the Applicant would submit a certification that they have made a complete and careful examination of requirements and other information set forth in this Document
- MAHA-METRO shall not be liable for any mistake or error or neglect by the Applicant in respect of the above.
- Each Applicant shall submit only one Proposal in response to this document. Submission of more than one Proposal by any Applicant shall be the sufficient ground for disqualification of the Applicant.

10. CLARIFICATIONS:

Upon downloading of this empanelment document from Maha-Metro portal www.mahametrorail.etenders.in, the Applicant shall verify the empanelment document issued and the number of pages contained in each document and if any are found to be missing or duplicated or any figures or words indistinct, the Applicant shall apply to MAHA-METRO at once to get the same rectified. No liability shall be entertained by MAHA-METRO in respect of errors therein.

The prospective Applicant requiring any clarification of this empanelment document may inform MAHA-METRO in writing through email addressed to MD, MAHA-METRO on email ID: md.nmrc.tenders@gmail.com so as to reach MAHA-METRO, as given in the clause 4 "**Time Table**"

11. AMENDMENT

MAHA-METRO may modify the empanelment document by issuing an addendum before last date of submission of the Application. Any addendum thus issued shall be part of this empanelment document and shall be uploaded on MAHA-METRO e-tendering portal <https://mahametrorail.etenders.in>. The applicants are advised to check the tendering website before submission of the empanelment document.

To give Applicants reasonable time in which to take addendum into account in preparing their Applications MAHA-METRO may at its sole discretion, extend the last date of submission of Application.

12. LANGUAGE

The Empanelment document application prepared by the Applicant and all correspondence and documents related to the Empanelment Document, and exchange by the Applicant and MAHA-METRO shall be written in English. Any printed

literature furnished by the Applicant may be written in another language as long as such literature is accompanied by a translation of its pertinent passages in English, in which case, for purpose of interpretation of this Empanelment Document, the English translation shall govern.

13. GOVERNING LAW

The governing laws for the purpose of this prequalification process are the laws of India and High Court of Judicature Bombay, Nagpur Bench shall have full jurisdiction considering any matter arising out of this Empanelment Document and the bidding process.

14. SIGNATURE AND SUBMISSION

All the Applications must be submitted, duly signed by the Applicant under the letter of application the format for which is provided at Annexure 1 of this document.

The signed proposal along with all the documentary evidences required of technical and financial capability and with all the Annexures filled and signed must be submitted on or before the prescribed date and time for the submission of Empanelment Document.

15. RIGHT TO ACCEPT OR REJECT APPLICATION

Notwithstanding anything contained in this Empanelment Document, MAHA-METRO reserves the right to accept or reject any Application and annul the prequalification process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment without any reasons.

16. VALIDITY OF APPLICATION

Application shall be valid for the period of 180 days (both days inclusive i.e. the date of submission of application and the last date of period of validity of the application) from the latest Date of Submission of Application. In exceptional circumstances, prior to expiry of original validity period, MAHA-METRO may request Applicant to extend the Application validity period of specified additional period. Application submitted by any Applicant who fails to extend the period of validity of its bid in line with the provisions of this clause may be rejected by the MAHA-METRO.

The Managing Director
Maharashtra Metro Rail Corporation
Limited 28/2, Anand Nagar, C.K. Naidu
Road, Civil Lines, Nagpur-440001,
India

(Applicant to provide date and reference)

Dear Sir,

Application for– Empanelment of Detailed Design Consultants (DDC) for various
Upcoming, Existing Projects and Works of Maha-Metro

We, the undersigned, apply to be empaneled for the referenced Project and declare the following:

- (a) We are duly authorized to represent and act on behalf of _____ (hereinafter the “Applicant”)
- (b) We have examined and have no reservations to the Empanelment Document including Addenda No(s)_____.
- (c) We are attaching with this letter, the copies of original documents defining: -
 - i. the Applicant’s legal status;
 - ii. its principal place of business; and
 - iii. its place of incorporation (if Applicants are corporations); or its place of registration (if Applicants are partnerships or individually owned firms).

For applications by joint ventures / consortium, all information requested in the Empanelment document is to be provided for the joint venture, if it already exists, and for each joint venture partner separately. The lead partner should be clearly identified. Each member of Group shall sign

- (d) We further declare that we have not engaged any agent or middleman for this Empanelment process or any other part of this prequalification process arising from it. We have not paid / will not be paying any commissions, gratuities or fees with respect to the prequalification process.
- (e) MAHA-METRO and/or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients. This Letter of Application will also serve as authorization for any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by MAHA-METRO.
- (f) MAHA-METRO and/or its authorized representatives may contact the following nodal persons for further information on any aspects of the Application:

Contact 1	Name	Telephone 1	E Mail
	Address		

- (g) This application is made in the full understanding that:
- i. Empanelment process will be subject to verification of all information submitted at the discretion of MAHA-METRO.
 - ii. MAHA-METRO reserves the right to reject or accept any or all applications, cancel the Empanelment process without any obligation to inform the applicant about the grounds of same;
- (h) Appended to this application, we give details of the participation of each party, including respective roles and responsibilities
- (i) The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail. We also understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, MAHA-METRO may delete our name from the list of qualified Applicants:

Our Application is valid till (date in figures and words)

NAME.....

In the Capacity of

Signed

Duly authorized to sign the Application for and on behalf of

Date

POWER OF ATTORNEY

Know all men by these presents, we _____(name and address of the registered office of the Sole Applicant / Lead Member) do hereby constitute, appoint and authorize Mr. / Ms. _____resident of _____(name and address of residence) who is presently employed with us and holding the position of _____as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the Application of the JV/Consortium consisting of _____, _____and _____(please state the name and address of the members of the JV/Consortium) for the Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro, including signing and submission of all documents and providing information / responses to the Maharashtra Metro Rail Corporation Limited (MAHA-METRO), representing us in all matters in connection with our Application for the Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For
(Signature)
(Name, Title and Address)

Accept

.....(Signature)

(Name, Title and Address of the Attorney)

Notes:

- To be executed by the sole Applicant or the Lead Member in case of a JV/Consortium.
- The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

POWER OF ATTORNEY FOR LEAD MEMBER IN CASE OF JV/CONSORTIUM

Whereas the Maharashtra Metro Rail Corporation Limited (MAHA-METRO) has invited applications from interested parties for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro.

Whereas, the members of the JV/Consortium are interested in applying for the Empanelment and providing the consultancy in accordance with the terms and conditions of the Empanelment Document, and other subsequent documents such as the Request for Proposal (RFP), Agreement and other connected documents in respect of the Project, and

Whereas, it is necessary under the Empanelment Document for the members of the JV/Consortium to designate one of them as the Lead Member (having highest % share) with all necessary power and authority to do for and on behalf of the JV/Consortium, all acts, deeds and things as may be necessary in connection with the JV/Consortium's Application for the Empanelment or in the alternative to appoint one of them as the Lead Member who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the JV/Consortium, as may be necessary in connection with the JV/Consortium's Application for the Empanelment.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s _____, M/s _____, M/s _____ and M/s _____ (the respective names of the members along with address of their registered offices) do hereby designate M/s _____ (name along with address of the registered office) being one of the members of the JV/Consortium, as the Lead Member of the JV/Consortium, to do on behalf of the JV/Consortium, all or any of the acts, deed or things necessary or incidental to the JV/Consortium's Application for the Empanelment, including submission of Application, participating in conference, responding to queries, submission of information / documents and generally to represent the JV/Consortium in all its dealings with MAHA-METRO, any other Government Agency or any person, in connection with Empanelment until culmination of the process of application, pre- qualification, Empanelment of Applicant and thereafter till the Agreement is entered into with MAHA-METRO.

OR

We, M/s _____, M/s _____, M/s _____ and M/s _____ (the respective names and addresses of the registered office) do hereby designate M/s _____ (name and address of registered office) being one of the members of the JV/Consortium as the Lead Member, of the JV/Consortium who, acting jointly, shall do, all or any of the acts, deeds or things necessary or incidental to the JV/Consortium's Application for the Empanelment including submission of application, participating in conferences, responding to queries, submission of information/ documents and generally to represent the JV/Consortium in all its dealings with MAHA-METRO, any other Government Agency or any person in connection with the Empanelment until culmination of the process of application, pre-qualification, Empanelment of Applicant and thereafter till the Agreement is entered into with MAHA-METRO.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney.

Dated this _____ day of _____ 200_.

[Executant(s)]

(To be executed by all the members in the JV/Consortium)

Document for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- The executant(s) shall submit for verification the extract of the charter documents and documents such as resolution/ Power of attorney in favor of the person executing this Power of attorney for the designation of power hereunder on behalf of the applicant.

This Memorandum of Understanding (MoU) entered into this _____ day of _____ 200 at _____

Among

(hereinafter referred as” _____”) and having office at _____, India **Party of the First Part**

And

(hereinafter referred as” _____”) and having office at _____, India **Party of the Second Part**

The parties are individually referred to as **Party** and collectively as **Parties**.

WHEREAS the MAHA-METRO has invited applications from interested parties for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro including all civil engineering structures, maintenance depots, stations, operation control centre, offices, residential buildings, station integration areas, bridges, flyovers, elevated and surface sections over the project routes and integration with other modes of transport, etc.

The services include tender packaging, preparation and finalization of tender documents for civil contracts including preparing the conceptual plans for complete civil engineering works.

AND WHEREAS the Parties have had discussions for formation of a JV/Consortium for applying for the said Empanelment and have reached an understanding on the following points with respect to the Parties’ rights and obligations towards each other and their working relationship.

IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED AS FOLLOWS:

1. That the Parties shall carry out all responsibilities as Detailed Design Consultants (DDC) firm in terms of the Consultancy agreement.
2. That the roles and the responsibilities of each Party at the stage of Application shall be as follows:

.....

3. That the minimum equity holding of each Party (in _____ percentage term)
in the Company shall be as follows:

Name of the Party	% of share
.....
.....

4. That the Parties shall be jointly and severally liable for the execution of the Project in accordance with the terms of the Consultancy agreement.
5. That the Parties affirm that they shall render Consultancy services in good faith and shall take all necessary steps to see the Project through expeditiously.
6. That this MoU shall be governed in accordance with the laws of India and courts in Maharashtra shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MoU to be duly executed on the date and year above mentioned.

(party of the first part)

(party of the second part)

Witness:

1.

2.

UNDERTAKING

(In case of JV/Consortium to be given separately by each partner)

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ nor any of its directors/ constituent partners have abandoned any work of MAHA-METRO nor any contract awarded to us for such works has been rescinded, during last five years prior to the date of this application.
3. The undersigned also furnish(es) undertaking that none of the directors/ constituent partners of our firm have been declared by any court of law as proclaimed offenders and also that neither our firm nor any of its directors/ constituent partners have been convicted under any law for the offences punishable under Indian Penal Code, Negotiable Instruments Act or any Labour/employee beneficial legislation.
4. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by MAHA-METRO to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the MAHA-METRO.

Signed by an authorized officer of the firm

Title of Officer

Name of Firm

Date

DOCUMENT FOR

EMPANELMENT

OF DETAILED DESIGN CONSULTANTS
(DDC) FOR VARIOUS UPCOMING,
EXISTING PROJECTS AND WORKS OF
MAHA-METRO

PART II

M1/Consul-04/2021(NCB)



MAHARASHTRA METRO RAIL CORPORATION LIMITED

Metro Bhavan, VIP Road, Near Dikshabhoomi,
Ramdaspath, Nagpur -440010
INDIA

Part II ' PRE'QUALIFICATION QUESTIONNAIRE

Notes:

- a) This part of the document provides various proformas for providing the information. Applicants must sign each page of this part of the document issued by MAHA-METRO and provide all the required information on separate sheets but strictly as per the given proformas. Each information sheet must also be duly signed.
- b) In the box

Y	N
---	---

 'Y' denote Yes and 'N' denote No. Please tick-mark whichever is applicable in the document issued by MAHA-METRO.
- c) The pages of the Empanelment Document submitted shall be numbered sequentially and the page number of each answer should be noted against the respective item below on this original document issued by MAHA-METRO.

PROFORMA – SECTION 1

1.	<p>Title: Document for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro including all civil engineering structures, maintenance depots, stations, operation control centre, offices, residential buildings, station integration areas, bridges, flyovers, elevated and surface sections over the project routes and integration with other modes of transport, etc.</p> <p>The services shall include tender packaging, preparation and finalization of tender documents for civil contracts including preparing the conceptual plans for complete civil engineering works.</p>
2.	<p>State the structure of the applicant's organization (applicants to complete/delete as appropriate)</p> <p>Individual company</p>
3.	<p>For applicants who are individual companies or firms, state the following:</p> <p>Name of Company or firm:</p> <p>Legal status: (e.g. incorporated private company, unincorporated business, etc.)</p> <p>Registered address:</p> <p>Year of Incorporation.....</p> <p>Principal place of business:</p> <p>Contact person:</p> <p>Contact person's title:</p>

	Address, telephone, facsimile number and e-mail ID of contact person:				
4.	DELETED				
5.	<p>Applicants are to present this information in Section 1 on sheets which are to be clearly referenced as being in response to this Question- 5.</p> <p>For the applicant, (in case of group, for each group member), state the following information in section 1</p> <ul style="list-style-type: none"> • Date of incorporation of organization. • Names and titles of Directors or partners. • Please provide details of pending Litigation cases in Annexure-P1. Applicants found to be habitual of repeated litigation are liable to be disqualified. • Has the company or firm ever failed to complete any work awarded or has been levied liquidated damage for delay in completion of work? If Yes give explanation (Annexure P2). <table border="1" style="display: inline-table;"><tr><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">N</td></tr></table> • Has the firm or company been blacklisted by any Government Department/ PSU in last five years and such black listing continues to subsist. <table border="1" style="display: inline-table;"><tr><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">N</td></tr></table> 	Y	N	Y	N
Y	N				
Y	N				

PRO'FORMA – SECTION 2

6.	<ul style="list-style-type: none"> • Name of Group Members 1. (Lead Member) 2. <p style="text-align: center;">Have you enclosed the following? If so, indicate page numbers.</p> <ul style="list-style-type: none"> • Letter of application duly signed by authorized representative of every member of JV as per proforma Page No.----- Y N • AOA (Articles of Association) of each member Page No. --- Y N • Power of Attorney to own employee by each member and to Authorized representative of Lead Member Page No. ---- Y N • Undertaking for “Joint and Several Responsibility” signed Page No. ----- Y N • MOU/ Joint Venture agreement signed Page No. ----- Y N • Functional Division of Work between the members of the Group Page No. ----- Y N • Details of previous collaborations if any, between Group members Page No. ----- Y N
7.	DELETED
8.	<p>In the case of applications from groups, does Section - 1 contain details of :</p> <p>Proposed equity participation by each member for the proposed work? Y N</p> <ul style="list-style-type: none"> • Areas of specialization/responsibility of each member of the consortium? Y N • Extent of participation (including deployment of major plant items and key Personnel) by each member? Y N <ul style="list-style-type: none"> • If the answer to any question is No, please give reasons.

PROFORMA SECTION –3

9.	<p>State the number of years the applicant has been undertaking work similar in scope and nature to the works for which empanelment document is sought</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none; padding: 5px;">Name of Applicant</td> <td style="width: 40%; border: none; padding: 5px;">No. of years</td> </tr> <tr> <td style="border: none; padding: 5px;">(1)</td> <td style="border: none; padding: 5px;">.....</td> </tr> </table>	Name of Applicant	No. of years	(1)
Name of Applicant	No. of years				
(1)				
10.	<p>Performance Record</p> <p>Applicants should carefully scrutinize the Technical Criteria as elaborated in Part I - Instruction to Applicants in this Empanelment document and compile a detailed list indicating their previous experience of Consultancy to a similar nature of work.</p> <p>Information and documentary evidence associated with the performance and relevant experience of the applicant or each constituent member shall be clearly referenced and enclosed in Section -3. The applicant will give the above details in descending order of financial year for each Group member. Use Annexure 2 and 2(A) of this document for the purpose of providing the information of performance record.</p> <p>(Use a separate sheet for each Assignment and include in the Questionnaire)</p>				
11.	<p>Works in Hand. Applicants should indicate, details for each contract/commitment which is anticipated to be in hand as on the 31.05.2021 and the expected year-wise value of completion of the balance works in the next five years on the proformas given in Annexure 4 and a Summary in Annexure 4A of the document.</p>				

PROFORMA SECTION 4

12.	<p>Staff: Applicants should indicate the number of staff employed (total and at specified offices). This information should be only in respect of regular employees who are for more than six months with the applicant and are specifically relevant and going to be employed on the Upcoming, Existing Projects and Works of Maha-Metro.</p> <p>Name of Applicant</p>			
Location	Managerial (1)	Technical & Engineers (2)	Supervisory (other than (1) and (2)) (3)	
1.				
2. _____				
3.				
etc.				
TOTAL				

PRO'FORMA SECTION - 5

13.	Include in Section -5 details of ownership and control of applicant.		
14.	Have you in Section -5 enclosed documents, including Banking Reference, to demonstrate that you have access to, or have available, liquid assets, lines of credit and other financial means sufficient to meet the required cash flow, after meeting your commitments for other contracts and other liabilities. Financial information to be provided as per requirement in Annexure 5 <table border="1" data-bbox="1240 356 1358 416"><tr><td data-bbox="1240 356 1294 416">Y</td><td data-bbox="1299 356 1358 416">N</td></tr></table>	Y	N
Y	N		

ANNEXURE P1: Pending Litigation

Applicant's legal name

Date.....

Applicant must fill in this form

<i>Pending Litigation</i>			
<p> Number of pending litigation: _____</p> <p> Pending Litigation in terms of arbitration, litigation etc. is indicated below</p>			
Year	Assignment Identification and Matter in Dispute	Value of Assignment	Value of Pending Claim in INR or any other currency
	Contract Name: Name of Employer Address of Employer Matter in Dispute		
	Contract Name: Name of Employer Address of Employer Matter in Dispute		
	Contract Name: Name of Employer Address of Employer Matter in Dispute		

ANNEXURE –2

Applicant's Name:

Projects as per Eligibility Criteria

Project Title:	Location:	
Scope: (Give salient features of the work)	Address:	
Client:		
Client's Representative:	Tel.:	
Give the details of Length of Metro specifying the Underground and Elevated Length separately		
Was an Indian Government standard form of contract used?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Was an International standard form of contract used?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Was the work carried out as alone?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Was the work carried out as a member of a group?	<input type="checkbox"/> Y <input type="checkbox"/> N	
If a group, indicate percentage participation and area/s of participation.		
Date of commencement of work	Date of completion of work	
Was the date of completion given in the original contract extended? If so, how much and why?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Were any penalties imposed? If yes, give details	Was arbitration / litigation Commenced? a) During execution <input type="checkbox"/> Y <input type="checkbox"/> N a) After Completion of work <input type="checkbox"/> Y <input type="checkbox"/> N b) During operation and maintenance <input type="checkbox"/> Y <input type="checkbox"/> N c) If answer to (a) or (b) is Yes, then give number of arbitration cases & details thereof. Was litigation commenced? If yes, give details. <input type="checkbox"/> Y <input type="checkbox"/> N	
Were any penalties imposed for Reasons other than delay. If yes, give details.		<input type="checkbox"/> Y <input type="checkbox"/> N
Contract Value and Actual Value of Work Executed (in Indian Rupees in crores)		
Note: The above data will be updated to 31.03.2019 price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year.		
Details of works undertaken,		
Were Quality Assurance obligations required in the contract?	<input type="checkbox"/> Y <input type="checkbox"/> N	
If Yes whether they were fulfilled? If not, why?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Has the applicant or any member of the group who executed the Consultancy work been blacklisted by a client? If Yes Why?	<input type="checkbox"/> Y <input type="checkbox"/> N	
Project Description: (Clearly indicate, the part of the work assigned to the applicants(s))		

Document for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro

ANNEXURE 2A

Summary of Information provided in Annexure 2

Applicant's legal name

Date.....

Page of pages

Name of Applicant	Total Number of Works	No. of contracts delayed, i.e., completed beyond the original date of completion	Total value of all works completed in the last 07 financial years

ANNEXURE 3:

FINANCIAL DATA

(CONSULTANCY WORKS DONE DURING THE LATEST LAST SEVEN FINANCIAL YEARS)

NAME OF THE APPLICANT:

(All amounts in Indian Rupees in crores)

Sr. No.	DESCRIPTION	Financial Data for Last 7 Audited Financial Years						
		Year 2013-2014	Year 2014-2015	Year 2015-2016	Year 2016-2017	Year 2017-2018	Year 2018-2019	Year 2019-2020
1	2	3	4	5	6	7	8	9
	Total value of <i>Consultancy work done</i> as per audited financial statements							
		<p>NOTE:</p> <ol style="list-style-type: none">1. Attach attested copies of the Audited Financial Statements of the last five financial years as Annexure.2. All such documents reflect the financial data of the Applicant, and not that of sister or parent company.3. <u>The financial data in above prescribed format shall be certified by Chartered Accountant / Company Auditor in original under his signature, stamp and membership number.</u>4. The above financial data will be updated to 31.01.2021 price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year.5. The Parent/Holding company's credentials can be used and shall be considered provided the criteria as per 5.1 about shareholding is met.						

**ANNEXURE 4:
PROJECTS IN HAND**

Applicant's legal name

Date.....

Page of pages

Reference Q 11

Name and brief particulars of Consultancy contract (Clearly indicate the part of the work assigned to the applicant(s))	Name of client with telephone number and email id	Contract Value in INR in crores (Give only the value of work assigned to the applicant(s))	Value of balance work yet to be done as on 01.04.20 (in Indian Rupees in crores)	Original Completion Date	Estimated Completion Date	Delay if any, with reason	Value of work to be done in next 60 months (1st April 2020 to 31st March 2025)

Note : *The above Annexure'4 shall be certified by Chartered Accountant in original under his signature, stamp and membership number.*

ANNEXURE-4A: SUMMARY INFORMATION FOR WORKS IN HAND

Applicant's legal name

Date.....

Page of pages

Name of the applicant	Total number of works in hand	No. of contracts in which date of completion given in the original has already burst	** Total value of balance work Indian Rupees in crore)		
			Year 2020-21	Year 2021-22	Year 2022-23

This information should be for all the Consultancy work in progress including those listed in Annexure-4.

* Applicant should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

** This figure should also include the year-wise break-up of part value of works to be executed in the five year period (1st April 2020 to 31st March 2023) even if completion of such works spill over beyond this period.

The above Annexure-4A shall be certified by Chartered Accountant in original under his signature, stamp and membership number.

ANNEXURE 5

FINANCIAL DATA

Applicant's legal name **Date**

Page of pages

S. N.	Description	Financial Data for Latest Last 7 Years (Indian Rupees in crores)						
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1.	TOTAL ASSETS							
2.	CURRENT ASSETS							
3.	TOTAL EXTERNAL LIABILITIES							
4.	CURRENT LIABILITIES							
5.	ANNUAL PROFITS BEFORE TAXES							
6.	PROFITS AFTER TAXES							
7.	NET WORTH = [1 - 3]							
8.	LIQUIDITY = [2 - 4]							
9.	RETURN ON EQUITY							
10.	ANNUAL TURNOVER (FROM CONSULTANCY WORKS)							
11.	GROSS ANNUAL TURNOVER							
		<p><u>Attach copies of the audited balance sheets, including all related notes, income statements for the last five audited financial years, as indicated above, complying with the following conditions.</u></p> <ol style="list-style-type: none"> 1. All such documents reflect the financial data of the Applicant, and/or Parent Company. 2. Historic financial statements shall be audited by certified accountant / Statutory Auditor of the Company under their seal & stamp and shall be strictly based on Audited Annual Financial results of the relevant period(s). No statements for partial periods will be accepted. 3. Historic financial statements must be complete, including all notes to the financial statements. 4. Return on Equity = Net Income / Shareholders Equity Return on Equity = Net Income is for the full fiscal year (before dividends paid to common stock holders but after dividends to preferred stock). Shareholders equity does not include preferred shares. 5. <u>The above Annexure-5 shall be duly certified by Chartered Accountant / Company Auditor in original under his signature, stamp and membership number.</u> 6. <u>In case the Liquidity is inadequate, the Applicant may submit Banking Reference to establish that they have access to the required working capital.</u> 						

ANNEXURE- 5A

SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY

BANK CERTIFICATE IN BANK'S LETTER HEAD

This is to certify that M/s is a reputed company with a good financial standing.

If the contract for the work, namely.....is awarded to the above firm, we shall be able to provide overdraft / credit facilities to the extent of Rs..... to meet their working capital requirements for executing the above contract.

__Sd.____

Name of Bank: _____
Senior Bank Manager _____
Address of the Bank _____

**SAMPLE FORMAT FOR BANKING REFERENCE FOR LIQUIDITY
(FOR JV/CONSORTIUM)**

BANK CERTIFICATE IN BANK'S LETTER HEAD

This is to certify that M/s who has formed a JV/Consortium with M/s and M/s for participating in this bid, is a reputed company with a good financial standing.

If the contract for the work, namely.....is awarded to the above joint venture, we shall be able to provide overdraft / credit facilities to the extent of Rs..... to M/s to meet their working capital requirements for executing the above contract.

[This should be given by the JV/Consortium members in proportion to their financial participation]

__Sd.____

Name of Bank: _____
Senior Bank Manager _____
Address of the Bank _____

Note: Bank certificate on Bank's letter head should be submitted by the JV/Consortium members and no combined /joint certificate is required.

Document for Empanelment of Detailed Design Consultants (DDC) for Various Upcoming, Existing Projects and Works of Maha-Metro

ANNEXURE P2: Incomplete Works and Liquidated Damage for delay

Applicant's legal name

Date.....

Group Member' s legal name.

Name of Applicant (each member in case of group)	Total Number of Works: Incomplete works and liquidated damages for delay	No. of contracts delayed, i.e., completed beyond the original date of completion	In case of the delay the value of Liquidated Damages levied and reason	Failure by the Consortium/ Consortium member to complete any single work and reason

TERMS OF REFERENCE FOR DETAILED DESIGN CONSULTANTS (DDC)***Services to be provided***

The DDC shall perform the Services set out in this document. These Services generally include, but are not limited to:

1. DDC shall prepare Conceptual & Preliminary designs.
2. DDC shall prepare schematic design based on the approved concept designs.
3. DDC shall prepare criteria to be issued with the Construction-tender documents for the stations.
4. On the basis of approved concept design & schematic designs DDC will prepare Tender Drawings, BOQs, work specifications, construction cost estimates along with rate analysis and reference rates for all items of BOQ for the associated construction contract for tendering by MAHA-METRO and critically appraise and modify the cost estimate as necessary before the contract is awarded.
5. DDC shall prepare the Detailed Tender document for construction of stations excluding viaduct. DDC shall take into account that station structures have been envisaged as structurally independent of viaduct except for the platform and structures supported on platform. Concourse and its supporting structure including entry/exit will be designed independent of viaduct.
6. DDC will closely interact with viaduct designer and promptly provide him details of loads transferred from station structure to viaduct and any other input that may be required by viaduct designer for designing the viaduct in station portion.
7. DDC needs to design the Station building as per the parameters of the Detailed Project Report, Design Basis Report and SOD will also be taken into consideration. Any changes in the design parameters will be conveyed to the DDC and no extra payment will be charged for the revision due to change in design parameters.
8. DDC will perform cost effective detailed designs of civil, structural, architectural, E&M, Firefighting & Protection, plumbing, Water, Sewer and interface with other services based on conceptual designs and criteria issued with the tender documents for the stations.
9. DDC will prepare General Arrangement Drawings and detailed drawings of various items of work as per guidelines laid down by MAHA-METRO. Perform detailed designs for building works, the fitting out of stations with architectural finishes and interface with services (including illuminations, lifts, escalators, water supply, drainage, power supply and public telephones), signage, rain water harvesting, inter modal integration,.
10. DDC will review detailed designs for temporary and permanent diversion works for all utilities affected by the station works and change as necessary to accommodate public Utilities. Data to be given by MAHA-METRO. DDC will also provide coordination for this purpose.
11. DDC will co-ordinate and integrate designs and details with contractors and consultants employed by MAHA-METRO working on contracts adjacent to the site of works for this contract
12. DDC will prepare and update design stage Combined Services Drawings (CSD),

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13. Structural Opening Drawings (SOD) and Structural-Electrical-Mechanical Drawings (SEM) and MEP drawings and Interface/Coordination Drawings. DDC will give all deliverables in a format compatible with BIM and it will be the responsibility of DDC to ensure no ambiguity. DDC will incorporate and co-ordinate changes in design due to system & E&M interfacing.
 14. DDC will incorporate changes in design resulting from MAHA-METRO's design reviews.
 15. DDC will consult and co-ordinate with the various City and Government authorities who interface with the MAHA-METRO project. MAHA-METRO will assist in the co-ordination.
 16. Statutory approval from relevant authorities will be under DDC's scope. Design & drawing will take care of fire stipulations as per codal requirement. In case of any approvals from Archaeology Survey of India, the same will be taken up by MAHA-METRO however consultant shall assist for the same.
 17. DDC will incorporate emergency evacuation considering NFPA 130 (National Fire Protection Association), National Building Code and all relevant bylaws etc.
 18. All the station buildings have been envisaged as fully compliant of requirements of solar energy utilization. Solar Energy utilization compliant design is a specialized job. DDC will engage a sub-consultant of requisite expertise with the approval of MAHA-METRO at DDC's own cost for making all designs compliant of solar energy utilization needs.
 19. DDC will plan, design, detail, control, co-ordinate, and execute the design phase of the Works for production of drawings, documents and reports to meet the key schedule dates indicated and as directed by MAHA-METRO.
 20. DDC will advise the requirement for ensuring quality control during construction of the structure.
 21. DELETED
 22. DDC would be required to prepare notes regarding quality of construction work observed by them during their periodical joint site visits and make necessary suggestions to MAHA-METRO.
 23. Generally rendering to MAHA-METRO every assistance, guidance or advice on any matter concerning the technical aspect of the project.
 24. Inspection of work on completion and submitting reports upon completed works.
 25. DDC will be fully responsible in their capacity as Detailed Design DDCs for the soundness of the design and shall be fully responsible for the Design.
 26. The DDC shall protect/Indemnify MAHA-METRO against any damage of loss arising from want of such care and diligence or neglect of professional duty including design defects and delays on account of supply of drawings to the corporation. To cover such an eventuality, the DDC shall and furnish a guarantee for 10% of the contract amount in the form of a Bank Guarantee issues by a Nationalized Indian Bank or from a branch in India of a scheduled foreign bank or a scheduled commercial bank in India. The proforma for the Guarantee is included in these documents. The Guarantee should be submitted within the time specified before signing of the contact-agreement, as mentioned in the Instruction to Tenderers.

The Guarantee will be valid up to 12 months after completion of this construction work of

stations as well after the constructed work is put to use during train- operation work till 12months after the date of start of commercial operation of the Metro rail system under the particular corridor under which these concerned stations are located.

In the event of any defect coming to the notice of MAHA-METRO (Employer)/Engineer in the services rendered by the consultant within the period of three years from the date of physical completion of station buildings, as certified by the engineer or 12 months after putting the station structure into use of commercial operations, whichever is earlier, and in the eventuality of the DDC failing to rectify the defects in the rendered service, MAHA-METRO will forfeit the amount of the Performance Guarantee.

27. Time is the essence of the contract. DDC agrees to perform their duties as consultants and ensure that no delay would take place on account of supply of drawings to contractor/MAHA-METRO. In case of delays without valid reasons the DDC shall be liable to pay liquidated damages as described in the conditions of Tender-Documents.
28. DDC agrees to perform the duties as consultants under these presents and will advise MAHA-METRO about the measures required to complete the construction of the works as entrusted to contractors according to the specifications and the schedule of time given to them and that no unnecessary delay is caused by reason of the DDC not furnishing any detail, as regards to designs, drawings or scrutiny thereon, etc. to the contractor.
29. DDC shall take a considered review of progress of construction-works within time and cost parameters and suggest improvements from time to time. During the contract period if the work of the contractor is delayed due to non-availability of deliverable from the DDC then DDC shall assist the contractor, strategy for match up schedule.
30. DDC agree that they will not without the written sanction of the MAHA-METRO make any deviations in the plans or order any variation to the Contractor and such sanction of the MAHA-METRO normally be communicated within 21 days of receipt of acceptable reasoning for such deviation from the DDC.
31. The copyright of all designs and drawings prepared in connection with this project in the executed form shall vest with MAHA-METRO and shall become the property of MAHA-METRO. The DDCs engaged on behalf of MAHA-METRO, will during the period of their assignment, and thereafter, till the satisfactory completion of the construction of the work, act as consultants and give any advice regarding the construction of this work, in particular, to intending contractors who would tender and undertake the construction of this work.
32. DDC should submit 6 copies of BOQ, Specifications, Reports, Documents and all drawings, design calculation and should also submit one set of reproducible tracings of all approved drawings and one soft copy in DVD.
33. DDC professional fees/payments are inclusive of all responsibilities for carrying out the complete services as specified in the Scope of the Works, which include carrying out all mentioned services including all modifications, variation/addition in the design and drawings required during execution of work due to site requirement of MAHA-METRO. Nothing extra shall be paid on any account till completion of this project in all respects beyond the fees/payments specified in the contract.
34. DDC is required to approve the scheme for construction and erection of structural members in respect of the design proposed by them. If it is found that the design is not feasible to be adopted due to site condition or due to any other reason the DDC would give his remarks to MAHA-METRO.
35. DDC will make available their services as and when required during the stage up to contract award: to modify existing designs or drawings as necessary to incorporate site conditions and unforeseen conditions; to assist MAHA-METRO staff in clarification of queries resulting from the design. DDC will provide support during construction on design related issues.

36. The DDC shall incorporate and co-ordinate designs, and prepares drawings and documentation for the following system elements:
- i. Landscape (Hardscape) work.
 - ii. Multimodal Integration.
 - iii. Conceptual Property Development
37. The DDC shall submit the drawing, documentation of design compliant with digital project management platform of Maha-Metro as follows:
- i. DDC will submit various deliverables as required by Maha-Metro in compliance with SDBIM digital platform. The guidelines for the same shall be provided by authorized personnel of Maha-Metro.
 - ii. DDC will submit intelligent 3D models (compliant with digital platform) in timely manner alongwith other deliverables.
38. The DDC shall incorporate and co-ordinate designs, and prepares drawings and documentation for the following system wide elements which will be used in all stations:
System wide architectural items to be included in the tender documents:
- a. Finishes Schedules: Floor Finishes; Wall and Column Finishes; Ceiling Systems and Finishes.
 - b. Railings, Barriers and Gates
 - c. Stair and Handrail Details
 - d. Escalator Finish Details
 - e. Lift Finishes Details
 - f. Platform Details
 - g. Doors and Frames
 - h. Miscellaneous Public Area Details
 - i. Platform Edge Lighting
 - j. Public and Staff Toilet Room Details
 - k. Staff Room Details
 - l. Landscaping and External Works
 - m. Plans, Sections, Elevations and Details of:
 - Ticket Office
 - Ticket Hall Supervisor's Office and Excess Fares Collection
 - Information and Enquiries
 - Station Control Room
 - Platform Supervisor's Booth
 - Other Booth and Office Details
 - Door and Window Details
 - Countertop and Casework Details
 - Pump Houses, Auxiliary Substation, traction substation
 - Toilets
 - n. Handicapped facilities (including ramps, tactile tile layouts, Braille inscriptions, etc.)
Metro Stations are quite different from typical buildings so considering this factor and upcoming demand, Indian Green Building council has launched a dedicated rating system for Metro stations which is known as Mass Rapid Transit System (MRTS) rating. This rating system is based on key requirements inside and outside of any Metro stations that are required to make world class and sustainable metro stations. The services will include complete Facilitation for achieving green rating for Metro stations via following:
 - Sustainable sites
 - Water Efficiency
 - Energy Efficiency
 - Material Conservation
 - Indoor Environment and Comfort
- These all stations to be designed as per **IGBC Green MRTS norms to obtain Highest Rating.**

39. The entire process required for statutory approvals will be under scope of DDC. However, Maha-Metro shall pay the charges as demanded by the authority for statutory approvals.
40. **The DDC may also be required to provide all the services mentioned above in case of some building project works of MAHA-METRO which MAHA-METRO may take up in the future.**
41. **Note: Maha-Metro may initiate the process for awarding the works involved in terms of reference, as detailed above in Annexure-6, either fully or partially as per the requirement, as the case may be, in terms of specific Empanelment document prepared and issued to the empaneled Consultants, category-wise for different Consultancy works.**