

**REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF
THIRD PARTY QUALITY MONITORING AGENCY (TPQMA)
UNDER PRADHAN MANTRI AWAS YOJANA - HOUSING
FOR ALL (URBAN)
MEGHALAYA**

-TENDER NOTICE-

REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF THIRD PARTY QUALITY MONITORING AGENCY (TPQMA) UNDER PRADHAN MANTRI AWAS YOJANA – HOUSING FOR ALL (URBAN)

Meghalaya, Mission Directorate, PMAY (U)

Shillong, Meghalaya

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Web site –www.megurban.gov.in

RFPNo:DUA/P/29/2018/45

Dated: Shillong, the 31st October, 2018

1. Meghalaya Urban Development Authority (MUDA), Shillong – SLNA (State Level Nodal Agency) PMAY invites technical and financial proposals from eligible Consultancy Firms for appointment of Third Party Quality Monitoring Agency (TPQMA) for all the Urban Local Bodies of Meghalaya with respect to Reference guide TPQM2017 of Pradhan Mantri Awas Yojana–Housing for All (Urban).
2. Participating Agencies must fulfill the following pre-requisites;
 - a. The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.
 - b. The Agency should have experience of Third Party Quality Monitoring in civil works during the last 3 years.
 - c. The TPQMA should not have incurred any loss for the last 3 years.
 - d. The TPQMA deploys optimum number of experts as per the need of the projects as mentioned in the RFP.
 - e. No conflict of interest prevails in the engagement.
 - f. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than **Rs/- 20 lakhs (Twenty Lakhs only)**
 - g. The Consultancy/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number.
 - h. Registered firms/Consultancies/Agencies under Indian Partnership act/ Societies Registration Act or Registered companies under companies registration act are only eligible to participate in this RFP.

Note: Proposals without these documents will be treated as ineligible.

- Interested Agencies may download the complete Request for Proposal (RFP) document from the website www.megurban.gov.in from 1st November, 2018
- A pre-bid meeting is proposed on 13th November, 2018 at 1:30 PM
- Interested Agencies may submit their proposals along with a non-refundable demand draft of Rs 1000/- (Rupees Five Thousand Only) as cost of RFP and an EMD/Security Deposit of Rs 50,000/- (Rupees Fifty Thousand Only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
- Proposal received without Cost of RFP document & EMD/Security Deposit is ineligible.
- The last date for submitting the online bids is 22nd November, 2018 up to 1.30PM.

Sl. No	Description	Important Information
1.	Date of online publication	1-11-2018
2.	Physical submission of EMD and Cost of tender documents	22-11-2018
3.	Date of opening of Technical Bid	22-11-2018 at 1:30PM
4.	RFP Document Fee	Rs. 1000/- in form of Demand Draft in favour of Director, Urban Affairs,, Shillong.
5.	Amount of EMD	Rs. 50,000/- in form of Demand Draft in favour of Director, Urban Affairs, Shillong.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The tenderers should regularly visit the website to keep themselves updated.

Sd/-

Mission Director (PMAY) cum Director,
Urban Affairs, Raitong Building,
Secretariat Hill, Shillong– 793001

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1. Invitation for proposal

1.1 Introduction

1. Meghalaya Urban Development Authority, the State Level Nodal Agency (SLNA) for implementation of Pradhan Mantri AwasYojana (PMAY) in State of Meghalaya, intends to select Agencies/Consultant firms for Third Party Quality Monitoring of projects sanctioned under Pradhan Mantri AwasYojana.
2. Interested Agencies/consultant firms having experience in the services envisaged are here by invited to submit their Request for Proposal (RFP) in the prescribed format. The salient features of the proposed task, technical and financial eligibility criteria, selection process and timetable are given in the RFP document. The RFP document contains information about the Project, bidding process, Bid submission, qualification, and Techno-Financial Proposal and Commercial Offer requirements. A firm shall be selected under **Least Cost Based Selection (LCB) method** and as per procedure described in this RFP.
3. It may be noted that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the scope of the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
4. Bidders are requested to submit scanned copies of following documents along with their proposals:-
 - i. Document Fee (Non-Refundable) of Rs 1000/- (Rupees One Thousand Only) in the form of demand draft of scheduled bank.
 - ii. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs 50,000/- (Rupees Fifty Thousand Only).
 - iii. Copy of Certificate of Incorporation/Registration Certificate.
 - iv. Audited Statement of Annual Turn Over of last 3 years to be enclosed along with Income Tax Return (ITR).
 - v. Original draft of EMD in the name Mission Director (PMAY) cum Director, Urban Affairs, Shillong and Document fee shall also be submitted physically before the scheduled date.
5. A prospective Bidder requiring any clarification on the RFP document may inform Urban Affairs, Shillong in writing/email. Last Date for receiving queries is upto 13th November, 2018. Bid submissions must be received no later than 22nd November, 2018 (up till 1.30 PM) in the manner specified in the RFP in the address given below.

Mission Director (PMAY) cum
Director, Urban Affairs,
Raitong Building, Secretariat
Hill, Shillong- 793001
Tel: _____,
Email: muda.shillong@yahoo.co.in
www.megurban.gov.in

1.2 DataSheet

1.	Name of the Client : Mission Director (PMAY) cum Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong.
2.	Method of Selection: Least Cost Based wherein Financial Proposal of only those firms will be opened who will secure a minimum of 60% marks in technical evaluation.
3.	Financial Proposal to be submitted together with Technical Proposal: Yes
4.	Title of Consulting Service is: Third Party Quality Monitoring (TPQM) with respect to TPQMA guidelines of PMAY-HFA (Urban), Meghalaya
5.	A pre-bid Meeting will be held: Yes Date: _____ Time: _____ Venue: Shillong, Office of Mission Director, Shillong
6.	Client Representative: Project Director cum Nodal Officer, PMAY, Meghalaya
7.	Proposals shall remain valid for 120 days after the submission date indicated in this Data Sheet.
8.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
9.	Bidders Eligibility Criteria: I. The consultant/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. It should have minimum 3 years' experience in providing comprehensive consultancy services for quality assurance of civil works especially construction of EWS/LIG houses. II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 20 lakh. III. The Consultant/Agency should have experience of third party quality monitoring in civil works during last 3years. IV. The Consultant/Agency must be registered with Income Tax department and /or the concerned taxation department and should have valid PAN, TAN, GST number. V. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under Companies act 1956/2013 are only eligible to participate in this RFP.
10.	Financial Proposal to be submitted physically submitted along with EMD and Cost of tender documents by 22 nd November, 2018
11.	Technical Proposals should be clearly marked '(TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER COMMITTEE'.
12.	A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs. 1000/- (One Thousand) only Demand Draft in favour of, Mission Director (PMAY) cum Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong and drawn on a Nationalized bank/ Scheduled Bank, Payable at Shillong.

13.	<p>A Bid Security must be submitted: Yes An Earnest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the Earnest Money Deposit (EMD)/Bid Security is Rs.50,000/- (Rupees Fifty Thousand only) Demand Draft in favour of the Mission Director (PMAY) cum Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong and drawn on a nationalized bank/ scheduled Bank, Payable at Shillong.</p>
14.	<p>The amount of the EMD/Bid Security is Rs.50,000/- (Rupees Fifty Thousand only) for each Bid and the duration for validity of Bid Security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong For unsuccessful bidders the bid security shall be refunded within 30 days after signing of agreement with the successful bidder.</p>
15.	<p>A Performance Bank Guarantee is to be submitted by the successful Bidder before signing of Contract. Amount will be 5 % of the contract value; This may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong and drawn on a nationalized or scheduled commercial bank.</p>
16.	<p>Currency for Proposals is: Indian National Rupee (INR)</p>
17.	<p>Address for communication/ submission of Proposals: Secretary, Mission Director cum Director Urban Affairs Raitong Building, Secretariat Hill Tel: _____ E-mail: muda.shillong@yahoo.co.in www.megurban.gov.in</p>
18.	<p>Expected date for public opening of Financial Proposals: [Will be updated separately]</p>
19.	<p>Expected date for commencement of consulting services: (Within 7 days of signing the agreement with The Mission Director (PMAY) cum Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong)</p>
20.	<p>The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document</p>
21.	<p>The services of the TPQMA are required to be rendered for 3 years. The TPQMA will undertake field visit for ascertaining quality of construction at various stages of construction (preferably at the beginning i.e. 10-15 % of progress, mid of construction i.e. 50-60 % of progress and completion i.e. 85-100 % of progress)</p>
22.	<p>Status of work – Attached as Annexure – 2</p>

1.3 Instructions to Bidders

1.3.1 Introduction

- a. The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected.
- b. The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- c. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

1.3.2 Number of Proposals

Consultants can only submit one proposal. If a Consultant submits or participates in more than one proposal, such additional proposal(s) shall be disqualified except the one received first.

1.3.3 Clarifications of RFP Documents

- a. Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 5.2.3b.
- b. At any time before the date(s) for submission of Proposals, the Client may amend the RFP by issuing an addendum in writing and shall upload the same by standard electronic means.

1.3.4 Preparation of Proposals

- a. The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version i.e. English language shall govern.
- b. The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.3.5 Instructions for Submission of Proposal

- a. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- b. Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

- c. Consultants shall submit one sealed envelope, containing the Technical Proposal along with the DD of the cost of tender and EMD.

1.3.6 Submission Instructions

- a. Consultants are supposed to carefully review the contract provisions attached in the RFP for preparation of their Proposals.
- b. The Consultant shall submit Proposals using the appropriate submission sheets provided in Appendices (Technical format and Financial Format). These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

1.3.7 Proposal Validity

- a. Proposals shall remain valid for the period specified in the RFP commencing with the deadline for submission of Proposal as prescribed by the Client.
- b. A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client out rightly.
- c. During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

1.4 Project Brief

The Government of India (GoI) has launched a comprehensive mission viz “Pradhan Mantri Awas Yojana-Housing for All (Urban)”. The mission seeks to address the housing requirement of urban poor including slum dwellers through following programme verticals:

"In situ" Slum Redevelopment	Affordable Housing through Credit Linked Subsidy	Affordable Housing in Partnership	Subsidy for beneficiary-led individual house construction
<ul style="list-style-type: none">- Using land as a resource- With private participation- Extra FSI/TDR/FAR if required to make projects financially viable	<ul style="list-style-type: none">- Interest subvention subsidy for EWS and LIG for new house or incremental housing- EWS: Annual Household Income Up to Rs.3 lakh and house sizes upto 30 sq.m- LIG: Annual Household Income Between Rs.3-6 lakhs and house sizes upto 60 sq.m	<ul style="list-style-type: none">- with private sector or public sector including Parastatal agencies- Central Assistance per EWS house in affordable housing projects where 35% of constructed houses are for EWS category	<ul style="list-style-type: none">- For individuals of EWS category requiring individual house- State to prepare a separate project for such beneficiaries- No isolated/ splintered beneficiary to be covered.

The Government of Meghalaya (GoM) has designated Meghalaya Urban Development Authority (MUDA) as the State Level Nodal Agency (SLNA), for the implementation of Housing for All (HFA), in the State. Further, the ministry has selected 9 cities, in the state for the implementation of the PMAY.

The mission will support the construction of houses up to 30 square meter carpet area with basic civic infrastructure. The beneficiaries are permitted to dwell in unit exceeding 30 square meters, provided that the beneficiary shall meet the additional expenditure incurred in this regard. The minimum size of houses constructed under the mission under each component should conform to the standards provided in National Building Code (NBC). All houses built or expanded under the Mission should essentially have toilet facility. The houses under the mission should be designed and constructed to meet the requirements of structural safety against earthquake, flood, cyclone, landslides etc. conforming to the National Building Code and other relevant Bureau of Indian Standards (BIS) Codes.

2. Assignment objective – Need for TPQM

2.1 Third Party Quality Monitoring (TPQM)

Effective monitoring of ongoing project(s) is a key to successful completion of any project with monitoring of quality being a most significant aspect. A State level mechanism for Third Party Quality Monitoring of projects sanctioned under PMAY shall be evolved with the following objective:

1. **Review and monitoring of quality** of all PMAY projects implemented by ULBs/ Implementing Agencies.
2. Provide a **structured report** on the quality of projects under PMAY.

PMAY scheme guidelines envisage that the States would engage Third Party Quality Monitoring Agencies (TPQMA) to ensure the quality of construction under the above verticals of the Mission except for Credit Linked Subsidy (CLS).

2.2 Project Area Details

This proposal invitation is for the all the urban local bodies and Town Committees (i.e. 6 Municipal Boards and 3 Town Committees). Cluster of local bodies will be treated as a separate entity for the purpose of allotting of the work. Separate, and possibly different, rates must be submitted to each cluster of local bodies where the proposed intend to undertake work. For all subsequent reference to the local bodies, it implies work for each unit unless explicitly mentioned.

District	Town Name	Local Body	No of ULB's/Town Committee
East Khasi Hills	Shillong	Shillong Municipal Board	1
West Khasi Hills	Nongstoin	Nongstoin Town Committee	2
	Mairang	Mairang Town Committee	

West Jaintia Hilla	Jowai	Jowai Municipal Board	1
Ri-Bhoi District	Nongpoh	Nongpoh Town Committee	1
North Garo Hills	Resubelpara	Resubelpara Municipal Board	1
West Garo Hills	Tura	Tura Municipal Board	1
East Garo Hills	Williamnagar	Williamnagar Municipal Board	1
South Garo Hills	Baghmara	Baghmara Municipal Board	1
Total			9

Cluster-wise details

Town	Total No. of Beneficiaries under BLC	Total No. of Beneficiaries for each project under BLC	Project Cluster	Total No. Of Projects
Nongpoh	479	584	Project 1	4
Shillong	105			
Tura	572	572	Project 2	
Nongstoin	194	393	Project 3	
Mairang	82			
Jowai	117			
Baghmara	235			
Williamnagar	40	584	Project 4	
Resubelpara	309			

2.3 Roles & Responsibilities of SLTC and CLTC agencies in Third party quality monitoring(TPQM)

2.3.1 Role of SLTC

State Level Technical Cell (SLTC) of PMAY established in **MUDA, Shillong - State Level Nodal Agency (SLNA)** will provide strategic coordination and support for all PMAY related activities in the State. The SLTC within the SLNA will play the key role of coordination and oversee the TPQMA on behalf of the SLNA in following areas:

- i. Suitable agencies with the required experience and expertise will be appointed as the TPQMA ensuring no major deviation in the scope of services and no conflict of interest in the execution of services.
- ii. Communicate through SLNA to all Urban Local Bodies/Implementation Agencies for organizing field visits of TPQMA.
- iii. Ensure the performance of TPQMA as envisaged in the contract, and that the reports are submitted for the record and necessary action.
- iv. Review and scrutinize the reports submitted by TPQMA, examine the issues highlighted by the TPQMA and initiate corrective actions where necessary with concerned ULB/Implementing Agency.
- v. Make periodic payments to the TPQMA.

2.3.2 Role of ULB a CLTC

City Level Technical Cell (CLTC) established in the **ULBs** of the Mission Cities, shall be responsible for proper implementation of all PMAY projects including quality control. The CLTC will play the key role of coordination and oversee the TPQMA on behalf of the ULB in following areas

- i. Schedule the visits of the TPQMA across different projects in the city.
- ii. Ensure that TPQMAs have access to the required documents, project sites, and key officials for meetings and discussions and other support required.
- iii. Ensure that TPQMAs file their reports in a timely manner i.e. within a week time after the visit.
- iv. Examine the reports of the TPQMA and the issues highlighted therein.
- v. On the basis of TPQMA's reports, take corrective measures for improving quality
- vi. Bring the attention of ULB and beneficiary, of the defects noticed by the agency and take both preventive and curative measures to ensure the quality.

3. Scope of Work, Time frame and Deliverables of TPQM agencies

Government of India has launched a comprehensive mission “Pradhan Mantri Awas Yojana- Housing for All (Urban)”. The mission will support the construction of houses upto 30 square meter carpet area with basic civic infrastructure. The beneficiaries are permitted to dwelling units exceeding 30 square meters, provided that the beneficiary shall meet the additional expenditure incurred in this regard. The mission seeks to address the housing requirement of urban poor including slum dwellers. The houses under the mission should be designed and constructed to meet the requirements of structural safety against earthquake, flood, cyclone, landslides etc. conforming to the National Building Code and other relevant Bureau of Indian Standards (BIS) codes.

The specifications and testing requirements of materials/structural components/system for Quality Control/Quality Assurance may be accessed through a weblink <http://www.iitk.ac.in/ce/test/mihupa.html> developed by IIT-Kanpur. For information on alternate materials and construction methodologies including disaster resistant construction, www.housingtechnologynetwork.in may be referred.

3.1 Description of tasks & Services

The objective of appointing a third party quality monitoring agency is;

- i. **Schedule the field visits** in the Cities across the State after proper coordination at State/ ULB level.
- ii. Examine **project documentation** with respect to sanctioned covenants.
- iii. **Review of land requirement/ availability**, Site preparation & other statutory clearances.
- iv. Review of **Project Implementation Plan** and procurement process.
- v. Review of **approved quality monitoring plan**.
- vi. Review of **Safety and Health aspects**.
- vii. Examine **Convergence** with the Central/ State scheme.
- viii. **Beneficiary participation/** satisfaction in the project.
- ix. Report on **Quality Assurance**. (**indicative formats** are at Annexure 2 & 3)
- x. **Remedial measures** to improve the quality of the project.
- xi. **File report** in a timely manner.
- xii. **Follow-up action** on the report, which would be ascertained in the next report

3.2 Scope of work, time frame, and Deliverables

The TPQMA will undertake field visit for ascertaining quality of construction at various stages. “Visits “include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing.

- A. 0-15 % of progress - At the beginning of construction
- B. 50-60 % of progress – Mid of construction
- C. 85-100 % of progress – Final Stage of construction

3.2 Pre – Construction stage

- o Examination of project documentation with respect to sanctioned covenants
- o Review of land requirement/availability & other clearances to begin construction

- Review of project implementation plan and procurement process
- Review of site preparation
- Review of project management mechanisms/structures (e.g.: PERT/CPM charts)
- Review of probability of cost & time overruns during pre – construction stage
- Report on targeted beneficiaries of the scheme (Beneficiary participation)

3.2b Construction stage

- Report on the particulars of the project
- Report on compliance with statutory requirements
- Report on safety and health aspects
- Report on Quality Assurance in the project – As per the checklist for quality control
- Report on convergence of the scheme (with central/state)
- Report on beneficiary participation in the project
- Report on physical progress of the project – Housing components
- Report on financial progress & Fund utilization
- Report on social infrastructure and civic infrastructure components
- Report on variations with respect to sanctioned covenants
- Report on cost variations and time overruns
- Report on remedial measures to improve physical & Financial progress and quality of the project
- Report on progress of resettlement and rehabilitation, if any
- Report on court cases/Litigations
- Report on other issues (If any)

3.2 c Commissioning, trial run, and testing stage

- Reports on assets created
- Reports on completion of projects
- Requirement of Operation and Maintenance (O &M)

3.2d Post construction stage

- Report on functionality and usage
- Report on O&M of assets created including common amenities
- Report on social and environmental impact analysis
- Report on user/Beneficiary satisfaction
- Report on Capacity created
- Report on overall performance and sustainability of the assets created

3.3 Timeframe

Services for TPQM would be for the entire lifecycle of the projects and ideally, TPQM should be in place in the pre – construction stage and would function till one year from the filing of project completion report and give a final report on the overall performance of the report.

Sl.No	Nature of review	Frequency of report	Format
1	0-15 % of progress - At the beginning of construction	Once	Annexure – 1 & 2
2	50-60 % of progress – Mid of construction	Once	

3	85-100 % of progress – Final Stage of construction	Once	
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3.4 Deliverables

Undertake TPQM agencies will undertake field visits for ascertaining quality of construction at various stages as per PMAY (U) TPQM Reference Guide. ‘Visits’ include examining/reviewing project documents and implementation and conducting any required tests/assessments and report writing

- a. Desk review of documents and periodical site visits:
 - i. Ensuring all project documents, estimates of work outcomes, outputs, packages, project specifications, quantities, implementation plan – including milestones, periodic progress, indicators, oversights etc., On – site management systems, such as rerouting of transient services, temporary connections, worker accommodation, labour insurance, procurement & storage of materials, inventory management; delivery, handover, exit and financial closure plans are in place
 - ii. Site visits will be organized at different stages as indicated by the implementing agencies as ‘milestones’ in their work plan, which may consist of intermediate stages of development of work or contracting packages. Indicative milestones, such as foundations, superstructure, fenestration, services, finishes, and commissioning may be taken as comparatives from the assessment side to help translate progress reports to non-technical personnel at reporting sites.
- b. Filing /uploading and submission of all inspection reports in the prescribed format to concerned SLTC of SLNA. The reports would be sent at periodic interval as prescribed
- c. To Capture, wherever possible, moderated, and structured perceptions of the beneficiaries on various aspects of project implementation including communicating project rationale, strategy, outcomes, results, rights, and responsibilities of all stakeholders
- d. Estimate the degree of beneficiary buy-in as regards the project(s)
- e. To capture qualitative feedback in narrative and in separate documents;
- f. To report the progress with respect to implementation as per the appropriate stage of the project under development;

An appointed TPQM agency would essentially report on the following:

- i. Baselines of the project, including entire process trail - which would ensure that all necessary processes of clearance, approvals –administrative, technical and financial sanctions are in place. At the desk review report generated at the initiation milestone, this section of the report would document the process flows and benchmarks that are adopted by the concerned level of implementation.

- ii. Outcomes of the project at initiation milestone/the specific milestones - expected state of physical and financial progress.
- iii. Observe physical and financial progress including execution process - this will require being done from two ends (i) supply end, i.e. SLNA and (ii) level of implementing agency.
- iv. Compliance and exception report in process trail, technical and qualitative standards, financial propriety and integrity. In the case of any processes being certified, the monitoring report must clearly mention this in the case of the concerned implementing agency to the party to be reported to, i.e. Project Implementation Agency, SLNA, and Mission Directorate.
- v. Recommendations as to how to reduce exceptions, including if milestones need to be re-phased or any process that may need to be streamlined.
- vi. Follow-up action on the report, which would be ascertained in the next report.

3.5 Sampling/Selection of dwelling units (DUs) for a TPQM project

- A. TPQM will be done for all projects which are being constructed under ISSR and AHP components of PMAY (U).
- B. In case of Beneficiary Led Construction (BLC) projects, a systematically selected sample of houses may be monitored. The sampling should be done through a transparent and well-defined process to cover all the BLC Projects in the city in a holistic way, leading to selection of a representative sample.
 - i. The recommended sample size for monitoring BLC houses is 5-10% of DUs or 50 DUs, whichever is more.
 - ii. In cities where there are multiple 'BLC projects' with less than 500 DUs, the SLNA/TPQMA may consider forming of clusters of around 500 or more DUs which could then be considered as a single unit/project to draw bigger samples of more than 50 DUs which can be covered under one TPQM visit.
 - iii. In cities where less than 50 DUs are being constructed under the BLC vertical, all the DUs should be selected for TPQM.

4. Selection process for TPQM

Third Party Quality Monitoring Agencies (TPQMA) will be selected by the SLNA of the States through an open and transparent bidding process.

4.1 Eligibility criteria

1. TPQMA should have experience of similar kind of works and should have a minimum experience of 5 -10 years in this field.
2. TPQMA should not have incurred any loss for the last 3years.

3. TPQMA deploys an optimum number of experts as per the need of the projects.
4. Deployed experts have experience of similar kind of projects and expertise in the concerned sectors
5. Preferences will be given to the agency which has branches within the state of Kerala, with the office staffs belonging to the state.
6. The appointed staffs for this project must be proficient in the local language and be able to handle the local situation, when and where it arises.
7. No Conflict of interest prevails in the engagement.

4.2 Conflict of Interest

Conflict of interest for a TPQMA is defined as:

- i. Any agency involved as a consultant in project preparation, supervision or implementation work in any of the PMAY projects applying for TPQMA is a conflict of interest in the particular project/City/State (as the case maybe).
- ii. The team members of TPQMA should not have been an employee of any City or State level government agency in that particular State in preceding 2 years of this contract.
- iii. The agency black listed or debarred by the Government would not be eligible for TPQM.

4.3 Suggested/Desirable Team Structure and Positions for TPQM

It is envisaged that for quality monitoring of approved projects, there will be a team of one Senior Engineer (Civil) and one Junior Engineer (E/M) for site visits of minimum 6 projects of different cities in a month. The Senior Engineer will act as Team Leader.

For more site visits in a month (depending upon a number of approved projects), the Agency is expected to provide additional teams as envisaged above from time to time during the term of the contract.

The job description for each position including qualification & experience is given below. The job description provided is indicative in nature and may undergo changes. *(Details in next page)*

Suggested Team Structure for TPQM

No	Position	Job Description	Qualification & experience
1	Team Leader (Senior engineer, Civil)	<ul style="list-style-type: none"> ▪ To lead the team of professionals engaged to carry out the job of monitoring of housing and infrastructure projects. ▪ Responsible for ensuring the overall outcome and activity based support envisaged for the TPQMA ▪ Coordinate with team member and report to the SLNA on the progress of outcomes. ▪ Be responsible for the overall management of the Agency and budget, and for the timely and efficient delivery of outputs ▪ Closely monitor the performance in collaboration with the SLNA to ensure that requirements related to PMAY are fully addressed. ▪ Liaise with external stakeholders as per the requirements of the scheme. 	<ul style="list-style-type: none"> ▪ Post Graduate in Civil Engineering with at least 15 years of experience. ▪ Experience in the urban sector, of which at-least 3-4 years should have been on leading monitoring agencies ▪ Shall have a thorough knowledge of: <ul style="list-style-type: none"> ○ Latest specifications pertaining to Building & infrastructure works ○ Related publications according to which the works are required to be carried out and the tests to be conducted to ensure a good quality work.

2	Engineer (Civil)	<ul style="list-style-type: none"> ▪ Shall be required at the site as directed by the SLNA and shall inspect and monitor Implementation of the project, find deficiencies and suggest suitable remedial measures. ▪ Support Team Leader / Senior Engineer to document and communicate reports to States and Cities and necessary follow-up actions. 	<ul style="list-style-type: none"> ▪ Graduate in Civil Engineering with at least 7 years of experience or Diploma in Electrical / Mechanical Engineering with at least 10 years of experience. ▪ 2-3 years' experience in design/construction/ maintenance of light traffic roads, water supply, sewerage and drainage. ▪ Shall have exposure to quality assurance in new construction and subsequent Maintenance aspects. ▪ Must be familiar with: ▪ Modern methods of construction of building ▪ Design standards and technical specification of civil works in the building and infrastructure.
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5. Mechanism

SLNA shall communicate clear directions and guidance to ULBs and Implementing Agencies for extension of cooperation, sharing of information and all necessary assistance to TPQM Agencies. Mission Directorate will have close coordination with SLNA on this aspect.

6. Bid- Submission and evaluation

Separate Technical and Financial bids should be submitted to SLNA in two separate sealed envelopes super scribed in the envelope as "Envelope No.1 (Technical bid for Third Party Quality Monitoring Agency for PMAY Projects" and "Envelope No.2 (Financial bid for Third Party Quality Monitoring Agency for PMAY project)". A Pre-bid conference would be held by SLNA to provide clarifications as may be necessary. SLNA reserves the right to accept or reject any bid. Only valid technical and financial bids are eligible. The technical bids are to be evaluated as per criteria stipulated in Para 2.4 of Technical Bid format and financial bids provided as Annexures will be opened only for those Agencies which qualify the benchmark set for technical bids. Weightage of 60:40 would be given for Technical and Financial Bids.

7. Proposals – Content and evaluation

The technical proposal will comprise profile, credentials and experience of the firm, the proposed team and their detailed CVs, methodology and tasks assigned. Expression of Interest floated by the Government of Kerala in this respect would be guided in this respect. Financial proposal should mention fees for desk review and per site visit in the prescribed Financial Bid format. All applicable taxes should be indicated separately. Evaluation of proposals shall be carried in two stages. Technical bid will be evaluated first and the financial bid will be opened only for Agencies qualifying the technical TPQMA benchmark. The maximum charges as stipulated in Toolkit for TPQMA will be applicable. In case lower rates are obtained through RFPs, the same will apply as terms of payment.

APPENDICES

Annexure – 1

List of Urban Local Bodies sanctioned by Ministry of Housing and Urban Affairs in the state of Meghalaya – PMAY (U)

District	Town Name	Local Body	No of ULB's/Town Committee
East Khasi Hills	Shillong	Shillong Minicipal Board	1
West Khasi Hills	Nongstoin	Nongstoin Town Committee	2
	Mairang	Mairang Town Committee	
West Jaintia Hilla	Jowai	Jowai Municipal Board	1
Ri-Bhoi District	Nongpoh	Nongpoh Town Committee	1
North Garo Hills	Resubelpara	Resubelpara Municipal Board	1
West Garo Hills	Tura	Tura Municipal Board	1
East Garo Hills	Williamnagar	Williamnagar Municipal Board	1
South Garo Hills	Baghmara	Baghmara Municipal Board	1
Total			9

Annexure – 2

List of project sanctioned by Ministry of Housing and Urban Affairs in the state of Meghalaya as on 31/08/2018 – PMAY (U)

PMAY project details as on 31/08/2018				
Sl.No	Name of the ULB	District	No of Projects	No. of beneficiaries/DU's
1	Shillong	East Khasi Hills	2	32
2	Jowai	West Jaintia Hills	1	8
3	Nongpoh	Ri-Bhoi District	1	434
4	Nongstoin	West Khasi Hills	1	158
5	Mairang		1	82
6	Tura	West Garo Hills	1	3
7	Williamnagar	East Garo Hills	1	18

TECHNICAL BID FORMAT

Technical Bid for TPQM

1. Preparation of Technical Bid

- I. The bid as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English language, unless specified otherwise.
- II. In preparing their bid, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a bid.
- III. While preparing the Technical bid, Consultants must give particular attention to the following:
 - a. If a Consultant considers that it may enhance its expertise for the Assignment/job by associating with other Consultants in sub- consultancy, it may associate, however the details may be provided at the time of bidding.
 - b. The estimated number of Professional staff-months for the Assignment/job is as shown in the RFP. However, the Bid shall be based on the number of Professional staff-months or budget estimated by the Consultants. While making the Bid, the consultant must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.
 - c. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position mentioned. Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Bid using the attached Standard Forms. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. Form Tech - I is a sample letter of which is to be submitted along with the technical bid. The Technical bid shall not include any financial information. A Technical bid containing financial information may be declared nonresponsive.

2. Procedure for Detailed Evaluation of Technical Bid

- I. Being primarily technical work, final evaluation of the bids will be done on Combined Quality cum Cost based System wherein Technical Bid will be given a weightage of 60% and financial bid will be given a weightage of 40%.
- II. Bids securing 60% and above marks in technical evaluation will only be considered for opening of Financial Bids. The Bids with the lowest cost may be given a financial score of 100 and the other bids given financial score that are inversely proportionate to their prices.
- III. The total score, both technical and financial, shall be obtained by weighing the Technical and Financial scores and adding them up. On the basis of the combined weighted score for Technical and Financial, the consultant shall be ranked in terms of the total score obtained. The bid obtaining the highest total combined score in

Evaluation of quality and cost will be ranked as H-1 followed by the bids securing lesser marks as H-2, H-3 etc. The bid securing the highest combined marks and ranked H-1 shall be recommended for award of contract. The bids will be ranked in terms of total points scored.

- IV. Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under:
- i. Specific experience of the consultant firm relevant to the assignment /job (30 marks)
 - ii. Adequacy of the proposed methodology and work plan in response to the terms of reference. (30 marks)

Sub-criteria:

- a. Technical approach & methodology (20marks)
- b. Organization & staffing – including office in Meghalaya (10marks)
- iii. Key professional staff: Qualification & competency for the assignment / job. (40 marks) Qualifications and competency of each of the key professionals will be evaluated separately.

The marks for key professionals will be further divided as under:

- a. Team Leader (12marks)
- b. Other key professionals (20marks in total & equals core assigned to each professional staff proposed) (min. number of key professionals may be specified depending on the size of the project).
- c. Professionals, who are associated with any project in Meghalaya or professionals from Meghalaya (8marks)

For evaluation of each of the key professionals the following sub- criteria can be followed

- a. Educational qualifications (20%)
- b. Adequacy for the assignment / job (80%) (Experience in carrying out similar assignment/job).

The formats of the Technical Bid to be submitted are:

Form Tech 1: Letter of Proposal submission

Form Tech 2: Consultant's organization & experience

Form Tech 3: Approach & methodology

Form Tech 4: Team composition

Form Tech 5: Curriculum vitae

Form Tech 6: Information regarding any conflicting activities and declaration thereof.

FORM TECH – 1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

[Name and address of Employer]

Dear Sirs:

We, the undersigned, offers to provide the consulting assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees vide A/c Payee Cheque /Bank Demand Draft drawn in favour of “Director, Urban Affairs, Raitong Building, Secretariat Hill, Shillong ‘payable at “Shillong“.

In the event of our Offer being accepted, we agree to execute the contract / agreements with SLNA within the stipulated deadline indicated in the award letter and also offer Performance Security of equivalent to 5% of the project cost in the form of bank guarantee. We hereby declare that all the information and statements made in this Proposal are true and correct that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, We undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract Negotiations.

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

Yours sincerely,

Authorized Signature
[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

TPQMA'S ORGANIZATION AND EXPERIENCE

A. Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc., shall be provided].

1	Name of the Organisation	
2	Year of Incorporation	
3	No: of Assignments carried out in last 5 years	
4	Total Value of the Contract	
5	Type of legal authority (Company/Individual/Trust/NGO etc.)	
6	Main achievements/Honours	
7	Association with JNNURM/Smart City/Amrut/any other Centrally sponsored Schemes	
8	Turn over for the last 5 years	
9	No: of Employees in the pay roll and all other relevant details	

B. Consultant's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually or as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately].

1	Assignment/Job Name	
1.1	Description of project	
1.2	Approx. Value of the contract (in Rupees)	
1.3	Country	
1.4	Location within country	
1.5	Duration of Assignment/job (in months)	
1.6	Name of the employer	
1.7	Address	
1.8	Total No of staff-months of the Assignment/job:	
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
1.10	Start date (month/year):	
1.11	Completion date (month/year):	
1.12	Name of associated Consultants, if any:	
1.13	No. of professional staff-months provided by associated Consultants	
1.14	Name of senior professional staff of your firm involved and functions performed:	
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note:

1. Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment, completion certificate. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.
2. Separate sheets may be used for number of projects /assignments.
3. In case other consultants are proposed to be associated, their details may also be provided in the above format.
4. In case Sub – Contracting agencies are used, these details also to be provided.

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology,
- b. Work Plan, and
- c. Organization and Staffing,

a. Technical Approach and Methodology:

In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b. WorkPlan

The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of FormTECH-8.

c. Organization and Staffing:

The consultant should propose and justify the structure and composition of your team. [You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of the staff

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From[Year]:

To[Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized
Representative of the staff]

Place:

[Full name of authorized representative]:

FORM TECH – 6

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES
AND DECLARATION THEREOF**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2.

If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2.

We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory

Name of Firm:

Address:

FINANCIAL BID FORMAT

Format 1: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Organisation Name :	
Status / Constitution of the Organization :	
Name of Registering Authority :	
Registration No.:	
Date of Registration:	
Place of Registration:	

For and on behalf of: (Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Format 2: FINANCIAL STANDING (ANNUAL TURN OVER)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 10 lakh for the last 3 financial years ending on 31st March 2018. Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs. Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2015 - 16	
2016 - 17	
2017 - 18	
Total	
Average Annual Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note: Please provide certified copies of Audited Financial Statements of the Organization/agency for over the last three Financial Years

Format 3: FINANCIAL BID FOR PMAY PROJECT (s)
(PER PROJECT)

Project:

The following maximum charges* are prescribed for being paid to the Third Party empanelled by the State Level Nodal Agency on a 'per project' basis:

<p>Desk review of all the related documents of the project and On – Site Visits</p> <p>(Up to 3 visits and payment up to Rs. 1, 20,000 per project will be considered for Ministry funding during a project implementation life cycle.)</p> <p>Additional visits will be allowed, if it is inevitable. Not more than 2 additional visits will be allowed per project. If additional site visits are required, it should be brought to the notice of SLTC and should be carried out only, if approved.</p>	<p>Rs. 40,000/- (Forty thousand Rupees Only) (per visit)</p> <p>**Rs 1, 20,000/- (One Lakh twenty thousand per project)</p>
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*In case lower rates are obtained through RFPs, the same will apply as terms of payment

**** Inclusive of all taxes**

Annexure – 1

Format for Annual Quality Monitoring Plan for the year.....

A. PARTICULARS					
Name of State/UT	MEGHALAYA				
No. of projects proposed under PMAY* (*As per HFAPoA/AIP)	ISSR	AHP	BLC(N)	BLC(E)	TOTAL
No. of projects approved under PMAY					
B. Desk Review/ Field visits proposed					
Category of project	No. of visits for each project		No. of visits proposed during the year		
“In situ” Slum Redevelopment (ISSR)					
Affordable Housing in Partnership (AHP)					
Beneficiary Led Construction (BLC) (New)					
Beneficiary Led Construction (BLC) (Enhancement)					
C. Others					
Fees proposed/ approved for each visit of TPQMA under each category of projects. (Rs.in Lakhs)					
Total Fees proposed/ approved in the year..... (Rs. Lakhs)					
Whether same or different agencies have been proposed/selected for TPQM					
Whether transparent competitive bidding process has been adopted/ envisaged for the selection of TPQM Agency					

(State Level Nodal Officer)

(Secretary/Principal Secretary, Concerned Department)

Annexure – 2

Third Party Quality Monitoring Report of BLC projects under PMAY

Name of TPQM Agency	
Date of Visit	
Current Visit No.	
Date of previous visit	

A. PARTICULARS OF PROJECT			
1	Name of the state:	MEGHALAYA	
2	Name of City		
3	Name of Project :		
4	Project Code		
5	Implementing Agency/ULB:		
6	Location of the project (Slum name, Ward etc. as applicable)		
7	Type of Project : (i) BLC (New Construction) (ii)BLC (Enhancement) :		
8	No: of EWS Houses in the project :		
9	Date of Approval by SLSCM :		
10	Approved Project Cost (Rs.in Lakhs) :		
11	Date of sanction of 1 st instalment of Central Assistance by CSMC :		
12	Duration of the project :		
13	Date of Commencement :	Scheduled	Actual
14	Date of Completion :	Scheduled	Actual
15	Inspection undertaken by (Name with Contact Detail) :		
16	Name of the State representative present during visit		
17	Name of ULB representative present during the visit		
18	Name of Community representative present during visit		
19	Whether list of Beneficiaries finalized?		
20	If finalized, whether uploaded in PMAY MIS?		
21	State any deviation from sanctioned DPR in terms of number of houses or size or location or Layout		
22	Any other comment		

B. QUALITY ASSURANCE IN THE PROJECT		
1	Whether ULB/ State have organized workshop/training programmes to educate the beneficiaries about quality, construction methods, adherence to disaster resistant technologies etc?	
2	Whether testing facilities to check quality of material is available?	
3	Whether regular tests of materials and construction products tests of materials are being done from accredited labs also?	
4	<p>i. Whether the structural Designs are approved / Proof checked by competent Authority</p> <p>ii. Name of the approving authority for structural design</p> <p>iii. Whether the statutory certificate for disaster resistance design and compliance of codal provision is endorsed by the structural designer on the structural drawings fit for execution, Especially in case of multi –storeyed construction.</p> <p>iv. The work is being executed as per the approved drawings fit for execution</p>	
5	Whether cement is free from lumps and is stacked properly to prevent contact with moisture	
6	Whether soil investigations of the site proper have been done before the structural design and soil parameters have been accounted for in the structural design/ drawings? If yes, attach copy of soil investigation report.	
7	Whether centering /shuttering is checked for staging & propping, line & level, dimensions, cleaning etc. and its quality approved before each stage and record maintained.:	
8	Whether concrete mix is nominal or design mix? (Nominal mix not permitted for quality concrete) :	
9	What is the Mode of Concrete mixing (batch mix/manual)? In case of manual mixing, whether mixing is by weight or by volume of ingredients? (Volumetric mixing not permitted). :	
10	Whether Mixer/Vibrator as specified is available at site with adequate means to run them during Concreting? :	
11	Whether Surface of reinforcement is clean and free from rust :	

12	Whether potable water is used for construction?	
13	Whether proper water / cement ratio has been ensured?	
14	Whether the concrete being cured adequately as per requirements?	
15	Whether bricks are well burnt, of rectangular shape, with sharp edges, free from cracks and of correct size?	
16	Whether i) Execution of Depth & width of Foundation is as per drawing/ adequate & bottom levelled ii) Plinth height is as per drawing/adequate iii) Horizontal bands (as applicable) have been provided	
17	Whether quality has been checked by TPQMA/ State agency? If yes, details thereof?	
18	Quality of work and workmanship, Comments on	
	i. RCC work (concrete, Reinforcement detailing, cover to reinforcement). Whether Columns are in plumb (check for verticality)	
	ii. Masonry (Joint details, verticality). Check adequate RCC bands are provided	
	iii. Shuttering (Type of material -pucca/ katcha, support spacing)	
	iv. Bar bending and stirrups bending, placement and cover to reinforcement bars.	
	v. Plastering	
	vi. Doors and windows	
	vii. Seepage, if any	
	viii. Cracks, if any	
	ix. Honey combing, if any	
	x. Any other	
19	Whether provision has been made for Service lines (Electrical, Water Supply, Sanitation etc.)	
20	Whether floor slope (especially) in bath, WC, kitchen, terrace and balcony etc. are proper?	

21	Whether adequate plinth height (above the general ground level) is provided to the ground floor of the building to avoid possibility of rainwater and reptiles in the building.	
22	Whether remedial measures are undertaken by IA/ ULB to stop Dampness & Leakages if any?	
23	Whether disaster resistant features have been incorporated?	
24	Any other comments	
25	Report on Overall assessment of quality	Minimum 500 words (To be enclosed separately)
C. PROGRESS – HOUSING COMPONENTS		
1.	Numbers of houses sanctioned in the project	
2.	Numbers of houses Completed	
3.	Numbers of houses in progress	
4.	Stages of Progress: i) Foundation/ Plinth level(Nos.) ii) Lintel level(Nos.) iii) Roof level(Nos.) iv) Finishing level(Nos.) v) Total units completed(Nos.)	
5.	Numbers of houses not started	
6.	Reason for non-starter of houses, if any	
7.	Numbers of houses occupied by the Beneficiaries	
8.	Reasons for Non-occupation of houses (If any)- specific reasons to be given	
9.	Size of Unit (Carpet Area)	Sanctioned
		As per Implementation
10.	Overall physical progress of Housing (in %)	
11.	Whether the progress of houses has been ensured through geo-tagged photographs at various construction level?	
12.	Whether DBT of fund to individual beneficiary is ensured in the project?	
13.	Whether the building plan(s) conform to NBC norms?	

14.	Whether authenticated building plans and revisions if any, are available?	
15.	Deviation, if any	
16.	Any other comment	
D. CIVIC INFRASTRUCTURE		
1.	Whether provision of Civic infrastructure components (i.e. water supply, Sewerage, Drainage, Roads, SWM etc.) has been ensured?	
2.	Whether the Existing/proposed infrastructure components are independent and/or integrated with city level infrastructure?	
3.	Any other comments?	
E. SOCIAL INFRASTRUCTURE		
1.	Whether provision of Social Amenities (i.e. School, Anganwadi, Health centre, Community centre, Livelihood centre etc.) has been ensured?	
2.	Any other comments?	
F. FINANCIAL PROGRESS & FUND UTILIZATION (Rs. in Lakhs)		
1.	Sanctioned fund for entire project.	
2.	Amount of funds received up to date	
3.	Up-to date Expenditure	
4.	Amount of funds Utilized (out of received)	
5.	Amount of Expenditure by ULB	
6.	Amount of Expenditure by Beneficiaries	
7.	Balance funds Expected/due from stakeholders	
G. COST VARIATION and TIME-OVERRUNS		
Cost variation:		
1.	Whether there is cost variation? If yes, what are the reasons?	
Time Overruns:		
1.	Whether there is time overrun? If yes, what are the reasons?	

H. REMEDIAL MEASURES TO IMPROVE PROGRESS AND QUALITY		
Undertaken by Implementation agency to improve the :		
1.	Physical Progress	
2.	Financial Progress	
3.	Quality management	
4.	Comments and suggestions of TPQMA on above	
I. COURT CASES AND LITIGATIONS		
1.	(To be specified)	
J. OTHERS		
1.	Any innovative/ cost effective/ green technology has been used	
2.	Feedback of beneficiaries regarding provision of Physical & Social infrastructure:	
3.	Reasons for delay in completion of housing and Infrastructure, if any:	
4.	Any specific observation by the beneficiary	
5.	1. Overall observation on the project (with adequate photographs covering project to a large extent including quality issues as applicable) 2. Critical observations 3. Action suggested by TPQMA to SLNA and ULB	
6.	Action taken report on previous report: i. Observations of TPQMA ii. Action suggested by TPQMA iii .Action taken by Beneficiaries/ULB(Implementation Agency) iv. Whether TPQMA is satisfied with the action taken	
7.	TPQMA's Overview of the Project (in 400-500 words) in a separate sheet	

(Signature)
Name
Designation
Date

(Signature)
Name
Designation
Date

Annexure – 3

Undertaking

It is hereby certified that the following parameters have been followed in respect of the reimbursement of TPQMA charges.

1. The services of the agency have been procured through transparent competitive bidding processes, as per procurement norms of the state.
2. The works have been awarded after the launch of PMAY i.e. 25th June, 2015.
3. The work was advertised through EoI publication/Tender Advertisement on_____(date).
4. The bids received through transparent competitive bidding process were evaluated and work was awarded to M/s _____, which was the lowest bidder. Details of bid evaluation / comparative statement are available with the ULB / Implementing agency.
5. The work has been completed by the appointed agency to the satisfaction of the ULB / Implementing agency
6. Out of the total requested reimbursement amount towards TPQMA charges, Rs. lakhs have been paid to the agency and the balance Rs lakhs will be paid by the ULB / implementing agency on receipt of payment from the Ministry. Copy of payment invoice, proof of payment made to the agency and copy of cash vouchers are available with the ULB / Implementing agency.
7. The quality monitoring of the project(s) is going on as per the sanctioned plan and no revision has been / is being proposed

(State Level Nodal Officer)

(Secretary/Principal Secretary, Concerned Department)

.....End