

ई-निविदा आमंत्रण सूचना

उन्नाव-शुक्लागंज विकास प्राधिकरण के अन्तर्गत विकास परियोजनाओं हेतु आर्कीटेक्ट एवं अर्बन प्लानर और विषय विशेषज्ञों को सूचीबद्ध करने के लिए ई-निविदा आमंत्रित की जाती है :-

क्र0 सं0	कार्य का नाम	दरें (प्रतिशत)	धरोहर राशि (रु0)	निविदा मूल्य सभी करों सहित (रु0 में)		
				निविदा मूल्य	G.S.T. 18%	कुल निविदा मूल्य (रु0)
1	उन्नाव-शुक्लागंज विकास प्राधिकरण के अन्तर्गत विकास परियोजनाओं हेतु आर्कीटेक्ट एवं अर्बन प्लानर और विषय विशेषज्ञों को सूचीबद्ध करने के लिए प्रस्ताव आमंत्रित किए जाने के सम्बन्ध में।	प्रतिशत में	1,00,000.00	10,000/-	1800.00	11,800.00

नियम एवं शर्तें :-

- उक्त कार्य की निविदायें दिनांक 12.08.2026 से आमंत्रित की जाती है, जो निविदा दिनांक 31.08.2026 के अपरान्ह 6.00 बजे तक ई-निविदा पोर्टल www.etender.up.nic.in पर डाउनलोड/अपलोड की जा सकती है, उक्त निविदा दिनांक 02.09.2026 को खोली जाएगी।
- निविदा सम्बन्धी विस्तृत विवरण (आर0एफ0पी0) वेबसाइट www.etender.up.nic.in पर देखी जा सकती है।
- वांछित धरोहर धनराशि RTGS/NEFT के माध्यम से प्राधिकरण खाता सं0-12050100013012, Bank of Baroda, Unnao Ifsc Code-BARB0UNNAOX में जमा करना अनिवार्य होगा तथा इसके साक्ष्य के रूप में RTGS/NEFT के माध्यम से जमा की गयी धरोहर धनराशि के यू0टी0आर0 नंबर का विवरण भी निविदा के साथ अपलोड कराया जाना आवश्यक है, अन्यथा की दशा में निविदा पर विचार नहीं किया जायेगा।
- सभी निविदादाताओं को श्रम विभाग, जी0एस0टी0 एवं अन्य कोई विभाग (जहाँ कोई टैक्स देय हो) में पंजीकरण कराना अनिवार्य होगा।
- निविदा को स्वीकृत/अस्वीकृत करने का अधिकार निर्विवाद रूप से उपाध्यक्ष, उन्नाव-शुक्लागंज विकास प्राधिकरण, उन्नाव में निहित होगा जिसको किसी भी न्यायालय में चुनौती नहीं दी जा सकेगी।
- निविदादाताओं को अपने बैंक का नाम, खाता सं0 व आई0एफ0एस0सी0 कोड तथा उस खाते की एक निरस्त चेक स्कैन कर निविदा के साथ अपलोड करना होगा, ताकि असफल निविदादाताओं की धरोहर धनराशि उनके बैंक खाते में RTGS/NEFT के माध्यम से हस्तान्तरित की जा सके।

7. निविदा आमंत्रण सूचना के नियम व शर्तों तथा RFP में उल्लिखित नियम व शर्तों में यदि कोई विभिन्नता होती है, तो RFP की नियम व शर्तें मान्य होगी।
8. निविदादाताओं को सम्बन्धित विभाग का पंजीकरण प्रमाण-पत्र प्रस्तुत करना होगा। सफल निविदादाताओं को अनुबन्ध के समय उन्नाव-शुक्लागंज विकास प्राधिकरण में नियमानुसार अपनी फर्म का पंजीकरण कराना होगा।
9. निविदा खोलने की तिथि को अवकाश की स्थिति में निविदा अगले कार्य दिवस में खोली जायेगी। सशर्त निविदा मान्य नहीं होगी।



सचिव
उन्नाव-शुक्लागंज विकास प्राधिकरण,
उन्नाव

प्रतिलिपि : श्री सुरेन्द्र पाल, प्रोग्रामर ग्रेड-2 को वेब पोर्टल पर अपलोड कर, आवश्यक कार्यवाही हेतु।



सचिव
उन्नाव-शुक्लागंज विकास प्राधिकरण,
उन्नाव



Request for Proposal (RFP) for
**Empanelment of Architect/ Urban planners and Subject Matter
Experts (SMEs)**
at
Unnao-Shuklaganj Development Authority (USDA)

Date:

Reference Number:

Disclaimer

This Request for proposal (RFP) document for “Request for Proposal (RFP) for Empanelment of Architect/ Urban planners and Subject Matter Experts (SMEs) at Unnao-Shuklaganj Development Authority (USDA)” contains information about the project and scope of work for bidding among bidders. The purpose of RFP is to provide the bidders with information to assist in the formulation of their response.

This RFP is not an agreement and is neither an offer nor invitation by USDA to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. No contractual obligation whatsoever shall arise from this RFP process.

While all efforts have been made to ensure the accuracy of the information contained in this RFP document, this document does not contain all the information required by the bidder. The bidders are encouraged to conduct their own independent assessment, investigations, and analysis; check the reliability, accuracy, and completeness of the information at their end, and obtain independent advice from relevant sources as required before submission of their response. Unnao-Shuklaganj Development Authority (USDA) and any of its employees or advisors shall incur no liability under any law, statute, rules, or regulations as to the accuracy or completeness of the RFP document.

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

The USDA reserves the right to change any or all conditions/ information set in this RFP document by way of revision, deletion, updating, or annulment through the issuance of an appropriate addendum as the USDA, Unnao may deem fit without assigning any reason thereof.

The USDA reserves the right to accept or reject any or all applications without giving any reasons thereof. The USDA will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the applications to be submitted in terms of this RFP Document.

VOLUME – I

**NOTICE INVITING TENDER, INFORMATION FOR BIDDERS &
INTRODUCTION**

1. NOTICE INVITING TENDER (NIT)

Applicants can download the RFP document from the website <https://etender.up.nic.in/nicgep/app> and submit their response on eProcurement System Government of Uttar Pradesh in the English language as per formats provided Form of the document.

The key dates and information are as below:

S.No.	Title	Description
1.	Name of the Work	Request for Proposal (RFP) for Empanelment of Architect/ Urban planners and Subject Matter Experts (SMEs) at Unnao-Shuklaganj Development Authority (USDA)
2.	Mode of Bid Submission	Online through e-procurement system https://etender.up.nic.in
3.	Type of Bidding System	Single Stage Single Bid System
4.	Type of Contract	RFP
5.	Period of Empanelment	3 years
6.	Bid Validity Period	90 days
7.	Tender Fee	A. Bid Processing Fee: Non-refundable/ Non-Adjustable fee of INR 10,000 plus GST (Rupees Ten Thousand Only + GST) is to be submitted with each Proposal. Bank Detail for Bid Processing Fees as follows: Name of Bank : BANK OF BARODA IFSC Code: BARB0UNNAOX Account No.: 12050100013012
8.	Task Sheet	
	Date of Publishing the RFP	12 August 2026 at 10:00 AM
	Deadline for sending queries	20 August 2026 till 06:00 PM
	Date of Pre-Bid meeting	24 August 2026 at 04:00PM in Meeting Hall of Unnao-Shuklaganj Development Authority 3rd Floor Pradhikaran Bhawan Motinagar Unnao 209801 in presence of the Committee.
	Last date of Submission of RFP	31st August 2026, 06:00 PM
	Date of Presentation	To be informed to qualified bidders via email.
9.	Name of the Authority's official for addressing queries and clarifications	Mr. Manoj Kumar Singh Secretary, Unnao-Shuklaganj Development Authority Mobile No: +91 7565801201 Email – udaunnao.cp@gmail.com

2. Information For Bidders

Detailed instructions & documents to be furnished for online bidding:

1 Participating in the bid in the e-procurement portal:

The Bidder intending to participate in the bid is required to register in the Portal with some information about the firm. This is a onetime activity for registering in Portal. During registration, the Bidder must attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class issued from a registered Certifying Authority such as n-Code solutions CA, Safe script, TCS, MTNL, IDRBT, E-Mudra etc.

- a) To log on to the portal the Bidder is required to type his/her username and password.
 - b) The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
 - c) The tender documents uploaded by the Tender Inviting Officer in the website 'e'- procurement portal <https://etender.up.nic.in> will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for a specific period till the last date of submission of proposals as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or download the bid documents from the web site.
 - d) If the software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders, bidders will be required to avail on-line payment. Furnishing scanned copies of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as nonresponsive and thus liable for rejection.
- 1.1 In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
 - 1.2 Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
 - 1.3 For submission of Proposals through the E-Procurement Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The on-line bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per NIT.

1.4 The Officer inviting the bid will clarify queries on the Contract Data on requisition by the intending Bidder. The bidder may ask questions in the e-procurement portal using his DSC; provided the questions are raised before the date mentioned in the home page under critical dates.

1.5 Any corrigendum issued shall be part of the bidding documents and shall be notified on the website <https://etender.up.nic.in>

1.6 All the volumes/documents shall be provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and upload the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. Submission of documents shall be affected by using DSC of appropriate class.

1.7 Bids will be opened online as per the time schedule mentioned in the NIT of the RFP.

1.8 Bidders should be ready with the scanned copies of cost of documents & bid security as specified in the tender document. Before submission of bids online, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.

1.9 Bidders should submit tender fee & bid security as mentioned in NIT and attach proof of payment along with technical bid, failing which bid will not be accepted. The details of cost of documents, bid security specified in the tender documents should be the same as submitted online (scanned copies), otherwise bid will summarily be rejected.

1.10 USDA will not be responsible for the delay in online submission of bids due to any reason whatsoever.

1.11 All required information for bid must be filled out and submitted online.

1.12 Other details can be seen in the bid documents.

1.13 Details of documents to be furnished for online bidding (Scanned copies of the following documents to be up-loaded in pdf format on the website <https://etender.up.nic.in>. in technical bid folder).

- a) **Application fee**
- b) **Bidder information and supporting documents, as specified in RFP.**
- c) **Certificates, undertakings, affidavits, Forms as specified in RFP.**

1.14 Uploaded documents of successful bidder will be verified with the original before awarding the empanelment. The successful bidder should provide the originals to the concerned authority on receipt of such a letter in this regard.

1.15 Bidders in order to participate in the bidding process have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid.

1.16 The RFP document shall form part of the Contract Agreement. The bidder should download all pages of the RFP document and must sign all pages (authorized signatory of the Contract agency) before uploading the RFP document in the <https://etender.up.nic.in> portal

3. **INTRODUCTION**

3.1 Unnao-Shuklaganj Development Authority (USDA) intends to empanel Architects/ Urban Planners and Subject Matter Experts (SMEs) for rendering architectural and design services, urban planning services and services relating to specialized subject matters including Landscaping, Transport Planning, Heritage and Conservation, Sustainable and Green Infrastructure development, GIS and spatial analysis, etc for upcoming development projects of the Development Authority, USDA will empanel Architects/ Urban Planners and SMEs based on evaluation criteria mentioned in this RFP document. During the tenure of empanelment, based on the requirement of services for any project, a project brief shall be issued to the empanelled experts as per selection process. The empanelled experts will be required to give a presentation before the evaluation committee.

3.2 The empanelled Architects/ Urban Planners and SMEs are also required to demonstrate similar work experiences in the presentation. The empanelled expert with the most appropriate technical presentation as per the needs and requirements of the authority shall be deemed as "Selected Applicant" for empanelment. The decision of the evaluation committee as constituted by Senior Officials from USDA shall be final regarding the technical presentation.

VOLUME – II

INSTRUCTION TO BIDDERS (ITB) & LIST OF DOCUMENTS

1. **INSTRUCTION TO BIDDERS (ITB)**

A. **General Information**

1.1. **Scope of Bid**

1.1.1 Unnao-Shuklaganj Development Authority (USDA), hereinafter referred to as the 'Employer', issues this RFP for Empanelment of Architect/ Urban planner and SMEs at Unnao-Shuklaganj Development Authority (USDA) as per conditions and eligibility criteria as specified in the RFP

1.1.2 Throughout this bidding document

- a) The term "in writing" means communicated in written form and delivered against receipt.
- b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
- c) "day" means calendar day.
- d) "week" means a period of seven days.

1.2. **Fraud and Corruption**

a) The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this, the Employer defines, for the purposes of this provision, the terms set forth below as follows:

- i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.
- ii. "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- iii. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- iv. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- v. "abuse" means theft, waste or improper use of assets related to Employer-related activity, either committed intentionally or through reckless disregard.
- vi. "Conflict of interest" means any situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
- vii. "Obstructive practice" means deliberately destroying, falsifying, altering, or concealing evidence material to an Employer's investigation, or deliberately making false statements to investigators, with the intent to impede an Employer's investigation.
 - a. threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to Employer investigation or from pursuing the investigation; or

- b. Employer reserves the right directly or through their Auditors to inspect accounts, records and other documents relating to the bid submission and contract performance pertaining to Bidder, supplier, sub-contractor. Deliberate acts intended to impede the exercise of Employer's contractual rights of audit or inspection or access to information.
- viii. "Integrity violation" including (i) to (vii) above including failure to adhere to the highest ethical standard.
 - a. Has the right to reject the bid for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, abusive, coercive, or obstructive practices or other integrity violations in competing for the Contract.
 - b. Will sanction a bidder or its successor, including declaring ineligible, for a stated period, to participate in Employer's activities, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, obstructive, abusive, conflict of interest, coercive and integrity violation in competing for, or in executing a contract of the employer.
- ix. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that the bidder has made material misrepresentation or has given any materially incorrect or false information, the bidder may be disqualified and empanelment discontinued for a period of Two (02) years with the Employer forthwith if not yet empanelled by issue of award of empanelment.
- x. And if the bidder has already been empanelled, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this bid document, be discontinued from empanelment and for further business dealings with the Employer for a period of Two (02) years, by a communication in writing by the Employer to the bidder, without the Employer being liable in any manner whatsoever to the bidder or the bidder, as the case may be.

1.3. Eligible Bidders

1.3.1. A Bidder may be registered as a Proprietary firm/Company/ LLP firm / Partnership firm/ subject to ITB 1.4.4. All bidders shall fill in the technical formats as provided in Volume- V of the RFP document.

1.3.2. Joint Venture is not allowed during empanelment.

1.3.3. A Bidder or any of its constituents shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in the bidding process if any of, including but not limited to, the following apply:

- a) they have controlling shareholders in common; or
- b) they receive or have received any direct or indirect subsidy from any of them; or
- c) they have the same legal representative for purposes of this bid; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or

- e) a Bidder participates in more than one bid in this bidding process—A bidder who participates in more than one Bid will cause all of the proposals in which the bidder has participated to be disqualified. No Bidder can be a Sub-Contractor while submitting a bid individually. However, subject to any finding of a conflict of interest in terms of ITB 1.3.3 above a bidder, if acting in the capacity of Subcontractor in any Bid, may participate in more than one Bid, but only in that capacity.
- f) Conflict among consulting assignments: Neither Bidder (including their personnel and sub-consultants), nor any affiliates that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant.
- g) Relationship with Employer's Staff: Bidder (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of USDA who are directly or indirectly involved in any part of the empanelment.

1.4. Subject Matter Expert (SMEs) leaving/resigning during the empanelment

1.4.1. In case a firm for the purpose of entering a bid has submitted CVs of Subject Matter Experts (SMEs) as per the form-A as applicable in the bid process. The firms shall be responsible to retain the resources for the duration of the empanelment or replace the subject matter expert with similar or higher capacity.

1.4.2. In case the SME has left the firm/ partnership, the matter needs to be informed immediately to the authority in writing along with the date of leaving of the SME. The expert profile shall be replaced with a qualified expert of similar or higher capacity after the approval from the authority.

1.4.3. In case of failure to replace the SMEs profile within 90 days of date of leaving of expert, the empanelment of the firm can be cancelled or placed on suspension by the authority till the replacement of the expert.

1.5. The bidder shall be disqualified if:

- a) The bidder or any of its constituents and/or sub-contractor /subconsultant included in the bid have been blacklisted/banned for business applicable over all departments with the banning being valid as on the last date of submission of bids, except in cases where such blacklisting/banning has been withdrawn by Competent Authority or has ceased on the deadline for submission of the bids, for which satisfactory evidence is to be produced.
- b) Any previous contract of the bidder or of any of its constituents had been terminated for consultant's failure by at any time starting from 02 years before the deadline for submission of bids. Provided, however, there is no stay order or declaration by any Court against such termination of the Contract or such termination of the Contract has not been revoked.
- c) The bidder or any of its constituents has suffered bankruptcy/insolvency or it is in the process of winding-up or there is a case of insolvency pending before any Court on the deadline of submission of bids or thereafter till finalization of bids.
- d) The bidder is found ineligible by the Employer, in accordance with ITB-1.3.
- e) The bidder or its constituent(s) has been declared to be a poor performer, and the period of poor performance is still in force on the deadline for submission of bids.

1.5.1. Bidders shall immediately inform the Employer, in case Bidder ceased to fulfil eligibility or Employer requests to provide evidence for their continued eligibility.

1.5.2. USDA reserves the right to drop any Applicant from the empanelled list without assigning any reason whatsoever by giving 30 days' notice period. Similarly, the empanelled firm may choose to de-empanel by giving 30 days' notice to USDA. USDA also reserves the right to modify the terms and conditions of empanelment.

B. Contents of Bidding Document

1.6. Sections of Bidding Document

1.6.1. The Bidding Document consists of Volume I, II, III, IV, V which include all the sections indicated below and should be read in conjunction with any addendum/corrigenda issued by the authority in accordance with ITB 1.8.

Sr No	Particulars	Volume
1	Notice Inviting Tender (NIT)	I
2	Information for Bidders (IFB)	
3	Introduction	
4	Instructions to Bidders	II
5	Evaluation and qualification criteria	III
6	Scope of work	IV
7	Formats for Technical Proposal	V

1.6.2. The ITB issued by the Employer is a part of the Bidding Document

1.6.3. The Employer is not responsible for the completeness of the Bidding Document and their addendum/ corrigendum, if they were not obtained directly from the source stated by the Employer in the IFB. The complete bid document can be viewed / downloaded by the Bidder from Uttar Pradesh e-procurement portal of NIC <https://etender.up.nic.in> as mentioned in critical date in the NIT.

1.6.4. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

1.7. Clarification of RFP Document, Pre-Bid Meeting

1.7.1. A Bidder requiring any clarification on the Bidding Document shall contact the Employer through authorized e-mail id udaunnao.cp@gmail.com of Employer or raise its inquiries during the pre-bid meeting. The deadline for seeking clarification by the bidder shall not be later than as above mentioned schedule.

The Employer will respond to any request for clarification at least 03 days prior to the deadline for submission of bids through e-procurement portal or through authorized e-mail id of Employer.

The Employer may, if necessary, amend the Bidding Document as a result of a request for clarification, then it shall do so following the procedure under ITB 1.8

1.7.2. Pre-Bid Meeting

- a) The Prospective Bidder's designated representative is invited to attend a pre-bid meeting which will be conducted by physical mode, as per the schedule given in RFP.
- b) The Bidder's designated representative is invited to attend a pre-bid meeting, The purpose of the meeting will be to clarify issues pertaining to the Bid.
- c) The Bidder is requested to send all questions in authorized e-mail id of Employer not later than the date and time as mentioned in NIT.
- d) The response of the questions raised, (including questions raised during the meeting in writing) without identifying the source, and the responses given, together with any responses prepared after the meeting will be uploaded on e-Procurement portal, <https://etender.up.nic.in/nicgep/app> Any modification to the Bidding Document that may in the sole discretion of the Employer become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the use of an Addendum/Corrigendum pursuant to ITB 1.8

1.8. Amendment of Bidding Document

- 1.8.1. At any time prior to the deadline for submission of Bids, the Employer may amend the Bidding Document by issuing addendum/corrigendum.
- 1.8.2. The corrigendum thus issued shall be part of the bidding documents and shall be uploaded in <https://etender.up.nic.in>.
- 1.8.3. The onus is on the Bidders to visit the e-procurement portal to see the addendum/corrigendum published by the Employer.
- 1.8.4. To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Employer may, at its discretion, extend the deadline for the submission of Bids.

C. Preparation of bids:

1.9. Cost of Bidding

- 1.9.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.10. Language of Bid

The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer, shall be written in English language.

1.11. Documents comprising in the bid.

- 1.11.1. The bidder shall submit their bid on-line on E-procurement portal <https://etender.up.nic.in>. The Bid shall comprise of the proposal containing all relevant details as per the duly filled bidding forms along with relevant document as mentioned in Volume V: Formats for Technical Proposal

1.11.2. The details and information as required in the bid shall be furnished as per the forms furnished in Volume V: Formats for Proposal. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. Bid, if found with modification, alteration, or substitution it may be considered as non-responsive, and Employer reserves the Right to reject the Bid. All blank spaces shall be filled with the information requested wherever applicable.

1.12. Documents Establishing the Qualification of the Bidder

1.12.1. To establish its qualifications to perform the Contract in accordance with Volume III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding information sheets included in Volume V: Formats for Technical Proposal

1.13. Bid Validity

1.13.1. Bids shall remain valid for 90 days after the bid submission deadline date prescribed by the Employer.

1.13.2. In case of Bid Validity is of shorter period than the Employer has the right to reject the Bid as non-responsive.

1.14. Submission of Bids

1.14.1. Bidders shall upload their bid submission online on e-procurement portal www.etender.up.nic.in within the stipulated date and time as mentioned in the NIT. The Bidder shall ensure that they retain a copy of the receipt/acknowledgement of their Bid submission which is generated by the system upon successful submission of Bid online.

1.14.2. Bids sent through any other means of transmission except as mentioned above shall be treated as invalid and shall stand rejected.

1.15. Deadline for Submission of the Proposals

1.15.1. The bids shall be received on or before the scheduled date of submission as notified in NIT. The USDA may extend the deadline for submission of proposals by issuing a Corrigendum, in which case all rights and obligations of the Authority and the bidders previously subject to the original deadline will then be subject to the new deadline.

1.16. Late Proposals

1.16.1. Submission of Bids shall be closed on e-procurement portal at the date & time of submission as prescribed in NIT after which no bid can be uploaded. Any bid received (complete or in parts) after deadline of Bid submission by any other means shall not be considered and bids or any other document associated with the Bid submitted on e-procurement portal before deadline of Bid submission shall only be evaluated.

1.17. Withdrawal, Substitution, and Modification of Bids

1.17.1. The Bidder may modify, substitute, or withdraw its Bid after submission prior to the Bid Submission Deadline. No bid shall be modified, substituted, or withdrawn by the Bidder on or after the Bid Submission Deadline and Time. For modification of Bid, bidder has to detach its old Bid from e-procurement portal (www.etender.up.nic.in) and upload / resubmit modified bid. For withdrawal of bid, bidder has to click on withdrawal icon at e-procurement portal and can withdraw its Bid. Before withdrawal of a bid, it may specifically be noted that after withdrawal of a bid for any reason, the bidder cannot re-submit the Bid again.

1.17.2. Any documents submitted by the bidder who withdraws the bid in accordance with ITB 1.17.1 shall not be opened.

1.17.3. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the Bidder on the Letters of Technical Bid and Price Bid or any extension thereof.

D. Evaluation and Comparison of Bids

1.18. Process to be confidential

1.18.1. Information relating to the examination, evaluation, and post qualification of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process.

1.18.2. Any attempt by a Bidder to influence the Employer in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

1.18.3. Notwithstanding ITB 1.17.3, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Employer on any matter related to the bidding process, it may do so in writing.

1.19. Clarification of bid

1.19.1. To assist in the evaluation and comparison of the Bids, the Employer may, at his discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing and delivered to concerned bidders through an e-procurement portal or through e-mail id mentioned in the Bid Document. The due date and time to respond to these queries will also be communicated.

1.19.2. The bidder shall respond to the queries on e-procurement portal or on the email id mentioned in the Bidding Document. If a Bidder does not provide clarifications of its bid by the date and time set in the Employer's requests for clarification, their bid shall be evaluated as per the available information in the submitted bid and bid may be rejected.

1.20. Deviations, Reservations and Omissions

1.20.1. During the evaluation of Bids, the following definitions apply:

- a) “Deviation” is a departure from the requirements specified in the Bidding Document.
- b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
- c) “Omission” is the failure to submit part, or all of the information or documentation required in the Bidding Document.

1.21. Qualification of the Bidder

1.21.1. The Employer shall determine to its satisfaction during the evaluation of Bids whether Bidders meet the qualifying criteria specified in Volume III (Evaluation and Qualification Criteria).

1.21.2. The Documentation/Information produced/Furnished by the Bidder shall be subject to verification by the Employer at any stage during the Bidding Process or during the Contract Execution. In case of the incorrect certification/information furnished by Bidder, being noticed during such verification, the Employer reserves the Right to disqualify or take suitable action.

1.21.3. However, the Bidder shall not be absolved of the responsibility of submitting the genuine documents and will remain responsible for all the documents submitted even if the Employer does not verify the Documents.

1.21.4. The credentials of Bidder’s subsidiaries, SPVs, parent entities, affiliates, Subcontractors, Associates, Sister Companies shall not be considered for qualification of the Bidder unless they are part of Bidding entity.

1.21.5. The Employer reserves the right to reject the bid of the bidder found to be bankrupt or insolvent, goes into liquidation, has a receiving or administrative order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.

1.22. Employer’s Right to Accept Any Bid, and to Reject Any or All bids.

1.22.1. The Employer reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without assigning any reason and without incurring any liability to Bidders.

E. Award of Empanelment

1.23. Award Criteria

- i. Selected bidders as per the eligibility criteria in Volume III (Evaluation and Qualification Criteria) shall be Intimated via e-mail and/or in writing. Bidders selected shall pay a non-refundable registration fee for empanelment as per the applicable category. The details for payment shall be informed to the qualified applicants by the authority along with the list of selected bidders.
- ii. Registration Fee for 3 years is as below (non-refundable):

S No	Category	Registration Fee
------	----------	------------------

S No	Category	Registration Fee
1	Category-A	₹ 75,000/-
2	Category-B	₹ 60,000/-
3	Category-C	₹ 45,000/-
4	Category-D	₹ 20,000/-

- iii. The Employer shall award the empanelment to the Bidder who is qualified to perform the services satisfactorily, whose offer has been determined to be the eligible offer in accordance with the criteria stipulated in Volume III (Evaluation and Qualification Criteria) and who has submitted the registration fees as per the applicable category.
- iv. The Employer has the right to review at any time prior to award of contract that the qualification criteria as specified in Volume III (Evaluation and Qualification Criteria) are still being met by the Bidder whose offer is under consideration for the award of work. A Bid shall be rejected if the qualification criteria as specified in Volume III (Evaluation and Qualification Criteria) are no longer met by the Bidder whose bid is under consideration for the empanelment.
- v. Award of empanelment shall not confer any automatic right to engagement or work allocation.

1.24. Bidding Related Complaints

1.24.1. The Bidder may submit its complaint arising out in Bidding process in writing, to:

Shri Manoj Kumar Singh

Secretary,

Unnao-Shuklaganj Development Authority,

Pradhikaran Bahwan] Motinagar, Unnao, Uttar Pradesh

Email ID – udaunnao.cp@gmail.com

1.25. Jurisdiction of Courts

1.25.1. The bidding process shall be governed by and construed in accordance with the laws of India and the Courts with jurisdiction in Unnao shall have exclusive jurisdiction over all the disputes/issues arising under, pursuant to and/ or in connection with the bidding process.

VOLUME – III

EVALUATION AND QUALIFICATION CRITERIA

A. Eligibility and qualification criteria

1. Definitions

1.1. The term “ARCHITECT” shall mean any person, who at the time of his application is registered with the council of Architecture under The Architect’s Act 1973. Where the application is made by a team, its leader shall be an “ARCHITECT” and where the application is made by a firm, its Director / partner shall be an “ARCHITECT”.

1.2. “URBAN PLANNER” shall mean any person who, at the time of his/her application, possesses a recognized postgraduate degree in Urban Planning, Regional Planning, Town Planning, or a related specialization from a university or institution recognized by All India Council for Technical Education (AICTE), and who has professional experience in the field of urban and regional planning. Where the application is made by a team, its leader shall be an “URBAN PLANNER,” and where the application is made by a firm, its Director or Partner responsible for planning shall be an “URBAN PLANNER”.

1.3. “SUBJECT MATTERS EXPERTS” for the purpose of this tender shall mean any person who, at the time of his/her application, possesses a recognized postgraduate degree or a related specialization from a university or institution recognized by All India Council for Technical Education (AICTE), and relevant experience in the fields of Transport Planning, Heritage and Conservation, sustainable and Green Architecture, Tourism, GIS and Spatial Analysis, Landscape Architecture and Urban Design and who has relevant professional experience.

2. Details to be submitted by the applicants

2.1. The application is required to be submitted in a sealed envelope, super scribed “Application for Empanelment of Architects, Urban Planner and Subject Matter Experts (SMEs)”. Following details should be provided with the application as “bidder information”.

3. Entity details

3.1. Non-refundable application fee Rs. 10,000/- + GST (Rupees Ten Thousand Only + GST) in the form of receipt received after payment as mentioned in NIT.

3.2. Firm details:

- Name and address of the firm/Individual
- Registration Number
- E-mail ID
- contact number

3.3. Detailed Profile of the firm/individual with type of entity (Proprietary/ Partnership/ LLP/ others)

3.4. The list of in-house technical staff with details of their qualification, experience and field of expertise (As per Form-A), CVs (as per Form-H) and proof of employment.

3.5. Copy of balance sheet for the last 3 years (As per Form-B)

3.6. List of projects handled during last 5 years clearly indicating area, cost and scope of work in the prescribed Performa (As per Form-C)

3.7. List of current projects including their cost in the prescribed Performa (As per Form-D)

3.8. List of Award-winning Entries (As per Form-E)

3.9. List of relevant equipment available with the Firm. (As per Form-F)

3.10. Affidavit certifying that entity is not blacklisted. (As per Form-G)

3.11. Certificates of empanelment in case of agency empanelled with other govt dept.

4. Bid submission:

4.1. The applicants shall be required to submit the necessary details with authenticated documents/certificates/credentials/balance sheets/Work completion certificate issued by the client/ Copy of Letter of Acceptance (LoA), and annexures as mentioned in the bid document in support of above-mentioned details.

5. Pre-qualification criteria

5.1. Each eligible bidder should possess all the following pre-qualification criteria.

5.2. The applicants not fulfilling the pre-qualification conditions are summarily rejected and shall not be considered for evaluation.

Pre-Qualification Criteria

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
1	Bidder should be registered and operational in India in since last 3 years from the date of bid Submission "For a proprietary firm, the experience of the proprietor shall be considered as experience of the firm and added to the operational period for the firm as well. The experience needs to be supported by relevant documents such as GST registrations, work orders in the name of the owner, etc"	Certification/ registration as a Company/ LLP firm / Partnership firm/ Proprietorship firm Registration under GST. Copy of PAN Card
2	Proposal as Consortium or Joint Venture will not be allowed.	

6. Evaluation

6.1. The applications qualifying the initial criteria shall be evaluated by a scoring method as described below:

- Technical Staff Strength (Form-A) : 15 Marks
- Financial turnover (Form-B) : 10 Marks
- Experience of work during last seven years (Form-C) : 25 Marks
- Current works in hand (Form-D) : 20 Marks
- Award winning projects (Form-E) : 05 Marks
- Empanelment with other government dept. : 05 Marks
- Presentation : 20 Marks

Total : 100 Marks
Cut off marks : 40 Marks

6.1.1. The marks shall be decided by the Committee generally on the basis of predetermined criteria and where it is not possible to do so, based on their own judgement. The evaluation carried out by the Committee shall be final and binding.

6.1.2. The Agencies shall be empanelled in four categories namely A, B, C, and D. These categories shall be assigned works over ₹ 50cr, ₹ 25-50 cr, ₹ 5-25 cr and up to ₹ 5 cr projects respectively.

6.1.3. The selection and award of categories for an agency shall depend upon scoring the required marks in overall markings. The bidders qualifying in the assessment shall be ranked on the basis of their marks.

Score	Category
Above 80	Category A
70-80	Category B
55-70	Category C
40-55	Category D

6.1.4. USDA reserves the right to modify the criteria and take its own decision if so required.

7. Scoring Criteria

7.1. The Scoring Criteria to be used for Evaluation of Proposal shall be as per Annexure-I.

7.2. Notes for scoring

The average turnover for the applicant shall be considered as average turnover for financial years 2023-24, 2024-25, 2025-26. However, in case of non-availability of documents needed for turnover during the financial year 2025-26 applicants can submit details for financial years 2022-23, 2023-24, 2024-25. Average turnover shall be calculated on the 3-year range submitted by the applicant as specified above.

- i. Only bidder having valid empanelment (valid as on last date of submission of the RFP) with Govt./ Govt Body/Development Authorities/ Municipals can attach a copy of their certificate of empanelment to claim marks for “Empanelment with other government agencies”.
- ii. Bidders are required to submit detailed CV of the proposed experts (only one CV for each of the key positions). In case of any discrepancy found during bid evaluation process, USDA can verify the said declaration / part of declaration from the past employer of the expert. Any such wrong declaration by the experts found during verifications, USDA has the right to reject such bids.
- iii. Degree qualification shall mean full time/part time AICTE recognized degree/ equivalent from a renowned college/university or in the case of international qualifications, equivalent to degree qualification as per Indian education system. Qualifications other than degree shall be supported by the certification from the bidder for its equivalency to degree.
- iv. Bidders should be prepared to substantiate the claimed qualification and experience if so, requested by the Client.
- v. The scoring for the presentations shall be done on the following 4 criteria:
 1. Company profile/ professions and SMEs on board - 5 Marks
 2. Current works (concepts and approach) - 5 marks
 3. Previous works (concepts and approach) - 5 marks
 4. Vision for USDA (any value additions proposed) - 5 marks
- vi. The proof of completion of projects shall be provided as completion certificates from the competent authority and attached with the Form C.

vii. Letter of award of project or agreement for the project shall be attached for ongoing projects with Form D. The document submitted should clearly mention the amount of project.

viii. Scoring on Technical Staff Strength:

1. For scoring only SMEs and professions on-board with a bidder shall be considered. Collaborations and associates shall not be considered for scoring for empanelment. supporting documents needs to be attached for the same with the CVs (Form-H)
2. However, during tender/RFP filling after the empanelment, if the tender/RFP allows bidders may use consultants/experts as associates for filling the project bids.

8. Change in constitution of firm

8.1. The empanelled Architect/ Landscape Architect / Urban Design Firms or Partnerships shall not modify the existing structure or enter any fresh partnership without the prior approval of the Bank. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc as applicable.

8.2. Any change in the status of the Architect/ Architectural Firm without prior approval, will render the Architect/ Architectural Firm to be removed from the approved list empanelment.

8.3. If a firm is converted into two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity.

8.4. The experience of the firm in which he / she / they were partners will not be considered. If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn.

8.5. Here original partners mean constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

9. Change of address

9.1. While applying for empanelment the bidder should mention address of his registered office as well as Head office (if different). All documents viz. Banker's certificate etc should bear one of the addresses. otherwise, the same shall not be accepted.

9.2. The bidder shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from empanelment.

VOLUME – IV
SCOPE OF WORK

1. Period of engagement

1.1. The selected agencies shall be empanelled for a period of **three years**. However, USDA shall reserve the right to discontinue the empanelment at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

1.2. Architects /Urban Planners and Subject Matter Experts (SMEs) not empanelled with USDA after 31.08.2026, need to apply afresh if they wish to continue empanelment with USDA.

1.3. The empanelled agencies would be required to work on projects assigned to them, for which separate offer in single bid or two bid or any other recognized system shall be obtained from the empanelled agencies as and when any project is to be taken up by USDA.

2. Renewal of Empanelment

2.1. The empanelled firm/individual may apply for renewal of empanelment at least one (1) month prior to the expiry of the current empanelment period by submitting a formal request along with:

2.1.1.A declaration that there is no change in the information previously submitted, or updated documents if there are changes.

2.1.2.Evidence of satisfactory performance during the previous empanelment period.

2.1.3.Any additional documents or certifications as may be required by the Authority.

2.1.4. A renewal fee shall be charged on renewal for bidders eligible for renewal based on the tenure for renewal.

- 25% of the registration fees + GST as applicable as per the category of the bidder for renewal of empanelment for 1 year.
- 50% of the registration fees + GST as applicable as per the category of the bidder for renewal of empanelment for 3 year.

2.2. Renewal of empanelment shall be subject to approval by the authority.

2.3. The duration of renewed empanelment shall be 1 year unless otherwise specified by the authority.

2.4. Right to Reject or Cancel Renewal

2.4.1.The Authority reserves the right to reject the renewal application without assigning any reason.

2.4.2.Renewal shall not confer any automatic right to engagement or work allocation.

2.4.3.Empanelment may be revoked, suspended, or cancelled at any time based on performance, compliance, or other reasons as deemed fit by the Authority.

2.5. Compliance and Cooperation

2.5.1. The empanelled party shall comply with all requests for information, audits, or inspections related to their performance and conduct during the empanelment period.

3. Scope of Work

3.1. The empanelled Architects/ Urban Planners/ SMEs in general would be required to hold discussion with officer of Planning, Engineering, Design units of USDA. and prepare complete end to end solutions for development projects for Unnao-Shuklaganj Development Authority as per Unnao Master Plan norms, Building by-laws and other rules and regulations as applicable.

3.2. The services to be provided shall include but not be limited to:

3.2.1. Architects:

- Physical survey of site by Total station survey.
- Preparation & submission of complete Architectural/Landscape etc. drawings of the project (Digital drawings hard & soft copy on CD's) including layout plan and associated services such as fighting, electrification, water supply, sanitary installation, rain water harvesting, drainage, roads, landscaping, horticultural operation and optional services like Telephone/IT Cable /T.V. Cables ducts, security system etc., both internal and external within the boundary of the project to make the building functional.
- Obtaining approval of building plans as well as services drawings from the Technical Committee of USDA. after taking no objection certificate from Nagar Palika, Jal Sansthan, Tehsil, Fire Service, Electricity supply Companies, etc as applicable and wherever required.
- Provide complete specifications and costing for the buildings and associated services.
- Any other service required for the project/services prescribed by the Council of Architecture for different specialized fields.

3.2.2. Urban Planners and Transport Planners

- Processing and scrutiny of planning permission applications as per current rules and regulations.
- Preparation of outline development plans, master plans, and related urban and regional planning documents.
- Survey work, including land use analysis and integration of GIS-based mapping.
- Coordination with local bodies for plan approvals and compliance with planning standards.
- Preparation of transport and mobility plans, including traffic impact assessments and sustainable transport strategies.

3.2.3. Sustainable and Green Architects

- Integration of sustainability principles into design, including energy efficiency, water conservation, and selection of eco-friendly materials.
- Coordination for green building certification (such as LEED, WELL, or local equivalents), including documentation and submission for certification.

- Advising on sustainable technologies and systems and ensuring compliance with green building rating requirements.
- Collaboration with project teams to achieve owner's sustainability objectives and enhance occupant comfort.

3.2.4. GIS and Spatial Analysts

- Preparation of GIS-based maps and spatial data analysis for urban and regional planning.
- Collection, processing, and integration of high-resolution satellite imagery and cadastral data.
- Creation of geo-referenced datasets compatible with GIS and CAD platforms.
- Support in decision-making through spatial analysis, mapping, and visualization of planning data.

3.2.5. Heritage and Conservation Specialists

- Assessment and documentation of heritage structures and precincts.
- Preparation of conservation management plans, restoration proposals, and adaptive reuse strategies.
- Coordination with structural engineers and conservation architects for restoration works.
- Ensuring compliance with heritage conservation guidelines and statutory requirements.
- Project management and supervision of conservation works, including reporting and documentation.

3.3. The services as mentioned in 3.2 is not an exhaustive list of tasks to be performed by the selected bidders for a project. The projects to be assigned will be elaborated in the detail of work shared with the empanelled agents during the issue of tenders for the projects.

4. Disciplinary actions

4.1. The Consultant/Architect/Architectural Firm shall have to abide by all the rules of empanelment and by the terms and conditions of the agreement/MoU. He shall have to execute the works as per contract on time and with good quality.

4.2. USDA shall have the right to suspend business with him for any period, debar or remove the name from the approved list of Consultant/architects indefinitely or for a period as decided by USDA after issue of a show cause notice. Decision of USDA shall be final and binding on the architect.

VOLUME -V

FORMATS FOR PROPOSAL

Annexure-I: The Scoring Criteria to be used for Evaluation

S. No	Head	Marks	Criteria (For Partnership Firms, Companies, etc)	Criteria (For Proprietary Firms)
1	Technical Staff Strength	15	Marks to be awarded on availability of staff having 5+ years' experience with following relevant profile Architects – 2.5 marks Civil Engineers – 2.5 marks service professionals - 2 marks Heritage and Conservation – 2 marks Sustainable and Green Architecture – 2 marks Tourism – 2 marks GIS and Spatial Analysis - 2 marks	Marks to be awarded on availability of staff having 5+ years' experience with following relevant profile Architects – 2.5 marks Civil Engineers – 2.5 marks service professionals - 2 marks Heritage and Conservation – 2 marks Sustainable and Green Architecture – 2 marks Tourism – 2 marks GIS and Spatial Analysis - 2 marks
2	Financial Turnover	10	Marks for Average Annual Turnovers: Below 50 Lakhs : 1 Mark ₹50 Lakhs-1 Cr : 2.5 Mark ₹1-₹2 Cr : 5 Mark ₹2-₹5 Cr : 7.5 Mark ₹5 Cr and above: 10 Mark	Marks for Average Annual Turnovers: Up to ₹ 10 Lakh -2.5 marks ₹10 Lakh-₹50 Lakh - 5 marks ₹50 Lakh-₹1 cr-7.5 marks ₹1 cr and above - 10 marks
3	Experience of work during last 5 years	25	25 Marks - One or more projects worth ₹ 40 cr, or 2 or more projects worth 35 cr, or 3 or more projects worth ₹ 25 cr) 20 Marks - One or more projects worth ₹ 35 cr, or 2 or more projects worth 25 cr, or 3 or more projects worth ₹ 15 cr) 15 Marks - One or more projects worth ₹ 25 cr, or 2 or more projects worth 15 cr, or 3 or more projects worth ₹ 5 cr) 10 Marks - One or more projects worth ₹ 10 cr, or 2 or more projects worth 5 cr 5 Marks - Projects completed below worth ₹ 5 crores	25 Marks - One or more projects worth ₹ 25 cr, or 2 or more projects worth 20 cr, or 3 or more projects worth ₹ 15 cr) 20 Marks - One or more projects worth ₹ 20 cr, or 2 or more projects worth 15 cr, or 3 or more projects worth ₹ 10 cr) 15 Marks - One or more projects worth ₹ 15 cr, or 2 or more projects worth 10 cr, or 3 or more projects worth ₹ 5 cr) 10 Marks - One or more projects worth ₹ 10 cr, or 2 or more projects worth 5 cr 5 Marks - Projects completed below worth ₹ 5 crores

Request for Proposal for Empanelment of Architect/ Urban planners and Subject Matter Experts (SMEs) at Unnao-Shuklaganj Development Authority (USDA)

S. No	Head	Marks	Criteria (For Partnership Firms, Companies, etc)	Criteria (For Proprietary Firms)
4	Current work in hand	20	20 Marks - One or more projects worth ₹ 50 cr, or 2 or more projects worth 35 cr, or 3 or more projects worth ₹ 25 cr) 16 Marks - One or more projects worth ₹ 35 cr, or 2 or more projects worth 25 cr, or 3 or more projects worth ₹ 15 cr) 12 Marks - One or more projects worth ₹ 25 cr, or 2 or more projects worth 15 cr, or 3 or more projects worth ₹ 5 cr) 8 Marks - One or more projects worth ₹ 10 cr, or 2 or more projects worth 5 cr 4 Marks - Projects completed below worth ₹ 5 crores	20 Marks - One or more projects worth ₹ 30 cr, or 2 or more projects worth 20 cr, or 3 or more projects worth ₹ 15 cr) 16 Marks - One or more projects worth ₹ 20 cr, or 2 or more projects worth 15 cr, or 3 or more projects worth ₹ 10 cr) 12 Marks - One or more projects worth ₹ 15 cr, or 2 or more projects worth 10 cr, or 3 or more projects worth ₹ 5 cr) 8 Marks - One or more projects worth ₹ 10 cr, or 2 or more projects worth 5 cr 4 Marks - Projects completed below worth ₹ 5 crores
5	Award winning projects	5	Marks for awards from recognized/prestigious institutions: 3 or more awards - 5 marks 2 awards - 3 marks 1 award - 2 marks	Marks for awards from recognized/prestigious institutions: 3 or more awards - 5 marks 2 awards - 3 marks 1 award - 2 marks
7	Empanelment with other government agencies	5	Letter of Award for empanelment to be attached	Letter of Award for empanelment to be attached
8	Presentation (5 min presentation)	20	Presentation to be made to the authority: Contents should include Previous works/projects, In-house capabilities, Vision for value addition to USDA	Presentation to be made to the authority: Contents should include Previous works/projects, In-house capabilities, Vision for value addition to USDA

Form-A: Details of Technical & Administrative personnel

S. No.	Designation	Name	Qualifications	Professional experience and details of work carried out	Field of Expertise	Remarks
1	2	3	4	5	6	7
1.						
2.						
3.						

Form-B: financial information

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years (2023-24, 2024-25, 2025-26) duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

- II. Gross Annual turnover details to be attached

Year	Turnover
2023-24	
2024-25	
2025-26	

Signature of Chartered
Accountant with the seal

Signature(s) of Applicant(s)

Form-C: list of projects handled in last 7 years

S. No	Type of Project*	Name of Project	Covered Area (in Sq. Mts.)	Date of completion	Cost of Project (in Lakh ₹)	Name of the client Department	Details of the Project (Salient Feature of the Project)
1							
2							
3							
4							

***Residential project** - group housing, individual housing, plotted housing, rental housing or **non-residential projects** - commercial buildings, institutional buildings (educational, health, any other institutional building), landscape projects, urban design projects, industrial project, tourism projects, heritage project, hospitality projects and other relevant projects.

Signature(s) of Applicant(s)

Form-D: list of current projects with the agency

S. No	Type of Project*	Name of Project	Covered Area (in Sq. Mts.)	Cost of Project (in Lakh ₹)	Name of the client Department	Details of the Project (Salient Feature of the Project)
1						
2						
3						
4						

***Residential project** - group housing, individual housing, plotted housing, rental housing or **non-residential projects** - commercial buildings, institutional buildings (educational, health, any other institutional building), landscape projects, urban design projects, industrial project, tourism projects, heritage project, hospitality projects and other relevant projects.

Signature(s) of Applicant(s)

Form-E: list of award-winning entries

S. No.	Name of the Client Department, year of award	Name of Project	Covered Area	Cost of Project	Detail of the Project (Salient features of the project)	Status of the Project	Nature of award, and awarding Institution
1							
2							
3							
4							

Signature(s) of Applicant(s)

Form-F: list of relevant equipment available with the firm

S. No.	Equipment	Quantity	Brand and Model	Remarks
1				
2				

Signature(s) of Applicant(s)

Form-G: format for affidavit certifying that entity is not blacklisted

(On non – judicial stamp paper of INR 100/- attested by notary public)

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby
declare that the firm/company namely M/s-----
-----has not been blacklisted or debarred in the past by any other
Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s -----
hereby declare that the firm/company namely M/s-----
-----was blacklisted or debarred by any other Government
Department from taking part in Government tenders for a period of ----- years w.e.f.-
----- . The period is over on -----and now the firm/company is entitled to
take part in Government tenders.

In case the above information found false I/We are fully aware that the empanelment
will be rejected/cancelled.

Dated this Day of, 2026

Yours sincerely,

Name of the Bidder:

Signature of the Bidder:

Address:

Form-H: Curriculum Vitae (CV)

(To be submitted for each **Key Expert**, along with self-certified copies of Education & Employment certificates)

Position Title and No.:	<i>[e.g., Team Leader]</i>
Name of Expert:	<i>[insert full name]</i>
Date of Birth:	<i>[day/month/year]</i>
Country of Citizenship/Residence:	<i>[insert country]</i>

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained.]*

Employment record relevant to the Services: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the Services does not need to be included.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Services
<i>[e.g., May 2015 – present]</i>	<i>[e.g. Ministry of _____, advisor/consultant to _____ For references: phone _____ / email _____, Mr. abc, deputy minister]</i>		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Expert's contact information: *[email: _____, phone: _____]*

Request for Proposal for Empanelment of Architect/ Urban planners and Subject Matter Experts
(SMEs) at Unnao-Shuklaganj Development Authority (USDA)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the Services in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

[day/month/year]

Name of Expert	Signature
	Date

[day/month/year]

Name of Authorized Representative of the Bidder	Signature
	Date

[the same who signs the Proposal]

LETTER OF TRANSMITTAL
(ON LETTER HEAD OF THE COMPANY)

To,
Secretary,
Unnao-Shuklaganj Development Authority,
Unnao,

Subject : Request for Proposal for Selection of Architect/ Urban planners and
Subject Matter Experts (SMEs) for Unnao-Shuklaganj Development
Authority (USDA)

Sir,

Having examined the details given in your brochure for the RFP for empanelment of
Architects/ Landscape Architects/Urban Designers at Unnao-Shuklaganj
Development Authority (USDA). We submit our relevant information, and documents
for your kind considerations.

1. I/We hereby certify that all the statements made and information, supplied in the
enclosed forms A to G and accompanying statements are true and correct.
2. I/We have furnished all information and necessary details required for the
empanelment of Architects and no further pertinent Information to supply.
3. I/We also authorize the Secretary of USDA. to approach individuals, employers,
firms and corporations to verify competence and general reputation.
4. We submit the following certificates in support of our suitability, technical capacity
and capability for having successfully completed the works.

Enclosures: Form A to G

Seal of applicant

Signature of applicant

Place:

Date:

KEY CONTACTS:

In case of any queries during the tender process, bidders may raise the queries to the following:

1. **Mr. Har Dayal Ahirwar,**
Executive Engineer,
Unnao-Shuklaganj Development Authority
Mobile No: 9958171779
Email – udaunnao.cp@gmail.com

2. **Miss. Anshika Agarwal,**
Asst. Town Planner,
Unnao-Shuklaganj Development Authority
Mobile No: 7607010616

3. **Mr. B K Gaur.**
Assistant Engineer,
Unnao-Shuklaganj Development Authority
Mobile No: 9450069904