



## **Request for Proposal**

**For**

**Design and DPR Consultancy services for junction improvement and street rejuvenation of  
'Package D – Pinewood Junction – Chief Minister's Bungalow junction – Polo junction' in  
Shillong**

**Reference No: MIDFC/DPR-A(D)/115/2023-24**

**Issued by:**

Meghalaya Infrastructure Development and Finance Corporation (MIDFC)  
Government of Meghalaya,  
MIDFC Office, MBDA Building,  
3<sup>rd</sup> Floor, Nongrim Hills,  
Shillong, East Khasi Hills,  
Meghalaya – 793003  
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**Key information:**

Sl. No	Items	Description
1	Name of RFP	RFP for Design and DPR Consultancy services for junction improvement and street rejuvenation of ‘Package D – Pinewood Junction – Chief Minister’s Bungalow junction – Polo junction’ in Shillong
2	Tender inviting authority	Meghalaya Infrastructure Development and Finance Corporation (MIDFC)
3	Time-period of Contract	6 months
4	Email ID for correspondence	midfcmegh@gmail.com
5	RFP Publishing date	29/09/2023
6	Name of Authority’s official for addressing queries / clarifications and submissions	EXECUTIVE DIRECTOR (TECHNICAL) MIDFC
7	Mode of Submission	RFP to be submitted in soft copy as well as in Hard copy addressed to:  Executive Director (Technical), MIDFC, MBDA Building, 3rd Floor, Nongrim Hills, Shillong, East Khasi Hills, Meghalaya – 793003 <b>Email: midfcmegh@gmail.com</b>
8	Last date of receiving queries	4 <sup>th</sup> October, 2023
	Pre-bid conference	3 <sup>rd</sup> October 2023 @1:00 Pm prebid Meeting DPR Junction Category C(PackageA)  Monday, October 9 · 1:00 – 1:15pm  <a href="https://meet.google.com/ueb-bbkg-yos">Video call link: https://meet.google.com/ueb-bbkg-yos</a>
	Last Date of Submission of RFP	9 <sup>th</sup> October, 2023
	Technical Presentation	To be communicated
	Issuance of Letter of Award	To be communicated
	Signing of Agreement	To be communicated

## 1. Background

Shillong, the State capital, is an important economic hub of Meghalaya and has the potential to contribute to the overall socio-economic development of the State. It is the administrative center housing the State Secretariat and the major Central Government institutes, a major educational center, attracting youth from the entire North-East region. Over the past few years, the city has witnessed an increase in its transient population owing to the growth of the tourism. This increasing demand has led to overburdened infrastructure in the city. Further, the hilly terrain, narrow road width, and difficulty in land expansion has limited the scope for future development projects.

The city has also experienced an alarming rise in private vehicles with the highest annual growth rate in the country at 17.47% (2007-2017). This has caused high traffic congestion in the city. Moreover, the present land-use and development of the city is such that the Central Business District (CBD) including Police Bazaar and Lewduh market (major commercial markets) is located at the heart of the city, bringing traffic from all around Greater Shillong Planning Area (GSPA). The administrative area including the Secretariat Hills located adjacent to the CBD also adds to the traffic volume. In addition, the State attracts approximately 12 lakh tourists, adding 50,000 tourists to the State each year. As per the tourist travel trends, 65-70% of tourists use taxi / personal vehicles, impacting the overall traffic flow in Shillong (being the main urban center).

The traffic congestion in the State has not only affected the mobility of the people but has also decreased its colonial charm and aesthetic value. The average speed in the city is less than 15 km/h against a benchmark of 25 km/hr, whereas the major junctions witness speeds of less than 5 km/hr throughout the day. To ensure that the solutions to reduce traffic are pragmatic and scientific, the State has devised a blueprint based on four major strategies including: augmenting the network supply, increasing supply of public transportation, demand / traffic management, and land-use integration. Through these strategies, the State has already initiated several measures including short-term initiatives such as shared commute services for schools, road expansions, developing parking spaces, stricter enforcements and long-term initiatives including developing 'New Shillong Township' – a planned hill city, construction of city by-pass, sub-urban agricultural markets, etc.

In continuation of its efforts and as an immediate measure the State now plans to redesign the identified junctions and road / street sections in Shillong as these were found to be the major choke points causing traffic delays and longer travel times. The congestion at these traffic junctions is affecting multiple streams of traffic and has a magnified effect on the overall mobility in the city. Junctions also play an important role in ensuring safety of vulnerable road users i.e., pedestrians and cyclists. Further, adequate, and well-designed junctions are known to considerably improve the capacity of road network in terms of throughput and traffic dispersal while ensuring safety of all road users.

In this regard, the State intends to appoint design and DPR consulting firms to provide innovative and creative solutions to redesign the road junctions and street sections. The State has entrusted Meghalaya Infrastructure Development and Finance Corporation Limited

to onboard firms through a limited tender process from the empaneled list of consultancy firms vide Tender No: MIDFC/DPR-CONSULTANTS/2023/64/2 dated 29th May 2023.

## 2. About the Project

### 2.1 Brief about Project

The project area / project area consists of junctions and the adjoining road stretches combined into ‘**Package D**’ as follows:

- a. **Name of Package:** Package D (Pinewood Junction – Chief Minister’s Bungalow junction – Polo junction)
- b. **Total length of main roads:** 2.7 Km
- c. **Total length of junction arms:** 2.03 Km
- d. **Total length of riverfront:** 0.3 Km
- e. **Number of junctions:** 4
- f. **Major Land use:** Residential, Commercial, Mix use
- g. **Estimated project cost:** Rs. 21.3 Cr

For further information please refer to the [Attachments](#) (Google Drive Link and attached to the email) as follows:

- a. **Attachment I** – Details of the package (Map, road width, landmarks, traffic flow, expected outcome, etc)
- b. **Attachment II** – KML file of the package (road stretches and road width)

### 2.2 Objective:

- i. To improve the efficient movement of all road users (motor vehicles, buses, trucks, taxis, pedestrian, etc.)
- ii. To employ traffic calming measures to ensure safety of all users (if required)
- iii. To regulate traffic and pedestrian flow
- iv. To ensure that the design is based on scientific assessment of needs and behavior of street users, as observed in the surveys as part of this study
- v. To employ a holistic approach to junction and street design, incorporating mobility elements—e.g., footpaths, carriageways—as well as additional elements such as trees, bus stops, weather-proof pedestrian ways, street furniture and organized vending spaces in an integrated design.
- vi. To ensure that all spaces, including footpaths, refuge islands, and pedestrian crossings, are accessible to all users, regardless of age, gender, and physical ability
- vii. To employ tactical urbanism techniques including placemaking, installation, street art, etc and to identify locations for the same
- viii. To enhance the overall aesthetics of the junctions and roads / streets

### 3. Terms of Reference

#### 3.1 Scope of Work

##### 3.1.1 Primary study stage

###### 3.1.1.1 *For junction and road / street section*

- i. **Task 1:** Carry out reconnaissance survey from the eye of the junction to 350 meters on each arm of the junction and for the entire stretch of road which is proposed for section redesign and beautification for amenity mapping (GIS based).
- ii. **Task 2:** Carry out vehicle turning movement count survey of the junction and midblock vehicle movement count survey of the proposed road stretch on one weekday and on one day in weekend for 24 hours. The survey needs to be videography based for better accuracy.
- iii. **Task 3:** Carry out pedestrian volume count survey of the junction and road stretch on one weekday and on one day in weekend for 24 hours. The survey needs to be videography based for better accuracy.
- iv. **Task 4:** Carry out topographical survey from the eye of the junction to 350 meters on each arm of the junction and the road stretch

###### 3.1.1.2 *For open space (if applicable)*

- v. **Task 5:** Carry out reconnaissance survey for 350 m buffer from the edge of the open space area for amenity, activity, and infrastructure mapping (GIS based).
- vi. **Task 6:** Identification of activities carried out in the open space during the different time of day along with identification of age group utilizing the open space.
- vii. **Task 7:** Assessment of the existing infrastructure of the open spaces based on its utility. In addition to this, gap assessment is to be carried out of supporting infrastructure such as hawking/ vending areas, bus stops, IPT stops, major commercial centres, parking areas, etc., falling in the 350 m buffer area
- viii. **Task 8:** Carry out topographical survey of the open space including a buffer of 350 meter from the edge of the open space.

##### 3.1.2 Preliminary Design Report (PDR) Stage

- ix. **Task 9:** Preparation of Conceptual-level design and drawing
- x. **Task 10:** Preparation of General Agreement Diagram (GAD) of the project area along with block costs, material details and other specifications including structural design and analysis (in case of elevated structure)

### 3.1.3 Detailed Project Report (DPR) Stage

- xi. **Task 11:** Post approval of the GAD, preparation of Good for Construction drawings (GFC) of the project area along with Bill of Quantity (BoQ) including structural design and analysis (in case of elevated structure)
- xii. **Task 12:** Post approval of the GFC, preparation of request for proposal (RFP) documents for concerned department for tendering construction works.

### 3.2 Timeline of Delivery of Task

\*D= Issue of Work Order

Sl. No	Delivery Milestones	Timeline
1.	Site visit and submission of Inception Report	D+ 1 week
2.	Submission of primary survey data report and raw data including GIS based amenity mapping (shapefile/ kml), pedestrian volume count (excel model), turning movement count (excel model), midblock vehicle count (excel model), and topography survey sheets (AutoCAD file), gap assessment report for open space (if applicable)	D+ 3 weeks
3.	Submission of GAD (both hard copy and soft copy) of the project area along with block costs, material details, and other specifications	D+ 5 weeks
4.	Submission of GFC (both hard copy and soft copy) of the project area with BOQ (in excel format)	Within 2 weeks from GAD approval
5.	Submission of RFP for tendering construction works	Within 2 weeks from GFC approval

### 3.3 Payment schedule

- i. Payments to the Consultant shall be “on account” and shall be adjusted against the final bill.
- ii. All payments shall be subject to Income Tax deduction at source.
- iii. The Consultant shall be paid for each milestone as mentioned in the schedule as far as possible by 14th working day after the day of submission of the bill, complete in all respect to MIDFC as follows:

Sl. No	Milestones	Payment Terms
1.	Inception Stage (advance payment)	3% of the mandate cost
1.	Submission of primary survey data report and raw data including GIS based amenity mapping (shapefile/ kml), pedestrian volume count (excel model), turning movement count (excel model), midblock vehicle movement count (excel model), topography survey sheets (AutoCAD file), gap assessment report of open space (if applicable) and conceptual design plan of the project area	17% of the mandate cost
2.	Approval of primary survey data for the project area by the client	10% of the mandate cost
3.	Submission of GAD (both hard copy and soft copy) of the project area with block costs, material details, and other specifications	10% of the mandate cost
4.	Approval of GAD for the project area with BOQ by the client	10% of the mandate cost
5.	Submission of GFC (both hard copy and soft copy) of the project area with BOQ (in excel format)	25% of the mandate cost
6.	Approval of GFC for the project area with BOQ by the client	10% of the mandate cost
7.	Submission of RFP for tendering construction works	15% of the mandate cost

**Note:** 5% security deposit will be deducted from each running bill which shall be released after two months of completion of project and shall work as performance guarantee during the construction stage.

#### 4. Evaluation Criteria

The evaluation of the proposals shall be based on the Technical Presentation submitted by the firms. The Technical Presentation should include the following:

- i. Understanding of the problem statement (20 Marks)
- ii. Approach and Methodology (20 Marks)
- iii. Design solution / Concept (40 marks)
- iv. Proposed team structure and workplan (20 marks)



**Terms and Conditions for Evaluation:**

- i. MIDFC will form a committee to evaluate the proposals from empaneled firms.
- ii. Based on above parameters, proposals from interested parties would be evaluated and assessed.
- iii. MIDFC reserves the right to approve, reject proposals based on pre-defined criteria without disclosing any reasons of rejection to the firms.
- iv. Deployment would be required within 7 days of award of work.

**5. Contract Duration**

Duration of this consultancy services will be 6 (six) months, which could be extended on mutually agreed terms.

**6. Performance Guarantee**

- i. As a condition precedent to execution of the Agreement, the successful empaneled vendor shall ensure submission of the requisite unconditional irrevocable Bank Guarantee, in the prescribed format within 7 days of receipt of the Letter of Award (LoA) as a Performance Guarantee for the services to be performed under the resultant Agreement.
- ii. The Bank Performance Guarantee shall be equivalent to 3% of the contract value must be issued by a Nationalized Bank/Scheduled Bank as per RBI provisions and will be valid until contract duration and co-terminus with the contractual agreement.
- iii. The empaneled Consultant will submit the revised Performance Bank Guarantee (PBG) prior to the expiration of current PBG. Revised PBG shall be based on revised contract if any and shall be valid until contract duration and valid for 6 months after completion of all contractual obligations.
- iv. The format of Performance Bank Guarantee is attached as Appendix -A.

**7. Proposal Submission**

The proposal shall include:

- i. Cover Letter (Appendix B)
- ii. PDF copy of the Technical Proposal Presentation (the file size should be less than 25 MB)
- iii. CVs of proposed team members in World Bank format (Annexure A)

**8. Terms and Conditions**

All terms and conditions would be as per the empanelment with MIDFC vide Tender No: MIDFC/DPR-CONSULTANTS/2023/64/2 dated 29<sup>th</sup> May 2023.

## APPENDIX A – PROFORMA FOR PERFORMANCE GAURANTEE

### PROFORMA FOR PERFORMANCE GUARANTEE (ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,  
Executive Director (Technical),  
Meghalaya Infrastructure Development and Finance Corporation (MIDFC),  
MIDFC, MBDA Building, 3rd Floor, Nongrim Hills, Shillong,  
East Khasi Hills,  
Meghalaya – 793003.

1. In consideration of you, “Meghalaya Infrastructure Development and Finance Corporation (MIDFC) having its head office at MIDFC, MBDA Building, 3rd Floor, Nongrim Hills, Shillong, East Khasi Hills, Meghalaya – 793003 (hereinafter referred as the “Corporation”, which expression shall, unless it be repugnant to the subject or context thereof include its, successors, and assigns) having agreed to receive the Bid of Rs. .... (Rupees ..... only) from M/s ....., ..... (Hereinafter referred to as the “Bidder” which expression shall, unless it be repugnant to the subject or context thereof include its, successors, and assigns) for Providing Consultancy Services for Planning & Design of ..... (hereinafter referred to as “the Project”) pursuant to the RFP Document dated ..... issued in respect to the Project and other related documents hereinafter collectively referred to as “Bidding Documents”),

We, (Name of the Bank) having its registered office at ....., and one of its branches at .....(hereinafter referred to as the Bank) at the request of the Bidder do hereby in terms of clause 6 of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (i.e. the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Corporation an amount of Rs. .... (Rupees. ....only) as performance guarantee (hereinafter referred to as the “Performance Guarantee”) as our primary obligation without any demur, reservation, recourse, contest, or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.

2. Any such written demand made by the Corporation stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive, and binding on the Bank.

3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Corporation is disputed by the Bidder or not, merely on the first demand from the Corporation stating that the amount claimed is due to the Corporation by reason of failure of the Bidder to fulfil and comply with

the terms and conditions contained in the Bidding Documents. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees. .... only).

4. This Guarantee shall be irrevocable and remain in full force for a period of ....(.....) months from the date of signing of the contract agreement inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the Corporation and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.

5. We, the Bank, further agree that the Corporation shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents and the decision of the Corporation that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Corporation and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.

6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

7. In order to give full effect to this Guarantee, the Corporation shall be entitled to treat the Bank as the principal debtor. The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents.

8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

9. We undertake to make the payment on receipt of your notice of claim on us addressed to name of Bank along with branch address and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

10. It shall not be necessary for the Corporation to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Corporation may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Corporation in writing.

12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

(Signature of the Authorized Signatory)  
(Official Seal)

## Appendix B: Letter of Proposal Submission

Location:

Date:

To,  
Executive Director( Technical)  
Meghalaya Infrastructure Development and Finance Corporation (MIDFC)  
Government of Meghalaya,  
MIDFC Office, MBDA Building, 3rd Floor, Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya – 793003

Dear Sir,

We the undersigned, offer to implement “Design and DPR Consultancy services for junction improvement and street rejuvenation of ‘Package D – Pinewood Junction – Chief Minister’s Bungalow junction – Polo junction’ in Shillong” in accordance with your Terms of Reference dated (Insert Date). We have submitted our proposal online which includes a Technical Presentation.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of Firm/entity:

Address:

### Annexure A – CVs of Proposed Team members

Curriculum Vitae of the Proposed Resource			
1	<b>Name of the Staff</b>		
2	<b>Date of Birth (DD/MM/YYYY)</b>		
3	<b>Designation</b>		
4	<b>Qualifications:</b>		
	Year of completion	College/University (Name)	Degree/Diploma (Name)
5	<b>Experience:</b>		
	Total work experience	Number of years:	
6	<b>Employment Record:</b>		
	<b>Name of the Firm/Organization</b>	<b>Position held</b>	<b>Years of Employment</b>
			Start (Month/Year)      End (Month/Year)
7	<b>Work Undertaken</b>		
A	<b>Project Name:</b> <b>Main Project Features:</b> <b>Activities Performed:</b> <ul style="list-style-type: none"> <li>•</li> </ul>		