

# **BID DOCUMENT**

FOR

Appointment of Consultant for  
Preparation of  
Zonal development Plan(s)

**Muzaffarnagar Development Authority**  
1133, South Civil Lines, Circular Road  
Muzaffarnagar

(Price : Rs. 2000/- only)

## 1. Background

Zonal Development Plan is a detailed plan for a Zone conceived and prepared within the framework of a Master Plan containing proposals for various land uses, roads and streets, parks and open spaces, community facilities, services and public utilities, etc. Uttar Pradesh Urban Planning and Development Act, 1973 provides for preparation of Zonal Development Plans. As per section- 9 (i) of the above Act the Development Authority is required to proceed with preparation of the Zonal Development Plan for each of the zones simultaneously with the preparation of the Master Plan or as soon as may be thereafter.

## 2. Objective

Muzaffarnagar Development Authority intends to undertake preparation of Zonal Development Plans for zones viz. "1", "2", "3", "4", and "5". encompassing their individual areas as per **Annexure-1**, in accordance with the provisions of sections-9, 10 and 11 of the Uttar Pradesh Urban Planning and Development Act, 1973.

## 3. Scope of Work

- 3.1 Preparation of Base Map showing all buildings, roads, railway lines, water bodies, culverts, bridges, high/low tension lines, drainage lines, layouts, parks, playgrounds, wetlands, etc. using high resolution latest Quick Bird Satellite Imagery which may be updated, if needed, via total station survey.
- 3.2 Superimposition of base map on village sajra plans.
- 3.3 Preparation of existing land use map along with analysis of land uses i.e. (residential, commercial, industrial, community facilities and civic amenities, parks and playgrounds, traffic and transportation, water bodies, etc.) showing all natural/man made nalla, rainwater drains (more than 1.00 meter wide), tanks, existing circulation system showing all highways, arterial roads, collector roads, minor roads (more than 2.00 meter wide), bus and truck terminals, railway lines, etc. on the basis of land use survey using land use classification as given in the Master Plan.
- 3.4 Superimposition of Master Plan proposals on the existing land use map.
- 3.5 Existing land use analysis indicating and highlighting the deviations/ violations of Master Plan land uses (if any).
- 3.6 Availability of existing infrastructure facilities e.g. water supply, drainage, sewerage and electricity, etc. and assessment of future requirements.
- 3.7 Delineation of environmentally sensitive, heritage or other important areas, if any.
- 3.8 Policy and strategy framework for development of the zone.
- 3.9 Zonal Development Plan proposals with detailed analysis and maps.
- 3.10 Implementation Schedule.

#### 4. Eligibility Criteria:

The Consultant may be a government, semi-government, public sector undertaking or registered private firm/company having experience of executing similar work/s to its credit.

- 4.1 The key Consultant/s of the Consultant should have Master's Degree in Urban and Regional Planning or equivalent qualification from a recognized university/institute.
- 4.2 The Consultant should have a GIS expert having Degree/ Diploma in GIS mapping, an Environmental/Service Engineer and an expert of Finance.
- 4.3 The Consultant should have a minimum experience of five years in the field of urban planning.

#### 5. Selection Criteria

Selection of the Consultant, which fulfills the eligibility criteria given in Para- 4 above, shall be carried out in two stages. The first stage will consist of pre-qualification based on technical offer and the second stage will involve the financial offer.

- 5.1 Technical offers will be evaluated on the basis of following parameters:-

- (a) **Technical Expertise** (Max. Marks 20)

Consultant's profile and details of technical expertise and experience along with qualification and professional experience of the technical personnel employed with the Consultant.

List and curriculum vitae of the technical personnel employed with the Consultant should be submitted on the prescribed format given at Appendix-2.

- (b) **Experience** (Max. Marks- 40)

Details of similar projects relating to preparation of Perspective Plan/Master Plan/Zonal Development Plan conducted earlier along with documentary evidence in support of the same should be submitted on the prescribed format given at Appendix-3. The marks shall be awarded on the basis of number of projects successfully completed.

- (c) **Approach and Methodology** (Max. Marks-20)

Detail of Approach and Methodology and stages involved in the preparation of Zonal Development Plan along with time-schedule for completion of each stage.

- (d) **Presentation of Experience, Approach and Methodology** (Max. Marks-20)

The Consultant securing 60 per cent aggregate marks in (a), (b) and (c) above shall be short listed for making a presentation of technical offer.

5.2 The Consultant securing minimum 50 per cent marks in presentation and 60 per cent or more aggregate marks on the basis of technical offer shall be pre-qualified. The financial offers of the pre-qualified consultants shall be opened on the date of presentation. The Consultant with lowest financial offer shall be awarded the work.

## **6. Procedure for Selection of Consultant**

The selection of Consultant will be made by a committee consisting of heads of Planning, Engineering and Finance sections of the Development Authority and Associate Planner of respective divisional office of Town and Country Planning Department, Uttar Pradesh. The committee will be chaired by the Vice-Chairman of Development Authority and head of Planning Section will be the member-convener.

## **7. Contents of Zonal Development Plans**

### **7.1 Introduction**

- (I) A brief introduction to the city comprising its regional setting, functional character, growth trends.
- (II) Master Plan context (i.e. location, boundaries and area of the zone, linkages with important areas of the city and land use pattern, etc.)
- (III) Other salient characteristics of the zone.
- (IV) Interdependence of Zone on other parts of the city.

### **7.2 Site Analysis**

- (I) Slope analysis and its impact especially on drainage, sewerage, water supply, rainwater harvesting system, etc.
- (II) Drainage and water bodies.
- (III) Sunlight and wind direction analysis.
- (IV) Geology, soils and ground water status.
- (V) Micro zoning hazard mapping.
- (VI) Green cover: parks/open spaces, forest, orchards, green belts, etc.
- (VII) Environmentally and ecologically sensitive areas (if any).
- (VIII) Site potentials and constraints.
- (IX) Other site attributes including natural and man made features.

### **7.3 Existing Structure**

- (I) Land use distribution and its analysis (Map scale 1:4000).
- (II) Population and density.
- (III) Circulation network, traffic flow (people and goods) and terminal facilities.
- (IV) Built-up area, character, extent and delineation.
- (V) Extent of vacant/undeveloped land.

- (VI) Study of existing coverage, height, mixed use (horizontal and vertical), etc.
- (VII) Physical and social infrastructure (physical infrastructure like water supply, drainage, sewerage, electricity, solid waste management, etc. and social infrastructure like educational, health and other community facilities).
- (VIII) Land ownership with respect to public, private and co-operative sector and land values.
- (IX) Location and extent of land use changes carried out by the government (Notification number and date, name of revenue village, sajra numbers and their area, nature of land use change, etc.) and land use change proposals submitted to the government by the Local Authority.
- (X) Location and extent of development/construction against Master Plan including unauthorized colonies and slum areas and their problems.

#### **7.4 Conceptual Framework**

- (I) Planning parameters and norms/standards for facilities and utilities.
- (II) Planning concept (hierarchy of planning units e.g. neighbourhood /sector level, community level planning).
- (III) Urban design framework (especially open space system, road geometry, spatial integration of various activity nodes, low rise and high rise development).

#### **7.5 Proposals and Development Strategy**

- (I) Land use plan (map scale 1: 4000) indicating area, percentage distribution and inter-dependence, integration and compatibility of different land uses.
- (II) Projected population and density pattern.
- (III) Workforce and occupational structure.
- (IV) Proposed circulation system including hierarchy of roads, spacing of junctions, road sections, flyovers/sub-ways/bridges, parking and terminal facilities, pedestrian movement areas and traffic management measures, Public Transport, if any etc.
- (V) Proposals for physical infrastructure i.e. water supply, drainage, recycling of water, sewerage, power and solid waste management, compost plants, power stations, gas works, etc.
- (VI) Proposals for community facilities like educational, health, community centers, police station, post and telegraph office, fire station, electric sub-station, etc.
- (VII) Strategy for new development, redevelopment and improvement including development of Village Abadies.

- (VIII) Proposals for informal sector (e.g. housing, work centers, weekly markets, resettlement, etc.).
- (IX) Strategy for regularization of unauthorized colonies and illegal development/ construction and improvement/up gradation of slum areas.
- (X) Strategy for maintenance of services.

#### **7.6. Conservation and Improvement of Environment**

- (I) Proposals for conservation and improvement of rivers streams, water-sheds.
- (II) Conservation and improvement of green cover and landscape.
- (III) Conservation and improvement of land profile, areas of scenic value and utilization of site features for strengthening the ambience.
- (IV) Conservation of wildlife habitats, environmentally and ecologically sensitive areas, water-sheds and aquifers.
- (V) Conservation of heritage areas/zones.
- (VI) Energy-efficient and environmentally sustainable development (i.e. use of solar energy and energy recovery from waste to achieve clean environment).
- (VII) Conservation of energy in transportation, water, electricity and other services.
- (VIII) Integration of proposals regarding air, water and noise pollution control.

#### **7.7 Compliance of Government Policies**

- (I) State Urban Housing Policy.
- (II) Hi-tech Township and Integrated Township Policy.
- (III) Rainwater Harvesting Policy.
- (IV) Energy Policy
- (V) Disaster Management Policy.
- (VI) Industrial and Service Sector Investment Policy.
- (VII) Barrier-free Environment for Physically Disabled.
- (VIII) Information Technology Policy.
- (IX) Film Policy.
- (X) Tourism Policy.
- (XI) Other Policies.

#### **7.8 Zoning Regulations**

- (I) Establishment / Coding of use zone premises.
- (II) Definitions of various use zone premises.

- (III) Use restrictions (uses permitted, specially permitted, conditionally permitted and uses prohibited).
- (IV) Proposal for mixed land uses.
- (V) Strategy for non-conforming land uses.

### **7.9 Development Regulations**

- (I) Building bulk i.e. ground coverage, FAR and height regulation/ High Rise and Low Rise Zoning (covering old built up areas, semi-built up areas and new areas).
- (II) Architectural Control, if necessary.
- (III) Development control for heritage and other special areas, if any.

### **7.10 Resource Mobilization and Implementation**

- (I) Institutional set-up for implementation.
- (II) Physical infrastructure development cost (including parks/ open spaces and other public utilities and services).
- (III) Physical and financial phasing including 5 year and annual plans.
- (IV) Resource Mobilization for implementation through public, private and cooperative sectors.

### **7.11 Implementation Framework**

- (I) Phasing and prioritization of development.
- (II) Development Management (i.e. inter-departmental co-ordination, convergence and integration of development projects).
- (III) Strategy for implementation through public, private and cooperative sector.

**7.12** Any other proposal necessary for the development of the zone.

## **8. Approval of Zonal Development Plan**

The Consultant shall be required to make a presentation of base map, existing land use analysis indicating and highlighting the deviations and violations of Master Plan land uses (if any), policy and strategy framework for the preparation of Zonal Development Plan before the Committee referred to in para-6. The Consultant shall incorporate the recommendations emerged during the presentation and submit the Draft Zonal Development Plan and present it before the Development Authority Board for approval. Any changes/modifications suggested by the Board shall be incorporated in the draft Zonal Development Plan by the Consultant. The Development Authority shall invite objections and suggestions from the public on the Draft Zonal Development Plan. A committee constituted by the Government shall consider objections and suggestions received and submit its recommendations to the Development Authority Board. The Development Authority Board after considering the recommendations of the said committee may accord its approval with or without any modification. The Consultant shall incorporate the recommendations of Development Authority Board, if any and submit the Zonal Development Plan for approval to Development

Authority Board. The Development Authority shall submit it to the State Government for its approval.

### 9. Deliverables

As per the scope of work, the Consultant shall deliver the following outputs to the Development Authority: -

- 9.1 Five sets each of the Zonal Development Plan on Compact Disc (CD) and hard copy.
- 9.2 Original sheets comprising Existing Land Use Map (Map scale 1:4000), Master Plan proposals superimposed on Existing Land Use Map, Proposed Land use map (Scale 1:4000), Proposed Land use plan superimposed on sajra plan, Proposed Circulation System including hierarchy of roads, spacing of junctions, road sections, flyovers/subways/ bridges, parking and terminal facilities, pedestrian movement areas, etc. (Scale 1:4000), proposals for physical infrastructure i.e. water supply, drainage, sewerage, power and solid waste management, compost plants, power stations, gas works, rainwater harvesting, etc. (Map scale 1:4000), Proposals for community facilities like educational, health, community centers, police station, post and telegraph office, fire station, electric sub-station etc. (Map scale 1:4000). All these maps shall also be delivered on a convertible scale fitting to A0 paper size.
- 9.3 All the maps shall be delivered in digitized form (and on dwg. format) on a compact disc (CD) compatible with G.I.S. Application especially with regard to: -
  - (a) Use Zone Code, land use with khasra numbers and area.
  - (a) Road network with attributes such as name of road, existing/proposed road, hierarchy(e.g. National/State Highway, other roads), existing and proposed widths etc.

### 10. Time Frame

The Consultant is required to complete the entire project in a period of seven months from the date of signing of agreement as per schedule given below: -

Sl. No.	Activity	Time Period	Cumulative Time Period
1.	Completion of survey and collection of data	8 weeks	8 weeks.
2.	Submission and presentation of Interim Report	4 weeks	12 weeks.
3.	Submission of Draft Zonal Development Plan	4 weeks	16 weeks.
4.	Submission of Draft Zonal Development Plan after incorporating	2 weeks	18 weeks

	the recommendations of Development Authority Board		
5.	Submission of Draft Zonal Development Plan after incorporating the recommendations of Development Authority Board on the basis of Public objections and suggestions	8 weeks	26 weeks
6.	Submission of Final Zonal Development Plan after incorporating the recommendations of Government, if any	2 weeks	28 weeks

## 11. Submission of Offers

11.1 Interested Consultants may submit their offers on the prescribed format given at Appendix-1 to the Vice-Chairman, Muzaffarnagar Development Authority on or before 12:00 pm dated 16-09-2011 along with a non-refundable processing fee of Rs. 10,000/- (Rs. ten thousand only) and Earnest Money of Rs. 2,00,000/- (Rupees Two lac only) in the form of demand draft in favour of Vice Chairman, Muzaffarnagar Development Authority, payable at Muzaffarnagar.

11.2 Offers should be submitted under a sealed cover containing the following three separate sealed envelopes super scribed with "A", "B" and "C":-

- (a) Envelope "A" shall contain the demand draft for Rs. 10000.00 (Rs. Ten Thousand only) as non-refundable processing fee and Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two lac only). The earnest money shall be refunded only after approval of the Zonal Development Plan by the State Government.
- (b) Envelope "B" shall contain the technical offer;
- (c) Envelope "C" shall contain the financial offer quoting the price both in words and figures. In case of conflict between the figures and words the latter shall prevail.

11.3 The offers shall be opened on dated 16-09-2011 at 3:00 pm in the office of Vice-Chairman, Muzaffarnagar Development Authority. The Consultants or their authorized representatives may be present at the time of opening of the offers. The procedure for opening of the offers shall be as follows:-

- (a) Envelope super scribed with "A" shall be opened first to verify the deposit of processing fee and Earnest money deposit,
- (b) Envelope super scribed with "B" shall be opened immediately after the opening of envelop "A" in case of

those proposals where requisite processing fee and Earnest money deposit have been submitted.

- 11.4 The pre-qualified Consultants will be informed through/ fax/registered post. List of pre-qualified consulting agencies/firms will also be placed on the notice board of Muzaffarnagar Development Authority.
- 11.5 Envelope "C" of pre qualified Consultants shall be opened after the presentation on the same. The date and time for presentation and opening of the Envelop "C" will be intimated separately.
- 11.6 The financial offers submitted by the Consultants shall be valid for 90 days.
- 11.7 Earnest Money shall be refunded to the Consultant without any interest within one month after approval of the Zonal Development Plan by the Government.

## 12. Agreement

Selected Consultant shall be required to sign an agreement with Muzaffarnagar Development Authority. Consultant violating any provisions of the Bid Document shall be penalised in accordance with the provisions of agreement.

## 13. Terms of Payment

Payment schedule of the consultancy fee will be as follows: -

1.	Approval of Interim report	30 %
2.	Approval of Draft Zonal Development Plan by the Board	30 %
3.	Approval of Draft Zonal Development Plan after incorporating the recommendations of Development Authority Board on the basis of Public objections and suggestions	20 %
4.	Approval of Final Zonal Development Plan by the Government	20 %

## 14. Obligations of Development Authority

- 14.1 The Development Authority shall provide Master Plan and other available plans, reports and maps, sajra plans of respective villages and other available data necessary for preparation of Zonal Development Plan.
- 14.2 Details of land use changes carried out after the enforcement of master plan.
- 14.3 Policy decisions and Government Orders relating to Zonal Development Plans.
- 14.4 The Development Authority shall convene committee and Board meetings in conformity with the time frame as given in para-10.

**15. Language**

The project report shall be in Hindi and English language.

**16. Jurisdiction**

In case of any dispute, Muzaffarnagar (Uttar Pradesh) shall be the jurisdiction for any legal matter.

**17. Arbitration**

17.1 All disputes or differences, in respect of which the decision is not final and conclusive, shall on the initiative of either party be referred to the adjudication of three arbitrators and it shall be settled through arbitration. One arbitrator is to be nominated by Consultant, one by Muzaffarnagar Development Authority and the third by the Consultant, who shall select from the panel of three names given by Muzaffarnagar Development Authority. The decision of the majority of the Arbitrators shall be final and binding upon both the parties.

17.2 The expenses of the Arbitrators shall be borne by both the parties equally.

17.3 Performance under the assignment shall, if reasonably possible, continue during the arbitration proceeding and payments due to the Consultant by Muzaffarnagar Development Authority shall not be withheld, unless they are the subjects of the arbitration proceedings.

17.4 Neither party is entitled to bring a claim to arbitration if its Arbitrator has not been appointed within 30 days of expiry of the time span of 180 days.

17.5 The arbitration shall be carried out as per the Arbitration and Reconciliation Act, 1996 with any statutory modifications. The arbitration shall be held at Meerut., Uttar Pradesh.

**18.** The Vice-Chairman, Muzaffarnagar Development Authority reserves the right to reject all or any of the offers without assigning any reason whatsoever.

**19.** For further clarification, the interested agencies/firms may contact -

Assitant Town Planner  
Muzaffarnagar Development Authority,

**FORMAT-1  
FORMAT FOR SUBMISSION OF OFFERS**

From, ..... ..... .....	To,  Vice-Chairman, ..... Development Authority, .....
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**Subject: Offer for the Preparation of Zonal Development Plan for Zone No.....of Master Plan for .....(Name of city).**

Sir,

I/We.....Consultant herewith submit the offer for selection of my/our agency/firm for the above job along with sealed envelopes "A", "B" and "C".

**Encl:** Envelopes "A", "B" and "C"

Yours Faithfully,

Signature

Full Name & Position in the agency/  
firm.....

Postal Address .....

.....

.....

E-mail address of Consultant  
.....

(Authorised Representative)

## Appendix-2

## FORMAT- 2

## CURRICULUM VITAE OF TECHNICAL PERSONNEL

Name of Consultant : .....

Name of staff : .....

Present position : .....

Profession : .....

Date of Birth : .....

Year with agency/firm : .....

Nationality : .....

Membership of Professional Bodies :

.....

**Key Qualification:**

(Give an outline of staff member's experience and training most pertinent to take on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

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**Education:**

(Summarize college/university and other specialized education of staff member, giving name of institution attended with dates and degrees obtained. Use up to half a quarter page).

.....

**Employment Record :**

(Starting with present position, list in relevant order, every employment held. List all positions held by staff member since graduation, giving dates names of employment organization, title of positions held and location of assignments. For experience in last ten years also give types of activities performed and client references, where appropriate. Use up to three-quarters of page).

.....

**Languages:**

(Indicate proficiency in speaking reading and writing of each language by "Excellent", "Good", "Fair", "Poor").

.....

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience and also I give my consent to work on the proposed project with the company for the entire project period.

.....

Signature of staff member of authorized official of the Consultant.

Date .....

Day/Month/Year.

Note :- Use additional sheets if required.

## Appendix-3

## FORMAT- 3

## EXPERIENCE IN URBAN PLANNING

## (Perspective Plan/Master Plan/Zonal Development Plan)

The following information should be provided project wise in the format below for the project completed and projects in hand during the last 5 years:-

1. Name of the Plan/Project : .....
2. Location (Country, State and City) : .....
3. Name of Client and Address : .....
4. Type of Plan (i.e., Perspective Plan/  
Master Plan/Development Plan) : .....
5. Project Area (Hectares) : .....
6. Project Period : .....
- Start : Date/Month/Year) : .....
- Completion : Date Month/Year : .....
7. Consultancy fee charged (Rs.) : .....
8. Name of Associated Consultant, if any : .....
9. Narrative Description of the Plan/  
Project : .....

- Note:** 1. Attach documentary evidence in support of above experience.  
2. Use additional sheets if required.

