

1. KPMG Advisory Services Pvt. Ltd. Chandigarh  
Unit No. A505, 5<sup>th</sup> Floor, Elante Offices, Plot No. 178-178A, Industrial Area, Phase-I, Chandigarh
2. Ernst & Young LLP, New Delhi  
6<sup>th</sup> Floor, Wing A&B, World Mark-1, Aerocity, IGI Airport, Opp. Holiday Inn,  
New Delhi 110037
3. Grant Thornton Bharat LLP, Gurgaon  
21<sup>st</sup> Floor, DLF Square, Jacaranda Marg, DLF Phase-II,  
Gurugram 122002
4. Primus Partner Private Limited, Jaipur  
86/SP, 63, Behind Yes Bank, Partap Nagar, Jaipur,  
Rajasthan 302033
5. Mazars Advisory LLP, New Delhi  
Mercantile House, 15, Kasturba Gandhi Marg,  
New Delhi 110001
6. BDO India LLP, Mumbai,  
The Ruby-Level 9, NW Wing, Senapati Bapat Marg, Dadar,  
West Mumbai 400028
7. Deloitte Touche Tohmatsu India LLP Mumbai,  
One International Center (formerly India Bulls Finance Centre), Tower 3,  
27<sup>th</sup> -33<sup>rd</sup> Floor, Senapati Bapat Marg, Elphin Scroe Road (W),  
Mumbai 400013

Memo No. DULB/TP/2023/10678-84

Dated: 09/11/2023

**Subject – Term of Reference (ToR) regarding submission of proposal for establishing Project Management Unit in Town Planning Cell, Urban Local Bodies Department, Haryana.**


Kindly refer the subject cited above.

I have been directed to convey you that the Department of Urban Local Bodies, Haryana intends to establish PMU consisting of Urban Planners in Town Planning Cell for various urban planning reforms, capacity building of the ULBs in the State and other urban development related initiatives.

The Department of IT, Electronics and Communication Haryana has empanelled companies/agencies vide memo no. Admin/265/2SIT/17493 dated 15.06.2022 for providing consultancy services to Govt. Departments/Organizations (Copy Enclosed).

The Government has approved the proposal for appointment/engaging of companies/agencies for this purpose from the empanelled list of consultancy agencies approved by Department of IT, Electronics and Communication Haryana.

Therefore, the Terms of Reference (TOR) consisting the detail scope of work for engaging a PMU of Urban Planner Consultants to support the own Planning Cell is being forwarded to you with the request to submit your technical and financial proposal to this office by 28.11.2023, as per scheduled enclosed.

  
9/11/2023  
Chief Town Planner,  
for, Director, Urban Local Bodies  
Haryana, Panchkula

**CC to:**

A copy of the above is hereby forwarded to the following;

1. The PS to C&S (ULB) for kind information of the C&S, ULB
2. The PA to DULB for kind information of the Director, ULB
3. SAO (HUIDB)

**Terms of Reference (TOR)  
for  
Setting Up  
Project Management Unit (PMU)  
in Town Planning Cell,  
Urban Local Bodies Department, Haryana**



**Department of Urban Local Bodies  
Government of Haryana**

**Bays No. 11-14. Sector 4, Panchkula, Haryana - 134112**

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## 1. Introduction

Urban Local Bodies are the constitutionally derived administrative units to provide basic infrastructure and services in urban areas i.e., cities and towns. The Directorate of Urban Local Bodies Department, Haryana was established on 1st April 1982 to lay foundation for creating / maintaining / guiding ULBs in the State of Haryana. At present total 88 Municipalities, comprises of 11 Municipal Corporations, 23 Municipal Councils and 54 Municipal Committees in the State.

The Department is planning to set up a Project Management Unit (PMU), to support the Town Planning Cell on various urban planning reforms, capacity building of the ULBs in the State and other urban development related initiatives. The PMU would be supporting the Cell, relating to all works under purview of the Town Planning Cell. The PMU shall provide technical expertise, analysis, recommendations, and support to improve the department's efficiency, effectiveness, and avenues for revenue generation for ULBs and other Government bodies attached to the department.

In this regard, the department is intended to setup a PMU in TP with the following key objectives:

1. Initiate formulation of new Acts/ Rules/ Policies for Town Planning Schemes or Local Area Plans/ environment protection within municipalities
2. Review and preparation of State Urban Planning policies and acts/rules/byelaws pertaining to ULBs
3. Program monitoring and implementation support for schemes (like Town Planning Scheme, LAP, etc.) by Central Government or State Government
4. Strategic support, including institutional strengthening, and capacity-building support on urban reform's implementation
5. Compare the existing urban planning practices in ULBs with leading (National/ International) sustainable urban planning practices and adoption of best practices
6. Preparation of road map and strategies for revenue enhancement of ULBs.
7. Mapping of municipal properties for effective management and strategic advice on the asset and land monetization of municipal properties
8. Strategy/ mechanism to recover EDC/ fees/ charges in ULBs/ Department for enhancing revenue
9. Creation of enforcement mechanism to implement urban planning strategies in its true sense.
10. Create a baseline assessment report while assessing the roles and responsibilities under the HMCA 1994 & HMA 1973 viz-a-viz the works/ tasks/ actions taken by the Department. Mark the progress of the Department under each sector and identify the sectors of improvement.
11. Identify tools that have been utilized to understand carrying capacity and develop sustainable & resilient cities.
12. Prepare Municipal Sustainable Urban Planning Vision with guiding principles consisting of indicators and mapping the same to UN SDG (this would improve grants under 15<sup>th</sup> FC)
13. Strategy for the implementation of urban planning provisions in the Haryana Municipal Corporation Act, 1994 and The Haryana Municipal Act, 1973 in its true intent
14. This PMU shall further assist the branch in developing framework for improving the performance of each municipality under this framework. Lastly, this team would also assist the branch in its day-today functions and activities for improve performance in service deliveries, and implementation of Centre & State initiatives.

## 2. Scope of Work for the Project

The Directorate of Urban Local Bodies (DULB) is seeking a highly qualified and experienced team of resources to assist and support in the overall project management various urban planning reforms, capacity building of the ULBs in the State and other urban development related initiatives for the ULBS. This project aims to enhance the efficiency and effectiveness of the ULB operations, streamline the services provided, and improve the overall user experience. The roles and responsibilities of the PMU for providing expert guidance and project management services in the following areas, but not limited to:

Sr. No	Area to be focused	Activities to be undertaken by PMU
1.	Formulation of new acts/ byelaws/ rules for Town Planning Schemes or Local Area Plans/ environment protection within municipalities	<ul style="list-style-type: none"> <li>• Under this sub-task, the PMU shall assist in conducting the consultation meetings to understand the intent, aim, objective, and procedure for the preparation of the draft Bills/ Acts for the Town Planning Scheme or Local Area Plan/ environment protection.</li> <li>• The PMU upon directions from the Chief Town Planner, TPC along with the assistance of the officers, would initiate the preparation of the draft Bills/Act for the purpose, which shall be submitted to the Government for further necessary approvals to enact the provisions of Acts.</li> <li>• The PMU shall also provide complete support to TPC in preparation, revision, and amendments (except legal review) in the Acts / Policies as deemed fit by TPC</li> </ul>
2.	Mapping of municipal properties for effective management and strategic advice on the urban planning, asset and land monetization of municipal properties	<ul style="list-style-type: none"> <li>• The PMU shall have to assist either the IT team or the vendors appointed by the TPC for the preparation of an interface for the mapping of each identified municipal asset/ owned properties such as land and buildings of Urban Local Bodies (ULBs).</li> <li>• The PMU in consultation with the TPC prepare a Standard Operating Procedure (SOP) for the ULBs to understand and follow the process for mapping of their assets (built/unbuilt) on the digital platform as developed by the TPC. We shall provide the necessary training and capacity building to the municipal officers as required</li> <li>• The PMU shall develop the framework to monitor the progress of the assets mapping across the ULBs and provide monthly reports. The PMU shall provide feedback and an action plan to improvise the progress to complete the tasks as per the schedules.</li> <li>• The PMU needs to assist the department to analyse the viability of an asset to be monetise and prepare concept notes, Preliminary Project Reports (PPRs), and Pre-Feasibility Reports, and evaluate project structuring options via PPP or any other mode (EPC, Turnkey, etc.), for the identified monetization of land/ assets.</li> </ul>
3.	Strategy/ mechanism to recover EDC/ fees/ charges in ULBs/ Department for enhancing municipal revenue	<ul style="list-style-type: none"> <li>• The PMU shall prepare a detailed framework cum action plan for the effective recovery of the pending EDC/ fees/ charges in ULBs/ Department which help augment the revenues of the TPC.</li> <li>• The PMU shall prepare a matrix for calculating the pending recoverable EDC/ fees/ charges under various CLU policies and instructions.</li> <li>• The PMU will assist TPC by providing various MIS reports on the recovery of the EDC/ fees/ charges and further monitoring the progress on a monthly basis.</li> <li>• Further, the PMU shall provide the necessary inputs/suggestions to the IT department while</li> </ul>

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Sr. No	Area to be focused	Activities to be undertaken by PMU
		developing the online portal for the collection and recoveries of the EDC/ fees/ charges.
4.	Creation of enforcement mechanism to implement	<ul style="list-style-type: none"> <li>The PMU shall prepare a mechanism and action plan for the enforcement of the prevailing Acts/ Byelaws/ Polices of ULBs/ Department.</li> </ul>
5.	Create a baseline assessment report while assessing the roles and responsibilities under the HMCA 1994 & HMA 1973 viz-a-viz the works/ tasks/ actions taken by the Department. mark the progress of the Department under each sector and identify the sectors of improvement	<ul style="list-style-type: none"> <li>The PMU shall carry out an extensive diagnostic assessment to understand the existing landscape of the TPC with respect to HMCA 1994 &amp; HMA 1973.</li> <li>The PMU will study the HMCA 1994 &amp; HMA 1973 and understand the roles &amp; responsibilities of the TPC.</li> <li>The PMU will carry out a gap assessment between the roles &amp; responsibilities of the department &amp; ULBs as per the acts and actual works/tasks being undertaken by the department. A comparative matrix will be prepared for the same.</li> <li>The PMU in consultation with TPC will focus and prepare a detailed report on the key parameters to understand the progress under each sector and identification of the improvement needed in each sector by ULBs.</li> </ul>
6.	Review and preparation of extant state urban policies and acts/ rules/ byelaws	<ul style="list-style-type: none"> <li>Review the urban/ municipal policies and all acts/rules/bye-laws and suggest amendments if any to achieve the desired goals as set in the state vision plan to be prepared under focus area one.</li> <li>The PMU needs to carry out a detailed review with respect to the HUDD's functions, roles, and responsibilities and any admmissive and financial approvals related.</li> <li>The PMU needs to study the existing building bylaws and CLU/ TDR/ ToD/ DCR/ Lease Hold, etc. rules in the states and suggest a way forward by benchmarking with other states and cities.</li> <li>The Consultant should provide the roadmap for the preparation of various master plan/ development in the state which includes the detailed framework for the preparation/ review/ approvals and implementation of the master plan</li> </ul>
7.	Identify tools that have been utilized to understand carrying capacity and develop sustainable & resilient cities	<ul style="list-style-type: none"> <li>The PMU shall have to assist TPC in identifying key parameters that may be utilized for preparing a toolkit, which will assist all the ULBs to understand and appreciate its current resources.</li> <li>The toolkit will be made available to ULBs to create sustainable and resilient cities by focusing on protecting its resources (man-made and natural resources) under its ULBs limits. PMU shall handhold the ULBs as and when required.</li> </ul>
8.	To prepare Municipal Sustainable Urban Planning Vision with guiding principles consisting of following indicators, SoP and mapping the same to UN SDG (this would improve	<ul style="list-style-type: none"> <li>PMU shall have to assist the TPC in preparing Standard Operating Procedures (SOPs) that will help ULBs to set up the visions &amp; goals with respect to Sustainable Urban Planning for the cities.</li> <li>PMU shall prepare a guidance toolkit in consultation with the Department which consists of the guiding principles including the key performance indicators</li> </ul>

Sr. No	Area to be focused	Activities to be undertaken by PMU
	grants under 15 <sup>th</sup> FC)	<p>(KOIs) which shall be in line with sustainable development goals (SDGs).</p> <ul style="list-style-type: none"> <li>• This guidance toolkit will help ULBs to improve the access to receive grants under the 15<sup>th</sup> finance commission.</li> </ul>
9.	Improve the implementation of HMCA 1994 and HMA 1973 in its true intent	<ul style="list-style-type: none"> <li>• Further to the preparation of the key parameters as mentioned in the serial no. 5, the PMU will assist the TPC in the preparation of a framework to improve implementation of HMCA 1994 and HMA 1973. <ul style="list-style-type: none"> <li>○ Adoption sustainable planning principles</li> <li>○ Building reliance in municipalities</li> <li>○ Capacity building of all municipalities</li> <li>○ Effective utilization and strengthening of municipal resources (immovable /movable assets)</li> </ul> </li> <li>• The PMU will receive feedback from ULBs for better implementation of the acts.</li> </ul>
10.	Strategic support, including institutional strengthening, and capacity-building support on urban reform's implementation	<ul style="list-style-type: none"> <li>• The PMU shall prepare SoPs/ manuals/ handbooks for the management of various urban issues</li> <li>• Identification of tools that have been utilized to understand carrying capacity and develop sustainable &amp; resilient cities – prepare toolkits for ULBs to create sustainable and resilient cities by focusing on protecting its resources (man-made and natural resources) under its ULBs limits</li> <li>• The PMU shall have to take up the capacity-building initiatives for the for ULBs as per requirement of the department which include following <ul style="list-style-type: none"> <li>○ Conducting training as per requirement and reforms in the acts or policies</li> <li>○ Asset and land monetization</li> <li>○ Municipal Reforms implementation</li> <li>○ Town planning related – master plans/LAP/TPs preparation, building byelaws, and DCR rules</li> <li>○ Smart Interventions and governance</li> <li>○ Any other initiatives as recommended by state and central government departments</li> </ul> </li> </ul>
11.	Program monitoring and implementation support for schemes by Central Government or State Government	<ul style="list-style-type: none"> <li>• The PMU shall have to assist in the key action to be taken by the department for effective and timely implementation of the any government schemes and analysis of the benefits to the ULBs from any scheme.</li> <li>• The PMU needs to provide the corrective actions and guidelines to the cities and other stakeholders as and when required, for the smooth implementation of the schemes and initiatives</li> <li>• Review &amp; analysis of any government schemes which includes identification of problems, causes of potential bottlenecks during the implementation of schemes, and providing specific recommendations for effective usage of schemes.</li> </ul>

Sr. No	Area to be focused	Activities to be undertaken by PMU
		<ul style="list-style-type: none"> <li>• The PMU shall assist the department in the collation of information from all the cities/ towns in the State</li> </ul>
12.	To compare the urban planning practices of the State with leading (National/ International) sustainable urban planning practices and adoption of best practices	<ul style="list-style-type: none"> <li>• PMU shall carry out the desktop research of the leading sustainable urban planning practices/ policies as per the requirement of TPC.</li> </ul>
13.	Preparation of road map and strategies for revenue enhancement	<ul style="list-style-type: none"> <li>• To make the ULBs self-sustainable and financially strong, the PMU needs to assess the existing policies in the state and provide key recommendations based on the vision plan and best practices across the country. The revenue enhancement policies would include the following:               <ul style="list-style-type: none"> <li>○ Preparation of a parking policy and suggest interventions</li> <li>○ Review the advertisement policy and recommend the interventions</li> <li>○ Review the existing development charges/building fee/infrastructure fee and suggest the key recommendations</li> <li>○ Review and suggest measures to strengthen the financial resource base of municipalities.</li> </ul> </li> </ul>
14.	This team shall further assist the branch in developing framework for improving the performance of each municipality under this framework. Lastly, this team would also assist the branch in its day-today functions and activities for improve performance in service deliveries, and implementation of Centre & State initiatives.	<ul style="list-style-type: none"> <li>• Based on the diagnostic assessment observations and the key performance indicators, the PMU shall assist TPC in developing a framework/plan for the performance of ULBs with regard to strengthening of operational, institutional, and financial aspects of ULBs.</li> <li>• The PMU shall have to provide handholding support to the TPC for day-to-day functions and activities to improve performance in service deliveries, and implementation of Centre &amp; State initiatives.</li> </ul>

### 3. Project Deliverables and Timelines

1. Submit intermittent deliverables for the baseline assessment report, Vision Plans, Acts/ Policies/ Rules, strategic plans for various aspects, etc. based on the Terms of Reference.
2. Submit the Monthly Progress Report (MPR) thereon within 10 days of completion of the previous month.
3. Submit, along with MPR, Monthly time reports of each of the Core Team Personnel, including a brief description of work performed previous the month by each of the Core Team Personnel.
4. Prepare for presentations for various state & central meetings/ review meetings of the department.

### 4. Payment Terms

1. The payment would be made monthly within 30 days from the receipt of the invoices from the Consultant



2. The consultant shall submit the invoices on a quarterly basis in the name of Director General, ULB Department, Haryana.
3. The Invoices shall be accompanied by the monthly Progress Reports (MPR) for which the payment is sought

## 5. Team Requirement

Sr. No.	Role	Category	Nos.	Minimum Qualification	Minimum Experience
1	Project Manager	Principal Consultant	1	B.E/ B.Tech/ B.Arch/ Post Graduation in Geography / Sociology / Economics, with Post Graduation in Planning (Urban / Infrastructure/ Transport/ Housing / Environment) with minimum 55% marks.	<ol style="list-style-type: none"> <li>1. Minimum 10 years of experience in in Urban planning sector in any type of activities of Master Plans/ Development plans/ Urban Planning/ Sustainable Practices</li> <li>2. At least 3 years of experience with any Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector</li> <li>3. Preference/ priority will be given as follow:                             <ol style="list-style-type: none"> <li>a. The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business</li> <li>b. The candidate should have an experience of dealing matter pertaining to unauthorised construction or colonies</li> <li>c. The candidates with experience of working with Haryana Government will be given preference.</li> </ol> </li> </ol>
2	Sr. Urban Planner	Senior Consultant	2	B.E/ B.Tech/ B.Arch/ Post Graduation in Geography / Sociology / Economics, with Post Graduation in Planning (Urban / Infrastructure/ Transport/	<ol style="list-style-type: none"> <li>1. Minimum 6 years of experience in in Urban planning sector in any type of activities of Master Plans/ Development plans/ Urban Planning/ Sustainable Practices/ Real Estate &amp; Land Capacity Assessment/ Capacity Building/ Institutional Strengthening</li> </ol>

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Sr. No.	Role	Category	Nos.	Minimum Qualification	Minimum Experience
				Housing / Environment) with minimum 55% marks.	<p>2. At least 3 years of experience with any Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector.</p> <p>3. Preference/ priority will be given as follow:</p> <p>a. The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business</p> <p>b. The candidate should have an experience of dealing matter pertaining to unauthorised construction or colonies</p> <p>c. The candidates with experience of working with Haryana Government will be given preference.</p>

## 6. Evaluation Criteria

### 6.1. Pre-Qualification Criteria

The firms empaneled with HARTRON shall be eligible for participation

### 6.2. Technical Qualification Criteria

The Technical Proposal will be evaluated on the basis of Bidder's experience, and the experience of Key Personnel. Only those bidders whose Technical Proposals score 80 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score. The technical proposals will be evaluated as per the evaluation criteria in the following table:

Sr. No.	Evaluation Criteria	Total Marks	Minimum Sectional Qualifying Marks
1	Qualification & Relevant Experience of Key Resources	70	60
2	Technical Presentation (Approach and Methodology for the project)	30	20
<b>Total Technical Score</b>		<b>100</b>	<b>80</b>

### 6.3. Technical Marking

The sections below detail the process by which bidders will be evaluated for each of the evaluation criteria

Sr. No.	Criteria	Marking	Max Marks												
<b>1) Qualification &amp; Relevant Experience of Key Resources</b>			<b>70 marks</b>												
a)	Project Manager	<table border="1"> <thead> <tr> <th>Criteria</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Relevant Qualification &amp; Minimum 10 years of Experience</td> <td>20%</td> </tr> <tr> <td>At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector</td> <td>20%</td> </tr> <tr> <td>The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business</td> <td>20%</td> </tr> <tr> <td>The candidate should have an experience of dealing matter pertaining to unauthorized construction or colonies</td> <td>20%</td> </tr> <tr> <td>The candidates with experience of working with Haryana Government</td> <td>20%</td> </tr> </tbody> </table>	Criteria	Weightage	Relevant Qualification & Minimum 10 years of Experience	20%	At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector	20%	The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business	20%	The candidate should have an experience of dealing matter pertaining to unauthorized construction or colonies	20%	The candidates with experience of working with Haryana Government	20%	30 marks
Criteria	Weightage														
Relevant Qualification & Minimum 10 years of Experience	20%														
At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector	20%														
The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business	20%														
The candidate should have an experience of dealing matter pertaining to unauthorized construction or colonies	20%														
The candidates with experience of working with Haryana Government	20%														
b)	Sr. Urban Planner -1	<table border="1"> <thead> <tr> <th>Criteria</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Relevant Qualification &amp; Minimum 6 years of Experience</td> <td>20%</td> </tr> <tr> <td>At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector</td> <td>20%</td> </tr> <tr> <td>The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business</td> <td>20%</td> </tr> <tr> <td>The candidate should have an experience of dealing matter</td> <td>20%</td> </tr> </tbody> </table>	Criteria	Weightage	Relevant Qualification & Minimum 6 years of Experience	20%	At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector	20%	The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business	20%	The candidate should have an experience of dealing matter	20%	20 marks		
Criteria	Weightage														
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The candidate should have an experience of dealing matter	20%														

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		pertaining to unauthorized construction or colonies		
		The candidates with experience of working with Haryana Government	20%	
c)	Sr. Urban Planner – 2	<b>Criteria</b>	<b>Weightage</b>	20 marks
		Relevant Qualification & Minimum 6 years of Experience	20%	
		At least 3 years of experience with Government departments / ULBS/ Boards/ Agencies or any entities working in urban sector	20%	
		The candidates should have an experience in Town Planning Schemes (TPS) or Local Area Planning (LAP) or Zonal Development Plan (ZDP) or Master Plans/ Development plans or Urban Planning/ Sustainable Practices/ or Formulation of Policies/ Acts/ Rules or Revenue generation projects through Auction/ transaction or Building plan approval system or Ease of doing business	20%	
		The candidate should have an experience of dealing matter pertaining to unauthorised construction or colonies	20%	
		The candidates with experience of working with Haryana Government	20%	
<b>2) Technical Presentation (Approach and Methodology for the project)</b>				<b>30 marks</b>

## 7. Manpower rates resources will be as per the HARTRON empanelment

The manpower rates for the resources mentioned above would be based on last HARTRON empanelment.

## 8. PMU Management & Duration

The department will assign counterpart personnel as their representative. The counterpart personnel will manage and supervise the PMU. The PMU shall be hired initially for a period for 24 months, the tenure of the engagement can be extended as per the requirement of the Department. a

## 9. Evaluation Criteria

The Bidder with the highest score in the technical evaluation shall be considered for the award of the project as per procedure. The Bidder with the highest score in technical evaluation shall be considered for the final negotiations as per the HARTRON empanelment.

## 10. Bid submission

- a) The interested firms which are empanelled on the above-mentioned HARTRON empanelment may submit their complete sealed technical proposal with a sealed man-months rates for each category of resources as per HARTRON empanelment issued vide no. Admn/265/2SIT/17493, dated 15.06.2022 latest by 28.11.2023 upto 5:00PM in two (2) sealed envelopes (one each for Technical proposal & Man-Month rates) addressed to the following:

*“Directorate of Urban Local Bodies, Haryana, Bay no. 11-14, Sector-4, Panchkula, Haryana”.*

- b) The queries (if any) can be sent to this office on or before 17.11.2023, 5:00 PM via email at [tpcell-ulb@hry.gov.in](mailto:tpcell-ulb@hry.gov.in)
- c) The date & time for technical presentations would be intimated later.
- d) The technical proposals will be opened on 30.11.2023 at 11:00 AM at the office address.



**Man Month Rates**

<b>Terms of Reference for establishing Project Management Unit (PMU) of Urban Planning consultants in Urban Local Bodies Department, Haryana</b>						
<b>Financial Format</b>					<b>(All values to be filled in INR only)</b>	
<b>Sr. no.</b>	<b>Position Name</b>	<b>Category</b>	<b>No of resources</b>	<b>No of months</b>	<b>Monthly rates (INR) excluding taxes</b>	<b>Total (INR)</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F = C x D x E</b>
1.	Project manager	Principal Consultant	1	24		
2.	Senior Urban Planner	Senior Consultant	2	24		
<b>Total Manpower Cost (Excluding Taxes)</b>						
<b>Amount in words</b>						



## Annexure 1 – Letter and list of Empaneled Consultants with HARTRON

HARYANA GOVERNMENT  
Secretariat for Information Technology



हरियाणा सरकार  
सूचना प्रौद्योगिकी सचिवालय



No. Admn/265/2SIT/ 17493

From:

Additional Chief Secretary to Government Haryana  
Department of IT, Electronics & Communication, Haryana

To:

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Department in Haryana.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/ Chief Administrators/ Chief Executive Officer of all the Boards, Corporations etc. in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the Universities in Haryana.
7. State Informatics Officer, Haryana State Unit, Chandigarh

Chandigarh dated, the 15.06.2022

**Subject: Empanelment of Companies/Agencies for providing consultancy services to Govt. Departments/Organizations.**

Sir/Madam,

I am directed to address you on the subject cited above and to inform that in order to facilitate the engagement of qualified resources by various Govt. Departments/Organizations, HARTRON has empanelled the following Consulting Agencies for providing Consultancy Services on man-month rate basis for a period of two years from the date of issue of this letter, by adopting due procedure of the Government/Corporation:

Sr.No	Name of the empanelled Agency.	Address
1	KPMG Advisory Services Pvt. Ltd, Chandigarh	Unit No.A 505, 5 <sup>th</sup> Floor, Elante Offices, Plot No.178-178A, Industrial Area, Phase I, Chandigarh.
2	Ernst& Young LLP, New Delhi.	6 <sup>th</sup> Floor, Wing A&B, World Mark-1, Aerocity, IGI Airport, Opp. Holiday Inn, New Delhi 110037
3.	Grant Thornton Bharat LLP, Gurgaon	21 <sup>st</sup> Floor, DLF Square, Jacaranda Marg, DLF Phase II, Gurugram - 122002
4.	Primus Partners Private Limited, Jaipur.	86/SP, 63, Behind Yes Bank, Partap Nagar, Jaipur, Rajasthan 302033.
5.	Mazars Advisory LLP, New	Flat Nos.106 & 107, 1 <sup>st</sup> Floor,

9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

Tel: PSIT(IT) 2714001, Director(Admn): 2748142, Fax:0172-2777302  
E-mail: [guptaankur@gov.in](mailto:guptaankur@gov.in), Website: [www.haryanait.gov.in](http://www.haryanait.gov.in)

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Secretariat for Information Technology



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	Delhi.	Mercantile House, 15, Kasturba Gandhi Marg, New Delhi 110001.
6.	BDO India LLP, Mumbai.	The Ruby- Level 9, NW Wing, Senapati Bapat Marg, Dadar, West Mumbai 400028
7.	Deloitte Touche Tohmatsu India LLP, Mumbai.	One International Center (formerly India Bulls Finance Centre), Tower 3, 27 <sup>th</sup> - 33 <sup>rd</sup> Floor, Senapati Bapat Marg, Elphin Store Road (W) Mumbai 400013

2. The category of resources, their qualifications, experiences and monthly rates are given hereunder:-

**Qualification & Experience:**

#	Resource Category	Prescribed Qualification	Minimum period of relevant experience
(1)	(2)	(3)	(4)
1	Managing Consultant >= 15 Years	BE/B-Tech/ Post Graduate with 50% marks AND/OR MBA.	15 Years
2	Principal Consultant >= 10 Years	BE/B-Tech/ Post Graduate with 55% marks AND/OR MBA.	10 Years
3	Senior Consultant >= 6 Years	BE/B-Tech/ Post Graduate with 60% marks AND/OR MBA.	6 Years
4	Consultant >= 3 Years	BE/B-Tech/ Post Graduate with 60% marks AND/OR MBA.	3 Years

Any departments or Govt. Organisation may engage Consultants of the categories in view of the requirements of the project (s) of their Department or Govt. organisation.

**Monthly Rates:-**

#	Resource Category with Experience	(Amt. in Rs.)		
		Managing Consultant	Principal Consultant	Senior Consultant
1	Upper Limit of Man-Month Rate(INR)w/oGST	3,50,000	3,00,000	2,75,000
				2,35,000

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**3. SCOPE OF SERVICES IN RELATION TO AN ENGAGEMENT**

The broad scope of services to be provided by the empanelled Companies/ agencies are given below. Services includes Project Conceptualization, DPR & RFP Preparation, Bid process management, Project/Program Monitoring, Third Party Audits and other support services.

**A. Planning and Design Stages**

- a) Preparation of Detailed Project Reports (DPR)
- b) Project Conceptualization
- c) Process Improvements and Re-engineering
- d) Requirements Management
- e) Enterprise Architecture
- f) Project Strategy and Service Level (SLA) Design
- g) Project Cost Estimation and Structuring
- h) Preparation of RFPs and tender documents
- i) Bid Process Management
- j) Contracting and Legal Frameworks
- k) Development of Proof-of-concept
- l) Feasibility analysis studies

**B. Technology Services**

- a) Technologies, Platforms, Framework expertise
- b) Software Engineering Services
- c) Security Design, Management and Operations
- d) IT Management and Operations
- e) Data and Database Management
- f) COTS (Commercial Off The Shelf)/Enterprise applications

**C. Implementation and Management Phases Services**

- a) Program and Project Management
- b) Capacity development including setting up of Project Management Units / PeMT
- c) Program/Project monitoring, including PMU, coordination, etc.
- d) SLA monitoring and performance evaluation
- e) Training and Change Management
- f) Transition Management
- g) Project Evaluation and Appraisal
- h) Independent Audit and Certification
- i) Quality assurance planning and implementation
- j) Technical Documentation and Promotional Materials
- k) Specific Implementation Support Tasks
- l) Other Technology Management Requirements

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- m) Any domain (industry type) specific specialist service

The Indenting Departments/ organizations are free to obtain any or all the services as per their requirement by inviting bids from the empanelled Companies/ Agencies.

**4. PROCESS OF AWARD OF WORK**

At the time of resource requirement, indenting Department or Govt. Organization under intimation to HARTRON will issue their scope of work to the empanelled companies/ agencies. Empanelled companies/ agencies will be required to submit their proposals for deployment of the required number of resources with respect to scope of work, along with sealed man-month rates for each category of resource, subject to upper limit defined in this letter without any increase during the contract period. Further, the indenting Department or Govt. Organization may select the suitable manpower as per requirement of the project (s). Man-month rates per resource category so received from the selected bidder will be opened and negotiated by the indenting Department or Govt. Organization before finalizing the agency to ensure that the indenting Department or Govt. Organization is able to negotiate the rates according to the quality of the individual recommended by the selected agencies.

**5. GENERAL**

i. No out-of-pocket expenses shall be provided to the empanelled Companies/ Agencies. Each Consultant shall be provided the facility of Laptop/ Computer, mobile internet connectivity and mobile phone by the concerned Company. The expenses on this account shall be borne by the said Company. However, expenses on tours for official purposes will be borne by the Department or Govt. Organization concerned as per Govt. procedures equivalent to that post.

ii. All taxes, as applicable from time to time, shall be borne by the indenting Department or Govt. organization.

**6. ENVISIONING**

The Department or Govt. Organizations shall work out the tentative requirement for engaging resources from empanelled agencies to execute the scope of work in the form of Terms of Reference (ToR) detailed below, under intimation to HARTRON:

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- **Detailed Scope of Work** - Shall include the objective of the assignment and an exhaustive list of activities expected to be carried out by the agency.
- **Deliverables/ Outcomes Expected** - A list of deliverables expected from the agency executing the scope of work including the expected timelines for completion of each deliverable.
- **Duration of the Project** - Estimated duration of the assignment.
- **Resource Requirements** - The category of resources required and their respective deployment period.

7. **PROCESS OF AWARD OF WORK BY THE DEPARTMENT OR GOVT. ORGANISATION.**

The work will be awarded as per process defined below:

- **Approval of TOR:**  
Department or Govt. Organization will finalize the proposal/ ToR in the internal Committee headed by their Administrative Secretary. Such Committee shall also consist of technical experts fully conversant to assess the Company/ agency proposals.
- **Approval from Competent Authority:**  
As the upper limit fixed of man-month rates have been finalized by HPPC, accordingly, the Departments or Govt. Organizations concerned are exempted from bringing the case (after evaluation of the proposal) to the committees referred by PS, Industries & Commerce Department vide Letter No.2/2/2016-4I-BII(1) dated 13.08.2021 for appointment of consultants up to Rs.3.00 Crores annually. Final approval for selection of the company/ resources shall be taken from their Administrative Secretary concerned. In case the annual requirement exceeds Rs.3.00 Crores, then a separate fresh tender may be issued by the indenting Department or Government Organization and placed before the Special High-Powered Committee (SHPC) for approval.
- **Award of Work:**  
Upon approval by the competent authority (as described above), Department or Govt. Organization shall award the work to the selected company(s) whose manpower/team have been selected under intimation to HARTRON.

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**8. HARTRON CHARGES:**

HARTRON will charge @ 2% + GST of the total project value as service charges from the Department or Govt. Organization. The Department or Govt. Organization will make payment to HARTRON within one month from the award of work/receipt of bill from HARTRON.

Special Secretary, IT  
for Additional Chief Secretary to Government Haryana,  
Department of IT, Electronics and Communication, Haryana.

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