

## JAIPUR DEVELOPMENT AUTHORITY

No: - JDA/Sr.Hort./2017-18/D- 777

Dated: 13.11.2017

Room No. NB-SF-205, Ram Kishore Vyas Bhavan, Indira Circle, JawaharLal Nehru Marg,  
Jaipur - 302004

Telephone: +91-141-2577666 e.mail: horticulturecell@gmail.com

Sr.Hort./2017-18/NIB-48

### EXPRESSION OF INTEREST FOR EMPANELMENT OF LANDSCAPE CONSULTANTS

#### UBN No.

Jaipur Development Authority, Indira Circle, Jawahar Lal Nehru Marg, Jaipur - 302004 invites 'Expression of Interest' (EOI) for 'Empanelment of consultants for Horticulture Works, Specialization in Landscape, in JDA Region'.

The detailed terms and conditions including proposal submission can be downloaded from JDA website: [www.jaipurjda.org](http://www.jaipurjda.org).

The last date of submission of EOI is 24.11.17 upto 3:00 pm. Further Corrigendum, if any, will be published in JDA website only.



**(S.P. Bhadu)**  
Sr. Horticulturist,  
JDA, Jaipur

## कार्यालय जयपुर विकास प्राधिकरण, जयपुर।

क्रमांक : जविप्रा/व.उ.वि./2017/डी - 777

दिनांक : 13.11.17

कमरा नं. एनबीएसएफ-205, रामकिशोर व्यास भवन, इंदिरा सर्किल, जे.एल.एन. मार्ग, जयपुर-302004

दूरभाष नं. +91-141-2577666 e.mail: horticulturecell@gmail.com

बिड सूचना सं.-जविप्रा/व.उ.वि./2017-18/48


### लैण्डस्केप परामर्शदाताओं का पैनल तैयार करने हेतु विज्ञप्ति (एक्सप्रेसन ऑफ इन्ट्रेस्ट EOI)

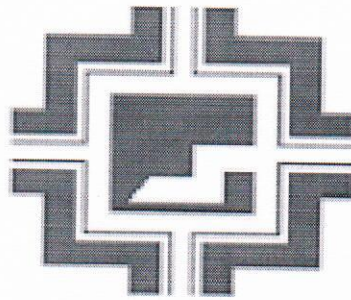
#### UBN No.

जयपुर विकास प्राधिकरण जवाहर लाल नेहरू मार्ग जयपुर 302004 द्वारा प्राधिकरण क्षेत्र में उद्यानिकी कार्यों विशेषतः लैण्डस्केप कार्यों के लिए परामर्शदाताओं का पैनल तैयार करने हेतु विज्ञप्ति जारी की जाती है।

विस्तृत नियम एवं शर्तें आवेदन पत्र एवं अन्य दस्तावेज जयपुर विकास प्राधिकरण की वेबसाइट [WWW.jda.urban.rajasthan.gov.in](http://WWW.jda.urban.rajasthan.gov.in) पर डाउनलोड किये जा सकते हैं।

एक्सप्रेसन ऑफ इन्ट्रेस्ट (EOI) आवेदन पत्र आवश्यक दस्तावेजों के साथ अधोहस्ताक्षरकर्ता को दिनांक 24.11.17 को सांय 3.00 बजे तक ई-मेल/डाक/ऑनलाईन या व्यक्तिगत जमा कराये जा सकते हैं। विज्ञप्ति में आगे कोई संशोधन किया जाता है तो जविप्रा की वेबसाइट पर ही प्रकाशित किया जायेगा।

  
(संजय प्रकाश भादू)  
वरिष्ठ उद्यानविज्ञ  
जविप्रा, जयपुर



JAIPUR DEVELOPMENT  
AUTHORITY

**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF LANDSCAPE CONSULTANTS FOR  
HORTICULTURE WORKS IN JDA REGION**



# **JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

## **PROCEDURE AND CONDITIONS FOR EMPANELMENT OF CONSULTANTS FOR HORTICULTURE LANDSCAPE CONSULTANCY SERVICE.**

### **1. SUBMISSION OF OFFERS**

Offers shall be submitted by individual consultants or any company/firm/consortium prescribed format attached with this documents. The consultants are required to submit the format in soft ([horticulturecell@gmail.com](mailto:horticulturecell@gmail.com)) and hard copy both. The Technical offers shall be submitted in sealed envelope clearly super scribing the Landscape Consultancy Service on the envelope. Offers with requisite documents should be sent to the Senior Horticulturist, Jaipur Development Authority, Jaipur opp. Birla Mandir, JLN Marg, Jaipur-302004 latest by 3.00 pm on 24.11.17

#### **1.1 Technical Offer for Prequalification and eligibility criteria**

The consultant is required to submit required document is support of their Prequalification and Eligibility Criteria for the Landscape consultancy services.

#### **1.2 Envelope of Technical offer should also contain the following:**

- i. Demand Draft of Scheduled Bank of Rs. 5,000/- (Rupees Five thousand only ) for Registration (Non Refundable) and Rs. 50,000/- (Rupees Fifty thousand only ) for Security Deposit Amount in favor of Secretary JDA, Jaipur.
- ii. Offer documents/Papers in Support of Prequalification and Eligibility Criteria (PQR) are to be enclosed.
- iii. CD containing all information (in word/excel format) as per the format.

### **2. PRE-QULIFICATION AND ELIGIBILITY CRITERIA:**

- The applicant must be a reputed consulting Company/Firm/ Consortium with multiple specializations, experience and expertise along with knowledge of Horticulture and Plantation of Trees, Arboriculture etc. in Landscape Consultancy Services for Municipal Corporation /Development Authorities of cities having population more than 30 lacks Airports, Five Star Hotels, Township & Big Corporate office projects in India or abroad for the period of minimum 5 years ending 31.03.2017
- The Principal applicant (individual consultant/Company/Firm/ Consortium) should be a qualified Architect registered with council of Architects in India with Post Graduation Qualification/specialization in Landscape Architecture.
- The applicant (individual consultant/Company/Firm/ Consortium) should have provided Landscape Consultancy Services for at least three projects each of **Rs. 2 Crores** or Two works each of **Rs. 2.5 Crores** or One work of **Rs. 4 Crores** in single contract of similar nature (Soft/ Hard Scape work) in last 5 years ending **31.03.2017**.



- The consultant submitting experience certificate in Consortium should indicate amount of percentage of each firm supported with required documents and also in case of experience certificate submitted for the work executed abroad, the value of work will be converted to Indian Currency and it should be duly self-certified. If the completion certificate is in other foreign language it should be translated in English and duly self-certified
- Consultant/Company/Firm/Consortium having Technical Personnel on its payroll to execute any landscape project within given time schedule or should be able to hire as and when required.
- The applicant should have valid PAN No. and Service Tax Registration No.
- Documents verifying the claim as per above including the appointment letter or work order or contract agreement or letter of successful completion from the client. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms.

### **3. BROAD SCOPE OF WORK :**

Consultancy services for Architectural, Engineering and Landscape designing of the landscape project shall be considered for issuance of work order. The Consultant is required to provide services in respect of the following :

- Site appraisal and suitability
- Site planning.
- Landform and grading.
- Surface drainage design and water management
- Irrigation design.
- Open space design- hard and soft areas.
- Planting design.
- Landscape structures and features.
- Garden Furniture design.
- Illumination design.
- Graphic design. And signage.
- Co-ordination of external services.
- Periodic inspection and evaluation of works at site.

### **4. SCHEDULE OF SERVICES**

The consultant shall, after taking instructions from JDA, render the following services.

#### **4.1 CONCEPT DESIGN**

##### **4.1.1 Draft Concept Landscape Framework Planning**

- a. Concept Landscape Framework plan with a broad plant palette.
- b. Prepare a Concept Landscape framework Plans, indicating proposed provision for pedestrian and vehicular movement, service accesses, incorporating access as per Architectural requirement, and general principles to be followed for grading and landscape of roads, parking, open areas, footpaths, and incorporation of service elements.
- c. Identification of functionally and aesthetically strategic areas, such as entrance, around major activities, etc. and their conceptual treatment, especially the main entrance gateway to the complex to make an impressive impact.



- d. Concept scheme for hard landscape elements such as boundary walls and gates, driveways and parking areas, paths, paving, terraces, steps, ramps, planters, etc. railings, barriers and gates, pergolas, street furniture, lighting scheme etc.
- e. Concept scheme for planting trees, shrubs, groundcover plants, and grass areas, to fulfil environmental, aesthetic, and functional needs.
- f. Presentation of final Concept Landscape Framework Plan with illustrative details of specific strategic areas.

#### **4.1.2 Deliverables:**

- Landscape Framework Plan and abovementioned drawings.

#### **4.2 Final Concept Landscape Framework Planning**

- a. Modify / detail the selected conceptual design incorporating required changes and prepare full set of concept drawings, sketches, study model, 3D views, Walk through(if required) etc. along with Parking details with preliminary cost estimates.
- b. The Concept shall be in compliance with the local regulations, codes and standards and local availability of the material. The Consultant shall present analysis and approach considerations with detailed reasoning of the basis of the concept design.
- c. The concept shall be presented to the JDA in a hard printed report and soft presentation format.
- d. The Concept stage includes revision and reworking as desired by the JDA on the presented / selected option in the previous task.
- e. Prepare presentation drawings for Site Plan, incorporating landscape design as per requirement of the JDA team.
- f. Consultant shall provide the deliverables in at least 2 hard copies in a presentation report form and the high resolution soft copy of the same.

#### **4.2.1 Deliverables**

- Final Landscape Concept Plan
- 3 D renderings to explain the scheme
- Receive Final signoff on the Concept from the JDA.
- Landscape Concept Master Plan as per JDA requirements highlighting all the major elements and detailing.
- Representative images and renderings
- Report on Landscape Design parameters and assumptions in coordination with the MEPS Consultant and / or specialist Consultant.

#### **4.3 SCHEMATIC DRAWINGS (Including Pre-Tender Stage Documentation):**

- a. Incorporate inputs received at concept stage, and prepare schematic drawings incorporating Architecture and services requirements and detailed specifications for-
  - Special Areas including Main Entrances to make an impressive impact.
  - Hardscape / Hard Landscape Elements such as boundary walls and gates, driveways and parking areas ,paths, paving, terraces, steps, kerbs, ramps, planters, railings, barriers, pergolas, pavilions etc.
  - Drainage and Grading Schemes for landforms and levels for all hard and soft areas.
  - Landscape Lighting Scheme including location and design of outdoor light fixtures.
  - Landscape Irrigation Schemes specifying the various irrigation systems appropriate for different landscape / plantation areas
  - Waterscape Plans giving details of water features including water bodies, fountains, etc.
  - Street Furniture including benches / seats, garbage bins, etc.
  - Planting Scheme including planting plans and details with species, sizes, location and planting procedures



- b. Prepare Tender documents and drawings for Landscape Civil works and Landscape Horticulture works incorporating schedule of quantities, estimate of cost including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and works, analysis of rates wherever required, time schedule and other conditions of contract.
- c. Assist in inviting, receiving and analysis of tenders; issue clarifications and changes for queries raised during tendering process and advise JDA on appointment of contractors.

#### **4.3.1 Deliverables**

- All documents & drawings related to Schematic Design Stage required in communicating the landscape scheme fully.
- Detailed Design report on site infrastructure for landscape design to be coordinated by the Consultant before submission to the JDA.
- **Tender Drawings, Specifications, BoQ's, Rate Analysis and any other technical information required in the draft tender documentation (For clarity the Pre-Tender stage requirements would necessarily be based on completion of all requirements in the Tendering stage. No area variation would be permitted beyond this stage including a variation of not more than 5% in other tender items like BoQ's, specifications & rate analysis etc.**

#### **4.4 WORKINGS DRAWINGS AND TENDER DOCUMENT**

- Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payment quality control procedures on materials and works and other conditions of contract.
- Evaluation of tenders; and advice JDA on appointment of contractors.

##### **4.4.1 Deliverables**

- Detailed Drawings for landscape including all hard & soft elements, final plantation plan and palette, irrigation scheme and water requirements, incorporation of any specialist landscape element and their specifications.
- **Tender Drawings, Specifications, BoQ's, Rate Analysis and any other technical information required in the final tender documentation (For clarity the Tender stage requirements would necessarily be based on 100% completion of all requirements in the Tendering stage. No area variation would be permitted beyond this stage including no variation in tender items like BoQ's, specifications & rate analysis etc.**
- Final Report on Landscape Design parameters and assumptions in coordination with JDA.
- Receive final approval from the JDA on appointment of the contractor as completion of the stage.

#### **4.5 CONSTRUCTION**

- Prepare and issue working drawings and details for proper execution of work during construction.
- Approve samples of various elements and components.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction works and where necessary clarify any decision, offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the JDA informed and render advice on actions, if required.

##### **4.5.1 Deliverables :**

- Full GFC drawing set to be delivered as per the time schedule agreed with the selected Consultant.
- All discrepancies during execution and not as per the original design intent to be brought to the notice of JDA in writing.
- A site visit report after every scheduled site visit.



- Receive stage completion certificate from JDA after successful delivery of the last GFC after due acknowledgement from the contractor.
- Issue Methodology for maintenance of executed works and prepared tender documents for maintenance work.

## **5 GENERAL TERMS & CONDITIONS OF CONSULTANCY SERVICES :-**

### **5.1 Factors Effecting Payment to the Consultants**

- The payment made to the Consultants during Various stages would be on line account payment and will get adjusted in the final payment.
- Progressive payment at all stages of mode of payment may be made to the consultants in any of the above stages based on the quantum of work done in the stage as may be mutually agreed to by the parties.
- The JDA reserves the right to make deduction from the professional fee of the consultants on account of penalty.
- In case only part of the Scheme is continued (before actual commencement of work at site) then the consultancy fee would be paid up to the stage for which drawings have been received and approved by the Competent Authority and if the scheme is discontinued after the commencement of work at site then the consultancy fee would be paid up to 50% of the total fee payable as at this stage as all the preliminary drawings, working drawing, structural and services drawings, estimates and tender document etc. have been prepared and received by JDA. Further payment shall be released to the consultant in consistent to the value of work done at site.
- During execution of work the Consultant or his associate may be required to make at least one or two site visits in a month for which actual TA/DA equivalent to IInd AC fare or AC vehicle as agreed by JDA will be paid separately to him. The frequency of such visits, depending on the site requirement, may vary from project to project.
- The Consultant may be obliged to notify any discrepancy noticed by it or any modification if it finds appropriate to improve the functionality of the project. The Consultant is also required to issue such improvement / modification free of cost.
- The Consultant may be required to make minor changes in the plan, and other details, if needed during the execution of the works without any additional fee. If any additional work is required during the validity of contract, the consultant shall have to provide drawings for such work on mutually agreed rates.

### **5.2 Duration of Empanelment**

The empanelment shall be valid for a period of 03 (three) years from the date of issue of letter of empanelment. The panel may be extended further at the discretion of JDA.

### **5.3 Settlement of Disputes**

All difference and disputes arising out of the agreement between JDA and the Consultants regarding the execution, payment, interpretation or any such connected and related matter to the execution of the Scheme shall be settled by the Secretary JDA, whose decision shall be final and abided by both the parties.



#### **5.4 Jurisdiction**

All the disputes arising with regard to the agreement between JDA and the Consultants will be deemed to have arisen at Jaipur and will be subject to the jurisdiction of the courts situated at Jaipur only for which both parties agree specifically, well knowingly and consciously.

#### **5.5 Special Terms and Conditions**

- i. All offers and supporting documents (Anx. I to V) shall be submitted in English or Hindi.
- ii. The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be stamped & signed by the applicant. Power of Attorney of the authorized person shall be attached.
- iii. Consultancy service will be providing for Development of Parks, Triangle, Islands, Greenbelt and Median Plantation.
- iv. Consultancy work will be executed as per work scope/requirement and availability of budget in future.
- v. All drawings to be delivered in hard and soft copies (CAD & PDF)
- vi. All renderings to be submitted in Hard and Soft (Jpg & PSD)
- vii. All final stage wise presentation / meetings / workshops to be attended by the project director who would issue a certificate at the end of each stage stating that the original design intent is being maintained.
- viii. All variations / additions / alterations etc. beyond the current scope and listed deliverables should be incorporated after written communication from the JDA.
- ix. Coordinating with all sub-Consultants and specialist Consultant would be the prime responsibility of the Consultant. Any points of conflicts or disagreements in such coordination should be communicated to the JDA in writing to ensure an early resolution.
- x. Applicants who have successfully fulfilled specified minimum criteria shall be eligible to apply. Certified copies of Award letters, or work order or contract agreement or completion certificates etc. should be enclosed.
- xi. All future communication/ changes/ additional information with respect to this website advertisement shall be notified through e-mail and hard copy.
- xii. All Annexure duly completed should be submitted. Incomplete applications will be summarily rejected.
- xiii. JDA reserves the rights to accept or reject any or all applications without assigning any reason. JDA reserves the right to call off process of Empanelment of Landscape Consultant at any stage without assigning any reason.
- xiv. JDA reserves the right to modify the criteria and take its own decision if so required.



## 6. CONFLICT OF INTEREST

- An 'Applicant' (Sole Proprietor Firm or Any member of the Consortium) shall not have a conflict of interest, as defined hereunder that may affect the Selection Process.
- Applicant shall provide professional, objective and impartial advice and at all times hold JDA's interests paramount, avoid conflicts with next level of assignments for carrying out Consultancy. The Applicant shall not accept or engage in any assignment with JDA, that would be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of JDA.
- Without limiting the generality of the above, an Applicant shall be considered to have a Conflict of Interest, if;  
Such applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest, provided that this qualification shall not apply in cases where the direct or indirect shareholding in an Applicant or a constituent thereof and in other Applicant(s) (or any of its constituents) is less than 5% of its paid up and subscribed capital; or

A constituent of such Applicant is also a constituent of another Applicant; or

Such Applicant has the same authorized representative for purposes of this Application as any other Applicant; or

Such applicant has a relationship with the prospective developer (to be engaged by JDA) either directly or through third parties who may bid as developer based on the proposal prepared by JDA's empanelled consultant for that particular assignment. The applicant or its subsidiaries shall not take up any assignment which results in conflict with the present assignment.

- If at any time during evaluation of proposals or during execution of consultancy contract, any Applicant is found to have a Conflict of Interest, he shall be disqualified. In the event of disqualification, JDA shall forfeit and appropriate the Bid Security compensation and damages payable to JDA for, inter alia, the time, cost and effort of JDA including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to JDA hereunder or otherwise.
- Any clarification required by applicant firms on the invitation of EOI, shall be brought during the Pre-submission meeting to be held on ..... at 1100 hrs. in the office of Senior Horticulturist, Jaipur Development Authority, Jaipur opp. Birla Mandir, JLN Marg, Jaipur-302004.



**JAIPUR DEVELOPMENT AUTHORITY, JAIPUR**

**APPLICATION FORM FOR EMPANELMENT**

**INFORMATION TO BE FURNISHED BY THE APPLICANTS**

**Empanelment of Landscape Consultants for Horticulture Works in JDA Region.**

S. No.	Particulars	Details to be filled in
1	Name of Organization (company/firm/consortium)	
2	Address  Telephone No.  Fax No.  E-mail ID	
3	Organization Details	Annexure-I
4	List of Consultancy Assignments completed in the last five years ending 31-03-2017	Annexure-II
5	List of Consultancy Assignments in progress	Annexure-III
6	Undertaking	Annexure-IV
7	Submitted in the covering letter	Annexure-V

Place:

Signature of the applicant

Date:

Name & Designation

**Annexure - I**

**ORGANIZATIONAL (COMPANY/FIRM/CONSORTIUM) DETAILS**

S. No.	Parameter	Details
1	Year of Establishment	
2	Status of Firm (Proprietorship / Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4a.	Name of Directors/ Partners/ Proprietors with Designations	
4b.	Academic Qualifications of Directors/ Partners/Proprietors	
4c.	Address and Phone Nos. of Directors/ Partners/Proprietors	

Place:

Signature of the applicant

Date:

Name & Designation



## LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 7 YEARS ENDING 31-03-2017

S.No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on Consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

Place:

Signature of the applicant

Date:

Name &amp; Designation

## LIST OF MAJOR CONSULTANCY PROJECTS IN PROGRESS

S.No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of Completion of Work/ Project	Status of work	Expected date of completion	Any other Relevant Information

NOTE:

Work / Project means Landscape Consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms

Place:

Signature of the applicant

Date:

Name &amp; Designation



**TO WHOM SO EVER IT MAY CONCERN**

1. It is certified that our firm ..... is having in-house capability of carrying out **Landscape** consultancy services as laid down in Clause 4.0 of the Notice Inviting Expression of Interest (EOI) for **'Empanelment of Landscape Consultants for Horticulture Works in JDA Region'**
2. It is certified that our firm ..... is not Debarred or Black-listed by any Govt. or Pvt. Institution/Sector.
3. It is further certified that all information/ data furnished in the 'Application form and Annexures' for Empanelment are true to the best of our knowledge and belief.

Place:

Signature of the applicant

Date:

Name & Designation

**Details to be submitted in the covering letter of the applicant**

- 1) Name of firm:
- 2) Mailing Details of firm
  - a) Address:
  - b) Tel. No. :
  - c) Fax No. :
- 3) E-mail ID of firm:
- 4) Contact details of the applicant:
  - a) Name:
  - b) Designation:
  - c) Mobile No.:
  - d) Tel.No.:
- 5) Details of Registration fees and Security Deposit paid:
  - a) Amount:
  - b) DD No.:
  - c) Details of Bank:

Place:

Signature of the applicant

Date:

Name & Designation