

# MUKUTMANIPUR DEVELOPMENT AUTHORITY

(A STATUTORY AUTHORITY OF GOVT. OF WEST BENGAL)

Address: Mukutmanipur Development Authority

E-Mail: mda.udma@gmail.com

Office of the Sub-Divisional Officer, Khatra  
P.O- Khatra, Pin- 722140  
Dist - Bankura

Phone No: 03243-255262

Notice Inviting Expression of Interest No. 04 of 2023-24 of the Sub-Divisional Officer,  
Khatra & the Executive Officer, Mukutmanipur Development Authority  
[3rd Call of NIEOI No. 02 of 2023-24] Tender ID: 2023\_MDA\_607254

Memo No. - 677 /MDA

Dated:-23.11.2023

Online Expression of Interest (EOI) is invited from reputed/experienced Consultancy Firms/ Companies/ Organizations for Preparation of Land Use and Development Control Plans (LUDCP) as per the provision of West Bengal Town and Country (Planning and Development) Act 1979, as amended up to till date. LUDCP is to be prepared for an area of **87.50** SqKm. for planning area of Mukutmanipur Development Authority (comprised of total 56 mouzas described in Schedule I for which Land Use Development Control Plan (LUDCP) is to be prepared. The details of the Mouzas are given below:

### Schedule-I

Sl No	Police Station	Block	GP	Mouza	JL No	Area (In Hectares)	Full/ Part Mouza
1	Hirbundh	Hirbundh	Mashiara	Bhedua	46	159.036	Part (Under Water)
2	Hirbundh	Hirbundh	Mashiara	Golakpur	50	155.410	Part (Under Water)
3	Hirbundh	Hirbundh	Mashiara	Jhapandihi	48	136.472	Part (Under Water)
4	Hirbundh	Hirbundh	Mashiara	Kendua	49	108.547	Part (Under Water)
5	Hirbundh	Hirbundh	Mashiara	Kundurka	43	136.069	Part (Under Water)
6	Hirbundh	Hirbundh	Mashiara	Lutia	47	277.115	Part (Under Water)
7	Hirbundh	Hirbundh	Mashiara	Manora	52	166.746	Part (Under Water)
8	Hirbundh	Hirbundh	Mashiara	Paira	44	151.619	Part (Under Water)
9	Hirbundh	Hirbundh	Mashiara	Simlabandh	45	163.740	Part (Under Water)
10	Hirbundh	Hirbundh	Hirbundh	Khandarani	155	298.561	Part (Under Water)
11	Khatra	Khatra	Gorabari	Bagjabra	171	117.830	Full
12	Khatra	Khatra	Gorabari	Baraghutu	176	114.783	Full
13	Khatra	Khatra	Gorabari	Damdi	164	127.489	Full
14	Khatra	Khatra	Gorabari	Dhagara	174	203.182	Full
15	Khatra	Khatra	Gorabari	Gorabari	167	123.786	Full
16	Khatra	Khatra	Gorabari	Jambeda	175	108.172	Full

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Sl No	Police Station	Block	GP	Mouza	JL No	Area (In Hectares)	Full/ Part Mouza
17	Khatra	Khatra	Gorabari	JhantiPahari	162	202.370	Full
18	Khatra	Khatra	Gorabari	KhanrBahal	159	131.589	Full
19	Khatra	Khatra	Gorabari	KhariDungri	172	129.447	Full
20	Khatra	Khatra	Gorabari	Lakshmandihi	169	152.212	Full
21	Khatra	Khatra	Gorabari	Loadihi	158	193.498	Part (Under Water)
22	Khatra	Khatra	Gorabari	MukutManipur	166	265.841	Full
23	Khatra	Khatra	Gorabari	PeriPathar	173	240.588	Full
24	Khatra	Khatra	Gorabari	Phulhari	165	89.893	Full
25	Khatra	Khatra	Gorabari	Rajadali	156	285.917	Part (Under Water)
26	Khatra	Khatra	Gorabari	Sarga	161	82.485	Part (Under Water)
27	Khatra	Khatra	Gorabari	Satsol	160	156.758	Part (Under Water)
28	Khatra	Khatra	Gorabari	Sibarampur	157	193.281	Part (Under Water)
29	Khatra	Khatra	Gorabari	SunriGara	163	121.523	Full
30	Ranibandh	Ranibandh	Ambikanagar	Chiada	22	86.573	Part (Under Water)
31	Ranibandh	Ranibandh	Ambikanagar	LadhanBani	31	78.598	Part (Under Water)
32	Ranibandh	Ranibandh	Ambikanagar	Laekdihi	30	126.032	Part (Under Water)
33	Ranibandh	Ranibandh	Ambikanagar	PunnaPani	23	37.873	Part (Under Water)
34	Ranibandh	Ranibandh	Puddi	Baddi	26	191.693	Part (Under Water)
35	Ranibandh	Ranibandh	Puddi	Balarampur	13	230.990	Part (Under Water)
36	Ranibandh	Ranibandh	Puddi	Banpukhuria	9	185.455	Full
37	Ranibandh	Ranibandh	Puddi	Barda	18	94.549	Full
38	Ranibandh	Ranibandh	Puddi	Barunia	3	268.581	Part (Under Water)
39	Ranibandh	Ranibandh	Puddi	Basantapur	8	273.009	Full
40	Ranibandh	Ranibandh	Puddi	DudhaJhama	15	112.665	Full
41	Ranibandh	Ranibandh	Puddi	Gholkuri	27	218.647	Part (Under Water)
42	Ranibandh	Ranibandh	Puddi	Ghugijan	1	95.978	Part (Under Water)
43	Ranibandh	Ranibandh	Puddi	Gopalpur	2	168.929	Part (Under Water)

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Sl No	Police Station	Block	GP	Mouza	JL No	Area (In Hectares)	Full/ Part Mouza
44	Ranibandh	Ranibandh	Puddi	Gosaindihi	4	114.429	Part (Under Water)
45	Ranibandh	Ranibandh	Puddi	Jharia	25	131.939	Part (Under Water)
46	Ranibandh	Ranibandh	Puddi	Kajalkura	7	165.754	Part (Under Water)
47	Ranibandh	Ranibandh	Puddi	Kamarkuli	17	159.381	Full
48	Ranibandh	Ranibandh	Puddi	Kata Kumari	28	124.444	Part (Under Water)
49	Ranibandh	Ranibandh	Puddi	Kusumkhundi	6	206.144	Part (Under Water)
50	Ranibandh	Ranibandh	Puddi	Naranpur	10	66.660	Full
51	Ranibandh	Ranibandh	Puddi	Narkoli	11	165.897	Part (Under Water)
52	Ranibandh	Ranibandh	Puddi	Nilgiri	12	202.417	Part (Under Water)
53	Ranibandh	Ranibandh	Puddi	Paresnath	16	104.986	Full
54	Ranibandh	Ranibandh	Puddi	Puddi	24	63.399	Part (Under Water)
55	Ranibandh	Ranibandh	Puddi	SarengGarh	14	138.714	Full
56	Ranibandh	Ranibandh	Puddi	Tuman	5	141.961	Part (Under Water)
<b>TOTAL AREA ( Planning Area)</b>						<b>8749.656 Hectares i.e. 87.50 Sq.Km</b>	

1. Intending bidders shall download the tender document from the website directly by the help of e-Token.

**Earnest Money Deposit of e-procurement**

The EMD to be submitted by the BIDDER is as follows:

EMD amount for the above mentioned express of interest is **Rs. 50,000/- (Fifty Thousand)** which is to be paid online at time of submission of BID in the e-tender portal.

Online receipt and refund of EMD of e-procurement will be made through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement of the State Government departments.

**Performance Bank Guarantee:**

After successful selection of the Bidder, the Bidder needs to submit a Performance Bank Guarantee (PBG) of 10% (or as applicable at the material point of time) of the Gross Project Cost (Cost including GST).

The submitted EMD will be adjusted into the PBG. However, if the PBG is less than the EMD, the entire EMD will be considered as PBG and there will be no refund.

  
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The PBG will be released after the Gazette Notification of the LUDCP.

**A. Login by bidder: -**

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall log in to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He/she will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes.
  - i) Net banking or RTGS/NEFT (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

**B. Payment procedure:**

**i.) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**


- a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**ii.) Payment through RTGS/NEFT:-**

- a. On Selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.
- c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**C. Refund/Settlement Process:**

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be

  
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made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the disqualified bidders as per the technical evaluation, to the respective bidders' source bank accounts. Such refund will be settled within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded on the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' source bank accounts. Such refund will be settled within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the EOI process is successful.
- iv. If the L1 bidder accepts the EOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his source bank account.
- v. All refunds will be made mandatorily to the A/C from which the payment of EMD & Tender Fees (if any) were initiated.

## 2. Eligibility criteria

The Consultancy firms / Companies / Organizations should have prior experience of successful completion of **at least One (1) Urban/Town/City planning projects of preparation of Base Map using GIS software & preparation of Land Use Map & Land Register (LUMR) and finally the Land Use Development Control Plan (LUDCP), Draft Development Plan (DDP), City Development Plan (CDP) or any other equivalent Planning document of similar category in the last ten (10) years for an area of not less than 25\_sq.km.**

The Consultancy firms / Companies / Organizations also should have prior experience of working in a similar domain and should be familiar with the features and characteristics like, Eco sensitive zone, eco-tourism, River Tourism, Avitourism, Adventure tourism for Mukutmanipur Development Authority.

Working experience with Government Departments / Urban Local Bodies/Development Authorities will be considered an added advantage. In this regard necessary documentary evidences including work order and completion certificate /credential of planning projects shall be furnished in case of Working experience with Government Departments / Urban Local Bodies/Development Authorities. In this regard the following documents would also have to be furnished:

- i. Introduction of the Company/ Organization as provided in Company Brochure/ leaflet.
- ii. Financial capability of the Company/ Organization to be given in addition to latest audit report with balance sheet.
- iii. Total work experience with appropriate documents.
- iv. Curriculum Vitae and Profile of Team leader and other Team Members may be accompanied by letter of association by individual and needs to be signed by authorized Official.
- v. a) Valid up to date Income Tax return acknowledgment of last three years, b) Professional Tax Clearance Certificate / Updated Professional Deposit Challan (**Financial year 2023-2024**)c) Pan Card, d) GST Registration Certificate to be accompanied along with the Technical Bid Documents.



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- vi. **The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years, failing which they would be disqualified.**
- vii. The Working Capital i.e. excess of current assets over current liabilities shall not be less than
- viii. **3, 00,000/- (Three Lakh)** or Bank Solvency from any scheduled Bank has to be produced for not less **3, 00,000/- (Three Lakh)**. Date of issue of the Solvency certificate should be on or after 01/01/2023.
- ix. **Audited balance sheet and profit & loss for the last three years need to be submitted.**
- x. Certificate of incorporation in case of company and Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted with application form (Non-Statutory documents).
- xi. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
- xii. In connection with the work, Arbitration will not be allowed. Documents (Scanned copies of originals) of depositing Earnest Money to be submitted along with Tender Documents.
- xiii. Bids shall remain valid for a period not more than 120 (one twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the 'Evaluation Committee' as non-responsive
- xiv. Joint venture/sub-contractor is not allowed but consortium between two Agencies may be considered on submission of documentary proof/evidence.
- xv. Incomplete and conditional bids will be summarily rejected.

### 3. Terms and conditions

- I. The work will be considered as completed on final approval of State Govt.
- II. The evaluation for selection of the Company/ Organization will be done on two-bid evaluation system. At first stage the evaluation of technical proposals of the bidders will be done as per Para 4.1. After evaluation of technical proposals, the financial bids of only the technically qualified bidders shall be opened in the second stage. Final selection will be made on the basis of lowest financial bid quoted by the bidder among the technically qualified bidders.
- III. All the information, Map being highly confidential and valuable, all the work/ reports etc. after completion may be handed over to the competent authority and should not be published anywhere else without prior permission of the Authority or the Department.
- IV. Tender Inviting Authority may call for any document from the bidder at any point of time provided such document was in the possession of the bidder at the time of submission of the Bid.
- V. In case of any discrepancy, inconsistency or contradiction in the EOI, the clarification as provided by the Tender Inviting Authority in that regard would be final and binding.
- VI. **Only completed work in the last ten years with work completion certificate/credential certificate will be considered (partial completion or draft report submission will not be considered). Total area of the already completed/executed project (LUDCP, DDP, CDP, Master Plan or other equivalent planning document) should be mentioned in the completion certificate.**
- VII. Bidder/Agency if selected for the execution of the work has to use ArcGIS software.

### Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants whose Technical Proposals get a score of **50 (Fifty) marks or more out of 100** (one hundred) shall qualify for further consideration for opening of the Financial bid.



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**Table 1: Criteria for Technical Evaluation**

Item Code	Parameter	Maximum Marks	Criteria			
1.	Relevant Experience of the Agency	20	No. of LUDCPs/DDPs/CDPs/Master Plans or other equivalent Planning documents prepared in the previous 5 years			
			No.	=1	2 & 3	>3
			Marks	10	15	20
2.	Proposed Methodology and Work Plan	25	Demonstration of one of their best executed works - evaluation will be based on the quality of analyses for the preparation of LUDCP - what lead to the Final proposed Land Use. Proposed Methodology for the formulation of the LUDCP Types of Equipment and software to be used Understanding of the Area and Innovative Solutions if any. Development Control Regulations and identification of Projects and Schemes.			
3.	Relevant Qualifications & Experience of the Key Personnel who will be involved in the preparation of the LUDCP	45	The Team should have Senior Urban Planners, Junior Level Urban Planners, GIS& Remote Sensing Experts with team, PHE/Infrastructure Experts, Environmental Experts, Conservation Expert, Surveyors etc. with desirable qualification and experience as mentioned in Table 4 & 5. For grading system refer section 4.1.1 (Table 6).			
4.	Miscellaneous	10	Marks to be awarded to the Bidder in the following manner: <ol style="list-style-type: none"> <li>1. If Office in West Bengal – 5 marks</li> <li>2. If Previous Planning Projects done in West Bengal in the last 5 years – 5 marks</li> </ol>			

**Table 2: Educational Qualification and Experience required**

Senior Urban Planner	Educational Qualification & Experience- Graduate in Planning with 17 years of relevant experience in professional field/academics or Post Graduate in Urban/Town/City/Regional Planning or equivalent with 15 years of experience in relevant professional field/academics.
Junior Level Urban Planner	Educational Qualification & Experience- Graduate in Planning with 3 years of relevant experience in professional field/academics or Post Graduate in Urban/Town/City/Regional Planning or equivalent with 1 year of experience in relevant professional field/academics.
GIS & Remote Sensing Expert	Educational Qualification- Post Graduate Degree/Diploma in Remote Sensing/GIS or equivalent. Experience- Minimum 5 years' experience in relevant professional field/academics.
PHE Expert/ Infrastructure Expert	Educational Qualification- Graduate in Civil Engineering & Post Graduate in Public Health Engineering or equivalent. Experience- Minimum 5 years' experience in relevant professional field/academics.
Environmental Expert	Educational Qualification- Graduate/ Post Graduate Degree in Environment Science or equivalent. Experience- Minimum 5 years' experience in relevant professional field/academics.
Surveyor	Educational Qualification- Diploma in Survey Engineering/Civil Engineering. Experience- Minimum 5 years' experience in relevant professional field/academics.

Table 3:

Minimum Requirement of Personnel					
Senior Urban Planner	Junior Level Urban Planner	GIS & Remote Sensing	PHE Expert/ Infrastructure Expert	Environmental Expert	Surveyor
		Expert			
1	2	1	1	1	3

While awarding marks basis the number of eligible projects and the qualification of the Applicant or Key Personnel, the following grading system will be followed:

Table 4: Grading System in Technical Evaluation

Sl.No.	Designation	Full Marks	If Basic Minimum Criterion is satisfied both in terms of Qualification, Experience and Manpower then marks to be awarded (A)	Additional Marks to be awarded if Experience is more than minimum requirement (B)		Additional Marks to be awarded if Manpower is more than minimum requirement with equivalent or more Qualification and Experience as basic minimum (C)		Total Marks (A+B+C)
				Experience is >15 years but <20 years	Experience is >20 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
1	Senior Urban Planner (SUP)	10	5	Experience is >15 years but <20 years	Experience is >20 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	
2	Junior Level Urban Planner	10	5	Experience is >5 years but <10 years	Experience is >10 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	
3	GIS & Remote Sensing Expert	10	5	Experience is >5 years but <10 years	Experience is >10 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	
4	Infrastructure Expert	10	5	Experience is >5 years but <10 years	Experience is >10 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	



5	<i>Environmental Expert</i>	10	5	Experience is >5 years but <10 years	Experience is >10 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	
6	<i>Surveyor</i>	10	5	Experience is >5 years but <10 years	Experience is >10 years	More than but upto twice the minimum required Manpower	More than twice the required Manpower	
				1.5	2.5	1.5	2.5	
<b>Full Marks</b>		<b>Y</b>	<b>Final Marks</b>					<b>X</b>
The Final Marks need to be normalized and brought to a scale out of 45. (X/Yx45)								

### Evaluation of Financial Proposals

In the second stage, the financial bids of only the technically qualified bidders as per evaluation vide Para 4.1 shall be opened. The technically qualified bidder offering the lowest financial bid shall be considered as successful bidder.

**The financial bid to be quoted must be inclusive of all taxes.**

### 5. Client Responsibility: -

Following data are to be provided to the selected Agency from MDA.

- i. Digitized Cadastral maps / sheets overlaid on Satellite Imagery in jpg/ pdf format
- ii. Existing infrastructure map
- iii. The existing Land Use survey for area. Field surveys are conducted with the help of on the prepared digitized base map for identification of Present Land Use over each part or parcel of land (plot/dag no.) up to 3rd level as per the classification of land uses, Colour & Alphabet Code of URDPFI or AMRUT Guidelines in AutoCAD and GIS formats in proper layers.
- iv. Comprehensive land use map for entire planning area showing all administrative boundary details, mouza wise (sheet wise) land use map register of the same
- v. Administrative support for collection of data if required.

### 6. Scope of Work:

#### Objective of the Work:

The specific objectives of the plan are:

- To prepare a comprehensive, functional, implementable & enforceable "Land Use and Development Control Plan" (LUDCP) as per section 31 of the Act, and existing rules, regulations framed thereon.
- To prepare the LUDCP in accordance with the prevailing laws for protection of environment, historical places & remains etc. for comprehensive, sustainable and inclusive development of the people and area.
- To facilitate the Authority with regards to publication/modification of LUDCP u/S 35, 36, 37 of the Act.
- To cover all issues and aspects of planning & development at macro and micro level.
- To ensure environmental sustainability by preparing LUDCP avoiding potential adverse implications on existing environmental resources including rich agricultural land with many canals and river, forest

- areas, water bodies. Prepare LUDCP supported by strategic economic plan considering several schemes for improvement of socio-economic, health and educational status in the planning area.
- To explore the tourism potential in planned manner ensuring optimum utilization of natural resources.
  - To prepare LUDCP as a tool for regulatory development control and subsequent development permission u/s 46 of the Act, with specific rules, regulations, bye laws and procedure for development permission and incorporate all provisions for preparation of projects /schemes within the proposed framework of LU&DCP.
  - To identify projects, schemes and broad level guidelines for the same in conformity with the LUDCP after consultation with various line Departments/ Stakeholders etc.

#### **7. Activities & Deliverables of the consultant:**

In line with the specific objectives as described in above, the consultants are expected to categorise their work roughly into the following four stages-

**Stage – I: -Conduction of survey**

**Stage – II: Current situation analysis for preparation of Land Use Plan and Development Control Plan**

**Stage – III: Preparation of Land Use & Development Control Plan (Draft)**

**Stage – IV: Preparation of the Proposed Land Use & Development Control Plan**

#### **Stage- I: Conduction of survey**

*Task 1-A: Digitised base map (already prepared and available with MDA) –*

The digitised base map overlaying all digitized cadastral maps along with notified LUMR and existing Landuse details in GIS format will be provided by MDA.

RORs of the plots of each mouza within the jurisdiction of the authority to be obtained from MDA and landuse classification as mentioned in the RORs to be incorporated in the attribute table of GIS map. Vested land, forest land, land under tribal ownership if any as per the ROR to be identified and documented in the attribute table as well.

Incorporation of existing physical infrastructure data (Drainage, sewerage, water supply, solid waste, electricity etc.) from concerned authorities in the digitised base map prepared in GIS format.

Administrative boundaries of Police Stations, Blocks, Gram Panchayats, Municipalities with Ward Boundaries as well as other important social infrastructure to be incorporated in the map. All physical features like roads(NH, SH, other major roads), culverts, bridges, railway lines, water bodies rivers etc. should be shown with measurements like length and area.

*Task 1-B: Digitised base map*

While transferring the updated land use on the base map in layers, it should be classified as per Land Use classification and colour code recommended in URDPFI Guidelines & AMRUT Design standards for formulation of GIS based Master plan or as may be suggested by Development Authority from time to time.

  
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Data on property line of major organization like Railway, National Highway, State Highway/ Public Works Department, Forest Deptt. and Tourism Deptt, Environment Department, Irrigation & Waterways Department, Public Health Engineering Department, Paschimanchal Unnayan Affairs, I&CE Deptt., District authority and, GSI, etc. (whichever is applicable) to be collected from the concerned organization and incorporated.

*Socio Economic Survey:*

Socio-economic survey to be conducted at identified locations within the above-mentioned Development Authority area as per Schedule-I. Owners and tenants of targeted properties as well as occupants of non-regularized housing/shops/kiosks and squatters need to be interviewed. 10% of household samples based on the survey plan presented and approved by the Department/ Development Authority need to be collected with the help of pre-code questionnaire and sampling method as approved by the DA.

*Socio Economic Data* may also be collected from secondary resources.

In Addition to Household Survey, data on floating population, Stakeholders Opinion (Ward Councillors, Pradhans of GPs, Government Officials from different Departments etc.) and Expert Opinion Survey need to be acquired.

*Traffic & Transportation Survey:*

Traffic Surveys and transportation studies are very important activities to be carried out for development of an area. Appreciation of existing traffic and travel characteristics which takes into account passenger and goods movement pattern, pedestrian and parking characteristics and the available infrastructure facilities within the study area, is required to be done along with secondary data collection from respective RTOs and other concerned authorities. Primary survey would include preparation of Inventory of Road Network System, Traffic Volume Count Survey of Main Arterial, Sub arterial Roads and important nodes, Cordon Point Survey, origin-destination survey (Part of Household Survey), Speed-Delay Survey, pedestrian survey, Parking Demand Characteristics, modes of transport, public & para-transit operator and user surveys etc.


On successful completion of the aforementioned process, the agency should compile the collected data in a excel spread sheet (.xls) format.

**Stage – II: Current situation analysis for preparation of Land Use and Development Control Plan:**

*Task – 1: Collection of data:*

To collect primary and secondary data pertaining to the demographic, socio-economic profile, economic activities and trend in local economy and availability of resource and utilization, commercial and industrial establishment, housing trend and demand, public & semi-public facilities and services available, traffic and transportation network scenario and public facilities, Utilities and services available, data on special areas and problematic areas (if any), Development management mechanism. The present scenario analysis may consist of the following points -

- Existing inter and intra city/town transportation network including railways, roads, airports, canals and an overview of the Regional Linkage Scenario.

  
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- Suggestions on enhancement/ augmentation of the transportation network, traffic management system at important nodes.
- Identifying Tourism Potential and Tourism Circuits.
- Economy – the major leading and lagging sectors. Innovative ways of attracting investment in the area
- Present contour plan with drainage layout and outfall, flood zones etc.
- Existing amenities, services and utilities, systems of water-supply including improvement of lake, rivers, fountains and the like, generation and distribution of electric power and distribution of gas,
- Present solid waste dumping areas.
- Identification of areas or zones for catchment, soil conservation, plantation, unsafe for any construction, subsistence for any reason including control of natural disaster.
- River Front Regulation Zone if applicable.
- Conservation and Heritage if applicable.
- Disaster Preparedness and Resilience
- Assessment of the present land use broadly indicating residential, commercial, forest, agriculture, water body etc.
- Any other regulation pertaining to the area under consideration.

*Task 2: Analysis of data, Projection and Estimation of data:*

Analysis, projection, estimation of demand-supply gap for physical & social infrastructure, findings and inference on the analysis of the data for a Plan period of 10 years with 5 years' phases and submission of 'Inception Report'. The following ideas may be kept in mind while doing the Analyses:

- To find out the requirement of land in each sector and the growth direction.
- Understand the existing Accessibility pattern and its interaction with the existing Land Use. Interaction of the adjacent land Uses in terms of Compatibility and Conflict.
- Assessing the Housing Stock and future Demand.
- Assessing any existing and upcoming infrastructure concerning the hospitality industry which may have impact on tourism.
- Identify and assess the future growth potential and its effect in Infrastructure.
- The scale and nature of Infrastructure Augmentation.
- Innovative ways for Resource Mobilisation and Revenue Generation for the Authority.

Assessing and Identifying Key problems and Inadequacies in Infrastructure (Both Social and Physical) and providing Prescriptive Solutions for the same.

*Task 3: Identification of Vision & Preparation of conceptual broad land use zoning*

Identify the vision of development in this region through stake holder consultation. Preparation of conceptual broad land use zoning and infrastructure network plan with due environment and resource consideration. This will do for a plan period of 10 years. It should be in continuity and in conformity with the following:

- Master plan or DDP of the adjacent Municipal and/or Planning area and rural area
- All other projects/proposals sanctioned or in pipeline for final approval
- Any Act, URDPFI Guidelines for planning standards, regulations and zoning
- AMRUT Design standards for formulation of GIS based Master plan etc.

In this process all items of works as contained in sec. 31 of the Act will have to be featured.

  
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**Stage – III: Preparation of Detailed Land Use & Development Control Plan (Draft):**

*Task – I:* Preparation of Zonal level detailed land use plan/map with register outlining development control regulations and development control mechanism based on the conceptual broad land use zoning arrived in previous stage.

*The draft LUDCP for public notice u/s 36 of the WBT & C (P & D) Act, 1979 for inviting objection, if any, from the public and all concerned with the requisite maps with plot wise proposed land uses (Permitted, Permissible and Prohibited) & Development Control Regulations need to be submitted along with a presentation.*

**Stage – IV: Preparation of the Proposed Land Use & Development Control Plan:**

*Task – I:* Public Notification of the proposed/final land use and development control plan and register of proposed land use and collection of objections, compilation and verification of the objections and case-wise preparation of reports with justification for disposal of objections.

*Task – II:* Preparation of the Proposed Land Use and Development Control Plan and Register of proposed land use with Report after incorporating the outcome of hearing of objection and necessary modification.

*Task III: Giving presentation as required and final submission of all documents/reports etc. subject to approval of the State Government as per the Act. Incorporation of necessary suggestion and modification as suggested by State Government and preparation of final Gazette Notification.*

*Task IV: Handover of all Hard Copy and soft copy of all Reports, Maps and presentation to the Authority.*

*The intellectual property rights of all the data and the final reports for the preparation of the LUDCP would always and solely lie with the Authority.*

**8. CRITICAL DATE AND TIME SCHEDULE (ONLINE): -**

**Table 5: Critical Date and Time Schedule (Online)**

Sl. No	Particulars	Date & Time
1	Date of Tender publishing	24.11.2023 at 10.00 am
2	Date & time of document download start	24.11.2023 at 10.00 am
3	Seek clarification start date & time	28.11.2023 at 11.00 am
4	Seek clarification end date & time	29.11.2023 at 4.30 pm
5	Pre Bid meeting date, time & venue	30.11.2023 at 1.00 pm, Conference Hall of SDO, Khatra
6	Bid submission start date & time	01.12.2023 at 10.00 am
7	Bid submission closing date & time	07.12.2023 at 05.00 pm
8	Technical Bid opening date, time & venue	11.12.2023 at 11.00 am, Office of the SDO, Khatra and E.O., MDA
9	Financial Bid Opening Date, Time & Venue	To be notified after Technical Bid Opening
10	Details of contact person	SDO, Khatra & EO, MDA

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### 9. DELIVERABLES & TIME FRAME:

The assignment till Stage-III should be completed within a span of 5.5 months\*\*\*from the date of work order/agreement. The time allocation for main mile stones identified is as follows:

**Table 6: Deliverables & Time Frame**

SL	Activities	Deliverables	Nos of Copies		Expected Date of Submission / Completion
			Hard Copy	Soft Copy	
1.	Stage- I : Conduction of Survey	<ul style="list-style-type: none"> <li>▪ Inception Report</li> <li>- Work plan, methodology</li> <li>- Study area details and Stakeholder identification</li> </ul>		1	2 (two) weeks from issue of work order
		<ul style="list-style-type: none"> <li>▪ Socio economic survey</li> <li>▪ Traffic and transportation survey</li> <li>▪ Land use survey to be validated by the consultant</li> </ul>			2.5 (two and half) months from issue of work order
2.	Stage - II: Current situation analysis for Land Use and Development Control Plan:	A presentation to be given along with the submission of the report (Hardbound Copy).	3	5	1 (one) month from completion of Stage-I
3.	Stage - III: Preparation of Detailed Land Use & Development Control Plan (Draft) :	<p>Presentation of the Draft Proposed Land Use and Development Control Plan.</p> <p>Submission of Draft Proposed Land Use and Development Control Plan after incorporation of any suggestion of the Authority (Hardbound book ... copies) with reports and Maps in appropriate scale bound GP wise for public display to invite claims and objections etc.</p>	5**	5	<p>2 (two) months from completion of Stage -II.</p> <p>At the end of 3(three) months presentation required</p>
4.	Stage - IV: Preparation of the Proposed Land Use & Development Control Plan :	Compilation of the objections received.	3	3	MDA will publish Gazette Notification after getting approval from UD&MA Department for wide publicity of LUDCP.



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SL	Activities	Deliverables	Nos of Copies		Expected Date of Submission / Completion
			Hard Copy	Soft Copy	
		Presentation Copy & Hard copy of the final report of LUDCP and Maps in appropriate scale after incorporation of the claims and Objections.	3	5	Presentation required at the end of completion of the period for public validation and recommendation received from the committee.
		Submission of final Proposed Land Use and Development Control Plan (hardcover, .... copies) with reports and maps after incorporation of suggestions of the State Government	5**	5	2(Two) Weeks after incorporation of all the changes suggested in presentation.

Soft Copy includes editable format of the Soft copy e.g. reports in both .pdf and .docx format, data in .xls presentations in .pptx format and maps in .pdf and/or Jpeg (at a resolution as instructed by the authority) and in Autocad and GIS format (.dwg and geo database). The requisite soft copies are to be written on a compact Disc and submitted to the authority.

\*\* MDA will provide the digitised bas map (in GIS format) after incorporating ROR details and current landuse details

\*\*Five copies of the final report, and three set of drawings (mouza sheet level showing plot level details, at 1:4000 scale) and 2 copies register need to be submitted at Stage IV. Soft copy of the report and maps will also be submitted.

All the drawings, maps are to be submitted in dwg file format along with GIS format. All data base should be in dbf file format and reports in doc as well as pdf file (editable format).

\*\*\* The timeline likely to change depending on other circumstances

Consultant shall have to present the work in power point presentation at each stage of work before the DA and concerned stake holders for necessary suggestions & feed backs if any for incorporation in the proposals.

#### 10. Payment Schedule

Payment shall be made according to the following Schedule, which is based on the submission of deliverables.

**Table 7: Payment Schedule**

Sl. No.	On completion of the following stages of work/ Deliverables	Time Required*	Payment Schedule
	Stage- I: Conduction of survey	2.5 months	15% of the Consultancy Fees
	Stage – II : Preparation of Inception Report for Land Use Plan and Development Control Plan:	3.5 months	20% of the Consultancy Fees
	Stage – III : Preparation of Detailed Land Use & Development Control Plan (Draft) :	5.5 months	25% of the Consultancy Fees
	Stage – IV : Preparation of the Proposed Land Use & Development Control Plan :	After submission of final report	40 % of the Consultancy Fees


\*Will change in accordance with timeline mentioned in Table 6.

  
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- Successful bidder would be issued Letter of Intent (LOI). Within one week of acceptance of the LOI by the successful bidder, work order will be issued by the Authority.
- The Agency shall enter into an Agreement/Contract with the Authority within 7 days of receiving the Work Order.
- PBG shall be submitted after issue of Work Order but before signing of agreement/contract.
- The time frame will start from the day of signing of the agreement/contract.
- After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work and shall also maintain Work Order Copy, Drawings, schedule of work.
- A monthly report through email (mda.udma@gmail.com) has to be submitted before the undersigned.
- It has been observed that the successful bidders deploy unqualified personnel during execution of work. Therefore, the successful bidder shall ensure that qualified personnel are deployed to carry out quality works. If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, penalize the agency etc.
- The Agency will give a written declaration about the details of the team which will work for the LUDCP. If any member has to leave the team he needs to be substituted by someone of equivalent knowledge and experience.
- No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- The agency should possess the requisite and relevant equipment and machineries for the work. If equipment and machineries are not deployed as per the undertaking given by the agency, the Officer-in charge is authorized to stop the work and direct the agency to deploy them immediately. If the agency fails to carry out the direction, then the authority may take appropriate action including forfeiture of Security Deposit and cancellation of the work order.
- A penalty of Rs 50,000 per month or part thereof will be charged for each month delay from the stipulated period of maximum 6 months for each month delay of preparation of draft LUDCP.
- Termination of Contract/ Work Order: The authority may terminate the contract/work order due to the following reasons:
  1. Poor Progress of work.
  2. Poor Quality of work.
  3. Adoption of any unfair means during execution of work.
  4. Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D. etc.

- In respect of all matters and disputes arising in connection with or in relation to this agreement as far as possible be mutually and amicably settled between the parties. Otherwise, all the disputes arising from the provisions of the said agreement come under

  
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the jurisdiction of Calcutta High Court or any other competent Court within the jurisdiction of Kolkata, as the case may be.

**The Tender Selection Committee reserves the right to cancel the E.O.I. due to unavoidable circumstances and no claim in this respect will be entertained.**



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**Memo No.- 677/1 (17)/MDA**

**Dated:-23.11.2023**

Copy forwarded for kind information:-

- 1) Smt. Jyotsna Mandi, Hon'ble MoS, Food & Supplies Department, Government of West Bengal, Chairperson, MDA
- 2) The District Magistrate, Bankura, Vice-Chairperson, MDA
- 3) Smt. Anusua Roy, Sabhadhipati, Bankura Zilla Parishad
- 4) The Additional District Magistrate (L.R.), Bankura, Member
- 5) The Additional District Magistrate(Dev.), Bankura, Member
- 6) The Sub-Divisional Police Officer, Khatra, Member
- 7) The Divisional Forest Officer (South), Bankura, Member
- 8) The Chief Executive Officer, FFDA, Bankura, Member
- 9) The District Planning Officer, Bankura, Member
- 10) The Executive Engineer, PHE (Civil), Bankura, Member
- 11) The Executive Engineer, K.C. Divn. -II, Khatra, Member
- 12-14) The Block Development Officer, Khatra/ Hirbandh / Ranibandh, Members
- 15) The Divisional Manager, WBSSEDCL, Khatra Divn. , Member
- 16) The Treasury Officer, Khatra, Bankura, Member
- 17) Smt. Bibha Tudu, Member



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(To be furnished in the official letter pad of the Bidder/Agency along with full address and contact no, email address etc)

Annexure I (PART- A)  
APPLICATION FORMAT

To

**The Sub-Divisional Officer, Khatra  
&  
Executive Officer, MDA**

Ref: - Notice Inviting Expression of Interest Memo No.....Dated.....

Respected Madam,

Having examined the pre-qualification & other documents published in the Notice Inviting Expression of Interest, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....  
.....in the Capacity.....  
.....duly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the Notice Inviting Expression of Interest mentioned above and declare that we shall abide by it for throughout the EOI Period.
3. That we have not abandoned any work or any of our contract have been rescinded during the last 5 (five) years.
4. That no case is pending against me/us or against my firm in any criminal court of law to supply of .....to the Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
5. That, I/we also declare that if any information subsequently found incorrect or false it will automatically render the tender submitted by me cancelled and make me/us liable for penal/legal action as per law of the country.
6. That I/we do further affirm that the statements made by me in this tender are true to the best of my/our knowledge and belief and all the documents attached are genuine & correct.

Signature of the Bidder/Agency  
With Date & Seal