

**THE MISSION DIRECTORATE: PMAY-HFA (U) ASSAM**  
**DISPUR, GUWAHATI-06**  
**E-mail: pmayhfauassam@gmail.com**  
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**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**APPOINTMENT OF THIRD PARTY QUALITY**  
**MONITORING AGENCY (TPQMA) UNDER**  
**PRADHAN MANTRI AWAS YOJANA –**  
**HOUSING FOR ALL (URBAN)**

**Last Date for Receipt of Online Tender: 20<sup>th</sup> September, 2018 at 2:00 PM**  
**Bid Opening date: 20<sup>th</sup> September, 2018 at 3:00 PM**  
**Venue: PMAY-HFA (U), Dispur**

**TENDER NOTICE**

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF THIRD PARTY QUALITY  
MONITORING AGENCY (TPQMA) UNDER PRADHAN MANTRI AWAS YOJANA –  
HOUSING FOR ALL (URBAN)

**State Mission Directorate, PMAY- HFA (U)**

**Dispur, Assam**

E-mail: [pmayhfauassam@gmail.com](mailto:pmayhfauassam@gmail.com)

Web site: [pmayassam.in](http://pmayassam.in)

**RFP No:** PMAY-U/106/TPQMA/2018/51

**Date:** 29<sup>th</sup> August, 2018

1. State Mission Director of PMAY-HFA (U) Assam, invites technical and financial proposals from eligible Consultancy Firms for appointment of Third Party Quality Monitoring Agency (**TPQMA**) for all the Urban Local Bodies of Assam with respect to “Reference guide Third Party Quality Monitoring 2017” of Pradhan Mantri Awas Yojana – Housing for All (Urban).
2. Participating Agencies must fulfil the following pre-requisites:
  - a. The consultancy/Agency must have been in operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
  - b. The Agency should have experience of Third Party Quality Monitoring or similar kind of works during the last 3 years.
  - c. The TPQMA should not have incurred any loss for the last 3 financial years which is mandatory clause as per reference guide of TPQM 2017 issued by MoHUA, Govt. of India. Bidders should submit audited statement showing their net balance / Profit for last three financial years.
  - d. The TPQMA deploys optimum number of experts as per the need of the projects.
  - e. The Agency should deploy a team of experts i.e. Senior Engineer (Civil) as Team Lead and Engineer (Electrical/Mechanical) having experience of similar kind of projects and expertise in the concerned sectors as given in Annexure-E of the RFP document.
  - f. No conflict of interest prevails in the engagement.
  - g. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 20 Lakhs.
  - h. The Consultancy/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number.
  - i. Registered firms/Consultancies/Agencies under Indian Partnership Act/ Societies Registration Act or a registered company under Companies Registration Act are only eligible to participate in this RFP.

Note: Proposals without these documents will be treated as ineligible.

- j. Conflict of Interest for TPQMA is defined as:
- Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case may be).
  - The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.
  - The agency black listed and debarred by the Government would not be eligible for the TPQM.
3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website [pmayassam.in](http://pmayassam.in) from 29-08-2018. The eligible bidders may submit their bids online at e-tendering portal i.e. [www.assamtenders.gov.in](http://www.assamtenders.gov.in).
  4. As the tenders are to be submitted online only, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.
  5. Interested Agencies may submit their proposals along with an EMD/Security Deposit of Rs 1,00,000/- (Rupees One Lakh Only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
  6. Proposal received without Cost of RFP document & EMD/Security Deposit is ineligible.
  7. The last date for submitting the bids online is 20-09-2018 up to 02:00 PM.

**Key dates:**

Sl. no	Description	Important Dates
1	Date of online publication	29-08-2018
2	Downloading of tendering documents	29-08-2018
3	Physical submission of EMD	20-09-2018 up to 02:00 PM
4	Date of Pre-bid Meeting	14-09-2018 at 02.00 PM
5	Last date of submission of bids online	20-09-2018 at 02:00 PM
6	Date of opening of Technical Bid	20-09-2018 at 03:00 PM
7	Date of opening of Financial Bid	21-09-2018 at 03:00 PM
8	RFP Document Fee	Free of Cost
9	Amount of EMD	Rs. 1,00,000/- in form of Demand Draft in favour of the Mission Director, PMAY- HFA (U) Assam.

The tenderers are required to upload & submit their e-tender for the above works online [www.assamtenders.gov.in](http://www.assamtenders.gov.in) only. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorized agency.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The tenderers should regularly visit the website to keep themselves updated.

Sd/-  
Mission Director,  
PMAY-HFA (U),

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**Letter of Invitation**

1. The State Mission Director, PMAY-HFA (U) Assam, invites sealed technical and financial proposals from eligible Consultancy Firms for appointment of Third Party Quality Monitoring Agency (TPQMA) for all the Urban Local Bodies of Assam with respect to “**Reference guide Third Party Quality Monitoring 2017**” of Pradhan Mantri Awas Yojana – Housing for All (Urban). Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under **Least Cost Based Selection (LCB)** method and as per procedure described in this RFP.
3. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
4. Bidders are requested to submit copies of the following documents along with their proposals:-
  - a. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 1,00,000/- (Rupees One Lakh only).
  - b. Copy of certificate of Incorporation/Registration Certificate.
  - c. Certificate/Work order/MOU from employer regarding experience in third party quality monitoring of civil works should be furnished.
  - d. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 20 lakhs.
  - e. Audited Statement of Annual Turn Over of last 3 years to be enclosed along with ITR.
  - f. Original draft of EMD in the name of The Mission Director, PMAY-HFA (U), Assam be submitted physically before the scheduled date.
  - g. A certificate stating that no conflict of interest prevails in the engagement.

Yours Sincerely,  
Mission Director  
PMAY-HFA (U)  
Dispur, Assam

**Disclaimer**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the Mission Directorate PMAY (U) Assam or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Mission Directorate PMAY (U) Assam, to the prospective Bidder 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 Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Mission Directorate PMAY (U) Assam, in relation to set up the RFP for "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under PMAY (U) Assam under Pradhan Mantri Awas Yojana - Housing for All (Urban). Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Mission Directorate PMAY (U) Assam, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP.

The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder may be on a wide range of matters, some of this may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Mission Directorate PMAY (U) Assam, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Mission Directorate PMAY (U) Assam, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Mission Directorate PMAY (U) Assam also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder

upon the statements contained in this RFP.

The Mission Directorate PMAY (U) Assam, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Mission Directorate PMAY (U) Assam is bound to select Bidder or to appoint the Selected Bidder, as the case may be, "Selection of Third Party Quality Monitoring Agency (TPQMA) for projects under Pradhan Mantri Awas Yojana - Housing for All" and the Mission Directorate PMAY (U) Assam reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Mission Directorate PMAY (U) Assam or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Mission Directorate PMAY (U) Assam shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection Process.



**Definitions**

- a) "The Mission Directorate PMAY-HFA (U) Assam" is the State Level Nodal Agency (SLNA) for planning, monitoring and implementation of projects proposed/approved under PMAY (U), Assam.
- b) "Client" means the Mission Director, PMAY-HFA (U) Assam and its representative with which the selected Consultant signs the Contract for the Services.
- c) "Consultant" means any entity or person or association of persons that may provide or provides the Services to the Employer under the Contract.
- d) "ULB" means Urban Local Body, local government of a town/city.
- e) "Data Sheet" means such part of the Instructions to Consultants used to clarify the relevant clause of instructions to Consultant or to replace certain clause of the instructions to Consultant specific to the assignment.
- f) "Day" means calendar day.
- g) "Employer or Client" means the Mission Director, PMAY-HFA (U) Assam, who have invited the bids for consultancy services and/ or with which the selected Consultant signs
- h)
- i) the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.
- j) "HFA" Housing for All scheme funded by Government of India.
- k) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their proposals.
- l) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- m) "LOI" means the Letter of invitation being sent by the Employer to the consultants.
- n) "Personnel" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof.
- o) "Proposal" means the Technical Proposal and the Financial Proposal.
- p) "RFP" means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the RFP.
- q) "Services" means the work to be performed pursuant to the Contract.
- r) "Standard Electronic Means" includes facsimile and email transmissions.
- s) "Terms of Reference" (TOR) means the document included in the RFP as Annexure E which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

**Annexure A: Data Sheet**

1.	Name of the Client : The Mission Director, PMAY-HFA (U), Assam
2.	Method of Selection: Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 60% marks in technical evaluation.
3.	Financial Proposal to be submitted together with Technical Proposal: Yes
4.	Title of Consulting Service is: Third Party Quality Monitoring (TPQM) with respect to TPQMA guidelines of PMAY-HFA (Urban), Assam
5.	A pre-bid Meeting will be held: Yes Date: 00.08.2018 Time: 2.00 pm Venue: PMAY-HFA (U), Assam
6.	Client Representative: The Mission Director, PMAY-HFA (U), Assam
7.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
8.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
9.	Bidders Eligibility Criteria: a. The consultant/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. It should have minimum 3 years' experience in providing comprehensive consultancy services for quality assurance of civil works especially construction of EWS/LIG houses. b. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 20 lakhs. c. The Consultant/Agency should have experience of third party quality monitoring in civil works during last 3 years. d. The Consultant/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number e. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under Companies act 1956/2013 are only eligible to participate in this RFP.
10.	Tender is to be submitted along with DD of the EMD by 20.09.2018 till 02:00 PM.
11.	Proposals should be clearly marked '(TECHNICAL/FINANCIAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE'.
12.	Is the RFP Document free of Cost: Yes
13.	A Bid Security must be submitted: Yes

	<p>An Earnest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes</p> <p>If Yes, the amount of the Earnest Money Deposit (EMD)/ Bid Security is <u>Rs. 1,00,000/- (Rupees One Lakh only)</u> Demand Draft favouring the Mission Director, PMAY-HFA (U), Assam and drawn on a Nationalized bank/ Scheduled Bank, Payable at Assam.</p>
14.	<p>The amount of the EMD/Bid Security is <u>Rs. 1, 00,000/- (Rupees One Lakh only)</u> for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with the Mission Director, PMAY-HFA (U) Assam. For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder.</p>
15.	<p>A Performance Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 10% of the contract value; This may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Mission Director, PMAY-HFA (U) Assam and drawn on a nationalized or scheduled commercial bank.</p>
16.	<p>Currency for Proposals is: Indian National Rupee (INR)</p>
17.	<p>Address for communication of Proposals: The Mission Directorate PMAY-HFA (U), Assam 2nd Floor, Directorate of Municipal Administration Dispur, Assam – 781006 E-mail: <a href="mailto:pmayhfauassam@gmail.com">pmayhfauassam@gmail.com</a></p>
18.	<p>The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document</p>
19.	<p>The services of the TPQMA are required to be rendered for 3 years. The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction (preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress).</p>
20.	<p>Expected date for commencement of consulting services: (Within 7 days of signing the agreement with the Mission Director, PMAY-HFA (U) Assam).</p>

**ELIGIBILITY CRITERIA:**

Interested Consultancy Firms must fulfil the following pre-requisites:

- i. The Consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
- ii. The Agency should have experience of Third Party Quality Monitoring in similar works during the last 3 years.
- iii. The TPQMA should not have incurred any loss for the last 3 years.
- iv. The TPQMA deploys optimum number of experts as per the need of the projects. Deployed experts must have experience of similar kind of projects and expertise in the concerned sectors.
- v. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs 20 lakhs (Twenty Lakhs Only).
- vi. The Consultancy/Agency must be registered with Income Tax department and/or the concerned taxation department and should have valid PAN, TAN, GST number.
- vii. Registered firms/Consultancies/Agencies under Indian Partnership Act/ Societies Registration Act or Registered companies under companies registration act are only eligible to participate.
- viii. No conflict of interest prevails in the engagement.

**SUPPORTING DOCUMENTS FOR ELIGIBILITY CRITERIA:**

Bidders are requested to submit the copies of the following documents:-

- a. Copy of certificate of Incorporation/Registration Certificate. (Format no. 1)
- b. Audited Statement of Annual Turn Over of last 3 years to be enclosed along with ITR. (Format no. 2)
- c. The TPQMA deploys optimum number of experts as per the need of the projects.
- d. Certificate/Work order/MOU from employer regarding experience in third party quality monitoring of civil works should be furnished. (Format no. 3)
- e. A certificate stating that no conflict of interest prevails in the engagement.
- f. A self declaration that all the information provided by the Consultancy Firms/Agencies

are correct and as per the requirement of PMAY-HFA (U), Assam.

Note: Proposals without these documents will be treated as ineligible.

**GENERAL CONDITIONS:**

- a. Third Party Quality Monitoring Agencies (TPQMA) will be selected through an open and transparent bidding process.
- b. TPQMA deploys an optimum number of experts as per the need of the projects. Deployed experts must have experience of similar kind of projects and expertise in the concerned sectors.
- c. Preferences will be given to the agency which has branches within the state of Assam.
- d. The appointed staffs for this project must be proficient in the local language and be able to handle the local situation, when and where it arises.
- e. The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- f. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.
- g. In case any disputes arises, the decision of the Mission Director PMAY-HFA (U), Assam shall be final.
- h. Proposal of parties which do not fulfil eligibility, incomplete details/supporting documents will be rejected with or without assigning any reason thereof.
- i. These are only proposed draft Terms and Conditions and can be modified anytime by PMAY-HFA (U), Assam as its sole direction.
- j. Consultants can only submit one proposal. If a Consultant submits or participates in more than one proposal, such additional proposal(s) shall be disqualified except the one received first.
- k. No conflict of interest in execution of services.

**INSTRUCTIONS TO THE BIDDERS**

**Introduction:**

- a. The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected.

- b. The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- c. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

**Number of Proposals:**

Consultants can only submit one proposal. If a Consultant submits or participates in more than one proposal, such additional proposal(s) shall be disqualified except the one received first.

**Clarifications of RFP Documents:**

- a. Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedures.
- b. At any time before the date(s) for submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

**Preparation of Proposals:**

- a. The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version i.e. English language shall govern.
- b. The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**Instructions for Submission of Proposal:**

- a. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- b. Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.
- c. Consultants shall submit the Technical Proposal & Financial Proposal along with the DD

of the cost of tender and EMD.

**Technical Proposal:**

The Technical Proposal shall contain the following:

- i. Covering Letter (Format 1);
- ii. Legal Constitution & Number of Years of Existence; (use Format 2);
- iii. Financial Standing (Annual Turnover) of agency; (use Format 3);

Project detail sheets outlining Consultant’s background and general experience in the field of Quality Assurance of Civil Works in similar types of assignments completed during the past years .List of relevant Completed Projects executed by the Consultant in the preceding 3 years (in prescribed format), (use Format 4);

- iv. CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
- v. List of proposed expert team and summary of CV particulars relevant to the project, Subject to maximum of two (2) pages (use Format 6);
- vi. Description of Approach, Methodology and Work Plan for Performing the Assignment/Job: Technical approach, methodology and work plan are key components of the Technical Proposal. (use Annexure D, Format 8);
- vii. Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Consultant.
- viii. No mention of your commercial response should be made anywhere in the Technical
- ix. Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant’s Proposal.

**Financial Proposal**

The Financial Proposal shall be submitted strictly as per Format 7 given in Annexure C.

**Submission Instructions:**

- a. Consultants are supposed to carefully review the contract provisions attached in the RFP for preparation of their Proposals.
- b. The Consultant shall submit Proposals using the appropriate submission sheets provided in Appendices (Technical format and Financial Format). These forms must be completed



without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

- c. The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**Proposal Validity:**

- a. Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.
- b. A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client outrightly.
- c. During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.
- d. In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

**Conflict of Interest**

- a. Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment or their own corporate interests and act without any consideration for future work. Conflict of interest for a TPQMA is defined as:
  - Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case may be).
  - The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.
  - The agency black listed and debarred by the Government would not be eligible for the TPQM.
- b. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - Conflicting activities: A firm that has been engaged by the Employer to provide goods, works or Assignment other than consulting Assignment for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment related to those goods, works or Assignment. Conversely, a firm hired to provide consulting Assignment for the preparation or implementation of a project, and any of its



affiliates, shall be disqualified from subsequently providing goods or works or Assignment other than consulting Assignment resulting from or directly related to the firm's consulting Assignment for such preparation or implementation. For the purpose of this paragraph, Assignment other than consulting Assignment are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

- **Conflicting Assignment:** A Consultant (including its Personnel) or any of its affiliates shall not be hired for any Assignment that, by its nature, may be in conflict with another Assignment of the Consultant to be executed for the same or for another Employer. Similarly, a Consultant hired to prepare Terms of Reference for an Assignment shall not be hired for the Assignment in question.
- **Conflicting relationships:** A Consultant (including its Personnel) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment, (ii) the selection process for such Assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

### **Evaluation of Technical Proposals**

- a. The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 60% marks in technical evaluation shall be considered for opening of financial proposals.
- b. The Mission Directorate PMAY (U), Assam will constitute a Tender Evaluation Committee for evaluation of Proposals received.
- c. The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.
- d. A Technical Proposal may not be considered for evaluation in any of the following cases:
  - i. The Consultant that submitted the Proposal failed to make a proper statement effect in the cover letter; or

- ii. The Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
  - iii. The Technical Proposal was submitted in the wrong format; or
  - iv. The Technical Proposal reached the Mission Directorate PMAY (U), Assam after the submission closing time and date specified in the Data Sheet.
- e. When the technical evaluation is completed, The Mission Directorate PMAY-HFA (U), Assam shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Sealed Financial Proposals will be returned. The Mission Directorate PMAY-HFA (U), Assam shall simultaneously notify, in writing to the consultants who's Technical Proposals secured minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals.

**Public Opening and Evaluation of Financial Proposals**

Public opening of SFinancial Proposals:

- a. At the public opening of Financial Proposals, Consultant representatives who choose to attend will sign an Attendance Sheet.
- b. The client's representative will download the Financial Proposal of each consultant/Agency who only qualified Technical Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant's Financial Proposal. This information will be recorded in writing by the Client's representative.

**Evaluation of Financial Proposals**

Financial proposals shall be open publicly and read out;

- a. The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives designated by the Mission Director PMAY (U) Assam will be involved in the evaluation process; will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:
  - i. Complete, to see if all items of the corresponding Financial Proposal are priced,
  - ii. Computational errors if there are will be corrected;

Necessary taxes as per prevailing government regulations will be deducted from the fees. The upper limit of professional fee per project per visit (including all taxes and

management cost) will be considered as Rs 40,000/- (Rupees Forty Thousand only) in total. The bidders quoting more than the upper limit will not be considered for evaluation.

**Criteria for Evaluation of Technical Proposals**

Technical proposals of all the Applicants will be evaluated to know the responsiveness of the proposal based on obtaining minimum 60% marks to be eligible for opening of their financial bid. Technical proposal of all the Applicants will be evaluated based on the following Evaluation Criteria:

Sl. No	Criteria	Score	Evaluation Criteria
<b>I. Past Experience of Agency</b>			
1.	<b>Specific Experience</b> of consultant related to the present assignment. Company/firm should have executed at least 3 (three) such works in last 5 (five ) financial years i.e. 2012-2013 to 2016-2017, <i>(for completed projects, completion certificate from client to be attached, for ongoing projects , work orders issued by the client to be attached</i>	35	<i>Max. 10 marks for 1 completed project each + 5 marks for other ongoing project.</i>
2.	Past Experience of agency handling works of Government of India / State Governments in the past (work orders and completion certificates to be attached)	15	<i>&gt;3 &amp; &lt;=5 Years=10 marks &gt;5 &amp; &lt;=10 Years=12 marks &gt;10 Years =15 marks</i>
<b>II. Approach, Methodology for the proposed Assignment/Job</b>			
<b>A</b>	<b>Understanding of Objectives</b>		
	General Understanding	5	General understanding of the project requirements.
	Components coverage-proposed approach covers all requirements of ToR	5	Coverage of principal components as requested in TOR and site visit assessment.
<b>B</b>	Quality of Methodology/Approach	3	The degree to which the presented written methodology / Approach addresses the requirements of the ToR
<b>C</b>	Innovativeness/Comments on Terms of Reference	2	Relevance and innovativeness of comments w.r.t project.
<b>D</b>	Team Composition	5	Relationship between required person-months and proposed work program.

<b>III Team structure (Personnel (CVs))*</b>			
<b>a.</b>	Team leader (Senior Engineer, Civil) Relevant experience of Senior engineer(s) as given in Annexure E of the proposal (detail documents of qualification and experience along with the thorough knowledge of the subjects is to be enclosed categorically)	20	Total marks will be obtained on submission of all required documents for Qualification and experience as per reference guide for TPQM 2017 by MoHUA, GoI as given in under Annexure E of this document.
<b>b.</b>	Engineer (Mechanical /Electrical) Relevant experience of Engineer engineer(s) as given in Annexure E of the proposal (detail documents of qualification & experience along with the thorough knowledge of the subjects is to be enclosed categorically)	10	Total marks will be obtained on submission of All required documents for qualification and experience as per reference guide for TPQM 2017 by MoHUA, GoI as under Annexure E of the this document.
<b>Total</b>		<b>100</b>	

\* For evaluation of each of the key professionals the following sub-criteria can be followed:

- Educational qualifications (30%).
- Adequacy for the assignment / job (70%) (Experience in carrying out similar assignment/job).

The Technical Proposal must include an undertaking by the bidder (lead firm in case of consortium/association and both bidders in case of Joint Venture) stating that none of the Consultant proposed in the present proposal have been de-mobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

Any bidder which proposes to use a consultant who is already committed on any other project/contract and whose deployment on the new contract would be in conflict with the working of any existing contract shall be scored zero against that position.

The Consultant shall submit the details of full team while submitting the bids and no changes in key professionals during implementation of the assignment is allowed. However, in case of exigencies like health reasons, the changes in key professionals will be admissible provided they are equivalent or better than the original CVs, in which case, one time penalty of Rs. 5,000 for the first change, Rs. 10,000 for the second change and Rs. 15,000 thereafter shall be levied.

### **Method of Selection**

The price bids of only those consultants who qualify technically (**Minimum Qualifying Marks: 60%**) will be opened and then the proposal with the lowest cost quote will be considered for award of contract and will be called for negotiations, if required. The Mission

Director PMAY-HFA (U), Assam will enter into agreement with the agency thus selected and the agency will be engaged as Third Party Quality Monitoring Agency for all PMAY (U) projects (ongoing and future) in Assam.

In response to the RFP, the selected TPQM agency should accept the letter of acceptance subsequent to which the agreement will be signed between The Mission Director PMAY-HFA (U), Assam and TPQMA in 15 days on receipt of performance Bank Guarantee as per point 15 of data sheet. In case of disagreement the next eligible bidder will be selected.

#### **Award of Procurement Services**

Urban Development department will issue Letter of Intent (LoI) in favour of bidder who will be declared lowest by Least Cost Based Selection method. A Letter of Award (the “LOA”) shall be issued, in duplicate, by The Mission Directorate PMAY-HFA (U), Assam to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

#### **Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract Agreement on submission of performance bank security within the period of 7 days from the date of issuance of LOA.

#### **Property Data**

All documents and other information provided by The Mission Directorate PMAY-HFA (U), Assam or submitted by an Applicant to The Mission Directorate PMAY-HFA (U), Assam /Concerned ULB shall remain or become the property of The Mission Directorate PMAY-HFA (U), Assam/Concerned ULB. All information collected, analyzed, processed, or in whatever manner provided by the agency to The Mission Directorate PMAY-HFA (U), Assam, in relation to the Consultancy shall be the property of The Mission Directorate PMAY-HFA (U), Assam /Concerned ULB.

#### **Penalty**

In case of any delay in execution of works beyond the stipulated period, penalty @ 0.5% for every week of delay, subject to a maximum of 10 % of contract value shall be recovered from the successful consultant, before release of final payment.

#### **Settlement of Disputes**

- a. **Amicable Settlement:** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.
- b. **Dispute Settlement:** Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996.

- c. All disputes and differences between the parties arising shall be referred to state government who will be sole arbitrator. The decision of sole arbitrator shall be final and binding on both.
- d. The place of Arbitration shall be at Guwahati only.

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## **Annexure B: Technical Proposal Submission Forms**

### **Format 1: Covering Letter**

[Location, Date]

To:

The Mission Director,  
PMAY-HFA (U),  
Dispur, Assam-06

Dear Sir,

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal in sealed envelope.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in the RFP. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Attachments:**

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking

**Format 2: Legal Constitution & Number of Years of Existence**

Organisation Name:	
Status / Constitution of the Organization:	
Name of Registering Authority:	
Registration No.:	
Date of Registration:	
Place of Registration:	

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

**Format 3: Financial Standing (Annual Turn Over)**

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 10 lakhs for the last 3 financial year ending of month 31st march 2018. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three

Financial Years, a Total turnover of the organization is Rs.....Lakhs as per year-wise details noted below:

<b>Financial Year ending 31<sup>st</sup> March</b>	<b>Total Turnover (In Rs. Lakhs)</b>
<b>2015 - 16</b>	
<b>2016 - 17</b>	
<b>2017 - 18</b>	
<b>Total</b>	
<b>Average Annual Turnover</b>	

Name of the Audit firm/ Chartered Accountant:

Seal of the Audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the Organization/ agency for over the last three Financial Years.





**Format 4: Project Detail Sheet**

(Please fill separate assignment wise)

Sl. No	Assignment name	State & City name	Name of the Organisation	Project under Govt/Semi-Govt/PSU/Autonomous	Time Period (Duration of the work)	Total Cost of the Project	Narrative description of Project

Authorized Signatory [In full initials and Seal]: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Note: Please provide Certificate/Work order/MOU from employer regarding experience in third party quality monitoring of civil works.

**Format 5: Curriculum Vitae (CV) for Proposed Experts**

Proposed Position .....

(Please fill separate format 5 for proposed all proposed experts)

1. **Name of Staff:** [Insert full name]:
2. **Mobile No & Email Id:**
3. **Date Of Birth:**
4. **Nationality:**
5. **PAN Card & Aadhar No.**
6. **Education:** [year] [name of institution and degree]
7. **Membership of Professional Associations:**
8. **Other Training:**
9. **Countries of Work:** [List countries where staff has worked in the last ten years]
10. **Languages:** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. **Professional Background:** [Description]
12. **Employment Record:** [starting with present position, list in reverse order every employment held member by staff since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions here.]:  
From [Year]: To [Year]:  
Employer:  
Positions held:
13. **Professional Experience:** [Month and year start to finish] [Name of project and client] [Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]
14. **Detailed Tasks Assigned:** [List all tasks to be performed under this Assignment/job]
15. **Work Undertaken that Best Illustrates capability to Handle the Tasks Assigned:** [Among the Assignment/jobs in which the staff has information been involved, indicate the following for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 14.]  
Name of Assignment/job or project: Year:  
Location:  
Employer:  
Main project features: Positions held: Activities performed:

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- i. This CV correctly describes my qualifications and experience;
- ii. In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

\_\_\_\_\_ [Name of Expert/Authorized signatory].

**Format 6: Expert Team and Summary of CV Information**

<b>Family Name, First Name</b>	<b>Position Assigned</b>	<b>Task Assigned</b>	<b>Employment Status with Firm (full-time)</b>	<b>Education/ Degree (Year / Institution)</b>	<b>No. of years of relevant project experience</b>

**Annexure C: FINANCIAL PROPOSAL**

To,

**The Mission Director,**  
PMAY-HFA (U),  
Dispur, Assam-06

Appointment of Agency for Third Party Quality Monitoring Agency (TPQMA) under PMAY HFA (U) Assam.

Having gone through the RFP and having fully understood the scope of work for the project as set out in the TOR, we are please to quote the following Professional fees for the Assignment as per the specified scope of work.

<b>Particulars</b>	<b>Rate of Consultancy Fees (Rs.)</b>
<b>Consultancy Fees</b> (Fee for each visit per project: Max limit is Rs. 40000/- per visit including all taxes & GST, any bidder offering higher than above stands rejected)	
<b>GST if any ---- @----- %</b>	
<b>Total Per Visit Fee including GST</b>	

**Signature of Authorised representative of bidder.**

**NAME of Bidder**\_\_\_\_\_

**STAMP of Bidder**

**Note:**

1. For each project maximum 3 visit will be allowed
2. The Financial Proposal is inclusive of all out of pocket expenses which may be incurred towards travel, accommodation, documentation and communication during the period of assignment.
3. The Financial Proposal is inclusive of all taxes i.e. Income Tax, Professional Tax, Education Cess, GST.

### **Annexure D: Description of Approach, Methodology and Work Plan for Performing the Assignment/Job**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology: In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the TPQMA Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule of format 8.

c) Organization and staffing: The consultant should propose and justify the structure and composition of your team. You should list main disciplines of the Assignment / job , the key expert responsible ; and proposed technical and support staff]

**FORMAT 8: Work Schedule**

No	Deliverables (D-)	Months								
		1	2	3	4	5	6	7	n	Total
D-1	{Eg. Deliverable at #1}:									
	1) Data collection									
	2) Drafting									
	3) Inception report									
	4) Incorporating comments									
	5) Site visit									
	6) Delivery of final report to client									
D-2	{Eg. Deliverable at #2}:									
n										

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports and benchmarks separately for each phase.
2. Duration of activities shall be indicated in form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



## **Annexure E: TERMS OF REFERENCE (ToR)**

### **About PMAY (U):**

Government of India has launched Pradhan Mantri Awas Yojana (PMAY) - “Housing for All by 2022. The mission seeks to address the housing requirement of urban poor including slum dwellers through following programme verticals:

1. **“In situ” Rehabilitation** of existing **slum dwellers** using land as a resource through private participation (**ISSR**).
2. **Credit Linked Subsidy Scheme (CLSS)**.
3. **Affordable Housing in Partnership (AHP)**.
4. Subsidy for **Beneficiary-Led Individual House Construction** or Enhancement (**BLC**).

The mission will support the construction of houses up to 30 square meter carpet area with basic civic infrastructure. The beneficiaries are permitted to dwelling units exceeding 30 square meters, provided that the beneficiary shall meet the additional expenditure incurred in this regard. The minimum size of houses constructed under the mission under each component should conform to the standards provided in National Building Code (NBC). All houses built or expanded under the Mission should essentially have toilet facility. The houses under the mission should be designed and constructed to meet the requirements of structural safety against earthquake, flood, cyclone, landslides etc.

### **Third Party Quality Monitoring:**

Effective monitoring of ongoing project(s) is a key to successful completion of any project with monitoring of quality being most significant aspect. A State level mechanism for **Third Party Quality Monitoring** of projects sanctioned under PMAY has been evolved with the following objectives:

- a) To review and monitor quality of all projects implemented by ULBs/Implementing Agencies under PMAY (U), Assam.
- b) To provide a structured report on the quality of projects under PMAY (U), Assam.

PMAY scheme guidelines envisage that the States would engage Third Party Quality Monitoring Agencies (TPQMA) to ensure the quality of construction under the above verticals of the Mission except for Credit Linked Subsidy Scheme (CLSS).

### **Scope of Work:**

As per the TPQMA guidelines Pradhan Mantri Awas Yojana-Housing for All (Urban) issued by Ministry of Housing Urban Poverty Alleviation, Government of India the ultimate objective is to achieve the goal of providing **Housing for All by 2022**. The terms and conditions shall be liable to adapt to subsequent amendments in the guidelines by MoHUPA. For Mission Strategy, Mission Components, TPQMA guidelines and further details are available at [TPQMA Guidelines 2017](#). The overall scope of work of the Consultant shall cover the following:

At present there are 166 (One Sixty Six) BLC projects going on under PMAY (U) in 98 (Ninety Eight) Urban Local Bodies of Assam. The Third Party quality Monitoring agencies (TPQMA) will be responsible for monitoring the ongoing projects as well as future projects which may be approved under PMAY (U) time to time. TPQM will be done for all projects which are being constructed under ISSR and AHP components of PMAY (U).

In case of BLC projects, a systematically selected sample of houses may be monitored. The sampling should be done through a transparent and well-defined process to cover all the BLC Projects in the city in a holistic way, leading to selection of a representative sample. The recommended sample size for monitoring BLC houses is 5-10% of DUs or 50 DUs, whichever is more. In cities where there are multiple 'BLC projects' with less than or equal to 500 DUs, the Mission Directorate PMAY (U) Assam/TPQMA may consider forming of clusters of around 500 or more DUs which could then be considered as a single unit/project to draw bigger samples of more than 50 DUs which can be covered under one TPQM. In towns where there are less than 50 DUs, all shall be covered in TPQM.

The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction:

- A. 0-15 % of progress - At the beginning of construction.
- B. 50-60 % of progress - Mid of construction.
- C. 85-100 % of progress - Final Stage of construction.

Site visits will be organized at different stages as indicated by the implementing agencies as 'milestones' in their work plan, which may consist of intermediate stages of development of work or contracting packages.

**Objectives:**

The objective of appointing TPQMA is to:

- i. Schedule the field visits in the cities across the State/UT after proper coordination at State/ ULB level.
- ii. Examine project documentation with respect to sanctioned covenants.
- iii. Review of land requirement/ availability, Site preparation & other statutory clearances.
- iv. Review of project implementation plan and procurement process.
- v. Review of approved quality monitoring plan.
- vi. Review of Safety and Health aspects.
- vii. Examine Convergence with the Central/ State scheme.
- viii. Beneficiary participation/ satisfaction in the project.

- ix. Report on Quality Assurance.
- x. Remedial measures to improve quality of the project.
- xi. File report in a timely manner.
- xii. Follow-up action of the report, which would be ascertained in the next report.

The TPQM agencies will undertake field visit for ascertaining quality of construction at various stages of construction as per PMAY (U) TPQM Reference Guide for Third Party Quality Monitoring – 2017 issued by MoHUA, Government of India. The TPQMA will conduct 3(three) field visits for each construction per ULB depending on the progress of the project and as per the guidelines of Government of India.

The independent reports from TPQMA will help the mission to identify the constraints and issues in the project implementation and enable a corrective action. On the basis of quality assurance reports by TPQM agencies, States and ULBs/ Implementing Agencies will take both preventive and curative measures to ensure that the standard quality houses and infrastructure are constructed under the mission if necessary.

#### **Time Frame:**

The services of the TPQMA are required to be rendered for **3 years**. The contract may be extended as per requirement of the project depending upon work performance of the consultant and timely submission of deliverables. The number of visits will be restricted to 3 (three) Nos. The TPQMA will undertake field visit for ascertaining quality of construction at various stages as mentioned in the TPQMA guideline 2017 issued by MoHUA, GOI. The report is to be submitted within a fortnight after the visit to project site as per annexure 2,2A and 3 given in this document. The TPQMA will submit its report to The Mission Directorate PMAY-HFA (U) Assam.

#### **Timeline:**

<b>Milestone</b>	<b>Submission by selected bidder</b>	<b>Approval by PMAY(U), Assam</b>
Submission of inception report	30 days from signing of contract agreement	30 days from submission
Site visit report	15 days after visit	15 days from submission
Quarterly report (financial year)	Quarterly	30 days from submission

Note:

1. Inception report consists of the detailed study of the existing projects (physical and financial status) and upcoming projects, plan of action for the work.
2. Site visit report will be as prescribed in the annexure (2, 2A/3)
3. Quarterly report consists of the summary of the sanctioned submitted.

**Outcome and Deliverables:**

TPQM agencies will undertake desk review of documents and make field visits for to each project as mentioned above and according to TPQM Reference Guide of MoHUA, GoI. 'Visits' include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing. After every visit TPQMA will submit its detailed report indicating the sample selection procedure and their detailed findings. The report should also include the information in the prescribed format of The Reference Guide For Third Party Quality Monitoring -2017 issued by MoHUA, GoI. For each project for every field visit the TPQMA will submit three hard copies of their report to The Mission Directorate PMAY-HFA (U) Assam.

TPQMA shall provide reasonable advance notice of the planned visit to site, schedule of meeting for review and documents required for review etc. to the implementing agency/ULBs with intimation to The Mission Directorate PMAY-HFA (U) Assam. The Mission Directorate PMAY-HFA (U) Assam shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation, sharing of information and all necessary assistance to TPQM Agencies. The respective ULBs will assist the TPQMA team for conducting necessary site visits and will extend all necessary help to the team.

**Bid- Submission and Evaluation:**

Separate Technical and Financial bids should be submitted to SLNA in two separate sealed envelopes super scribed in the envelope as "Envelope No.1 (Technical bid for Third Party Inspection & Monitoring Agency for PMAY (U), Assam Projects" and "Envelope No.2 (Financial bid for Third Party Inspection & Monitoring Agency for PMAY (U), Assam Projects)". A Pre-bid conference would be held by The Mission Directorate, PMAY-HFA (U), Assam to provide clarifications as may be necessary. The Mission Directorate, PMAY-HFA (U), Assam reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible. The technical bids are to be evaluated as per criteria stipulated in the RFP and financial bids will be opened only for those Agencies which qualify the benchmark set for technical bids.

**Personnel Requirements**

It is envisaged that for quality monitoring of approved projects, there will be a team of one senior manager and one junior engineer for site visits of \_\_ projects in different cities.

The senior manager will act as a team leader. For more site visits in a month (depending upon number of projects), the agency is expected to provide additional teams if required from time to time during the term of the contract.

Experts from TPQMA are expected to be optimally deployed as per the need of individual projects. The team members of the TPQMA are expected to be highly qualified in their respective areas of expertise. They are expected to have adequate experience in similar projects. The job description for each position including qualification and experience according to Reference Guide for Third Party Quality Monitoring -2017 issued by MoHUA, GoI is given below:

Sr. No.	Position	Job Description	Qualification & Experience
1.	<b>Team Leader (Senior Engineer, Civil)</b>	<ul style="list-style-type: none"> <li>• To lead the team of professionals engaged to carry out the job of monitoring of housing and infrastructure projects.</li> <li>• Responsible for ensuring the overall outcome and activity based support envisaged for the TPQMA.</li> <li>• Co-ordinate with team member and report to the SLNA on progress of Outcomes.</li> <li>• Be responsible for the overall management of the Agency and budget, and for the timely and efficient delivery of outputs.</li> <li>• Closely monitor the performance in collaboration with the SLNA to ensure that requirements related to PMAY are fully addressed.</li> <li>• Liaise with external stakeholders as per the requirements of the scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate in Civil Engineering <b>with</b> at least 15 years of experience.</li> <li>• Experience in the urban sector, of which at-least 3 years should have been on leading monitoring agencies.</li> <li>• Shall have a thorough knowledge of : <ul style="list-style-type: none"> <li>▪ Latest specifications pertaining to Building &amp; infrastructure works</li> <li>▪ Related publications according to which the works are required to be carried out and the tests to be conducted to ensure a good quality work.</li> </ul> </li> </ul>
2.	<b>Engineer (E/M)</b>	<ul style="list-style-type: none"> <li>• Shall be required at site as directed by the SLNA and shall inspect and monitor implementation of the project, find deficiencies and suggest suitable remedial measures.</li> <li>• Support Team Leader / Senior Engineer to document and</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate in Electrical/ Mechanical Engineering with at least 7 years of experience <i>or</i> Diploma in Electrical / Mechanical Engineering with at least 10 years of experience.</li> <li>• At least 3 years of experience in</li> </ul>

		<p>communicate reports to States and Cities and necessary follow-up actions</p>	<p>the urban housing and infrastructure sector.</p> <ul style="list-style-type: none"> <li>• Shall have exposure to quality assurance in new construction and subsequent Maintenance aspects.</li> <li>• Must be familiar with: <ul style="list-style-type: none"> <li>▪ Modern methods of construction of building.</li> <li>▪ Design standards and technical specification of Electrical and Mechanical works in the building and infrastructure.</li> </ul> </li> </ul>
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**Note:** The Bidder has to submit the CVs of Serial No. **1 to 2 only**. The persons whose CVs are proposed in the bid shall not be allowed to change ordinarily. In case of **any urgency**, The Mission Director PMAY-HFA (U), Assam may consider request of the bidder. The **decision of The Mission Director shall be final**.

**Proposals - Content and Evaluation:**

The technical proposal will comprise profile, credentials and experience of the firm, the proposed team and their detailed CVs, methodology and tasks assigned. **Financial proposal should mention fees lump sum fees for \_\_\_ site visits for \_\_ projects in the prescribed Financial Bid format.** All applicable taxes should be indicated separately. Evaluation of proposals shall be carried in two stages. Technical bid will be evaluated first and financial bid will be opened only for Agencies qualifying the technical TPQMA benchmark. The **maximum charges** as stipulated in ‘**Reference Guide for Third Party Quality Monitoring 2017**’ will be applicable. In case lower rates are obtained through RFPs, the same will apply as terms of payment.

**Payment Schedule**

The first payment will be made after performing at least 10-12 visits along with DPR submission and the subsequent payments will be made on monthly basis after producing the record of visits made at site. The invoice will be cleared by The Mission Directorate PMAY-HFA (U), Assam on acceptance of their report by the appropriate authority.

**Note:**

1. The consultant will submit the invoice on the basis of inspections made in each town, duly approved by the Commissioners/Executive Officers/Secretaries of ULBs. Contract Value is inclusive of GST. The invoice should be prepared on the basis of number of visits conducted and derived cost per visit of the quoted/negotiated amount.
2. If any excess payment is made, the consulting firm will refund the same within seven days to The Mission Director PMAY-HFA (U), Assam or the excess amount shall be recovered from the performance guarantee given by the Consulting firm.

**Annexure-1: Format for Annual Quality Monitoring Plan for the year.....**

<b>A.PARTICULARS:</b>					
Name of State/UT					
No of towns under PMAY					
No. of projects proposed under PMAY*	ISSR	AHP	BLC(N)	BLC(E)	Total
(* As per HFAPoA/AIP)					
No. of projects approved under PMAY					
<b>B. Desk review/ Field visits proposed</b>					
Category of project	No. of visits for each		No. of visits proposed		
“In situ” Slum Redevelopment(ISSR)					
Affordable Housing in Partnership(AHP)					
Beneficiary Led Construction (BLC)(New)					
Beneficiary Led Construction (BLC)(Enhancement)					
<b>C. Others</b>					
Fees proposed/ approved for each visit of TPQMA under each category of projects. (Rs. Lakhs)					
Total Fees proposed/ approved in the year..... (Rs. Lakhs)					
Whether same or different agencies have been proposed/selected for TPQM					
Whether transparent competitive bidding process has been adopted/ envisaged for the selection of TPQM Agency					

**Signature  
(State Level Nodal  
Officer)**

**Signature  
( Secretary/Principal Secretary,  
Concerned  
Department)**



**Annexure-2: Third Party Quality Monitoring Report of ISSR/AHP projects under PMAY**

1	Name of TPQM Agency/consulting firm	
2	Date of Visit	
3	Current Visit No.	
4	Previous visit with date	
<b>A. PARTICULARS OF PROJECT</b>		
1	Name of the State/UT:	
2	Name of the City:	
3	Name of Project:	
4	Project Code:	
5	Implementing Agency (ULB/ DA/ HB/ UIT/Slum Rehabilitation Agency)	
6	Location of the Project (Slum name, Ward etc. As applicable)	(Annex details in case of multiple sites)
7	Type of Project :(i) In-situ Slum redevelopment (ISSR) (ii) Affordable Housing in Partnership (AHP)	
8	Total Houses (EWS/LIG/MIG/HIG) in the project.	
9	No. of EWS Houses in the project	
10	Description of Work. i. Carpet/ Built up area of EWS house ii. No. of EWS houses in one block iii. No. of blocks iv. Total no. of houses v. Type of Structure (G, G+1, G+2etc.) No. of storeys /floor.	
11	Date of Approval of project by SLSMC	
12	Approved Project Cost (Rs .Lakhs):	Centre share      State share      ULB/ IA share      Beneficiary Share      Total
13	Date of sanction of 1 <sup>st</sup> instalment of central assistance by CSMC	



14	Duration of Project		
15	Date of Award of work	(Annex details in case of multiple contracts)	
16	Date of commencement	Scheduled	Actual
17	Date of completion	Scheduled	Expected
18	Inspection undertaken by (Name) (with contact detail):	1	
		2	
19	Name of State representative present during visit		
20	Name of ULB representative present during visit		
21	Name of Contractor's representative present during visit		
22	Name of Community representative present during visit		
23	Whether list of Beneficiaries finalized/partially finalized/ not finalized		
24	If finalized, whether uploaded in <b>PMAY MIS</b>		
25	State any deviation from sanctioned DPR in terms of number of houses or size or location or Layout		
26	Compliance of Tender conditions matching to statutory requirements of DPR w.r.t. a. Compliance to time limit. b. Compliance to price escalation. c. Compliance to legal clauses. d. Compliance to liquidated damages. e. Compliance to penalties.		
27	Any other comment		

**B. HEALTH & SAFETY ASPECTS (ONSITE)**

1	Whether the drinking water facility is provided onsite?	
2	Whether there are adequate no. of toilets provided & maintained for site staff/Workers?	
3	Whether there is a board indicating the safety norms to be observed?	
4	Whether the use of following is being done by site staff: Safety Helmets Safety Shoes Safety Goggles Safety Jackets	
5	Whether safety railings & safety tape have been provided around excavation trenches/ upper floors/ducts/lift well?	
6	Whether approved quality & type shoring-strutting-scaffolding are provided for excavation trenches/Pits/Building work?	
7	Whether 'FIRST AID' kit is available at site?	
8	Whether Fire Extinguishers are available at site?	
9	Whether ' <b>Blasting</b> ' is being done on site? If yes, whether necessary permissions have been obtained and required precautions have been taken for control blasting?	
10	Whether any Safety-Officer is employed?	
11	Any other comment	

**C. QUALITY ASSURANCE IN THEPROJECT**

1	Whether authenticated copy of DPR, contract document, structural drawings and copies of specifications are available at site?	
2	Whether the Inspection Registers, Site order book and Quality Control Test registers are maintained at the site properly and Endorsed by the Engineer-in-charge?	

3	Whether list of ISI marked/approved materials to be used is available at site?	
4	Is there a provision in Contract/Tender to provide ‘Test Facilities onsite’?	
5	Whether testing facilities to check quality of material is available at site? if yes attach list of Equipments	
6	Whether the structural Designs are approved/ Proof checked by competent Authority? Name of the approving authority for structural design. Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, especially in case of multi-storied construction. The work is being executed as per the approved drawings fit for execution.	
7	Whether authenticated copy of DPR, contract document, structural drawings and copies of specifications are available at site?	
8	Whether manufacturer test certificate for cement, steel, pipes etc. have been obtained with supply and records are being maintained?	
9	Whether all mandatory tests of construction material, road work, sanitary work, plumbing work, electrical work and concrete in foundations, beams, columns and slabs etc are carried out at stipulated frequency?	
10	Whether regular tests of materials and construction products are being got done from accredited labs also? If yes, details of such labs	
11	Whether soil investigations of the site proper have been done before the structural design and soil parameters have been accounted for in the structural design/ drawings? If yes, attach copy of soil investigation report.	
12	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.	
13	Specific control on RCC work like: mixing by full bag capacity hopper fed mixer, control of slump, placing/ compaction with vibrator. (proportioning with boxes not permitted)	

14	Whether cement register is maintained and checked at site. Comment on method of stacking.	
15	Whether concrete mix is nominal or design mix? (Nominal mix not permitted for quality concrete).	
16	What is the Mode of Concrete mixing (batch mix/ manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients? (Volumetric mixing not permitted).	
17	Whether Mixer/Vibrator as specified is available at site with adequate means to run them during concreting?	
18	Whether RMC is being used in work? If yes, detail of control and checks done at plant site. Comment on Quality of aggregates ,Slump test, Cube test etc.	
19	Suitability of water for construction What is the source of water has water been tested and approved by Engineer-in-charge before construction? Has water been tested subsequently as per requirement?	
20	Quality of work and workmanship, Comments on	
	i. RCC work (concrete, Reinforcement detailing, cover to reinforcement). Whether Columns are in plumb (check for verticality).	
	ii. Masonry (Joint details, verticality).Check adequate RCC bands are provided.	
	iii. Shuttering (Type of material-pucca/ katcha, support spacing )	
	iv. Bar bending and stirrups bending ,placement and cover to reinforcement bars.	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey Combing, if any	
	x. Any other	

21	Whether floor slope (especially) in bath, WC, kitchen, terrace and balcony etc. are proper?	
22	Whether dampness/leakages noticed? If yes, state location and probable reasons.	
23	Whether remedial measures are undertaken by IA/ULB to stop Dampness & Leakages? if any.	
24	Whether Service lines (Electrical, Plumbing, Others) if any, provided before commencement of concrete?	
25	Whether disaster resistant features have been incorporated?	
26	Whether precautions taken for de watering and protecting site from flooding as applicable?	
27	Whether sample units/items are completed and approved by competent ULB official /CLTC member before start of mass finishing work?	
28	Whether Adequate plinth height (above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	
29	Comments on tests already done but not found satisfactory (specify action to be taken)	
30	Frequency of visit by SLNA/ULB officials and SLTC/CLTC member	
31	Any other comments	
32	Overall assessment of quality (in view of structural stability, non-structural work and workmanship)  <i>* Video/photographs of the ongoing works maintained by ULB/Implementation Agency may be referred as the case maybe.</i>	
<b>D. BENEFICIARY PARTICIPATION IN THE PROJECT</b>		
1	Whether list of Beneficiaries is prepared	
2	Whether houses are identified and allotted	
3	Whether the Beneficiaries are involved in the project preparation and construction work.	

4	Whether the Beneficiaries are visiting the site or not	
5	Any suggestion of the beneficiaries in the construction	
<b>E. PROGRESS – HOUSING COMPONENTS</b>		
1	Numbers of houses sanctioned in the project	
2	Numbers of houses Completed	
3	Numbers of houses in progress	
4	Stages of Progress (Multi storied buildings): i. Foundation/ Plinth level(Nos.) ii. Superstructure (Frame work)Level(Nos.) iii. Brickwork completed(Nos.) iv. Finishing level (Nos.) v. Total units completed (Nos.) <b>*(Provide detailed report inAnnexure-2A)</b>	
5	Numbers of houses not started	
6	Reason for non-starter of houses, if any	
7	Numbers of houses occupied by the Beneficiaries	
8	Reasons for Non- occupation of houses (If any)-specific reasons to be given	
9	Size of Unit (Carpet Area)	
10	Overall physical progress of Housing (in %)	
11	Whether the building plan(s) conform to NBC norms?	
12	Whether authenticated building plans and revisions if any, are available?	
13	Deviation, if any	
14	Any innovative/ cost effective/ green technology Has been used?	
15	Any other Comment	

<b>F. PROGRESS- CIVIC INFRASTRUCTURECOMPONENTS</b>		
1	Whether Contract for infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) have been awarded?	
	i) If no, Time line for award of contract for infrastructure works.	
	ii) If Yes, State the progress of work in% a. Water Supply b. Sewerage c. Drainage d. Roads e. Solid Waste Management f. Electrification Any other component (as per sanctioned components) <b>*(Provide detailed report in Annexure 2A)</b>	
	iii) Deviation if any as per sanctioned DPR	
2	Comments on quality of construction of Infrastructure works	
3	Whether the proposed infrastructure components are independent and/or integrated with city level infrastructure?	
4	Whether Transit Accommodation has been provided. If not what measures have been taken for the displaced families?	
5	Overall physical progress of civic infrastructure (in %)	
6	Cost reduction in infrastructure components (To be reported in case of deviation from sanctioned quantity)	
<b>G. SOCIAL INFRASTRUCTURE COMPONENTS</b>		
1	Whether Contract for Social Amenities (i.e .Community centre, Livelihood centre etc.) have been awarded?	
	i) If no, Time line for award of contract for Social Amenities.	

	ii) If Yes, State the progress of work in% a. Community centre b. Livelihood centre c. Informal Sector Market d. Any other component (as per sanctioned components) *(Provide detailed report in Annexure-2A)	
	iii) Deviation if any as per sanctioned DPR	
2	Comments on quality of construction of Social Amenities	
3	Whether livelihood linkages have be ensured?	
4	Overall physical progress of Social Infrastructure (in %)	
5	Overall physical progress of the project (in %)	
<b>H. PHYSICAL PROGRESS OF THE PROJECT/PACKAGES</b>		
1	Is there an approved program / schedule of work & whether the same is available at site office	
2	Overall Percentage progress at the time of inspection vis-à-vis expected as per contract.	
3	Package wise % of progress	(Attach package-wise Annexure)
4	Details of milestones as per contract vis-à-vis their achievement	
5	Reasons for delay	
<b>I. FINANCIAL PROGRESS &amp; FUND UTILIZATION (Rs. in Lakhs)</b>		
1	Sanctioned fund for entire project.	
2	Amount of funds received up to date	
3	Up-to date Expenditure	
4	Amount of funds Utilized (out of received)	
5	Amount of Expenditure by ULB (ULB Contribution+ Beneficiaries contribution)	
6	Balance funds Expected/due from various stake holders	



7	Package wise Expenditure	
8	Over All Financial Progress %= $\frac{\text{Total Expenditure}}{\text{Total of Tendered Amount}} \times 100$	
9	Whether the work is delayed for non-payment of any pending bills after construction (to be specified)?	
<b>J. VARIATIONS w.r.t. SANCTIONED COVENANTS</b>		
1	Are there any major variation because of: i. Specifications ii. Quality iii. Quantity iv. Designs (Architectural /Structural) v. Period of Construction(Increase/Decrease)	
<b>K. COST VARIATION and TIME-OVERRUNS</b>		
<b>Cost variation:</b>		
1	Whether there is cost variation?	
2	If yes what are the reasons: i. Change in Quantities ii. New/Additional Items of work iii. Price Escalation Any other (to be specified)	
<b>Time Overruns:</b>		
1	Whether there is time overrun?	
2	If yes what are the reasons: i. Delay in issue of work order ii. Delay in signing agreement iii. Delay in Handing Over site of work to the Contractor iv. Delay in actual start of work by the Contractor v. Delay in procurement of material ( give reasons) Delay due to lack of inter departmental coordination Any other ( to be specified)	
<b>L. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY</b>		
<b>Undertaken by Implementation agency to improve the:</b>		
1	Physical Progress	
2	Financial Progress	

3	Quality management	
4	Comments and suggestions of TPQMA on above	
<b>M. COURT CASES AND LITIGATIONS</b>		
1	(To be specified)	
2		
<b>N.OTHERS</b>		
1	Feedback of beneficiaries regarding provision of Physical & infrastructure.	
2	Any specific observation by the beneficiary	
3	Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable) 1. Critical observations 2. Action suggested by TPQMA to SLNA and IA	
4	Action taken report on previous report: i. Observations of TPQMA ii. Action suggested by TPQMA iii. Action taken by IA (Implementation Agency) iv. Whether TPQMA is satisfied with the action taken by IA	
5	TPQMA’s Overview of the Project (in 400-500 words) in a separate sheet	

(Signature) :  
Name & Designation :

Date :

(Signature) :  
Name & Designation :

Date :

**Annexure-2A**

<b>A. BUILDING WORK</b>				
1	Earthwork			
2	Concrete work (Sub-structure			
3	RCC work (Above plinth /			
4	Brick / Block work			
5	Stonework			
6	Marble work			
7	Wood work			
8	Steel work			
9	Flooring			
10	Roofing			
11	Finishing			
12	Internal services			
13	External Services			
<b>B. CIVIC INFRASTRUCTURE WORKS</b>				
<b>a. WATER SUPPLY:</b>				
1	GSR/UGSR			
2	ELSR/OHT			
3	Intake-Jack-well			
4	WTP			
5	Pipelines			
6	Pump sets.			
7	Rain Water Harvesting pits			
8	Sump			
9	Tube wells			
<b>b. SEWERAGE:</b>				
1	Sewer Trap Connect. Chamber			
2	Collection network pipes			
3	Inspection chambers			
4	Sewerage pump Stn (SPS)			
5	SPS to STP Pipeline			
6	STP			
7	Septic tank			
8	Soak-pit			
<b>C. STORM WATER DRAINS:</b>				
1	Drains			
2	Open channel			
3	Closed RCC Pipes			
4	In-Situ RCC Box-pipes			
5	Type of Grating/Jali			

6	Inspection Chambers			
7	Point of disposal (Nallah, Canal, River, Creek)			
<b>d. ROADS &amp;CULVERTS:</b>				
1	Roads			
2	Pavements			
3	Jogging track			
4	Plantation			
5	Restoration			
6	Culverts ( Masonry /RCC)			
<b>e. ELECRIFICATION:</b>				
1	H.T. Supply lines			
2	L.T. Supply lines			
3	Transformer			
4	Street Lighting			
<b>f. SOLID WASTE MANAGEMENT:</b>				
1	S. W. Collection System			
2	Dust Bins/Containers			
3	S. W. Transport System			
4	Temp. store yards			
5	S.W. Disposal area			
<b>g. COMPOUND WALL:</b>				
1	Compound/Boundary wall			
2	Entrance Gate			
<b>h. MISCELLANEOUS:</b>				
1	Retaining wall			
2	Any other (to be specified)			
<b>C. REPORT ON SOCIAL INFRASTRUCTURE WORKS:</b>				
<b>a. COMMUNITY FACILITIES:</b>				
1	Community Centre			
2	Livelihood Centre			
3	Any Other			
<b>b. HEALTH /EDUCATION FACILITIES:</b>				
1	Public Health Centre			
2	Anganwadi			
3	Primary School			
4	Secondary School			
5	Higher Secondary School			
<b>c. INFORMAL SECTOR MARKET</b>				
1	Vegetable Market			

2	Meat-Fish Market			
3	Medical Store			
4	Any Other			

<b>d. ANY OTHER (To be specified)</b>				
1				
2				
3				

**Annexure 3: Third Party Quality Monitoring Report of BLC projects under PMAY**

<b>Name of TPQM Agency/consulting</b>						
<b>Date of Visit</b>						
<b>Current Visit No.</b>						
<b>Date of Previous visit</b>						
<b>A. PARTICULARS OF PROJECT</b>						
1	Name of the State /UT:					
2	Name of the City:					
3	Name of Project:					
4	Project Code:					
5	Implementing Agency/ ULB					
6	Location of the Project ( Slum name, Ward etc. as					
7	Type of Project :(i) BLC (New Construction) (ii) BLC (Enhancement)					
8	No. of EWS Houses in the project					
9	Date of Approval by SLSMC					
10	Approved Project Cost (Rs. Lakhs):	Central share	State share	ULB/ Implementing agency share	Beneficiary share	Total
11	Date of sanction of 1 <sup>st</sup> instalment of					
12	Duration of the project					
13	Date of commencement	Scheduled			Actual	
14	Date of completion	Scheduled			Expected	
15	Inspection undertaken by (Name) (with contact	1.				
		2.				
16	Name of State representative present during visit					
17	Name of ULB representative present during visit					
18	Name of Community representative present during visit					

19	Whether list of Beneficiaries finalized?	
20	If finalized, whether uploaded in PMAY MIS?	
21	State any deviation from sanctioned DPR in terms of	
22	Any other comment	
<b>B. QUALITY ASSURANCE IN THE PROJECT</b>		
1	Whether ULB/ State have organized workshop/ training programmes to educate the beneficiaries about quality, construction methods, adherence to disaster resistant technologies etc.	
2	(i) Whether the structural Designs are approved / Proof checked by competent Authority (ii) Name of the approving authority for structural design. (iii) Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, especially in case of multi-storeyed construction. (iv) The work is being executed as per the approved drawings fit for execution.	
3	Whether Cement is free from lumps and is stacked properly to prevent contact with moisture?	
4	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.	
5	What is the Mode of Concrete mixing (batch mix/ manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients?(Volumetric mixing not permitted).	
6	Whether Surface of reinforcement is clean and free from rust?	
7	Whether potable water is used for construction?	

8	Whether proper water / cement ratio has been ensured?	
9	Whether the concrete being cured adequately as per requirements?	
10	Whether bricks are well burnt, of rectangular shape, with sharp edges, free from cracks and of correct size?	
11	Whether i) Execution of Depth & width of Foundation is as per drawing/ adequate & bottom leveled. ii) Plinth height is as per drawing/adequate. iii) Horizontal bands (as applicable) have been provided.	
12	Whether quality has been checked by TPQMA/ State agency? If yes, details thereof?	
13	Quality of work and workmanship, Comments on:	
	i. RCC work (concrete, Reinforcement detailing, cover to reinforcement). Whether Columns are in plumb (check for verticality).	
	ii. Masonry (Joint details, verticality). Check adequate RCC bands are provided.	
	iii. Shuttering (Type of material-pucca/ katcha, support spacing )	
	iv. Bar bending and stirrups bending, placement and cover to reinforcement bars.	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey combing, if any	
	x. Any other	
14	Whether provision has been made for Service lines (Electrical, Water Supply, Sanitation etc.)	
15	Whether floor slope (especially) in bath, WC, kitchen, terrace and balcony etc. are proper?	
16	Whether adequate plinth height (above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	



17	Whether dampness/leakages noticed? If yes, state location and probable reasons.	
18	Whether remedial measures are undertaken by IA/ ULB to stop Dampness & Leakages if any?	
19	Whether disaster resistant features have been incorporated?	
20	Any other comments	
21	Report on Overall assessment of quality	Minimum 500 words (To be enclosed separately)
<b>C. PROGRESS - HOUSING COMPONENTS</b>		
1	Numbers of houses sanctioned in the project	
2	Numbers of houses Completed	
3	Numbers of houses in progress	
4	Stages of Progress: i) Foundation/ Plinth level (Nos.) ii) Lintel level (Nos.) iii) Roof level (Nos.) iv) Finishing level (Nos.) v) Total units completed (Nos.)	(Specify no. of units)
5	Numbers of houses not started	
6	Reason for non-starter of houses, if any	
7	Numbers of houses occupied by the Beneficiaries	
8	Reasons for Non-occupation of houses (If any)- specific reasons to be given	
9	Size of Unit (Carpet Area)	Sanctioned
		As per Implementation
10	Overall physical progress of Housing (in %)	
11	Whether the progress of houses has been ensured through geo-tagged photographs at various construction levels?	
12	Whether DBT of fund to individual beneficiary is ensured in the project?	
13	Whether the building plan(s) conform to NBC norms?	

14	Whether authenticated building plans and revisions if any, are available?	
15	Deviation, if any	
16	Any other comment	
<b>D. CIVIC INFRASTRUCTURE</b>		
1	Whether provision of Civic infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) has been ensured?	
2	Whether the Existing/proposed infrastructure components are independent and/or integrated with city level infrastructure?	
3	Any other comments	
<b>E. SOCIAL INFRASTRUCTURE</b>		
1	Whether provision of Social Amenities (i.e. School, Anganwadi, Health centre, Community centre, Livelihood centre etc.) has been ensured?	
2	Any other comments	
<b>F. FINANCIAL PROGRESS &amp; FUND UTILIZATION</b> (Rs. in Lakhs)		
1	Sanctioned fund for entire project.	
2	Amount of funds received up to date	
3	Up-to date Expenditure	
4	Amount of funds Utilized (out of received)	
5	Amount of Expenditure by ULB	
6	Amount of Expenditure by Beneficiaries	
7	Balance funds Expected/due from stakeholders	
<b>G. COST VARIATION and TIME-OVERRUNS</b>		
<b>Cost variation:</b>		
1	Whether there is cost variation? If yes, what are the reasons?	
<b>Time Overruns:</b>		
1	Whether there is time overrun? If yes, what are the reasons?	
<b>H. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY</b>		
<b>Undertaken by Implementation agency to improve the:</b>		

1	Physical Progress	
2	Financial Progress	
3	Quality management	
4	Comments and suggestions of TPQMA on above	
<b>I. COURT CASES AND LITIGATIONS</b>		
1	(To be specified)	
<b>J. OTHERS</b>		
1	Any innovative/ cost effective/ green technology has been used	
2	Feedback of beneficiaries regarding provision of Physical & Social infrastructure:	
3	Reasons for delay in completion of housing and Infrastructure, if any:	
4	Any specific observation by the beneficiary	
5	Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable)  1. Critical observations 2. Action suggested by TPQMA to SLNA and IA	
6	Action taken report on previous report: i. Observations of TPQMA ii. Action suggested by TPQMA iii. Action taken by Beneficiaries/ IA (Implementation Agency) iv. Whether TPQMA is satisfied with the action taken	
7	TPQMA's Overview of the Project (in 400-500 words) in a separate sheet	

(Signature) :  
Name &  
Designation :  
Date :

(Signature) :  
Name & Designation :  
Date :

**Annexure – 3: UNDERTAKING**

It is hereby certified that the following parameters have been followed in respect of the reimbursement of TPQMA charges.

1. The services of the agency have been procured through transparent competitive bidding processes, as per procurement norms of the state.
2. The works which have been awarded after the launch of PMAY i.e. 25th June, 2015.
3. The work was advertised through EoI publication/Tender Advertisement on \_\_\_\_ (date).
4. The bids received through transparent competitive bidding process were evaluated and work was awarded to M/s \_\_\_\_\_, which was the lowest bidder. Details of bid evaluation / comparative statement are available with the ULB / Implementing agency.
5. The work has been completed by the appointed agency to the satisfaction of the ULB / Implementing agency
6. Out of the total requested reimbursement amount towards TPQMA charges, Rs. \_\_\_\_ lakhs have been paid to the agency and the balance Rs. \_\_\_\_ lakhs will be paid by the ULB / implementing agency on receipt of payment from the Ministry. Copy of payment invoice, proof of payment made to the agency and copy of cash vouchers are available with the ULB / Implementing agency.
7. The quality monitoring of the project(s) is going on as per the sanctioned plan and no revision has been / is being proposed

**Signature**  
(State Level Nodal Officer)

**Signature**  
(Secretary/Principal Secretary,  
Concerned Department)

.....End .....