

**REQUEST FOR PROPOSAL (RFP)****Section: 1. INFORMATION TO CONSULTANTS****Consultancy Package No.** NHAI/RO BPL/PIU-Ratlam /SC-O&M/NE-4 /2026**30.06.2026**

**Sub.:** Supervision Consultancy (SC) Services during O&M stage of 8-Lane Access Controlled Greenfield Delhi-Vadodara Expressway (NE4) from Chainage Km 452+420 to Km 696+920 (pkg-17 to 25) in the state of Madhya Pradesh

**GENERAL: -**

1. The National Highways Authority of India (NHAI) invites proposals for engaging a Supervision Consultant (SC) on the basis of International Competitive Bidding for the following contract package in the State of Madhya Pradesh:-

**Table 1: Details of Project**

| S. No. | Consultancy Package                                                                                                                                                                                                | NH No. | State | Project Stretch                 | Project Length (Km) | Assignment period (months) |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------------------|---------------------|----------------------------|
| 1      | Supervision Consultancy (SC) Services during O&M stage of 8-Lane Access Controlled Greenfield Delhi-Vadodara Expressway (NE4) from Chainage Km 452+420 to Km 696+920 (pkg-17 to 25) in the state of Madhya Pradesh | NE-4   | MP    | Delhi-Vadodara Expressway (NE4) | 244.5 KM (8 Lane)   | 36 Months                  |

The RFP shall be received through “**INFRACON**” ([www.infracon.nic.in](http://www.infracon.nic.in)) and will be evaluated based on details furnished on “**INFRACON**”. As such before submitting the proposal, the Consultant (the firm and all key personnel) shall mandatorily register and enlist themselves, on the MoRT&H portal “**INFRACON**” and upload all relevant information to enable correct evaluation of RFP.

All the bidders registered on “**INFRACON**” shall form a Team on “**INFRACON**” which would be assigned unique INFRACON Team ID. Bidders while submitting the RFP proposal shall furnish registration details including INFRACON Team ID. A copy of INFRACON Operation Procedure is enclosed for bidder’s reference.

2. Selection of SC (Supervision Consultant) shall be as per selection procedures given in the Model Contract Agreement and general procurement methods followed in NHAI. The selected SC shall be intimated to the Contractor.

Supervision Consultancy (SC) Services during O&M stage of 8-Lane Access Controlled Greenfield Delhi-Vadodara Expressway (NE4) from Chainage Km 452+420 to Km 696+920 (pkg-17 to 25) in the state of Madhya Pradesh

3. The proposal shall be submitted in English Language and all correspondence would be in the same language.
4. The Operation & Maintenance of projects broadly include Operation and Maintenance activities of the Contractor for completed construction works and Projects Facilities are opened to traffic as per the Contact Agreements. The scope of services of the Supervision Consultant shall, inter alia, shall also include supervision of additional works such as road safety improvement measures, O&M rectification works, and works undertaken at the risk and cost of the Contractor etc, as may be executed by NHAI through various contracting agencies within the project stretch. For all such works, the Supervision Consultant shall discharge the responsibilities and functions of the “Engineer” under the Contract, as and when specifically designated by the Authority, and shall ensure compliance with the applicable technical standards, contractual stipulations, and directions issued by the Authority from time to time.
5. As per the Terms and Conditions of the Concession Agreement(s), the Supervision Consultant is broadly required to:
  - i. Review of the Drawings and Documents.
  - ii. Determine the Project Facilities Completion Schedule.
  - iii. Review, inspection, and monitoring of Construction Works.
  - iv. Conducting Tests on completion of construction and issuing Completion Certificate.
  - v. Review, inspection, and monitoring of O&M.
  - vi. Review, inspection, and monitoring of Divestment Requirements.
  - vii. Determining, as required under the Agreement, the costs of any works or services and/or their reasonableness.
  - viii. Determining, as required under the Agreement, the period, or any extension thereof, for performing any duty or obligation.
  - ix. Assisting the Parties in resolution of disputes; and
  - x. Undertaking all other duties and functions in accordance with the Contract/Concession Agreement.
  - xi. Providing all requisite data on monthly basis in Monthly Progress Report (MPR) within a period of 7 days from the close of month, as required by Authority, for updating the project specific website and PMIS substantially in the format prescribed at Annexure–III.
  - xii. Assisting the Parties in resolution of disputes; and undertaking all other duties and functions in accordance with the Contract Agreement.
  - xiii. Provide assistance in dispute resolution/arbitration case/court case pertain to the project highway even from the commencement of construction of the (4 lane) project.
  - xiv. To perform the function/duties as directed by the PIU/Authority for the project stretch without any additional cost.
6. The interested consultancy firms may download the RFP from NHAI Website from **30.06.2026 to 29.07.2026 up to 1100 hrs.** The Consultant who downloads the RFP

document from the website will be required to pay the non-refundable fee of Rs.5,000/- towards cost of RFP to the following Bank Account:

| S. No. | Description            | Remarks                              |
|--------|------------------------|--------------------------------------|
| 1      | Name of Beneficiary    | National Highways Authority of India |
| 2      | Name of Bank           | Canara Bank                          |
| 3      | Address of Bank Branch | Arera Colony Branch, Bhopal          |
| 4      | Account No.            | 1471201001629                        |
| 5      | IFIE Code              | CNRB0001471                          |

Consultancy Firms are required to submit payment receipt as proof of payment to the above said Bank Account along with the Technical Proposal. Consultancy firms are required to mention “NHAI/RO BPL/PIU-Ratlam /SC-O&M/NE-4 /2026” in the payment receipt. The RFP will be invited through e-tendering portal. Refer Procedure under e-tendering for submission of RFP through e-tendering.

7. In this document, unless the context otherwise requires, reference to a firm or consultant or bidder or applicant shall be construed as reference to any individual firm, organization, company or their JV, reputed engineering institutions such as IITs/NITs/Deemed Universities.
8. The proposal should be submitted by consultancy firms in two parts in two separate envelopes/package duly marked and put together in one single outer envelope/ package. The two parts of the proposal are Part 1: Technical Proposal and Part 2: Financial Proposal. For a given Project, Stage-1 of the Evaluation shall consider the evaluation of the Technical Proposal (i.e. Part 1). The firms scoring the qualifying marks (minimum 75%) as mentioned in RFP shall be listed in the descending order of their technical score and 5 top ranking firms shall only be considered for further evaluation provided none of them is in conflict of interest with the Contractor. The firms in conflict of interest shall be substituted by next ranking firm not having conflict of interest with the Contractor. Under stage 2, the financial proposal of such five firms as selected above shall be opened and evaluated. The weightage of Technical and Financial score shall be 80% & 20% respectively. The final selection of the firm shall be based on the highest combined score of Technical and Financial Proposal.
9. The total time period for the assignment as a Supervision Consultant will be 36 months. On expiry or termination of aforesaid period, the Authority may in its discretion renew the appointment.
10. Consultants may apply either as a sole firm or forming Joint Venture with other consultants. In the case of Joint Venture, the maximum number of Joint Venture partners is limited to 2 (i.e., one lead + 1 JV partners). Formulation of more than one JV with different partners for the same work is not allowed and all such proposals involving the firms shall be treated as **non-responsive**.
11. **(A)** The Applicant whether a sole applicant or lead member with joint venture may include any number of Associate to provide technology in assignment (refer para 9 (iii) of data

sheet). The associate firm can provide equipment-based road inspection services for any of the 5 equipment viz., (i) Network Survey Vehicle including all modules required as per technical specifications, (ii) Falling Weight Deflectometer, (iii) Mobile Bridge Inspection Unit and (iv) Retro Reflectometer (v) Automatic Traffic Counter cum Classifier (ATCC). However, the associate(s) cannot be common for 2 or more bidders. If any associate is common with 2 or more bidders, all those bids shall be declared non-responsive. Hence, the bidder may ensure on his own that the associate proposed by him is not proposed by any other bidder participating in the same assignment and the bidder is solely responsible in this regard.

(B) In addition, the applicant, whether a sole applicant or lead member with joint venture may also include an Associate for providing key personnel. In such case, the applicant should submit an MOU with associate regarding role and responsibility of Associate Company. However, the maximum no. of key personnel from the Associate firm during RFP proposal and implementation of contract should be limited to two (2).

(C) The bidder cannot revise their share among Lead/JV partner/Associate partner, which was declared at the time of bidding/award of respective consultancy assignments. Further, maximum limit of share of associates shall be limited to their actual assignments w.r.t. provision of standard RFP subject to a maximum of 25% of contract amount.

(d) The Bidder cannot revise their share among Lead/ JV Partner after submission of bids. In case of submission of wrong JV shares in the bids of consultancy assignment, the bid will be declared as non-responsive

12. Consulting firms meeting the following criteria and not in conflict of interest with the Contractor are only eligible to apply for this assignment. Firms not meeting these criteria need not apply.

**A. Eligibility criteria for sole applicant.**

| S.<br>No. | Experience of the applicant in completed projects in last seven years |                                              | Annual Turnover* |
|-----------|-----------------------------------------------------------------------|----------------------------------------------|------------------|
|           | Preparation of DPR<br>(NH/SH/Equivalent)                              | Project Supervision/IC<br>(NH/SH/Equivalent) |                  |

| S. No. | Experience of the applicant in completed projects in last seven years                                                                                                       |                                                                                                                                                                                                                                                                                                                  | Annual Turnover*                                                                                                                                                   |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Preparation of DPR (NH/SH/Equivalent)                                                                                                                                       | Project Supervision/IC (NH/SH/Equivalent)                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |
| 1.     | The firm should have prepared DPR/FS cum PPR for at least Two projects of 4/6 laning** of 30% of project length each or one project of 4/6 laning of 50% of project length. | The firm should have experience of Project Supervision/IE of<br>a. At least two construction projects of four/six laning** of 30% of project length each or one project of 4/6 laning of 50% of project length and At least one O&M project under DBFOT/OMT/O & M of four/six laning** of 50% of project length. | Annual turnover (average of last 5 years or in each of the preceding two years) of the firm from consultancy business should be equal to or more than Rs. 5 Crore. |

\* Annual Turnover should be duly certified by a statutory body like a Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.

\*\* Similar projects mean 2/4/6 lane as applicable for the project for which RFP is invited. For 2-lane projects experience of 4/6 lane also to be considered with a multiplication factor of 1.5. Experience of 4/6 lane shall be considered interchangeably for 4/6 laning projects. For 4/6 laning projects, experience of 2 lane will be considered with a multiplication factor of 0.4.

**B. Eligibility Criteria for partner in case of JV (not more than 1 JV partner shall be allowed):**

Lead Partner should meet at least 75% and JV partner should meet at least 40% eligibility criteria for Annual Turnover. Lead partner and the JV partner both shall have experience of at least one project of eligible category as in para 12 (A) above.

**Note:**

*The weightage given for experience of a firm would depend on the role of the firm in the respective assignments. The firm's experience would get full credit if it was the sole firm in the respective assignment. Experience weightage for firms joining Lead partner JV partner shall be considered in the same proportion as mentioned in their MOU/ Agreement among JV member w.r.t sharing of their work responsibility, \*\* However if the applicant firm has executed the project as associate with some other firms, 25% weightage shall be given to the applicant firm for the projects completed under such association*

*\*\* For weightage of experience in any past Consultancy assignment experience certificate from the client shall be accepted. In the absence of experience certificate from the client, proportion of payment received towards Consultancy work duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned shall be accepted. Annual turnover duly certified by Chartered Accountant shall be accepted. In case of non- availability of such documents no weightage of turnover/experience will be considered.*

**13. Restriction as per General Financial Rule (GFR) 144 (xi):**

Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority as per Stipulated provision in Ministry of Finance Department of Expenditure (Public Procurement Division) office Memorandum No F. No. 6/18/2019-PPD dated 23.07.2020.

**14. Self-certification for meeting local content requirement:**

A Bidder is required to submit, along with its technical BID, a self-certification that the item offered meets the local content requirement for 'Class -I local bidder' / 'Class-II local bidder', as the case may be. The self-certification shall also have details of the location(s) at which the local value addition is made. In case, bidder has not submitted the aforesaid certification the bidder will be treated as 'Non- Local Supplier'. The Class-I local bidder, Class-II local bidder and Non-Local Supplier are defined as under:

(i) 'Class-I local bidder' means a bidder, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local bidder' under this RFP. The 'local content' requirement to categorize a bidder as 'Class-I local bidder' is minimum 50%.

(ii) 'Class-II local bidder' means a bidder, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local bidder' under this RFP. The 'local content' requirement to categorize a bidder as 'Class-II local bidder' is minimum 20%.

(iii) 'Non-local bidder' means a bidder, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local' under this RFP.

(iv) 'Local content' means the amount of value added in India which shall be the total value of item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

In case estimated project cost is above Rs. 10 crores, the 'Class-I local bidder' / 'Class-II local bidder' shall provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing

chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

16. Following enhancement factor will be used for the cost of services provided and for the turnover from consultancy business to a common base value for works completed in India:

| Year of completion of services / turnover | Enhancement factor |
|-------------------------------------------|--------------------|
| Financial year in which RFP invited       | 1.00               |
| One year prior to RFP                     | 1.10               |
| Two years prior to RFP                    | 1.21               |
| Three years prior to RFP                  | 1.33               |
| Four years prior to RFP                   | 1.46               |
| Five years prior to RFP                   | 1.61               |

Applicant should indicate actual figures of costs and amount for the works executed by them without accounting for the above-mentioned factors.

In case the financial figures and values of services provided are in foreign currency, the above enhancement factors will not be applied. Instead, current market exchange rate (State Bank of India BC Selling rate as on last date of submission of the bid) will be applied for the purpose of conversion of amount in foreign currency into Indian Rupees.

17. The Bidder including individual or any of its Joint Venture Member should, in the last 2 years, have neither failed to perform for the works of Expressways, National Highways, ISC (Inter State Connectivity) & EI (Economic Importance) works, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder including individual or any of its Joint Venture Member, as the case may be, nor has been expelled or terminated by Ministry of Road Transport & Highways or its implementing agencies for breach by such Bidder including individual or any of its Joint Venture Member. Consultants (sole firm or lead firm and any of the JV partners) who do not fulfil the aforesaid condition as on last date of submission of proposal and as on date of issue of Letter of Acceptance, shall not be considered for placement of contract. It is clarified here that the Bids from only such firm shall be placed for contract which are not debarred on the date of the Contract. Contracts concluded before the issue of the debarment/declaration as non-performer order shall not be affected by the debarment order(s) issued subsequently

In case, any debarred/declared non-performer firm submits the bid, the same will be ignored. In case such firm is preferred bidder (H-1), next firm with highest combined score shall be considered as H-1.

Debarment/declaration as non-performer of a particular firm shall automatically extend to all its allied firms. In case a joint venture/consortium is debarred, all partner/members shall stand debarred, all partner/members shall stand debarred for the entire period.

17. NHAI shall not be responsible for any delay in receiving the Proposal online and reserves the right to accept/reject any or all applications without assigning any reason thereof.

The two parts of the Proposal (Technical proposal and Financial proposal) must be submitted on-line only with all pages numbered serially, along with an index of submission as per procedure under e-tendering. Physical submission of the proposal shall not be accepted. In the event, any of the instructions mentioned herein have not been adhered to, the Employer may reject the Proposal.

18. Technical Proposal and Financial Proposals shall have to be submitted only in Electronic Form (to be uploaded on the e-portal). In the event, any of the instructions mentioned here in have not been adhered to NHAI may reject the Proposal.

19. The applicant shall use the Link 'Data Lake Portal' available on NHAI website [nhai.gov.in](http://nhai.gov.in) to communicate with NHAI website [nhai.gov.in](http://nhai.gov.in) to communicate with NHAI and Contractor for all contractual correspondence.

20. No physical document shall be accepted unless and until the same is specifically stated specifically stated so in the RFP or it is a legal requirement.

21. NHAI will be at liberty to keep the credentials submitted by the Consultants at bidding stage, in public domain and the same may be uploaded on NHAI website. By submitting the proposal, the Consultants shall be deemed to have no objection to upload/hoist the information pertaining to their credentials as well as of their key personnel on NHAI web- site.

22. The individual key personnel proposed in the bid by the consultants, or any replacement thereof should undertake that they shall have no objection in uploading/hoisting of their credentials by NHAI in public domain.

23. RFP submission must be received not later than **29.07.2026 up to 11:00 Hrs. (Online Only)** in the manner specified in the RFP document at the address given below.

**The Regional Officer, Bhopal**  
**National Highways Authority of India**  
E-6/47, Smriti Parisar, Near Sai Board,  
Arera Colony, Bhopal (MP)-462016.  
Telephone No.: 0755-2426698  
Email: - [robhopal@nhai.org](mailto:robhopal@nhai.org)



## Section:2 LETTER OF INVITATION TO CONSULTANTS

### 1. INTRODUCTION

- 1.1 Bids are invited from consulting firms as a sole firm/ joint venture with other consultant willing to act as IE to submit a proposal for providing consulting services required for the assignment named in the attached Letter of Invitation.
- 1.2 A brief description of the assignment and its objectives is given in the Terms of Reference (TOR).
- 1.3 This RFP is neither an agreement nor an offer by the Authority to the prospective Applicants 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 Proposals pursuant to this RFP. This RFP includes statements and assumptions, which reflect various assessments arrived at by the Authority in relation to the Consultancy. Such assessments and statements do not purport to contain all the information that each Applicant may require. The information contained in this RFP may not be complete, accurate, adequate, or correct. Each Applicant should, therefore, conduct its own investigations about the assignment and the local conditions before submitting the proposal by paying a visit to the Client and the project site, sending written queries to the client, before the date and time specified in the Data Sheet.
- 1.4 Please note that (i) the costs of preparing the proposal including visits to site, are not reimbursable as a direct cost of assignment and (ii)NHAI is not bound to accept any of the proposals received by it and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.
- 1.5 We wish to remind you that in order to avoid conflict of interest situations, any firm associated with the Contractor of the Project Highway as its Design and/or Supervision Consultant during construction period and defect liability period of the project or previous Operation and Maintenance period and/or the Contractor(s) as Design Consultant and/or Construction Supervision Consultant is not eligible to participate in the bidding. The restriction herein shall not apply after a period of 5(five) years from the completion of their consultancy assignment.
- 1.6 Deleted
- 1.7 The Consultant will not propose any personnel who have been engaged by the Contractor on the same project within the last one year.
- 1.8 Consultant have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or than may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the

disqualification of the Consultant or the termination of its Contract and/or any other action as deemed fit by the Authority at any stage.

1.9 It is the NHAI's policy that the consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the NHAI:

- i. Defines, for the purpose of this paragraph, the terms set forth below as follows:
  - a "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution.
  - b "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.
  - c "Collusive practices" means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
  - d "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.
- ii. Will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
- iii. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- iv. Will have the right to request that a provision be included requiring consultants to permit the NHAI to inspect their accounts and records relating to the performance of the contract and to have them audited by authorized representatives of NHAI.

1.10 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, in the Financial Proposal.

1.11. The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete the process

within this period. Should the need arise, however the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, consultants could seek replacement upto a maximum of 50% key personnel .If any Consultant seeks any replacement(s), while extending the bid validity, then the same shall be evaluated for ascertaining suitability of replacement as per the provisions of the RFP and remuneration shall not be reduced for any such replacement(s). However, the technical evaluation shall consider of the originally submitted CV(s) only irrespective of replacement sought. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

## **2. CLARIFICATIONS AND AMENDMENT OF RFP DOCUMENTS**

- 2.1 The Consultants may request clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, facsimile, or electronic mail to such requests and will send copies of the response (including an explanation of the query but without identifying the source of inquiry) to all consultants who have purchased the RFP document. Clarification/amendment will also be hosted on NHAI website.
- 2.2 At any time before the submission of the Proposals, the Client may for any reason, whether on its own initiative or in response to a clarification requested by a Consulting firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addendum. Addendum may be sent by mail, cable, telex, facsimile, or electronic mail to consultants or/and will be hosted on NHAI website which will be binding on them. The Client may at its discretion extend the deadline for the submission of Proposals.

## **3. PREPARATION OF PROPOSAL**

- 3.1 You are requested to submit your proposal in Two Parts strictly using the formats enclosed herewith (refer section 3 and 4). The two parts shall be:

**Part 1: Technical Proposal and**

**Part 2: Financial Proposal.**

**The Technical Proposal and The Financial Proposal should be submitted only in Electronic Form. No hard copy of the Technical Proposal and Financial Proposal is to be submitted.** Please also refer to "procedure under e-tendering" defined in the RFP in this regard. The proposal shall be written in the English language as specified in the Data Sheet.

All pages of the Proposal shall be signed by an authorized representative. The representative's authorization shall be confirmed by written Power of Attorney duly notarized to be submitted with the proposal. In the case of JV, a MoU indicating the specific Projects, input and role of each Partner etc. shall be submitted with the proposal.

### Part 1: Technical Proposal

- 3.2 You are expected to examine all terms and conditions included in the documents. Failure to act or to provide all requested information will be at your own risk and may result in rejection of your proposal.
- 3.3 During preparation of the technical proposal you may give particular attention to the following:
- i. The man-months for the assignment shall be that stated in the Terms of Reference. The same shall be considered for the purpose of evaluation as well as award.
  - ii. The Consultants should prefer to field as many of their permanent staff as possible and higher marks should be given in this regard. The permanent staff would be considered those already employed with the firm prior to one year from the month during which this Tender Notice is issued. More weightages will be given to those key personnel who are employed for more years with the firm.
  - iii. No alternative to key professional staff may be proposed and only one Curriculum Vitae (CV) may be submitted for each position and
  - iv. A good working knowledge of the language specified in the data sheet is essential for key professional staff on this assignment. Reports must be in the language (s) specified in the data sheet.
  - v. For Key Personnel e.g., Team Leader, Highway Maintenance cum Resident Engineer, Bridge/ Structural Engineer and Road Safety Expert, the Consultants should prefer candidates having worked on PPP Projects. Such personnel shall be rated higher than the candidates having no such experience at all".
- 3.4 Your Technical Proposal must provide the following information, using but not limited to the formats attached in Section 3 & 4.
- i. A brief description of the firm's organization and an outline of recent experience of the Consultants and, in the case of Joint Venture, for each partner, on assignments of a similar nature. The information which you shall provide on each assignment should indicate, *inter-alia*, the profiles of the staff provided, duration, contract amount and firm's involvement. ***The details of assignments on hand shall also be furnished.***

- ii. Site Appreciation: limited to four A4 size pages in 1.5 space and 12 font including photographs, if any.
- iii. Proposed methodology for the execution of the services illustrated with bar charts of activities. The proposed methodology should be accompanied by the consultant's initial view, key challenges they foresee and potential solutions. The proposal shall indicate as to whether the firm has the facilities for carrying out the following field activities or these are proposed to be outsourced to specialized agencies.
  - a. Surface defects detection and roughness measurement using Network Survey Vehicle
  - b. Pavement strength measurement using FWD.
  - c. Bridge inspection using Mobile Bridge Inspection Unit
  - d. Road signs inspection using Retro Reflectometer
  - e. Traffic count using Automatic Traffic Counter cum Classifier (ATCC)
- iv. Proposed Quality Audit Methodology including Quality Assurance Plan
- v. In case the consultant envisages outsourcing any or all of the above services to the expert agencies, the details of the same indicating the arrangement made with the agencies need to be furnished. These agencies would, however, be subject to approval of the client to ensure quality input by such agencies before awarding the work. For out-sourced services, proposed firms/consultants should have such experience on similar projects.
- vi. The composition of the proposed staff team, the tasks which shall be assigned to each and their timing.
- vii. **Requirement for submission of CVs.**
  - a. CVs strictly in the prescribed format and recently signed in blue ink on each page by both the proposed professional staff and the Managing Director/Head or the authorized representative of the firm.
  - b. Key information should include years with the firm and the degree of responsibility held in various assignments. In CV format, in summary, the individual shall declare his qualification & total experience (in years) against the requirements specified in TOR for the position (Ref. Enclosure-B of TOR).
    - If any information is found incorrect/fake/inflated in the CV, at any stage, debarment of the key personnel from future MoRT&H or its Executing Agencies projects up to 2 years may be taken by MoRT&H or its Executing Agencies.

- In case, the information contained in the CV for the duration in which the key personnel were employed by the firm, proposing his candidature is found incorrect/fake/inflated at any stage, action including termination of the consultancy agreement and debarment of the firm up to 2 years from future MoRT&H or its Executing Agencies projects shall be taken by MoRT&H or its Executing Agencies.
  - In case, the information contained in the CV for the duration in which the key personnel were employed by the firm proposing his candidature is found incorrect/fake/inflated at any stage, the consultancy firms shall have to refund the salary and perks drawn in respect of the person apart from other consequences.
  - In case, the information contained in the CV for the duration in which the key personnel were not employed by the firm proposing his candidature is found incorrect/fake/inflated at any stage, the consultancy firm will have to refund the twice of salary and perks drawn in respect of the person.
- c. If the same CV is submitted by two or more firms, zero marks shall be given for such CV. The age limit for key personnel is 65 years as on the date of bid submission. The proof of age and qualification of the key personnel must be furnished in the technical proposal.
- d. CVs of Key Personnel having intermittent inputs will be considered only if the assignments on hand, including those for which LOA has been received from the Client or for which Consultant has been declared as H1, do not exceed 3 (three) for team Team Leader, 2 (two) for Road Safety Expert and 3 (three) for bridge/structural engineer as on 7 days before due date of proposal.
- e. All the CVs which are to be evaluated should be complete in all respects including signing and certification by the individual and the firm. In order to overcome the difficulties in furnishing the duly signed CVs due to time prescribed for submission for RFP, maximum 3 CVs (except Team Leader, and Highway Maintenance Engineer) with scanned signatures of the candidates on all pages shall be permitted. However, the authorized representative of the firm shall sign on each page. If the firm is selected, then the firm shall submit duly signed CVs before the signing of contract.
- f. If a CV scores less than 75% marks, whatever marks it scores will be carried forward for maximum 2 nos. key personnel for determining the total score of the firm. However, if the Key Personnel does not fulfil the minimum academic qualification (as mentioned at Enclosure-B of TOR of RFP), the overall score of his CV will be evaluated as zero. If the Key Personnel does not fulfil the minimum qualification related to experience (as mentioned at Enclosure-B of TOR of RFP), then zero marks will only be assigned for that sub criteria, but the marks obtained by the CV of the Key Personnel will be carried forward for maximum 2 nos. key personnel for determining the total score of the firm. In the case of a firm that is H-1, then a maximum of 2 (two) such Key Personnel (whose CV

scores less than 75% or who does not fulfil the minimum qualification) will have to be replaced by the firm before signing the contract. The reduction in remuneration of such replacements shall be at the rate of 10% for each replacement.

**g.** In case, the information contained in the CV for the duration in which the key personnel:

(1) If any information is found incorrect/fake/inflated in the CV, at any stage, debarment of the key personnel from future MORTH or its Executing Agencies projects upto 2 years may be taken by NHAI.

(ii) In case, the information contained in the CV for the duration in which the key personnel was employed by the firm, proposing his candidature is found incorrect/fake/inflated at any stage, action including termination of the consultancy agreement and debarment of the firm upto 2 years from future MORTH or its Executing Agencies projects shall be taken by NHAI.

(iii) In case, the information contained in the CV for the duration in which the key personnel was employed by the firm proposing his candidature is found incorrect/fake/inflated at any stage, the consultancy firms shall have to refund the salary and perks drawn in respect of the person apart from other consequences.

(iv) In case, the information contained in the CV for the duration in which the key personnel was not employed by the firm proposing his candidature is found incorrect/fake/inflated at any stage, the consultancy firms will have to refund the twice of salary and perks drawn in respect of the person.

**h.** It is also clarified that any key personnel, if debarred during the period between receipt of bid and award of the contract and is required to be replaced as per the provisions of the RFP, then the replacement shall not be considered as part of replacement by the consultant and hence no deduction in remuneration shall be affected. However, in this case the original CV will be considered for evaluation purpose.

- viii) The Deployment Schedule for each key personnel should be formulated and incorporated in the Technical Proposal which will be reviewed on a quarterly basis.
- ix) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff and sub-professional staff.
- x) A certification to the effect should be furnished by the Consultant that they have checked the qualifications and experiences details submitted by the key personnel in their CVs and found to be correct. This certification should be made in CVs of all key personnel after the certification by the candidate. The format of CV includes certification to this effect.

- xi) Detailed Evaluation criteria of the Firm and Key Personnel, which will be used for evaluation of Technical Bids is enclosed as per Section-4. The consultants shall submit the self-evaluation duly filled in based on the Detailed Evaluation criteria mentioned therein. While submitting the self-evaluation, Consultant shall refer to the documents along with page nos., which have been relied upon in his self-evaluation.
- xii) In case, consultant firms' experience/document is found to be false at any stage i.e., from bidding to completion of services, the consultancy contract shall be terminated, and consultant firm shall be debarred for a period of 2 years.

3.5 The technical proposal must not include any financial information.

### 3.6 Interview of Key Personnel

For any Key-Personnel to be eligible for participation in the AE/IE tender, he/she shall be required to be empanelled on NHAI Skill Bridge Portal for that specific Key-Position. For specialized Projects wherein the required key-Positions not available on NHAI Skill Bridge Portal, Infracon CVs shall be considered by the Authority for evaluation and the interview of the same shall be arranged on Skill Bridge Portal by Authority before issuance of LOA to the selected bidder."

## Part 2: Financial Proposal

- 3.6 Your Financial Proposal must be strictly using the formats attached in Section 5. No additional items/quantities other than those specified in the formats should be proposed by the Consultants since the same shall not be considered for the evaluation/award. For the first 12 months from the Date of Commencement of Services, Consultants shall be paid billing rates as indicated above. Beginning 13<sup>th</sup> months of the services provided, billing rates shall be increased on all items of contract inter alia including vehicle hire, office rent, consumables, furniture etc @ 5% every 12 months for local currency for the subsequent period of services rendered by the personnel of all categories namely (i) key Personnel; (ii) sub-Professional personnel and (iii) Support staff. However, for evaluation and award of the Bid proposals, the quoted initial rate (as applicable for the first 12 months) shall be multiplied by the total time input for each position on this contract, i.e., without considering the increase in the billing rates.
- 3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub-consultants, and their personnel (other than nationals or permanent residents of the government's country); unless the Data Sheet specifies otherwise. This cost, however, will not be considered in the evaluation.
- 3.8 Consultants may express the price of their services in the Local currency (Indian Rupees)



- 3.9 The Goods and service tax shall be considered for release along with invoice, subject to condition that Consultant submits the proof of deposit of the same with a Certificate from CA firm within a period of 90 days of receipt of such Goods and service tax.

#### **4. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

##### **4.1 PREPARATION & SUBMISSION OF APPLICATIONS:**

The Applicants shall submit the proposal (Proof of Eligibility and Technical Proposal) in online form with all pages numbered serially and by giving an index of submissions. Copies of Applications shall not be submitted and considered.

Technical proposals and financial proposals are only to be submitted online and no hard copy should be submitted.

- i. Detailed RFP may be downloaded from <https://nhai.gov.in/> and <https://etenders.gov.in/> the Application may be submitted online following the instructions appearing on the screen. A Vendor manual containing the detailed guidelines for e-tendering system is also available on <https://etenders.gov.in/> .

- ii. The following shall be the form of various documents in the Application:

**A. Only Electronic Form (to be uploaded on the <https://etenders.gov.in/> )**

- a. Technical proposal as indicated in para 'B' below.
- b. Financial proposal as per format prescribed in SECTION-5 OF RFP.

**B. Technical Proposal in Electronic form to be uploaded on the <https://etenders.gov.in/> including:**

- a. Power of Attorney for signing the Application
- b. If applicable, the Power of Attorney for Lead Member of JV.
- c. Copy of Memorandum of Understanding between JV partners, if applicable.
- d. Copy of Memorandum of Understanding with Associate, if applicable
- e. Firm's credentials as per format prescribed in SECTION-3 OF RFP. (The details are to be submitted through INFRACON only.)
- f. Technical Proposal as per format prescribed in SECTION-4 OF RFP. (The details are to be submitted through INFRACON only.)
- g. Payment Receipt as proof of payment of Rs. 5,000/- (Rupees Five thousand only) to the Bank Account of Authority as mentioned in Para 6 of Section: 1. INFORMATION TO CONSULTANTS thereby mentioning "NHAI/RO BPL/PIU-Ratlam /SC-O&M/NE-4 /2026";