

First Draft

**CONDITIONS OF ENGAGEMENT OF
PROFESSIONAL SERVICES
AND
SCALE OF PROFESSIONAL FEES AND CHARGES**

Effective from -----

INSTITUTE OF TOWN PLANNERS, INDIA
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PREFACE

Established in 1951, the Institute of Town Planners, India (ITPI) is the body of qualified Town and Country Planners in the country, committed to foster the profession of spatial planning and education. The basic objectives of ITPI, among others, include: to promote planned economic, scientific and artistic development of towns, cities and rural areas; to promote general interests of those engaged in the practice of town and country planning; and to initiate and watch over measures affecting or likely to affect the town and country planning profession and education.

Following these objectives, ITPI in 1995 published the '*Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges*' which were revised in 2011. Taking into account the fast changing scope and requirements of the profession, several ITPI Members, through various forums, desired updating the '*Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges-2011*' so that the same be tuned to the current and future expectations of the profession. Accordingly, a Committee was constituted under the Chairmanship of Dr. S. K. Kulshrestha, Founder Editor, Spatio-economic Development Record, New Delhi, comprising Shri S. C. Gupta, Former Additional Commissioner (Planning), DDA, New Delhi; Shri Sunil Kumar Mehra, Former Chief Town Planner, MCD, Delhi; Prof. Sanjay Gupta, Head of the Transport Department, SPA, New Delhi; Dr. A. Panneerselvam, Executive Director, LEA Associate, South Asia (Private Limited), New Delhi; Shri R. Srinivas, Town and Country Planner, TCPO, New Delhi, Shri S. B. Khodankar, Former Director (Planning) DDA, New Delhi, and Mrs. Usha P. Mahavir, Executive Director (Projects), HUDCO, New Delhi as Members.

The Committee reviewed the past and the current scenario of urban and regional planning practice in India, especially, in the light of various missions, programmes and schemes envisaged by the Government of India such as Smart City Mission, AMRUT, and HRIDAY involving both public and private sectors in their planning and execution and revised the scope of professional practice having regard to the expectations of market. The Committee also reviewed the current remunerations paid for various services and updated the fees structure for rendering the various types of services by consultant planner. The Committee submitted its Report on the revised '*Conditions of Engagement of Professional Services and Scale of Professional Fees and Charges-2018*' in May 2018.

I would like to place on record the dedicated work done by Dr. S. K. Kulshrestha, Chairman of the Committee, and all Members of the Committee namely Shri S. C. Gupta, Shri Sunil Mehra, Prof. Sanjay Gupta, Dr. A. Panneerselvam, Shri R. Srinivas, Shri S. B. Khodankar, and Mrs. Usha Mahavir. This document will be useful to the professional planner and bring parity in the spatial planning consultancy standards, and practices throughout the country.

(D. S. Meshram)
President Emeritus, ITPI

INSTITUTE OF TOWN PLANNERS, INDIA

CONDITIONS OF ENGAGEMENT OF PROFESSIONAL SERVICES AND SCALE OF PROFESSIONAL FEES AND CHARGES

PART – I

1.0 Introduction

Planning for development of human settlements is a continuous strategic process which requires sound assessment of ground realities and providing options for sustainable development within the bounds of the demographic, physical, socio-economic, jurisdictional and financial considerations. However, since 1990s, in view of rapid population growth, globalisation of economy and phenomenal growth of urban areas, towns and cities have become more dynamic in nature and are subject to unprecedented changes in terms of land uses, infrastructure and basic services and amenities. This has led to newly emerging concepts like inclusive planning, sustainable habitat, sustainable mobility, land-use-transport integration, transit oriented development, disaster management, and reforms in land use planning and urban governance. The domain of planning has expanded widely and in addition to the traditional statutory urban and regional planning, it includes a large list of non-statutory urban and regional planning, transport planning and policy studies as described in details in Part-II.

The nature of assignments requires participation of domain specialists and multidisciplinary input of professional services. A paradigm shift in professional planning practice has taken place in India in recent past where the private sector consultancy is being promoted in spatial planning and development

In rendering professional services, an Urban and Regional Planner (hereinafter referred to as Consultant Planner) professionally assumes responsibilities to serve the Client. A Consultant Planner could be an individual, a firm, or an institution. The job is highly technical requiring education, knowledge, skill and competence in spatial planning as well as public dealing. Since urban and regional planning is multidisciplinary in nature, the Consultant Planner, therefore, has to be a person with capacity, ability, dynamism and leadership to lead a multidisciplinary team in discharging his professional obligation, Consultant Planner has to follow the ethics as given by the Institute of Town Planners, India, (hereinafter referred to as the Institute) (see [Appendix 1.1](#)). These are the factors that determine the nature of professional services rendered to a Client by the Consultant Planner.

A client may be an individual, a community, an agency, a corporate body, or a central, state or local government department. The Client, on his part, is obliged to make distinct decisions as regard to the professional services to be rendered by a Consultant Planner. These include (a) determination of the planning programme which sets the type and quantity of work, (b) selection of a consultant which sets the quality of works and (c) decision on the fee and cost of the work. Keeping these in view, for mutual benefit of both the Client and the Consultant Planner and to maintain the highest standards of practice and conduct, the Institute has adopted the following Conditions of Engagement

and the Scale of Professional Fees and Charges for the professional services to be rendered by its Corporate Members.

1.1 ITPI's Conditions of Engagement

The Corporate Members of the Institute shall follow the conditions of engagement as given hereunder:

- (i) All urban and regional plans and planning projects must be handled by a qualified planner who shall be a Corporate Member of the Institute.
- (ii) Corporate Members of the Institute of Town Planners, India, are governed by the Articles of Association and Bye-laws of the Institute for undertaking the professional assignments.
- (iii) Any failure in the code of professional conduct by the Corporate Members shall be dealt with by the Council of the Institute and its decision shall be final.
- (iv) A Consultant Planner shall be remunerated for the professional services rendered by him as per agreement between him and the Client specifying the scope of work and amount of fee to be paid.
- (v) Scale of professional fees and charges as described in Part - III shall be the minimum desirable payable to Consultant Planner. However, they are at liberty to charge a lump sum fees as mutually agreed with the Client, considering their professional standing, higher level of expertise offered, nature and complexity of the assignment, time constraints, etc.
- (vi) Any specific work not covered in Part – II and Part – III or otherwise any difference or disputes on the scope of work may be referred to the of the Institute of Town Planners, India, either by the Client or by the Consultant Planner in writing. The Institute shall take appropriate action within a fixed period of time.
- (vii) In case of termination of the project prior to its completion, the Client shall pay to the Consultant Planner, his professional fees and charges for the professional service rendered / work done up to the date of the termination and in accordance with the agreement vide clause 1.1(iv).
- (viii) Any difference or dispute arising out of the agreement as per clause 1.1(iv), shall be referred for arbitration as mutually agreed upon between the parties (Client and Consultant Planner). However, if both the parties agree the arbitrator may be nominated by the Institute.
- (ix) The scope of services and scale of professional charges provided herein, are applicable to professional services entrusted to Corporate Members of the Institute. Consultancy firms wishing to undertake planning consultancy projects and studies shall also be governed by these Conditions of Engagement and Scale of Professional Fees and Charges and shall have a Corporate Member of the Institute as a part of the consultancy firm.

PART - II

2.0 Description of Consultancy Services

The various types of consultancy services to be rendered by a Consultant Planner are described in the sections 2.10 and 2.20.

2.10 Types of Consultancy Services

The various consultancy services are grouped in the following three categories:

1. Urban and Regional (including rural area and environment) planning;
2. Transport Planning; and
3. Policy Studies.

2.11 Urban and Regional (including rural area and environment) Planning

Urban and Regional planning is further classified into the following seven categories:

1. Statutory Plans (as per Act);
2. Non-Statutory Area Development Plans;
3. Infrastructure Project Planning and Studies (Water supply, Sewerage, Drainage, Solid Waste Management, Power Supply, etc.);
4. Monitoring and Evaluation;
5. Impact Assessment Studies;
6. Technical Assistance / Advisory Services / Project Management Consultancy; and
7. Institutional / Capacity Building Studies / Training.

2.12 Transport Planning

Transport Planning can be further classified into the following six categories

1. City / Urban Transport Plans;
2. Regional / State Level Transport Plans;
3. Project Planning Studies (BRTS, Metros, LRTS, Monorail, Tunnels, Elevated Roads, Grade Separators, Bridges, Airports, Sea Ports, Inland Water Transport, Regional Rail Rapid Transit System (RRTS), Multi-modal Logistic Hubs, etc.);
4. Monitoring and Evaluation / Impact Assessment Studies;
5. Technical Assistance / Technical Advisory Services to Government Authorities; and
6. Institutional / Capacity Building Studies / Training.

2.13 Policy Studies

Policy Studies may be related to urbanisation, housing, urban land pooling, transportation, resource mobilisation, rural development etc. and include:

- City Level Policies; and
- State Level Policies.

2.20 Further Classification of Professional Services

The various consultancy services can be further classified into types of plans as detailed in the following sections.

2.21 Urban and Regional (Including rural) Planning

2.211 Statutory Plans, Urban

- Perspective Plan
- Comprehensive Development Plan / Development Plan (DP) / Master Plan (MP)
- Zonal Development Plan (ZDP)
- Town Planning Scheme (TPS) / Redevelopment Plan
- Local Area Plan (LAP) / Ward Plan
- Integrated Area Development Plan (Greenfield)
- Special Area Development Plans
- Layout Plan
- Any other Plan as per relevant Act

2.212 Statutory Plans Regional (including rural area)

- Regional Plan
- Sub-Regional Plan
- District Development Plan
- Metropolitan Regional Plan / Metropolitan Area Plans
- Sectoral / Functional Plans
- Block Plans
- Gram Panchayat Plan
- Nagar Panchayat Plan

2.213 Non-Statutory Area Development Plans (Urban)

- Perspective Plan / Vision Development / Concept Plan / Structural Plan
- Development Plan (DP) / Master Plan (MP)
- Urban Renewal Plan / Redevelopment Plan / Special Area Plan / Heritage and Conservation Plan
- Greenfield City Plan
- Smart City Plan
- City Development Plan (CDPs)
- City Sanitation Plan
- City Corporate Plans / Business Plan
- Urban Disaster Mitigation and Adaptation Plan / Climate Resilient Plan
- Plans for Housing for All Projects / Plan of Action
- Facility Corridor Plan
- Environmental Management Plan
- City Corporate Plans / Business Plan

- 2.214 Non-Statutory Area Development Plans (Regional, including rural areas)
 - Regional Perspective Plan / Regional Concept Plan
 - Sectoral Plans / Functional Plan
 - Economic Development Plans / Strategies for a Region
 - Gram Panchayat / Nagar Panchayat / Village Development Plan / Strategies
 - Industrial Area Plans / Strategies
 - Plans for Special Economic Zone (SEZ) / National Industrial Manufacturing Zone (NIMZ) / Coastal Economic Zone (CEZ) Specialized Industrial Zones / Areas
 - Tourism Master Plans
 - Social Infrastructure Plans
 - Physical Infrastructure Plans
 - Industrial Corridor Plans
 - Coastal Area Development / Management Plan
 - Rurban Village Cluster Plans

- 2.215 Infrastructure Project Planning and Studies (Urban / Regional /Rural)
 - Pre-Feasibility Studies
 - Feasibility Studies
 - Detailed Project Reports (DPRs)

- 2.216 Monitoring and Evaluation
 - Project Evaluation of government programs / Missions
 - Project Monitoring

- 2.217 Impact Assessment Studies (Urban / Regional /Rural)
 - Socio-Economic Impact Assessment Studies
 - Environmental Impact Assessment Studies
 - Spatial Impact Assessment Studies

- 2.22 **Transport Planning**
 - 2.221 City / Urban Transport Plans
 - Comprehensive Transport Plan / Comprehensive Transport Studies (CTS)
 - City Mobility Plans (CMP)
 - Transit Oriented Development (TOD) Plan
 - Corridor Development Plan
 - Transport Management Plan
 - Traffic Management Plan
 - Railway Station Area Redevelopment Plan
 - Airport Area Development Plan

 - 2.222 Regional / State Level Transport Plans
 - National Level Strategic Studies, viz. Road Connectivity, Expressway Planning, Port Connectivity, Corridor Development Plans
 - Regional Transport Plan

- State Level Strategic Option Studies (SOS)
- State Level Road Sector Master Plan
- Sea Port Master Plan
- Master Plan for Inland Water Transport
- Regional Rail Rapid Transit System (RRTS) Plan
- Multi-modal Logistic Hub Plan
- Dry Port Plan

2.223 Project Planning Studies

- Pre-Feasibility Studies
- Feasibility Studies
- Detailed Project Reports (DPRs)

2.224 Monitoring and Evaluation

- Transport Project Evaluation of government programs / Missions
- Transport Project Monitoring

2.225 Impact Assessment Studies

- Socio-Economic Impact Assessment Studies
- Environmental Impact Assessment Studies
- Traffic Impact Assessment Studies

2.226 Technical Assistance (TA) / Technical Advisory Services to Government Authorities

- Technical Assistance (TA) / Technical Advisory Services to Government Authorities
- Project Management Consultancy (PMC) Services
- Infrastructure Support Services
- Lenders Engineering Services

2.227 Institutional / Capacity Building Studies / Training

- Institutional Strengthening and Action Plans (ISAP) for PWD / Transport Authorities
- Legal Framework / Act Review and Amendment for Road Development Agencies
- Institutional Reforms for PWD / Transport Authorities
- Training Needs Assessment and Capacity Building Action Plan
- Training Services

2.23 **Policy Studies**

2.231 City level Policies

- Urban Land Policy Studies
- Housing Policy Studies
- Climate Resilient and Disaster Management Studies
- Transport Policy Studies
- Public Transport Policy
- Resource Mobilization Studies
- Land Pooling / Assembly Strategies

- Urban Governance Studies

2.232 State level Policies

- State Urban Development Policy
- State / Regional Development (all sectors) Vision / Policy
- Rural Development Policies

Further details of some of these assignments may be seen from **Appendix 2.1** which presents a listing of tasks and deliverables as given in various TORs.

PART - III

3.0 Scale of Professional Fees and Charges

For the various types of professional services, listed in Part-II, to be rendered by the Consultant Planner, the scale of professional fees and charges shall be in accordance with the provisions of this Part-III. As mentioned under section 1.1 sub-section (v), this scale of professional fees and charges shall be the minimum desirable payable to a Consultant Planner. However, they are at liberty to charge a lump sum fees as per mutual agreement with the Client, in consideration of their particular professional standing, higher level of expertise offered by their organisation, nature and complexity of the assignment, time constraints etc.

3.10 Methods of Professional Fees Calculation

The total professional fees and charges include:

- (a) the remuneration to the Consultant Planner;
- (b) the cost of surveys, and
- (c) the reimbursable costs..

The remuneration to be paid to the Consultant Planner includes his professional fees and also the overhead cost to his office in rendering the service. The cost of surveys include all costs incurred in conducting, analysing, presenting and documenting all the surveys as per terms of reference (TOR) agreed between the consultant planner and the Client. The reimbursable costs cover expenses incurred by the consultant planner and his team on travel, full boarding and lodging, local transport for meetings, discussions, consultations, in connection with the assignment outside the city where he / she usually works. It also includes furnished site office accommodation outside the city where he usually works, if it is a condition in the TOR. The reimbursable costs also includes payment of Goods and Services Tax as applicable.

To cover a variety of situations and services, the following four methods of professional fees (remuneration) calculation have been provided in this part:

1. Professional fee, for projects / schemes / DPRs, based on percentage of the land development cost or total project cost (Table 3.1);

2. Professional fee, for short-term assignments (such as advice, arbitration, techno-legal advice, and other services), based on per day basis (Table 3.2);
3. Professional fees, for professional service as retainer, to be charges on per month basis (Table 3.3); and
4. Professional fees for different professional services based on person-month (Table 3.4 and 3.5)

The person-month method is the mostly used in the field and should be applied for fees calculation.

3.20 Scale of Professional Fees

Taking into consideration, the current trend in salary structure in different consultancy firms, institutions and organisations as well as the market, the professional fees for various consultancy services shall be as given in the following Tables 3.1 to 3.5:

TABLE 3.1 PROFESSIONAL FEE BASED ON LAND DEVELOPMENT COST

	Description	Fees
1	All Layouts / Projects / Schemes	1.5% of the land development cost
2	Detailed Project Reports (DPRs)	2% of the project cost for which the DPR is being prepared

Notes 3.1:

1. Land development Cost includes cost of provision of water supply, sewerage, drainage, construction of roads, street lighting, arboriculture and site levelling based on schedule of rates of CPWD / PWD.
2. This fee does not include the preparation of Building Plans.

TABLE 3.2 PROFESSIONAL FEE FOR SHORT-TERM ASSIGNMENTS ON PER DAY BASIS

Sl. No.	No. of Years of Experience	Team Leader	DTL / Project Manager	Other Key Experts /Personnel
1	25+	30,000 to 35,000	25,000 to 30,000	25,000 to 30,000
2	20-25	25,000 to 30,000	20,000 to 25,000	20,000 to 25,000
3	15-20	20,000 to 25,000	15,000 to 20,000	15,000 to 20,000
4	10-15	15,000 to 20,000	10,000 to 15000	10,000 to 15000

DTL: Deputy team leader

TABLE 3.3 PROFESSIONAL FEE AS RETAINER ON PER MONTH BASIS

Designation	Range* of fees per month** (In Rs. Lakh)
Advisor / Senior Consultant	2.0 to 2.5
Consultant Domain Expert	1.5 to 2.0

Notes 3.3:

* Depending upon the experience fee can be charged within this range.

** One month is defined as a period comprising 22 working days in a month and fees per month includes the professional fees of the Consultant Planner and overheads for one month.

TABLE 3.4 ESTIMATED MINIMUM PERSON-MONTHS FEES* (Rs. Lakh)

Sl. No.	No. of Years of Experience	Team Leader	DTL /Project Manager	Other Key Experts /Personnel	Technical Support Professional	Administrative Staff
1	25+	8.0 to 10.0	7.0 to 8.0	7.0 to 8.0	-	-
2	20-25	7.0 to 8.0	6.0 to 7.0	6.0 to 7.0	-	-
3	15-20	6.0 to 7.0	5.0 to 6.0	5.0 to 6.0	-	-
4	10-15	5.0 to 6.0	4.5 to 5.0	4.5 to 5.0	-	-
5	5-10				2.0 to 3.5	1.0 to 1.5
6	< 5				0.5 to 2.0	0.5 to 1.0

Notes 3.4:

DTL: Deputy team leader

* includes professional fees, overheads other than reimbursables such as travel, per diem, accommodation, food and incidental expenses

** One person-month is defined as a period comprising 22 working days in a month and fees per person-month includes the professional fees of the Consultant Planner and overheads other than the reimbursable.

3.30 Minimum Person-Months

The minimum person-months required to accomplish professional service are given in Appendix 3.1 which provides distribution of person-months by the following type of plan / assignment:

Table A:	Urban plans
Table B:	Regional / state / sectoral plans
Table C:	Transport plans (Urban)
Table D:	Transport plans (Regional)
Table E:	Policy studies

In order to accommodate the nature and extent of work involved in different sizes of settlements / regions (defined by area in sq. km), the variation in minimum person-months has been given for various services in Tables A and B. For Transport Plans (Table C) the variation in extent of service and required minimum person-months has been on the basis of population of the city. The basis for assigning the minimum person-months is case study and the field experience of various consultancy firms and institutions.

3.40 Method of Fee Calculation on Person-Month Basis for all Professional Services

The steps for calculating the professional fees (remuneration) based on person-month are:

Step 1 Taking into account the type of service and extent of involvement estimate person-months based upon Appendix 3.1 Tables A to E as case may be.

Step 2 Estimate the share of the key professionals and Technical / Administrative Support Staff out of the total person-months estimated in Step 1.

Step 3 Calculate the professional fees as remuneration based upon the rates given in Table 3.4

3.50 Cost of Surveys

The cost of surveys are not included in the fees specified under section 3.2 which should be calculated on the basis of the TOR agreed between the Client and the consultant planner.

3.60 Reimbursable Costs

As given in section 3.1 reimbursable costs cover the following expenses:

- a. Expenses incurred by the consultant and his team on travel, full board and lodging, local transport for meetings, discussions, consultations, in connection with the assignment outside the city where he usually works;
- b. Furnished site office accommodation outside the city where he usually works, if it is a condition in the TOR; and
- c. Goods and Services Tax as applicable.

3.7 Adjustment in Fees for Inflation

The professional fees specified in Section 3.2 shall be adjusted depending upon the Annual Wholesale Price Index of the Ministry of Commerce, Government of India.

3.8 Schedule of Payment of Fees

The schedule of payment of fees is directly dependent upon deliverables as per TORs and shall be as specified in the Agreement.

Code of Professional Conduct
(Approved by the Institute and currently in force)

The Institute of Town Planners, India is a national organization of professional workers whose particular sphere of activity is the planning of the unified development of urban and rural communities and their environs, and of states, regions and the nation, as expressed through determination of the comprehensive arrangement of land uses and land occupancy and the regulation thereof. This involves work in the collateral fields of physical, social, economic and fiscal planning. The professional nature of their work requires the acceptance by the planners of principles of conduct in their relations with the public, fellow members of their profession, their clients, their assistants and students of the profession.

The members and students of the Institute of Town Planners, India are governed by the constitution and bye-laws of the Institute and subscribe to the following code of professional conduct to which all members including students shall adhere, failing which the Council may judge a member or a student guilty of unprofessional conduct, and either reprimand, suspend or expel him or her. Cases of unprofessional conduct not specifically covered by these clauses shall be dealt with by the Council having regard to the particular circumstances of the case.

The Public

1. Since the basic objective of planning is the promotion of the general welfare, a member of the Institute of Town Planners, India will respect this paramount consideration in his work, even in cases where it may be in conflict with the apparent interest of the smaller groups or of individuals.
2. The member of the Institute of Town Planners, India will recognize that all land is a natural resource of the nation as well as the property of some individual or group; therefore, they will seek in the advising on comprehensive arrangements of land uses and occupancy and the regulations thereof to protect and promote both public and private interests, as may be appropriate to the situation, always acknowledging the primacy of the public interest.

The Profession

3. A member of the Institute will undertake continuing study of planning problems and their solution and pledge himself to the exchange of his opinions and knowledge with others in the interest both of the profession and of the public.
4. A member of the Institute will act towards other members of the profession in a spirit of fairness and consideration. He will not falsely or maliciously injure in professional reputation of another planner.
5. A member of the Institute will not compete for prospective employment on the basis of the fee charged, nor by taking advantage of a salaried position. Having stated the

proposed charge, he will not reduce the amount in order to offer a lower price than another of his profession.

6. A member of the Institute shall follow the scale of charges for professional services recommended by the Institute of Town Planners, India, and in cases where the scale cannot be applied, he shall refer such a special case to the Institute and obtain their permission to charge on a basis other than the one prescribed by the Institute.
7. A member of the Institute shall not attempt to supplant another town planner, once he has knowledge that definite steps have been taken towards the other's employment; nor will he knowingly accept an appointment while the just claim of another town planner previously employed remains unsatisfied. He will not investigate or criticize the works of another town planner for the same client without first giving the other an opportunity to explain his work. He will not advertise in self-laudatory language or in any other manner derogatory to the dignity of the profession.
8. No member or student of the Institute shall take part in a town planning competition not approved by the Council of the Institute.

The Client

9. Within the limitations imposed by his responsibility to both public and private interests, a member of the Institute will act as a faithful agent of his employer or client, whether an individual, either private party or a public agency. He will not undertake work for which he is not qualified by education or experience, nor at a price that precludes adequate performance. He will accept no remuneration other than his established compensation or agreed charges for services rendered. He shall have no financial interest in the result of his work which has not been disclosed to and received the approval of his client nor shall he use for himself nor disclose to his relatives, friends, nor to any person, whatsoever private information in the course of his professional duties which could be turned to pecuniary advantage.
10. Any estimate of work to be performed by other than himself is to be considered an expression of opinion which implies no guarantee of any kind.

Assistants

11. A member of the Institute will be mindful of the personal, financial and professional welfare of his employees. He will encourage them in study, advancement and achievement in the profession.

Students

12. A member of the Institute will recognize a special obligation to students of planning and so far as is possible give them of his time and his knowledge to the end that the high mission of the profession may be safeguarded for the future.

Preparation of GIS Based Master Plan for AMRUT Cities

Tasks		Deliverables
1. Inception report		Inception report (review of existing data, confirm / propose amendments to the proposed methodology, work plan and schedule of deliverables)
Task 1.1	Review of existing reports	
Task 1.2	Description of the site	
2. Spatial attribute collection and vetting of Base Map		Survey report + Final Base Map
Task 2.1	landuse survey	
Task 2.2	Socio-economic	
Task 2.3	Traffic and transport and other surveys	
Task 2.4	Ground verification	
3. Data Analysis		Data Analysis Report + Projected requirements, issues and potentials report
Task 3.1	Collate different Sectoral plan	
Task 3.2	Review of Planning Area 's present situation	
Task 3.3	Prepare an integrated geospatial database collecting and collating appropriate data	
Task 3.4	Hazard and Vulnerability Assessment	
Task 3.5	Undertake visioning exercises and formulate the objectives through participative mode at the scale of planning districts and at city scale	
Task 3.6	Environmental impact assessment	
Task 3.7	Social impact assessment	
Task 3.8	Projected Requirements, Issues & Potentials	
4. Master plan preparation		Draft Proposals report + Draft master plan
Task 4.1	Draft Proposals	
Task 4.2	Generate scenarios and alternative futures for the set objectives at the scale of planning district and at city scale	
Task 4.3	Preparation of Zoning Regulations / Development Control Guidelines and appropriate recommendations of FAR norms	
Task 4.4	Evaluate, visualize and arrive at plans and recommendations at different scales through public participation	
Task 4.5	Statutory Master Plan Review and Consultation Process	
Task 4.6	Implementation strategy	
Task 4.7	Financial feasibility assessment	
Task 4.8	Phasing plan	
Task 4.9	Financing, Institutional structure and development management	
5. Final Master Plan		Final Report of Master Plan

**Preparation of GIS based Existing Land Use Map & Digital Register of Planning/Special Areas
in Himachal Pradesh**

Tasks		Deliverables
1. Inception stage		Inception report (the status of available data, data gaps, detailed approach and methodology, detailed work plan and schedule, staff deployment and schedule)
2. Preparation of Existing Landuse plan		Draft GIS based Existing Land Use (ELU) Map
Task 2.1	Procurement of Satellite imagery	
Task 2.2	Collection of Revenue maps and papers	
Task 2.3	Demarcation of boundaries	
Task 2.4	Conducting field surveys upto building level	
Task 2.5	Ground verification of data	
3. Preparation of Existing Landuse Digital Register		Draft GIS based Existing Land Use (ELU) Digital Register
Task 3.1	Survey and photography of All buildings in planning area	
Task 3.2	Compilation and entering of data on web facility	
Task 3.3	preparation of hard format ELU register	
Task 3.4	Linking of Photographs to Landuse register	
4. Publication of Existing Land Use Map and Digital Register		Final GIS based Existing Land Use (ELU) Map and Digital Register
Task 4.1	Preparation of reply/comments on objections/suggestions	
Task 4.2	Incorporating the suggestions/objections received	
Task 4.3	Submission of Final Existing Land Use Map and Register to the Department.	

Preparation of Perspective Plan, Master Plan and Zonal Development Plans for GUDA Region

Tasks		Deliverables
1. Inception stage		Submission of inception report of perspective plan, Master plans and Zonal plans
2. EXISTING SITUATION ASSESSMENT		Submission of Existing Situation assessment Report
Task 2.1	Data Collection, Surveys(Landuse , Traffic, physical infrastructure, household surveys etc.)and Review and Documentation of Policies, Strategies and Plans	
Task 2.2	Base Map Preparation	
Task 2.3	Analysis and Assesment of Situation	
Task 2.4	Stakeholder Consultations	
3.VISION - 2038 AND STRATEGY FORMULATION		Submission of Draft Perspective plan + Vision and strategy formulation report
Task 3.1	Formulation of Development Vision	
Task 3.2	Demand assessment on key economic activities	
Task 3.3	Finalization of industries within each sector	
Task 3.4	Demographic projection up to 2038 and estimate future demand on housing and other physical and social infrastructure.	
Task 3.5	Alternative scenarios for spatial growth	
4. SPATIAL STRATEGY AND PRELIMINARY PLANS		Submission of Vision & Strategy Formulation Report of Draft Master Plan and ZDPs + Submission of Final Draft Perspective Plan to Govt. for Approval
Task 4.1	<p>Spatial strategy and Landuseplanning</p> <p>(a)General zoning covering the whole Project Area and defining clearly all types of land uses including open space, protected and productive areas -</p> <p>(b) Transportation Plan-structure plan for road network with hierarchy of roads and rail network</p> <p>(c) Trunk level water supply system, sewerage system</p> <p>(d) Social Infrastructure including health, education, recreation, sports, etc.</p> <p>(e) Commercial centers at the regional town and district levels.</p> <p>(f) Solid waste and waste water treatment facilities.</p> <p>(g) Major resources and distribution system of water, power, sewerage disposal system.</p> <p>(h) Heritage and conservation system</p> <p>(i) Micro level planning to promote tourism, heritage and pilgrimage</p> <p>(j) Conservation of ecosystem and water bodies and action plans for water harvesting</p>	

Task 4.2	Strategy report (a) Regional Setting (b) Current socio-economic condition and trends (c) Projections based on current trends (d) Opportunities and challenges (e) Proposed development strategy (f) Projections based on the proposed strategy (g) Spatial implications of the proposed strategy	
5. Draft Master plan and Draft Zonal Development plans		Submission of formats for Notification & Publication of Draft Master Plan and Zonal Development Plans (ZDPs) and Notification of the Plans
Task 5.1	Transport Sector Plan	
Task 5.2	Strategic Environmental Action Plan	
Task 5.3	Strategic Real Estate and Industrial Development Plan	
Task 5.4	Development control and zoning regulations	
Task 5.5	Capital Investment action Plans for the consecutive 5 year development plans covering the period of the strategy (20 years), along with preliminary cost estimate of each proposal on priority	
6. Consolidation of Public Objections & Suggestions on Draft Master Plan and ZDPs		Report on Addressal of Comments & Suggestions into the final Draft Master Plans & ZDPs
7. Final Master Plan and ZDP and their Action plans for Short Medium Term		Submission of Final Draft Master Plan and ZDPs to GUDA along with land use register(survey no.s & village no.s wise) with existing and proposed landuse so as to submit the same to Government for approval (b) Action Plan for Short & Medium Term

Preparation of Town Planning Schemes for Retrofitting of the Areas of Pardi-Bharatwada-Punapur Identified as the Area Based Development Proposal under the Nagpur Smart City Project

Tasks		Deliverables
1. Finalisation and Demarcation of Area Boundary		
2. Data Collection and physical survey		Physical Survey report + Survey drawings
Task 2.1	Total Station Survey Existing roads, railway lines, canals, rivers, water bodies Bunds, fences, compound walls, gates, bore wells. All standing/built up structures Trees, light poles, electricity lines, telephone lines Site levels in a 10 m by 10 m grid	
3.Preparation of Base Map and Area Statement		Outcome report 2 + Base Map
Task 3.1	Reconciling the physical survey and the available landrecords – 7 x 12, property cards, village maps, 1:1000 sheets, LAQ sheets, pot-hissa sheets,gunthewari, ULC, layouts etc	
4. Frame the TPS Polices to deal with various land tenure conditions and Prepare Conceptual Plan		Report on the Conceptual Plan, TPS policy Statement along with drawings
Task 4.1	Road network and schematic street sections	
Task 4.2	Plot configuration / reconstitution	
Task 4.3	Location of amenity plots	
Task 4.4	Valuation	
Task 4.5	Schematic infrastructure design	
Task 4.6	Costing of the TPS	
5. Prepare for and Conduct the Owner’s Meeting		TPS report for the Owners Meetings
Task 5.1	Prepare the data sheet	
Task 5.2	Prepare the documents and presentation for the Owners Meeting	
Task 5.3	Assist NMC in conducting the Owners Meeting	
6. Prepare Documents for Publication Stage		TPS Report for the Publication
Task 6.1	Review the objections and suggestion	
Task 6.2	Provide a statement of decisions to consider or disregard the objections and suggestions	
Task 6.3	Update the TPS drawings and documents	
7. Final Draft TPS and Documentation for Publication		TPS report for State Government
8. Support the State Government in the process of review of the Draft TPS and upon Sanction of Draft Scheme		

Preparation of detailed master plan for CEUs at Kuchchh Region of Gujarat with Kandla as nodal Port

Tasks		Deliverables
1. Inception report		Inception report (review of existing data, confirm / propose amendments to the proposed methodology, work plan and schedule of deliverables)
Task 1.1	Mobilisation Plan (Detailed Approach, Methodology & Manning Schedule)	
Task 1.2	Issues & Constraints identified after preliminary assessment of the site	
2. Preparation of Concept Master Plan for CEU (Coastal Economic Unit)		Draft Concept Master Plan
Task 2.1	Review projects proposed as part of the National Perspective Plan and the CEZ Perspective Plan for the State	
Task 2.2	Analyse the socio-economic base of the CEZs	
Task 2.3	Mapping of current and proposed industrial developments such as industrial estates, SEZs, industrial corridors etc	
Task 2.4	Mapping current and proposed connectivity projects	
Task 2.5	District specific study in which CEU is proposed	
Task 2.6	Prioritisation of the land parcel to prepare the master plan for CEUs	
Task 2.7	Prepare Preliminary Master Plan Frameworks for the identified land parcel	
3. Preparation of Master Plan for CEU		Draft Master plan for CEU
Task 3.1	Prepare Master Plan for the selected conceptual alternative	
Task 3.2	Prepare a land use program	
Task 3.3	Layout plan and area tabulation	
Task 3.4	Identify and finalize area and built space requirements	
Task 3.5	Develop a detailed transportation plan	
Task 3.6	Prepare a detailed infrastructure plan	
Task 3.7	Prepare a land use plan	
Task 3.8	Prepare an illustrative site plan for CEUs	
Task 3.9	Illustrative orientation and design of major building clusters	
Task 3.10	Develop a traffic circulation framework	
Task 3.11	Finalize phase wise project cost estimates	
Task 3.12	Prepare a detailed financial model	
Task 3.13	General utility and infrastructure guidelines	
Task 3.14	3D Scale Model of CEU Master Plans	
4. Techno – Economic Feasibility studies		Draft Techno – Economic Feasibility report
Task 4.1	Draft Proposals	

Task 4.2	Categorization and prioritization of various industry and infrastructure projects in the CEU	
Task 4.3	Preparation of Block Cost Estimates (Capital and Maintenance) for phase wise implementation of various infrastructure project components	
Task 4.4	Designs and drawings	
Task 4.5	Preliminary cost estimates	
Task 4.6	Implementation action plan	
Task 4.7	Financing strategy	
Submission of Final Techno – Economic Feasibility report + Submission of Final Master Plan report for CEU, after incorporating comments and observations from stakeholders		

Model ToR for preparing Integrated Development Plan-Regional/City

Tasks	Deliverables
<p>Task - I Data collection, identification of and consultation with various stakeholders, and validation of suitability of region/city for holistic development</p> <ul style="list-style-type: none"> • Secondary data collection and analysis • Reconnaissance Survey. • Preliminary assessment • Stakeholder consultations • Draft the Site suitability report • Presentation before the Inter Ministerial Group (IMG)/ any other forum 	Inception report
<p>Task - II Preparation of Concept Development Plans and Detailed Master Plan/Regional Plans</p> <ul style="list-style-type: none"> • Base Mapping • Eco sensitivity analysis • Geomorphology analysis • Socio- economic assessment • Land suitability Assessment 	Outcome Report-I
<p>Task- III Assessment of Existing Scenario</p> <ul style="list-style-type: none"> • Infrastructure assessment • Market and Technical Assessment for economic drivers • Infrastructure Gap assessment • Outlining the Vision and Concept Plan 	Outcome Report -II
<p>Task- IV Proposals Implementation Strategy for development.</p> <ul style="list-style-type: none"> • Broad Cost estimates • Financial feasibility • Regulatory Framework • Project Structuring • Marketing strategy 	Outcome Report -III
<p>Task- V Submission of Draft Master/Regional Plan</p> <ul style="list-style-type: none"> • Stakeholder consultations • Final draft Master/Regional Plan • Notification 	Final Report

Preparing the Integrated Cluster Action Plan (ICAP) for Rurban Cluster

Tasks		Deliverables
1. Inception stage		Inception Report (Covering overall approach and methodology to the assignment, stakeholder mapping and preliminary baseline assessment of the cluster)
2. Situation Assessment Analysis		Situation Assessment Report (Covering outputs of tasks under Cluster delineation, Cluster profiling, Infrastructure profiling, deficiency analysis and identification of needs)
Task 2.1	Delineation of cluster	
Task 2.2	Cluster profiling	
Task 2.3	Infrastructure profiling, deficiency analysis and identification of needs (Strengths Weakness Opportunities Threats (SWOT) assessment)	
Task 2.4	Component profiling(Fourteen desirable components listing Infrastructure and services)	
Task 2.5	Stakeholder consultations (economic profiling, needs assessment and outline components)	
Task 2.6	Detailing of the identified components (project components, costing, operation and maintenance expenditure estimates, coverage and beneficiaries)	
3. Scheme convergence (possible existing Centrally Sponsored, Central Sector, State Government schemes)		Draft ICAP by Authority (Draft final ICAP - covering all aspects of the ICAP in accordance with scheme guidelines and up to submission of ICAP for review by SLEC)
4. Investment and phasing		
5. Assessment of Critical Gap funding requirements		
6. Implementation and O&M strategy		
Final ICAP (Revised ICAP incorporating comments of SLEC and after approval of SLEC)		
Approval of ICAP by MoRD		

Preparation of District Tourism Master Plan of Shivpuri

Tasks		Deliverables
1. Existing/Situational Analysis		Existing/Situational Analysis Report
Task 1.1	Base data collection and site visits	
Task 1.2	Review of existing tourism scenario	
Task 1.3	<p>Tourism demand and supply at various tourist sites in the district Existing Tourism Infrastructure Facilities available and their condition</p> <ul style="list-style-type: none"> • Origin of Tourists • Purpose of Visit • Tour Package • Mode of Transport • Average Length of Stay • Frequency of Visit • Type of Accommodation • Problems Faced During Stay <p>Assessment of tourism offerings</p>	
Task 1.4	Tourism policy and regulatory framework	
Task 1.5	Assessment of Tourism supported infrastructure	
Task 1.6	Financial provisions and budgetary provisions Central Financial Assistance State Share	
2. Stakeholder consultations and analysis		
Task 2.1	Tourism expectations, needs and reflection on current conditions	
Task 2.2	Hospitality conditions in and around tourism destination	
Task 2.3	Connectivity	
Task 2.4	Affordability	
Task 2.5	Promotions and awareness	
3. Tourism action plans and proposals		Draft Master Plan Report
Task 3.1	Prepare various development proposals to increase tourist footfall	
Task 3.2	Marketing Strategy for Tourism Promotion	
Task 3.3	Develop an in-depth aggressive marketing plan targeting National & International tourist	
4. Institutional Mechanism		
Task 4.1	Role of various authorities which can develop and promote tourism in Shivpuri	
Task 4.2	Investment plan & funds requirement	
Task 4.3	Support The District Tourism Promotion Council by the State/ Central funds	
Task 4.4	Identify, facilitate and develop action plans that will enable Public Private Partnership (PPP) investment	
4. Final Master Plan plan with suggestions from authorities at draft stage		

Preparation Feasibility study and Master Plan for Eight Lakes and Connecting Canals, with Accessible Mobility Corridors

Tasks		Deliverables
1. Inception report		Inception report
Task 1.1	Review of existing reports	
Task 1.2	Description of the site	
2. Surveys and Investigations		Survey report
Task 2.1	Survey of the lake	
Task 2.2	Bathymetry survey	
Task 2.3	Survey of Storm water outfalls and options for preventing the discharge of sewage into river	
3. Interim Stage Analysis and additional surveys		Interim Analysis Report
Task 3.1	Study of lake hydraulic feasibility	
Task 3.2	Study of various options for retaining water in lakes	
Task 3.3	Survey of land use, activities and transport network	
Task 3.4	Survey and analysis of slums/housing/encroachments along the lakes and riverbank	
Task 3.5	Ecological assessments: Bio-diversity assessment, Flora and Fauna Habitat Mapping, Environmental and social screening and analysis	
Task 3.6	Environmental impact assessment	
Task 3.7	Social impact assessment	
Task 3.8	Cost benefit analysis	
4. Master plan preparation		Draft master plan
Task 4.1	Conceptual master plan — Designs	
Task 4.2	Water Management Plan	
Task 4.3	Environmental and Resettlement and Rehabilitation (R&R) Plan	
Task 4.4	Tourism Strategy	
Task 4.5	Implementation strategy	
Task 4.6	Financial feasibility assessment	
Task 4.7	Phasing plan	
Task 4.8	Financing, Institutional structure and development management	
5. Preparation of Detailed Project Report		Draft Detailed Project Report
Task 5.1	Lakefront development plans	
Task 5.2	Design for the NMT network	
Task 5.3	Detailed proposal for road signage, road markings, road furniture	
Task 5.4	Estimation of all the components	
Task 5.5	Prioritizing and implementation plan	
6. Preparation of Tender drawings and Tender schedule		Final Master plan + Detailed Project Report along with tender documents and tender drawings (structural)
Task 6.1	Preparation of Implementation drawings	
Task 6.2	Preparation of bid documents for selection of contractor	
Task 6.3	Preparation of draft agreement and any other contract documents	

Preparation of Street Vending Plan , Jalandhar

Tasks		Deliverables
1. Inception stage		Submission of inception report(including report of Kickoff workshop)
2. Identification of vendors		Outcome report 1 (Vendor Identification)
Task 2.1	Identifying the places for time sharing basis vending zones	
Task 2.2	Identification of weekend markets zones.	
Task 2.3	Identifying the street vending markets/outlets along-with the capacity	
2. GIS Base mapping and Surveys		Outcome report 2 (Bio-metric survey, capturing photograph, vendor census survey and GIS mapping of the existing Vendors- Base map)
Task 3.1	City level mapping (preparation of GIS based base maps	
Task 3.2	Vendor location level mapping (delineation of vendor zonal boundaries)	
Task 3.3	Capturing biometric identity of Street vendors	
Task 3.4	Vendor census survey	
Task 3.5	Preparing de-duplication software	
Task 3.6	Preparing biometric ID cards for Street vendors	
3. Preparation of Street Vending Plan		Infrastructure provision/Plan + Draft Street Vending Plan Report
Task 4.1	Formulation of fee/licence structure	
Task 4.2	Infrastructure provision/Plan (Infrastructure demand supply gap)	
Task 4.3	Street Vendor Master Plan (Future Market Plan etc.)	
Task 4.4	Management Information System	
4. Final Street vending plan		Final Street Vending Plan Report

Preparation of City Sanitation Plan (CSP) for 82 Urban Local Bodies of Karnataka

Tasks		Deliverables
1. Secondary data collection		Secondary data collection report
Task 1.1	Collection of secondary data (component wise) on the existing physical infrastructure,	
Task 1.2	carrying capacities of existing networks, agencies involved and other stakeholders	
2. Constitution of City Sanitation task force		Draft Concept Master Plan + Workshops with stakeholders
Task 2.1	Identification of the local key stakeholders and coordination	
Task 2.2	Consensus building workshop	
3. Need assessment and data analysis		Outcome Report
Task 3.1	Conduct a needs assessment survey (primary data collection)	
Task 3.2	Carry out ward profiling to identify the gaps in sanitation (component wise)	
Task 3.3	Prioritisation of issues and thrust areas	
Task 3.4	Available technical options, steps to be taken	
Task 3.5	Gaps and actions to fill the gaps	
4. Draft City Sanitation Plan		Draft City Sanitation Plan (CSP) report
Task 4.1	Compilation of survey results and data analysed	
Validation by committee at DMA		
5. Final CSP Submission		Final CSP report
Task 5.1	Incorporating all the suggestions and modifications specified by the Scrutiny committee at DMA and the High Powered Committee (HPC) constituted under SBM	

Preparation of Traffic & Transportation Master Plan (TTMP) of Siliguri Jalpaiguri Planning Area

Tasks		Deliverables
1: Launching of TTMP		Inception Report (including approach & methodology and proposal regarding software/development of model)
2: Primary & Secondary Survey (Collection of Household, Land Use & Transport data)		Outcome Report 1 (on Household & other Field surveys) + Presentation Copy
Task 2.1	Household & other field surveys	
Task 2.2	Submission of Report & Presentation on the before SJDA	
3: Current Situation Analysis (Review of existing transport scenario)		Outcome Report 2 (on Current Situation Analysis) + Presentation Copy
Task 3.1	Review of earlier reports	
Task 3.2	Review of Institutional Arrangement of Transport	
Task 3.3	Review of Transport Financing	
Task 3.4	Submission of Report & Presentation before SJDA	
4: Development & Operation of Transport Model		Outcome Report 3 (with demonstration) + Presentation Copy
Task 4.1	Development of Traffic & Transport Models	
Task 4.2	Transport Network Coding	
Task 4.3	Model Calibration	
Task 4.4	Submission of Report & Presentation before SJDA	
5: Preparation of TTMP of SJPA (along with CMP for Siliguri & Jalpaiguri towns)		Draft TTMP & CMP of Siliguri & Jalpaiguri (along with Executive Summary) + Presentation Copy + Presentation Materials
Task 5.1	Intermediate Workshops: (Seminar-cum-Workshop on Issues, Process & Evaluation of TTMP)	
Task 5.2	Making of Vision statement & Objectives	
Task 5.3	Traffic Demand Analysis and Forecast	
Task 5.4	Propose the Traffic & Transportation Strategy, Policies Plans, Projects Measures	
Task 5.5	Submission of Draft TTMP & CMP of Siliguri & Jalpaiguri and Presentation before SJDA	
Task 5.6	Validation Workshops	
6: Final Presentation (Final TTMP & CMP of Siliguri & Jalpaiguri)		Draft TTMP & CMP of Siliguri & Jalpaiguri (along with Executive Summary) + Presentation Copy

Bus Rapid Transit System at Jaipur

Tasks		Deliverables
1: Collection of Data		Preliminary Project Report
Task 1.1	Reconnaissance Survey	Traffic and Topographic survey analysis report <ul style="list-style-type: none"> • Traffic survey results and findings • Transport demand for present and future and bus stop loads; and • Survey maps of the corridors
Task 1.2	Secondary Data Collection	
Task 1.3	Traffic Surveys (Speed-Delay, Road Inventory, Boarding-alighting, O-D cum Opinion, Classified TVC, Parking, Pedestrian Count, Traffic Signal Time & Saturation Flow Survey)	
Task 1.4	Topographical Survey	
Task 1.5	Field Visit (for Case Study of 3 countries having operational BRT system)	
2: Preparation of Conceptual Engineering Plan		Operation and conceptual engineering plan
Task 2.1	Preparation of Engineering Concept Plan	<ul style="list-style-type: none"> • Engineering feasibility report • Passenger dispersal and Integration facilities • Safety features, evacuation of passengers and meeting emergencies • Strip plan of the corridors highlighting important features and engineering works • Cross-sectional details of corridors showing all the features including passenger shelter, footpath, drains, traffic lanes etc.
Task 2.2	Detailed Planning & Design of Amenities	
3: Detailed Engineering Design (Geometric Design)		Detailed Project Report
Task 3.1	Road Improvement Plans	<ul style="list-style-type: none"> • Geometrical design drawings of alignment with necessary details • Engineering design of all features associated with the project. • Traffic and utility diversion plans • Land requirement plans, if any • Construction methods and commissioning schedule • Cost Estimates and BOQs • Capital and operation and maintenance cost estimates and revenue estimates • Economic and financial viability analysis • Approvals/Clearance required from various concerned authorities with associate documentations
Task 3.2	Traffic engineering and management measures	
Task 3.2	Standards and Guidelines	
4: Operational Plan		
Task 4.1	Assessment of demand and number of buses required	Drawings
Task 4.2	Bus operation	
Task 4.2	Passenger handling	
5: Cost Estimates		Impact Assessment Report <ul style="list-style-type: none"> • Environment Impact assessment and Environment management plan • Social Impact assessment and Resettlement & Rehabilitation Plan • Plan for operation and maintenance
Task 5.1	Assessment of Potential of Real Estate Development	
Task 5.2	Establishment & Evaluation of Economic and Financial Viability	
6: Impact Assessment Study and Formulation of Project Implementation Strategy		
Task 6.1	Environmental Impact Assessment (EIA) of the Project	
Task 6.2	Social Impact Assessment (SIA) of the Project	
Task 6.3	Recommendation about project implementation	

	framework.	<p>of the corridor</p> <ul style="list-style-type: none"> • Alternative implementation strategies with recommendation • R & R plan in line with ADB/WB requirements.
7: Bid Process Management		<p>Bid Documents</p> <p>Pre-qualification Documents</p> <ul style="list-style-type: none"> • Advertisement of pre-qualification • Pre-qualification/expression of interest documents • Evaluation report on the RFQ applications with recommendations <p>Tender Documents</p> <ul style="list-style-type: none"> • Instructions to bidders including bid evaluation criteria; • Technical and Performance specifications • Tender including concept drawings • Conditions and Contract; and • Agreement and Schedules <p>Pre-bid Conference</p> <ul style="list-style-type: none"> • Minutes/Assessment of operational, technical and risk issues with recommendations; • Addendum/corrigendum to the bid documents for issue the bidders. <p>Report on Evaluation of Bid Proposal Evaluation of technical and financial bid with recommendations.</p> <p>Negotiations / Finalization of Agreement Final agreement and awards letter</p>
Task 7.1	Pre-qualification of Implementation Agencies	
Task 7.2	Preparation of Bid Documents	
Task 7.3	Pre-bid Conference	
Task 7.4	Evaluation of Bid Proposals	
Task 7.5	Negotiations/ Finalisation Of Agreement	

Preparation of Detailed Project Report for Mass Rapid Transit System (MRTS) in Bhopal and Indore

Tasks		Deliverables
1: General		<p>Drawings</p> <ul style="list-style-type: none"> Plotting and preparation of survey plans to scale 1:1000. The plans will include details of utilities. Location of stations will be shown on the topographical plans. Site specific layouts for stations Traffic integration plans for all stations shall be prepared and submitted. Assessment shall be made for land requirement for traffic integration at stations, electric substations, operational requirements, temporary Construction depots, Maintenance Depot and other components of the Projects. Land plans shall be prepared for all such locations. <p>Rider ship Demand Estimation Study</p> <ul style="list-style-type: none"> Projections for traffic demand for the year of commissioning and horizon years Sectional loading and station loadings shall be worked out based on these projections. <p>Technology Selection Studies</p> <ul style="list-style-type: none"> Traction System and power supply arrangements. Signalling System. Telecommunication System. Automatic fare collection system. Rolling Stock and the requirement based on the train operation plan. Track. Depot Facilities and Terminals. <p>Implementation Schedule</p> <p>EIA Document</p> <p>Cost Estimates</p> <p>Fare Policy, Economic and Financial Analysis</p> <ul style="list-style-type: none"> A report shall be prepared on the fare structure to be adopted for the proposed system and the revenue collection for the projected traffic demand shall be worked out. Economic and Financial analysis shall be carried out and details will be included in
Task 1.1	Reconnaissance Survey	
Task 1.2	Secondary Data Collection	
Task 1.3	Traffic Surveys (Speed-Delay, Road Inventory, Boarding-alighting, O-D cum Opinion, Classified TVC, Parking, Pedestrian Count, Traffic Signal Time & Saturation Flow Survey)	
Task 1.4	Topographic Surveys	
Task 1.5	Geotechnical Investigations	
Task 1.6	Transport Demand Modelling (Including Mode-choice modelling)	
2: Alignment		
Task 2.1	Study of different alignment options	
Task 2.2	Identify Station locations	
Task 2.3	Identify Depot locations	
Task 2.4	Identify locations of Grade separated sections	
Task 2.5	Road improvement along the alignment	
Task 2.6	Structural Designs	
Task 2.7	Emergency Evacuation routes	
3: Track Works		
Task 3.1	Track Structure, Type of Rail, etc.	
4: Stations		
Task 4.1	Site specific Layouts	
Task 4.2	Integration with other modes	
Task 4.3	Estimation of Service requirements (Water Supply, Waste Disposal, Power Supply, etc.)	
5: Maintenance Facilities		
Task 5.1	Depot Layout	
Task 5.2	Deport facilities design and estimation of service requirements	
Task 5.3	Estimation of Machinery Requirements	
6: Environment Impact Assessment (With special attention to noise pollution)		
7: Cost Estimates		
Task 7.1	Base Cost-estimates	
Task 7.2	Completion Cost-estimates	
Task 7.3	Interest During Construction (IDC)	
8: Economic & Financial Analysis		
Task 8.1	carry out the economic and financial analysis and sensitivity analysis of the projects and its benefits to establish the Economic Internal Rate of Returns (EIRR) & Financial Internal Rate of Returns (FIRR).	
Task 8.2	assess realistic O&M expenditure under 3-subheads viz. staff, energy consumption and asset maintenance	

Task 8.3	Capital Expenditure	<p>the DPR</p> <p>Legal cover, Institutional Arrangement and possible Funding Plan</p> <ul style="list-style-type: none"> • Legal Cover and Institutional arrangement shall be recommended with reasons for adoption. • A financial plan shall also be prepared for arranging finances for implementations of the project.
Task 8.4	Fare box revenue	
Task 8.5	BOT / PPP option of financing	
Task 8.6	analysis and review of the financial projections	
Task 8.7	Develop flexible financial model	
Task 8.8	Preparation of financial feasibility	
Task 8.9	Review the incentives, various exemptions, concessions, operating subsidies, available under the Central Government and State Acts and under different schemes, subsidies etc.	
9: Recommend Implementation Strategy / Institutional Arrangement / Implementation Schedule		

Terms of Reference for preparation of a Comprehensive Mobility Plan

Tasks		Deliverables
1: Define project scope		Inception Report
Task 1.1	Identify Study Area	
Task 1.2	Fixing of Planning Horizon	
Task 1.3	Preparation of Survey Plan	
Task 1.4	Preparation of Work Plan	
2: Data Collection		Outcome Report 1 + Internal Review 1
Task 2.1	Review of existing plans and demographic data	
Task 2.2	Secondary Data Collection	
Task 2.3	Land Use Mapping	
Task 2.4	Household Survey	
Task 2.5	Traffic Surveys	
3: Analysis of Mobility Patterns		Outcome Report 2 (Transport System Challenges & Opportunities) + Internal Review 2
Task 3.1	Travel demand model setup	
Task 3.2	Base year scenario development and calibration	
Task 3.3	Evaluation of existing transport conditions	
4: Prepare and evaluate CMP Strategy Plan		Draft CMP Strategy Plan and CMP Implementation Plan + Environment Impact assessment and Environment management plan + Social Impact assessment and Resettlement & Rehabilitation Plan + Economic Plan + Internal Review 3
Task 4.1	Visions and goals	
Task 4.2	Urban growth scenarios	
Task 4.3	Transport scenarios	
5: Evaluation of Scenarios		
6: Prepare CMP Implementation Plan		
Task 6.1	Public transport plan	
Task 6.2	Complete streets plan	
Task 6.3	Travel demand management plan	
7: Social, economic and environmental impact assessments		
Task 7.1	Environmental Impact Assessment (EIA) of the Project	
Task 7.2	Social Impact Assessment (SIA) of the Project	
Task 7.3	Economic Assessment	
8: Summary of Projects and Phasing Plan		
9: Financing Plan		
10: Stakeholder Consultations		
11. Data Management		
12. Final CMP Strategy Plan and CMP Implementation Plan		

Preparation of Preliminary Design Report for Roads & Services/ Utilities for Global City Project at Haryana under DMIC Project

Tasks		Deliverables
1: Define project scope		Inception Report <ul style="list-style-type: none"> • Design Basis Report • Final detailed layout plan and urban design guidelines • Final landscape plan and guidelines
2: Scope of Services (Part A): Detailed Layout Plan & landscape Plan based on approved Master Plan		
Task 2.1	Detailed layout plan	
Task 2.2	Detail landscape plan for the public areas, central parks and pedestrian streets	
3: Detailed scope of services for (Part B): Preliminary Design of roads and infrastructure within the designated area		<ul style="list-style-type: none"> • Draft Preliminary Design Report including detailed Economic Analysis • Final EIA clearance • Final Preliminary Design Report with 3D model and tender packages • Issuance of EPC/DB tender documents • Selection of the EPC/DB Contractor(s)
Task 3.1	Traffic Demand Assessments	
Task 3.2	Preliminary design for all roads	
Task 3.3	Preliminary Design for Global City MRTS system	
Task 3.4	Preliminary design for potable, industrial and recycled water supply network	
Task 3.5	Preliminary design for drainage network	
Task 3.6	Preliminary design for sewerage network	
Task 3.7	Preliminary design for power supply	
Task 3.8	Preparation of Waste Management Plan	
Task 3.9	Preliminary design for gas network corridor and telecom ducting network	
4: Preparation of Cost estimates and BoQ		
Task 4.1	Quantity Estimation	
Task 4.2	Cost Estimation	
Task 4.3	Financial Analysis	
5: 3D Model and Spatial Database		
6: Detailed scope of services for (Part E): Preparation of tender documents and drawings for selection of contractor(s) and during Detailed Design stage		
7: Environmental Impact Assessment		
8: Mitigation measures & Environmental Management Plan for the existing and proposed developments		
9: Risk Assessment Study		
10: Technical support/ handholding during Detailed Design		Hand holding period

Feasibility Study for construction of Skywalk in and around Sector-18, Noida

Tasks		Deliverables
1: Define project scope		Inception Report <ul style="list-style-type: none"> • Feasibility Study Report • Draft Preliminary Concept Plan • Final Concept Plan • Draft Project Report • Final Project Report • Detailed working Designs & Drawings
2: Prepare Inventory: Existing and upcoming structure/buildings, Utilities/Services, etc.		
3: Primary Data Collection		
Task 3.1	Pedestrian Flow Survey	
Task 3.2	Parking Survey	
Task 3.3	Public Transport Survey	
Task 3.4	Geotechnical Survey	
4: Preparation of preliminary concept plan		
5: Modification of plan of the selected alignment in consultation with the Authority		
6: Preparation of Utility/Service Plans		
Task 6.1	Landscaping plan	
Task 6.2	MEP plan	
7: Preparation of Schematic design		
Task 7.1	Basic Plans	
Task 7.2	Sections & Elevations	
8: Final Plans & Strategies		
Task 8.1	Strip/land plan	
Task 8.2	Re-location plan (if required)	
Task 8.3	Pedestrian and vehicular way finding/sign design	
Task 8.4	Advertising sign strategy	
9: Preparation of BOQs and broad operational plans		
10: Preparation of Preliminary Project Report		
11: Preparation of Detailed working designs and drawings		

Integrated Transit Corridor Development and street Network/Connectivity Plan

Tasks		Deliverables
1: Define project scope		<p>1: Inception Report</p> <ul style="list-style-type: none"> • Context Plans (1:5000 or 1:10,000) • Base Map & Data • Existing Vehicular Circulation Plan • Existing Pedestrian, Cycle Plan and Public Transport Plan • Existing Services Layout Plan • Existing Street Sections • Project Statement • Evaluation Criteria <p>2: Pre-Feasibility Study and Conceptual Design Options</p> <ul style="list-style-type: none"> • Three Design Options – All Drawings must be to Scale (1:1000 for layout plans and 1:500 for junction designs) • Three Comparative Micro Simulation Transport Models <p>3: Detailed Design Proposal</p> <ul style="list-style-type: none"> • Integrated Proposal Plan [1:1000] • Proposed Vehicular Circulation Plan [1:1000] • Proposed Pedestrian, Cycle Plan and Public Transport Plan [1:500] • Proposed Services Layout Plan [1:500 & 1:1000] • Proposed Street Sections [1:500 or 1:1000] • Streetscape Plans, Elevations, Sections, Details [1:1000 or 1:500, as appropriate] • Phasing Plan • Feasibility Report • Detailed Project Report (DPR)
2: Primary Data Collection		
Task 2.1	Classified Traffic Volume Count survey	
Task 2.2	Origin-Destination survey	
Task 2.3	Speed and Delay survey	
Task 2.4	Signal System/ Cycle Time Survey	
Task 2.5	Detailed road inventory study	
Task 2.6	Existing Infrastructure	
3: Secondary Data Collection		
Task 3.1	Infrastructure existing on the ground, below & above the ground and levels	
Task 3.2	Locations of trees with girth more than 30 cm	
Task 3.3	Study the Site Management Plans/ Integrated Management Plans (IMP)/Comprehensive Conservation Management Plans (CCMP) of ASI and other agencies for the Heritage Sites of the Area and prepare proposals in conformity of these plans	
4: Analysis of Mobility Patters		
5: Environmental Impact Assessment (EIA)		
6: Traffic impact assessment (TIA)		
7: Heritage Impact Assessment (HIA)		
8: Preparation of Integrated Transit Corridor Development Plan showing the geometric details of corridor.		
Task 8.1	Circulation Plan for MRTS influence zones	
Task 8.2	Network Connectivity Plan for MRTS influence zones	
Task 8.3	Metro station plans	
Task 8.4	On street' & 'off street' parking	
Task 8.5	Rationalizing service road in relation to intersection improvement scheme	
Task 8.6	Location Plan & Design of signage, pavement markings etc.	
9: Getting approvals for Proposed Integrated Transit Corridor Development from various organizations		
10: Preparation of Detailed designs after mandatory approvals		
Task 10.1	Design of cross section/ longitudinal section	
Task 10.2	Preparation of artistic views/photomontage	
Task 10.3	Preparation of animated walk through	
Task 10.4	Micro simulation	
Task 10.5	Detailed drawings	
Task 10.6	Preparation of ventilation plan for the	

	proposed tunnel	
Task 10.7	Benchmarking of proposals of corridor development against similar corridor development proposals implemented at other World Heritage sites.	
11: Cost-Benefit Study for the Project		
12: Incorporation of General Arrangement Drawing (GAD) of complete corridor		
13: Preparation of the model of the corridor including bridge and connected grade separators, approaches and intersections etc.		
14: Detailed land acquisition plan		

Detailed Project Report for City Bus Service for Jabalpur City

Tasks		Deliverables
1: Identification of Primary and Secondary Data Sources and Demand Assessment		<ul style="list-style-type: none"> • Project Inception Report and Work Plan • Submission of all primary and secondary data collected with its analysis. • Draft DPR • Final DPR
Task 1.1	Establishing a baseline for current IPT and PT	
Task 1.2	Evaluation of current plans and policies for IPT, PT and identification of potential constraints and opportunities	
Task 1.3	Identification and finalizing the types of data collection requirements	
Task 1.4	Analysis of the Primary and Secondary Data collated from various sources	
Task 1.5	Identification of potential areas and road network for PT network	
Task 1.6	Identification of areas which require special interventions for Public Transportation such as the lanes where only PT would be allowed	
Task 1.7	Evaluation of proposed projects and prioritization into short term, medium term and long term projects with justification and possible financing options and cost estimates.	
2: Preparation of Draft DPR for City Bus Services		
Task 2.1	Primary & Secondary Data Collection	
Task 2.2	Generating travel pattern	
Task 2.3	Identification of Bus network structure	
Task 2.4	Demand Calculation and its variation	
Task 2.5	Road Inventory details	
Task 2.6	Assess the Traffic load	
Task 2.7	Preparation of Operational plan	
Task 2.8	Identification of bus terminals, depots and stops with the required capacity	
Task 2.9	Optimization of routes and services	
Task 2.10	Identification of feeder routes	
Task 2.11	Improvement proposals for existing bus services	
Task 2.12	Examine Alternatives and Estimate Cost	
Task 2.13	Suggestions for alternate revenue models	
3: Preparation of Final DPR for City Bus Services		
Task 3.1	Stakeholder Consultation	
Task 3.2	DPR Finalization	

Multi-Level Parking Complex at Pune and Ahmedabad Airports

Tasks		Deliverables
1: DPR Preparation		<ul style="list-style-type: none"> • Submission and approval of Inception Report • Submission of Parking Demand Assessment Report • Submission and approval of Concept Plan Report • Submission and approval of Business Plan and Feasibility Report (including topography survey, Financial Assessment and suggested project structure) • Submission and acceptance of draft bid documents • Submission and acceptance of Final bid documents • Submission and approval of bid Evaluation Report • Signing of Agreement with selected developer
Task 1.1	Review of previous reports/drawing/data and verify the available drawings of the site.	
Task 1.2	Parking Demand Assessment	
Task 1.3	Traffic Integration Plan	
Task 1.4	Technology specification	
Task 1.5	Studies, Surveys and Investigations	
Task 1.6	Geotechnical Survey	
Task 1.7	Assessment of Development control norms	
Task 1.8	Development of Concept Plans of the project	
Task 1.9	Preliminary designs and prepare design criteria/outline specifications	
Task 1.10	Project cost and Preparation of indicative BOQ, Cost Estimates and Estimated time for completion of Project	
Task 1.11	Assessment of commercial potential for the project (market assessment)	
Task 1.12	Tariff Assessment	
Task 1.13	Financial Analysis	
Task 1.14	Selection of Business Development Model	
Task 1.15	Operation and maintenance strategy	
Task 1.16	Risk Assessment of the project	
Task 1.17	Preparation of Strategic Business Plan	
2: Bid Process Management and selection of Turn Key contractor		
Task 2.1	Preparation of Bid Documents (Request for Proposal)	
Task 2.2	Determining the Pre-qualification, technical & financial evaluation criteria	
Task 2.3	Preparation of various Technical Schedules of the Development Agreement	
Task 2.4	Preparation of legally vetted bidding documents	
Task 2.5	Marketing of the Project	
Task 2.6	Assisting the AAI in the entire bidding process (technical inputs) up to the signing of the concession agreement	

Transit Oriented Development Study for Mumbai Metro Corridors

Tasks		Deliverables
1: Delineation of Study Area and Assessment of Existing Situation: Base maps and data collection		<ul style="list-style-type: none"> • Inception Report • Delineation of Study Area and assessment of Existing Situation
Task 1.1	Development of a detailed base map	
Task 1.2	Primary & Secondary Data Collection	
Task 1.3	Preparation an assessment statement for the existing situation	
2: Multi-criteria analysis and prioritization using the 3V Framework		<ul style="list-style-type: none"> • Prioritization using the 3V Framework
Task 2.1	3V analysis for all stations along the Line 2A and 7 corridors	
Task 2.2	Clustering of both station locations to recommend the broad strategies	
3: Planning approach along Corridors: Safe Multi-functional Space Approach		<ul style="list-style-type: none"> • Guidelines on TOD • Report on Consultation (Initial)
Task 3.1	Propose how to apply to the three lines the key dimensions of TOD such as diversity of uses, density, connectivity, walk-ability, compactness and shift in urban-scape from automobiles to people and activities	
Task 3.2	Propose how to design multi-functional spaces for the safe, convenient and efficient mobility of all users considering existing models of safe access to mass transit developed in India.	
4: Preparation of Corridor Transit Oriented Development Plan		<ul style="list-style-type: none"> • Corridor Transit Oriented Development Plan
Task 4.1	Assessment of the carrying capacity of existing infrastructure	
Task 4.2	Identification of mechanisms of development, infill, re-development, and re densification applicable to Mumbai and TOD area incorporating inputs from the best TOD practices	
Task 4.3	Development of strategies of transit-oriented development	
Task 4.4	Initial vision	
Task 4.5	Development of conceptual station area plan	
Task 4.6	Quantified evaluation of infrastructure needs	
Task 4.7	Recommendations to revise Development Control Regulations	
Task 4.8	Preparation of template for the progressive development of different types of station and their surrounding precincts	
Task 4.9	Provision of a development framework for the area within 500 m	

5: Estimation of Revenue Generation from TOD initiatives and Preparation of Strategic Implementation Plan		<ul style="list-style-type: none"> • Report on Revenue Generation and Strategic Implementation Plan
Task 5.1	Identification and review of alternative finance mechanisms	
Task 5.2	Estimation of built-up area and opportunities for further built-up based on proposed land use mix and development control regulations	
Task 5.3	Market Analysis	
Task 5.4	Estimation of revenue potential, detailed cost and impacts	
Task 5.5	Quantification and attribution of the cost and sources of funding	
Task 5.6	Update of the TOD Corridor vision	
Task 5.7	Preparation of an Implementation Strategy and TOD Plans to maximize revenue returns and benefits	
Task 5.8	Preparation of draft legislative documents	
6: Public Interactions		<ul style="list-style-type: none"> • Report on Consultation • Draft Final Report with Maps/Drawings • Final Report with Maps/Drawings and Executive Summary
Task 6.1	Public consultations	

RFP for setting up of Transport Nagars at 3 locations in Jharkhand (Ranchi, Jamshedpur & Dhanbad)

Tasks	Deliverables
1: Preparation, Submission and obtaining approval over tender documents, BOQ, Structural and architectural drawings etc. based on current SOR	<ul style="list-style-type: none"> • Preparation and Submission of Inception report • Preparation and Submission of feasibility report • Preparation and Submission of draft DPR to JUIDCO • Preparation and Submission of Final DPR to JUIDCO & Govt. of Jharkhand
2: Initiation of Tendering process, Evaluation of tender documents in Coordination with JUIDCO, Selection of Contractor/Developer/Retainer based on the terms and condition as specified in the Tender document	
3: Monitoring, Supervision and construction works up to plinth height	
4: Monitoring, Supervision and Construction works up to 50% height of superstructure	
5: Monitoring, Supervision and Construction works up to 100% height of superstructure	
6: Monitoring, Supervision, Construction (Finishing works such as plastering, flooring, painting, door and window fittings etc.), Installation (elevators, escalators, required pump, motors, Luminous, computers and other electronic equipment etc.) Laying(Water supply pipes, sewer pipes, electric cables etc.) of all Civil, Electrical, Mechanical and electronics works completely	

**TABLE A: URBAN AREA PLANS:
ESTIMATED MINIMUM PERSON-MONTHS BY CATEGORY OF PLANS**

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 500 sq.km				Planning Area/Notified Area, 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	URBAN AREAS: STATUTORY PLANS												
1	Perspective Plan prepared as per Act	12	100	45	55	12	150	45	55	12	200	45	55
2	Comprehensive Development Plan / Development Plan (DP) / Master Plan (MP) prepared as per Act	18	175	40	60	18	262.5	40	60	18	350	40	60
3	Zonal Development Plan (ZDP) prepared as per Act	12	120	35	65	12	180	35	65	12	240	35	65
4	Town Planning Scheme (TPS) / Redevelopment Plan prepared	9-12	100	30	70	9-12	150	30	70	9-12	200	30	70

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 500 sq.km				Planning Area/Notified Area, 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
	as per Act												
5	Local Area Plan /Ward Plan prepared as per Act	12	80	30	70	12	120	30	70	12	160	30	70
6	Integrated Area Development Plan (Greenfield) prepared as per Act	6	50	40	60	6	75	40	60	6	100	40	60
7	Special Area Development Plans prepared as per Act	9	60	40	60	9	90	40	60	9	120	40	60
8	Layout Plan prepared as per Act	6	30	30	70	6	45	30	70	6	60	30	70
2	URBAN AREAS: NON- STATUTORY AREA DEVELOPMENT PLANS												
1	Perspective Plan / Vision Development / Concept Plan / Structural Plan	9	100	45	55	9	150	45	55	9	200	45	55

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 500 sq.km				Planning Area/Notified Area, 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
2	Development Plan (DP) / Master Plan (MP)	12	120	40	60	12	180	40	60	12	240	40	60
3	Urban Renewal Plan / Redevelopment Plan / Special Area Plan / Heritage and Conservation Plan	12	100	35	65	12	150	35	65	12	200	35	65
4	Greenfield City Plans	6	80	30	70	6	120	30	70	6	160	30	70
5	Smart City Plan	6	80	45	55	6	120	45	55	6	160	45	55
6	City Development Plan (CDPs)	6	80	45	55	6	120	45	55	6	160	45	55
7	City Sanitation Plan (CSPs)	9	80	45	55	9	120	45	55	9	160	45	55
8	City Corporate Plans (CCPs) / Business Plan	3	40	45	55	3	60	45	55	3	80	45	55
9	Urban Disaster Mitigation and	12	80	45	55	12	120	45	55	12	160	45	55

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 500 sq.km				Planning Area/Notified Area, 500 to 3000 sq.km				Planning Area/Notified Area >3000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
	Adaptation Plan / Climate Resilient Plan												
10	Plans for Housing for All Projects	6	40	30	70	6	60	30	70	6	80	30	70
11	Facility Corridor Plan	6	60	30	70	6	90	30	70	6	120	30	70

**TABLE B: REGIONAL / STATE LEVEL / SECTORAL PLANS:
ESTIMATED MINIMUM PERSON-MONTHS BY CATEGORY OF PLANS**

Sl. No	Category of Plans	Planning Area/Notified Area, up to 1000 sq.km				Planning Area/Notified Area, 1000 - 6000 sq.km				Planning Area/Notified Area, >6000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	REGIONAL PLANS INCLUDING RURAL AREAS: STATUTORY PLANS												
1	Regional Plan	24	200	40	60	24	250	40	60	24	300	40	60
2	Sub-Regional Plans	12	150	40	60	12	200	40	60	12	250	40	60
3	District Development Plan	12	150	40	60	12	200	40	60	12	250	40	60
4	Metropolitan Regional Plan / Metropolitan Area Plans	24	250	40	60	24	300	40	60	24	400	40	60
5	Sectoral / Functional Plans	6	100	30	70	6	125	30	70	6	175	30	70
6	Block Plans	6	100	30	70	6	125	30	70	6	175	30	70
7	Gram Panchayat Plan	6	80	30	70	6	100	30	70	6	140	30	70

Sl. No	Category of Plans	Planning Area/Notified Area, up to 1000 sq.km				Planning Area/Notified Area, 1000 - 6000 sq.km				Planning Area/Notified Area, >6000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
8	Nagar Panchayat Plan	6	80	30	70	6	100	30	70	6	140	30	70
2	REGIONAL PLANS INCLUDING RURAL AREAS: NON STATUTORY PLANS												
1	Regional Perspective Plan/Regional Concept Plan	9	120	40	60	9	150	40	60	9	200	40	60
2	Sectoral Plans / Functional Plan	9	100	40	60	9	125	40	60	9	175	40	60
3	Economic Development Plans / Strategies for a Region	12	120	40	60	12	150	40	60	12	200	40	60
4	Gram Panchayat / Nagar Panchayat / Village Development Plan / Strategies	12	100	35	65	12	125	35	65	12	175	35	65
5	Industrial Area Plans / Strategies	6	100	30	70	6	125	30	70	6	175	30	70
6	Plans for Special Economic Zone (SEZ) / National Industrial Manufacturing Zone (NIMZ) / Coastal Economic Zone (CEZ) / Specialized Industrial Zones / Areas	6	120	40	60	6	150	40	60	6	200	40	60
7	Tourism Master Plans	6	100	40	60	6	125	40	60	6	175	40	60

Sl. No	Category of Plans	Planning Area/Notified Area, up to 1000 sq.km				Planning Area/Notified Area, 1000 - 6000 sq.km				Planning Area/Notified Area, >6000 sq.km			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
8	Social Infrastructure Plans	9	100	40	60	9	125	40	60	9	175	40	60
9	Physical Infrastructure Plans	3	150	40	60	3	180	40	60	3	250	40	60
10	Industrial Corridor Plans	12	150	40	60	12	180	40	60	12	250	40	60
11	Coastal Area Development / Management Plan	6	120	40	60	6	150	40	60	6	200	40	60
12	Rurban Village Cluster Plans	6	120	30	70	6	150	30	70	6	200	30	70

**TABLE C: TRANSPORT PLANS URBAN:
ESTIMATED MINIMUM PERSON-MONTHS BY CATEGORY OF PLANS**

Sl. No.	Category of Plans	Planning Area/Notified Area, up to 1 million population				Planning Area/Notified Area, 1 -5 million population				Planning Area/Notified Area >5 million population			
		Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	CITY / URBAN TRANSPORTATION PLANS												
1	Comprehensive Transport Plan / Comprehensive Transport Studies (CTS)	18	100	45	55	12	200	45	55	12	275	45	55
2	City Mobility Plans (CMP)	9	80	40	60	18	160	40	60	18	220	40	60
3	Transit Oriented Development (TOD) Plan	6	60	35	65	12	120	35	65	12	150	35	65
4	Corridor Development Plan	6	50	30	70	9-12	100	30	70	9-12	125	30	70
5	Transport Management Plan	6	50	30	70	12	100	30	70	12	125	30	70
6	Traffic Management Plan	6	50	40	60	6	100	40	60	6	125	40	60
7	Railway Station Area Redevelopment Plan	6	50	40	60	9	100	40	60	9	125	40	60
8	Airport Area Development Plan	6	50	30	70	6	100	30	70	6	125	30	70

TABLE D: TRANSPORT PLANS REGIONAL
ESTIMATED MINIMUM PERSON-MONTHS BY CATEGORY OF PLANS

Sl. No	Category of Plans	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	REGIONAL / STATE LEVEL TRANSPORT PLANS				
1	National Level Strategic Studies, viz. Road Connectivity, Expressway Planning, Port Connectivity, Corridor Development Plans	12	200	45	55
2	Regional Transport Plan	18	200	40	60
3	State Level Strategic Option Studies (SOS)	6	150	35	65
4	State Level Road Sector Master Plan	18	200	30	70
5	Sea Port Master Plan	12	150	45	55
6	Master Plan for Inland Water Transport	6	150	45	55
7	Regional Rail Rapid Transit System (RRTS) Plan	12	150	45	55
8	Multi-modal Logistic Hub Plan	6	120	45	55
9	Dry Port Plan	6	100	45	55

TABLE E: POLICY STUDIES:

ESTIMATED MINIMUM PERSON-MONTHS BY CATEGORY OF PLANS

SI No	Category	Minimum Duration of Consultancy Services (Months)	Minimum Total Person Months	Desirable % of Key Personnel	Desirable % of Support Personnel
1	CITY LEVEL POLICY STUDIES				
1	Urban Land Policy Studies	6	100	40	60
2	Housing Policy Studies	6	80	40	60
3	Climate Resilient and Disaster Management Studies	6	100	40	60
4	Transportation Policy Studies	6	100	40	60
5	Public Transport Policy	6	80	40	60
6	Resource Mobilization Studies	6	100	40	60
7	Land Pooling / Assembly Strategies	6	80	40	60
8	Urban Governance Studies	6	80	40	60
2	STATE LEVEL POLICIES				
1	State Urban Development Policy	12	150	45	55
2	State / Regional Development (all sectors) Vision / Policy	12	150	45	55
3	Rural Development Policies	12	150	45	55