



NARAYANPUR MUNICIPAL BOARD, ASSAM



REQUEST FOR QUOTATION (RFQ)

FOR

**ENGAGEMENT OF A CONSULTING FIRM FOR PREPARATION OF DETAILED
PROJECT REPORT FOR WATER BODY REJUVENATION AND RIVER FRONT
DEVELOPMENT WORK IN NARAYANPUR.**

(Two Envelope system)

Chairman
Narayanpur Municipal Board
Narayanpur Municipal Board

Executive Officer
Narayanpur Municipal Board
Narayanpur Municipal Board



OFFICE OF THE NARAYANPUR MUNICIPAL BOARD, ASSAM
Narayanpur, Assam, Pin-784164

Website: <https://narayanpur.assamurban.in>

Email: narayanpurtc2002@rediffmail.com

RFQ No. NMB/69/2024-25/311

Dated : Narayanpur, the 9th March, 2026

PROCUREMENT NOTICE FOR REQUEST FOR QUOTATION (RFQ)

Sealed quotations are invited **offline in two parts** (Vol-I: Technical Bid and Vol-II: Financial Bid) from experienced and reputed Agencies for the following work under **15th Finance Commission Tied Grant**, Narayanpur Municipal Board. The detailed Bid document is available in the Office of the **Narayanpur Municipal Board** which can be collected from **11/03/2026 to 25/03/2026** during office hours. Bids are to be submitted offline on or before **5:00 PM on 26/03/2026**.

Sl. No.	Name of Work	Bid Processing Fees	Earnest Money Deposit (EMD)
01	"Engagement of a Consulting Firm for preparation of Detailed Project Report for Water Body Rejuvenation and river front development work in Narayanpur".	Rs. 1,000/- only (non-refundable) by way of DD pledged in favour of Executive Officer, Narayanpur Municipal Board	Rs. 10,000/- only (non-refundable) by way of DD pledged in favour of Executive Officer, Narayanpur Municipal Board

- The bid document is available offline and online in the website of Narayanpur Municipal Board. Bid should be submitted manually.
- Period of availability of Bid Document: From 11/03/2026 upto 17:00 hrs. of 25/03/2026
- Date of Starting of Bid Submission by the Bidder: From 26/03/2026 upto 17:00 hrs.
- Date & time of closing of Submission of Bid: 17:00 Hrs. of 26/03/2026
- Date of opening of Technical Bid: 27/03/2026 at 14.00 Hr.
- Place of opening of Bid: Office of the Narayanpur Municipal Board, Narayanpur - 784164
- If any specified date falls on a holiday, then the next working day or any other day as fixed by the Office of the Narayanpur Municipal Board, will be considered for the submission and opening the RFQ and the time will remain the same.
- The Schedule indicated above is tentative and the Office of the Narayanpur Municipal Board (NMB) may change any or the entire schedule.
- The Narayanpur Municipal Board, Assam reserves the right to reject any /all bids without assigning any reason thereof.
- Applicable Procurement Guidelines/Regulations Date: Assam Procurement Rules 2020.


Chairman
Narayanpur Municipal Board


Executive Officer
Narayanpur Municipal Board



DISCLAIMER

1. The information contained in this Request for Quotation document (the "RFQ") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.
2. This RFQ is not an agreement and is neither an offer nor invitation by Authority to the prospective Bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in making their key submissions, qualification bid and financial bid pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by Authority in relation to the Project.
3. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ 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, statements and information contained in the RFQ and obtain independent advice from appropriate sources.
4. Information provided in this RFQ to the Bidder(s) is on a wide range of matters, some of which 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. Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
5. The Authority, its employees and advisors, 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 of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way with pre-qualification of Bidders for participation in the Bidding Process.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever.
7. The Authority may, in its absolute discretion but without being under any obligation to do so, update or amend the information, assessment or assumptions contained in this RFQ.
8. The Bidder shall bear all its 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 Authority 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 Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Chairman
Narayanpur Municipal Board
Narayanpur Municipal Board

Executive Officer
Narayanpur Municipal Board
Narayanpur Municipal Board



Key Dates

Sl. No	Description	Details
1	Issuing Authority of the Bid and Address	Executive Officer, Office of the Narayanpur Municipal Board, Narayanpur, Assam - 784164
2	Issuer	Executive Officer, Office of the Narayanpur Municipal Board, Narayanpur, Assam - 784164
3	Date of issue/publication	11/03/2026
4	Last date of submission of pre-bid queries and email id	25/03/2026 till 5:00 PM at the following email ID – narayanpurtc2006@rediffmail.com
5	Start date of Bid Proposal Submission	26/03/2026
6	Date and time of submission of the bid proposal and opening of the Technical Bid	Last date & time of submission: Submission of hardcopy - 26/03/2026 till 5:00 PM in the office of the Narayanpur Municipal Board Opening of Technical Bid: 27/03/2026 at 2:00PM Venue: Office of the Narayanpur Municipal Board, Narayanpur, Assam - 784164
	Bid to be submitted:	
	Technical Bid	Hard Copy
	Financial Bid	Hard only
7	Date of opening of the Financial Bid	To be intimated later to the technically qualified bidders. Venue: Office of the Narayanpur Municipal Board, Narayanpur, Assam - 784164
8	Address for submission of the bid	Office of the Narayanpur Municipal Board, Narayanpur, Assam - 784164
9	Cost of Bid Document	Rs. 1000.00 (Rupees One Thousand) only
10	Earnest Money Deposit (EMD)	Rs. 10,000.00 (Rupees Ten Thousand) only

All the correspondence should be in written and may be sent through email or letter. All the communication and the bid submission should be addressed to the undersigned on the address below:

The Executive Officer,
Narayanpur Municipal Board, Narayanpur, Assam – 784164
Email: narayanpurtc2006@rediffmail.com



CHECK LIST FOR DOCUMENTS TO ACCOMPANY WITH THE TENDER

(TO BE SUBMITTED IN THE TECHNICAL BID SUBMISSION ENVELOPE)

Sr. No.	Brief details documents required	Whether enclosed or/ not
1	Bid Processing Fee	Yes/No
2	Earnest money Deposit	Yes/No
3	Form Tech 1: Letter of Proposal submission	Yes/No
4	Form Tech 2: Bidder's Organization	Yes/No
5	Form Tech 3: Bidder's experience in Preparation of DPR/ Master Plan urban infrastructure projects (roads, waste management, housing, integrated urban development plan etc with state government or urban local bodies	Yes/No
6	Form Tech 4: Team Composition & Task Assignment	Yes/No
7	Form Tech 5: Declaration for non-blacklisting	Yes/No



**CHECK LIST FOR DOCUMENTS
(FINANCIAL ENVELOPE)**

Sr. No.	Brief details documents required	Whether enclosed or not
1	Submission of Cost FINANCIAL BID FORMAT	Yes/No



SECTION – II INSTRUCTION TO CONSULTANTS PART-1

The office of the Narayanpur Municipal Board intends to use 15th finance commission grant to rejuvenate a water body along with riverfront development work for beautification and for public use within Narayanpur Municipal Board.

To facilitate this, the Narayanpur Municipal Board intends to issue a Request for Quotation (RFQ) to appoint a consultancy firm for **“Preparation of detailed Project Report for Water Body Rejuvenation and river front development work in Narayanpur”**.

1. Eligibility Criteria for Consultants

1.1 The Consultant can either be a company, a partnership firm, or a proprietorship firm. The following are the Minimum eligibility criteria -

- a) The bidder must be a registered company/ registered partnership firm proprietorship firm under appropriate authority as per Indian Law with registered office in India
- b) Joint Venture is not allowed
- c) The bidder should have minimum 10 years of experience in providing consultancy services, preparation of DPR, master plan, architecture plan etc.
- d) The bidder should have professionals listed as per the terms of reference to carry out the assignment
- e) The bidder should have minimum 5 project experience in North East with state government or local body client for preparation of DPR or master plan for urban infrastructure projects (roads, waste management, housing, integrated urban development plan etc)
- f) The applicant must have a minimum average annual turnover of **Rs. 10,00,000/- (Ten Lakhs only)** over the last three years (i.e. 2022-23, 2023-24 and 2024-25). Copy of CA certificate to be submitted along with copy of balance sheet/ profit loss statement.
- g) The Bidder should not have been blacklisted by any Government Departments/Agency/ Ministries or PSUs. In this regard a Notary attested affidavit is to be submitted.

2. Ky Submissions

2.1 The Bids comprises of Key Technical Submissions and shall contain the documents as follows

- a. Covering letter in the format set out in Form Tech 1,
- b. Details of Bidder as set out in Form Tech 2
- c. Specific Experience in preparation of DPR /master Plan Form Tech 3
- d. Team composition and Task Assignment as per Form Tech 4
- e. Self -Declaration (Non-Blacklisting) set out in Form Tech 5,
- f. Financial Bid Format as per Financial Bid Format

2.2 **Documents to be submitted along with Key Submission:**



- Company/Firm Registration certificate in case of Registered Company/Firm, partnership deed in case of a partnership firm or proof of proprietorship firm.
- PAN Card of the Bidder.
- Copy of the GST registration Certificate
- CA certificate for Last three-year turnover (i.e. 2022-23, 2023-24, 2024-25).
- A declaration as mentioned in para 1.1(g)

3. Proposal

3.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

4. Proposal Validity

4.1 The proposal will be valid for a period of 90 days with further extension with written request from the client.

5. Taxes

The Consultant shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, GST or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be included by the consultant in the financial proposal.

6. Currency

Consultants shall express the price of their Assignment/job in India Rupees.

7. Earnest Money Deposit (EMD) and Bid processing Fees

7.1 Earnest Money Deposit

- Rs.10,000/- only (refundable) by way of DD pledged in favor Executive Officer Narayanpur Municipal Board payable in Narayanpur.
- Proposals not accompanied by EMD shall be rejected as non-responsive.
- No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- No bank guarantee will be accepted in lieu of the earnest money deposit.
- EMD of unsuccessful bidders shall be returned on closure of the bid.

7.2 The EMD shall be forfeited by the Employer in the following events:

- If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- If the consultant tries to influence the evaluation process.
- If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant.



8. Bid Processing Fees/Cost of Tender documents

- 8.1 Rs.500/- only (non-refundable) by online in favour of Executive Officer Narayanpur Municipal Board payable in Narayanpur. The Bid Processing Fee is Non-Refundable. Please note that the Proposal, which does not include the bid processing fees, would be rejected as non-responsive.

9. Submission of proposal

- 9.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. The technical formats and the financial formats to be submitted in two separate envelopes. The submission to be made only in hard copy. The final envelope containing both technical formats and financial formats in separate envelope should be titled with the name of the project / assignment.

10. Proposal Evaluation

- 10.1 The employer has constituted a Consultant Selection Committee (CSC) which will carry out the entire evaluation process. Evaluation of Technical Proposals: CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- 10.2 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the eligibility criteria and the key submissions as per section 2 of the RFQ. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened.
- 10.3 Public opening & evaluation of the Financial Proposals: Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.
- 10.4 After opening of financial proposals, the lowest quotation in terms of Indian Rupees (Inclusive of taxes) shall be declared winner and be eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary and then the employer will issue letter of Intent / sign contract etc

11. Security Deposit

- 11.1 Successful Tenderer shall have to pay security deposit amounting to 5% of work order amount in form of Demand Draft/ in the form of Bank guarantee valid for entire duration of the project period from the date of issue of LOI from any nationalized Scheduled Bank. This security deposit will remain with NMB interest free.



SECTION- 3
TECHNICAL PROPOSAL – STANDARD FORMS



FORM TECH 1: LETTER OF PROPOSAL SUBMISSION

Location (date)

To

[Name of the employer and address]

Dear sir

We, the undersigned, offer to provide the consulting Assignment/job [insert title of the assignment/job] in accordance with your Request for Proposal dated [dated] and our proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and the Bid Processing Fees.

We are submitting our proposal in association with [insert name of the associated consultant]

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.

If negotiations are held during the period of validity of the proposal, i.e. before the date indicated in the Section 9, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain

Yours sincerely

Authorizes signature [in full and initials]

Name and title of signatory

Name of Firm

Address



FORM TECH - 2: BIDDERS' ORGANIZATION

Name of the Bidder	
Address of Registered Office of the Bidder	
Year of Establishment:	
Contact Person with Contact Details:	
Annual Turnover* in last three years (in Rs. Crores) FY 2022-23: FY 2023-24: FY 2024-25: Average Annual Turnover for above three Financial Years: *Financial Statements to be enclosed	
PAN Number	
GST Number	
Any Other Relevant Details:	

(Signature of Authorized Person)

Date:

Seal:



FORM TECH-3: BIDDER'S EXPERIENCE IN PREPARATION OF DPR/ MASTER PLAN URBAN INFRASTRUCTURE PROJECTS (ROADS, WASTE MANAGEMENT, HOUSING, INTEGRATED URBAN DEVELOPMENT PLAN ETC WITH STATE GOVERNMENT OR URBAN LOCAL BODIES

[List projects (not more than 10) executed in last 10 years.]

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

Name of the Project:	Approx. value of the contract (in current `):
Country:	Duration of contract (months):
Location within country:	
Name of Client:	
Address:	
Start date (month/year): Completion date (month/year):	
Name of joint venture partner or associated partner if any:	
Name of senior regular full-time employees of the firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services* provided in the Contract:	

**Copy of Work order /completion certificate/ Contract to be submitted*

Firm's Name: _

Signature of Authorized Representative: .



FORM TECH 4: TEAM COMPOSITION

Professional Staff (Key Professional)

Sl no	Expert Position	Qualification	Name of the Firm	Brief Experience
1	Team Leader cum Urban designer			
2	Urban Infrastructure Engineer/ River Engineer			
3	Structural Engineer			
4	Procurement Expert			
5	Quantity Expert			
6	Team Leader cum Urban designer			
7	Urban Infrastructure Engineer/ River Engineer			

(Signature of Authorized Person)

Date:

Seal:



FORM TECH 5 : NON BLACKLISTING

Self- Declaration - Non-Blacklisting
(To be submitted as Notary attested Affidavit)

To

[Name of the Employer and Address]

Sir

In response to the RFQ reference no..... dated..... for [mention title of the assignment], I/We hereby declare that our agency has never been black listed either indefinitely or for a particular period of time by any State/Central Government Department or Agency/PSU.

I/ We also declare that we fully understand that if this declaration is found to be incorrect then my/our bid may be summarily rejected without prejudice.

Thanking You

Name of the Bidder
(Signature of Authorized Person)

Date:



SECTION- 4
FINANCIAL PROPOSAL – STANDARD FORMS



FINANCIAL BID FORMAT

Project: **“Engagement of a consulting Firm for preparation of detailed Project Report for Water Body Rejuvenation and river front development work in Narayanpur”.**

Client : **Narayanpur Municipal Board**

SUMMERY OF COSTS

Sl. No.	Expense Heads	Amount in INR	Amount in Words
1	Total Lum sum Fee	0	
	Total Cost	0	
	GST@18%	0	
	Grand Total Cost	0	

Authorizes signature [in full and initials]

Name and title of signatory

Designation:

Name of Firm

Address



TERMS OF REFERENCE – “Engagement of a consulting Firm for preparation of detailed Project Report for Water Body Rejuvenation and river front development work in Narayanpur”.

1. Brief Description of Task

Narayanpur Municipal Board intends to take up a project under 15th Finance Commission grant for water body rejuvenation in the Dikrong River in Narayanpur Town through engagement of a reputed consultant. The scope of work will cover preparation of feasibility study, preparation of DPR and preparation of bid documents.

The Consulting Firm will be required to have staff of suitably qualified Professionals with modern designing, drawing and planning software and facilities, being competent to carry out all of related duties.

2. Objectives of the Assignment

The consultant shall be responsible for effectively leading and taking initiative to manage, execute and implement the project, delineate method of working for the client; installing procedures, operationalizing procedures and reporting systems; assist the client to define and prepare contracts, designing and procurement; assisting client in approving all necessary surveys and subproject designs, establishing criteria for supervision, quality control, coordination and management to ensure proper construction supervision by the consultant /client.

The consultant will carry out required investigations, design, prepare feasibility report, Detail Design Report (DPR), and assist in procurement of implementing partner/agency. The consultant shall assist client in preparation of RFQs for the procurement of implementing partner(s)/ Agency (ies).

3. Outline of the Project Components

The following are the brief outline of the components of project

- a) Water body rejuvenation of Dikrong river
- b) Riverfront development work
- c) Landscaping work

4. Detailed Scope of Work

4.1 Situation analysis report

- i) Review existing status of physical Infrastructure and other available secondary data.
- ii) Identify requirements of surveys, studies and investigations.
- iii) Carry out necessary surveys, investigations, situational analysis, prepare preliminary project cost estimates.
- iv) Review the available GIS maps and integrate to the possible extent to develop area wise spatial mapping on assets.
- v) Preparation of situation analysis report for each module.



4.2 Preparation of Detailed Project Report

- i) Prepare detailed designs report (DPR) as per requirement of the project in accordance with established engineering practices, tender drawings, and cost estimates etc.
- ii) For preparing DPR, the consultant will carry out all the required engineering surveys and investigations such as total station survey, geotechnical investigation etc.
- iii) The consultant will collect all information related to rainfall, soil quality, ground water report etc required for the project.
- iv) The DPR should also include assessment of utility shifting requirements and costs estimations including O&M requirements and estimates; preparing document required for statutory clearances and other clearances like Railway, Forest, National Highways etc.
- v) Assist the client on technical, commercial, financial, and legal aspects for project development as per requirement.

4.4 Bid Process Management (Preparation of Bid Document and Award of contract)

- i) Based on discussions with all stakeholders and approval from the client the consultant shall prepare consolidated bid documents, technical specifications, contract drawings, final bills of quantities, any other necessary information required for successful tendering and implementation of contracts. The Bid document should be in accordance with the Government of India / State Government guidelines.

5. Expertise and Inputs

5.1. Personnel Requirement

The Consultant shall be required to form a multi-disciplinary team for this assignment. The consultant Team shall be manned by adequate number of experts with relevant experience in the execution of similar detailed design assignments. The Consultant's personnel requirements are estimated and shown in Table-1 as per client's assessment. The key personnel fielded by the consultant shall not be shifted during the entire period of the services. The basic professional requirements of personnel are also shown in Table-2.

This contains information about the personnel to be provided by the consultants stating type of expertise and the required skills and experience. The criteria are desirable and not restrictive, such as stating an exact degree might preclude other good candidates from the job. Ultimately, the CVs provided will form the largest component of the evaluation. So it is important that CVs are described well in prescribed format.

Table – 1: Personnel requirements for Consultants

SNo	Experts	No.
(i)	Team Leader Cum Urban Designer	1
(ii)	Urban Infrastructure Engineer/ river engineer	1
(iii)	Structural Engineer/Civil Engineer /civil Engineer	1
(iv)	Procurement Expert	1



SNo	Experts	No.
(v)	Quantity Expert	
(i)	Consultancy firm will engage support staff as required for the assignment such as engineer, surveyor, Urban Planner etc	

Table – 2: Basic Professional Requirements of Personnel

Designation	Basic Requirements
Team Leader cum Urban designer	<ul style="list-style-type: none"> • Masters in urban design /architecture or equivalent • 7 years' experience in planning and designing of parks, streetscape, etc • Experience in water body rejuvenation project
Urban Infrastructure Engineer/ River Engineer	<ul style="list-style-type: none"> • Graduate in Civil Engineering • Minimum 7 years' experience in urban infrastructure works in design and supervision • Experience in river protection work
Structural Engineer	<ul style="list-style-type: none"> • Post Graduate in Structures • 5 years' experience in the field of structural engineering, • Experience in detailed designs of buildings and all other type of engineering structures. • Proficiency in structural design using computer programs.
Procurement Expert	<ul style="list-style-type: none"> • Graduate Engineer/ MBA • 10 years' experience in public procurement in preparation of bid document, tender evaluation etc.
Quantity Expert	<ul style="list-style-type: none"> • Graduate in Civil Engineering • 5 years' experience in preparation of estimate/ BOQ preparation etc

6. Outputs and Deliverables

Under this contract the Consultant's payments will be on output and deliverables based. It is very important for the consultants to note the exact outputs required and their contents. The desired outputs & deliverables under this contract are as shown in the table below.

Report	Due Date	No of copies, type & language
Inception Report	End of 2 Week	3 hard copies and original version of soft copy in English



Report	Due Date	No of copies, type & language
Submission of Draft DPR	End of 2 Months	3 hard copies and original version of soft copy in English
Submission of Final DPR	End of 3 Month	5 hard copies and original version of soft copy in English
Submission of Bid Documents	End of 3 Months	As required

7. Working Arrangements

7.1. Items to be provided by the Client or Consultant

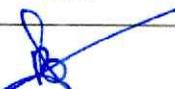
- Client will assist in providing related data, maps and plans, drawings and other information available with Government / ULBs for the project town.
- Office Space, equipment, software and facilities related to the performance of services under the contract shall be arranged by the Consultant at his cost.
- All surveys, tests, investigations, studies, mappings required for satisfactory performance of the service for all project components shall be carried out by Consultant at his own cost.
- The consultant shall take out and maintain adequate insurance of all equipment and reports etc. at his own cost.

8. Payment to the Consultants

- The payments to the Consultant shall be made by the client on approval of deliverables at competent levels.
- The consultancy charges for performance of the services under the contract shall be paid by the client as per payment schedule given in General Condition of Contract.
- The client shall pay the Consultant, the GST, on prevailing rates as applicable on the consultancy charges.
- It is expected that consultant has quoted amount considering all requirements for satisfactory performance of the services included in ToR. If the consultant has not considered any component for performance of the services, no extra payment shall be made on this account.
- The Consultant will be paid consultancy fee as a percentage of the quoted price as per the schedule given below: -

Report	Due Date	Payment
Inception Report	End of 2 Week	20%
Submission of Draft DPR	End of 2 Months	50%
Submission of Final DPR	End of 3 Month	10%
Submission of Bid Documents	End of 3 Months	20%


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