

Empanelment of Consultants for Road Safety Audit of HSAMB Roads

Request for Qualification and Proposal Document

**Haryana State Agriculture Marketing Board,
Government of Haryana**

January, 2021 (22.01.2021)

Issued on	22.01.2021
Employer	Haryana State Agricultural Marketing Board, Panchkula
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Haryana State Agriculture Marketing Board

General Information

1. Haryana State Agriculture Marketing Board (HSAMB) has the responsibility for the design, construction, maintenance and management of about 12000 km length of Rural Link roads in the State including the task of ensuring road safety which is of paramount importance. HSAMB intends to implement the required engineering measures on HSAMB roads to ensure the safety of the road users on these roads. With this objective, HSAMB intends to invite proposals from the interested consultancy Companies for empanelment as Safety Consultant for carrying out the road safety audit on the HSAMB roads in the State of Haryana.
2. The road network majorly constitute of Single lane (3.66 mtr. metalled width) roads on 4 to 5 karam wide consolidation path including bridges. These roads have been constructed by HSAMB over the period of time and may vary in ridership quality. Most of these roads are in the Rural Areas of Haryana and provide connectivity to mandis and between villages.
3. The HSAMB intends to carryout road safety audit of the HSAMB roads in phases. In the 1st Phase, about 1/3rd of the HSAMB roads (about 4000 Km length of high risk road) network in the State, which is of High Risk for road users, will be audited.
4. **The Consultancy firm shall be a limited/ LLP/ MSME/ proprietorship firm or company registered under the Indian Companies Act, 2013.**
5. The Bidder/ firm who have been debarred by any State/ Centre Government institutions or any of their entities or any of its implementing agencies and the debarment is in force as on the date of application, shall not be eligible to participate in this bidding process.
6. In this document, unless the context otherwise requires, reference to a firm or consultant or bidder or applicant shall be construed as reference to any applicant Consultant.
7. The purpose of this document is to provide information to the interested bidders that may be useful to them in the formulation of their Bids. Each Consultant should, therefore, conduct its own assessment about the assignment before submitting the Bid.
8. Please note that:
 - (i) The selected bidder/ firm is required to execute a formal agreement with the Executive Engineer, HSAMB, Panchkula Division on behalf of the HSAMB within 15 days from the acceptance of LoA. All the payments will be made by

the Executive Engineer, HSAMB, Panchkula Division. The requisite bank guarantee be also submitted with the Executive Engineer, HSAMB, Panchkula Division.

- (ii) The cost of preparing the tender shall not be reimbursable as a direct cost of assignment;
 - (iii) HSAMB is not bound to accept any/ all of the Bid received and reserves the right to annul the selection process at any time, without assigning any reason thereof and shall not be liable for any **direct/ indirect** expenditure incurred by the Bidders;
 - (iv) The period of engagement shall be initially for 2 years which can be further extended for 1 year in one instance but maximum extension upto 3 years; and
 - (v) The HSAMB on its discrete may ask further clarification, information pertaining to the detail mentioned/ submitted in the bid.
9. A group of roads will be assigned to the empanelled Consultancy firm based on the Geographical location or based on any other suitable criteria as deemed fit by the HSAMB. The authority will provide the inventory of the roads alongwith base map, if any, to the consultant. The Consultant shall review the assigned road network of the HSAMB roads in the State. Based on the geographical location, connection/ intersection with NH/SH, Road Accident data, complete State Road network, Google map, industrial zone, NCR zone etc. or any other methodology suggested as per the good practice followed for road safety and accepted by the HSAMB (without physical site visit), the consultant conduct the preliminary review and identify the road hierarchy based on risk factor for the road users. Based on Road asset inventory, the roads may be classified as High Risk, Moderate risk and Low risk road for road users. The consultant may create different category names, however the categorisation should lead to give a clear justification for categorization of roads for detailed survey/ DPR preparation. The performal/ criteria for marking the roads based on risk factor will be same for all the empanelled consultant and the same shall also be got approved by the HSAMB. High and Moderate risk selected roads are more prominent to be considered for detailed survey/ DPR. The detailed Road Safety Audit will be conducted by the consultant as per the detail specified in this RFP i.e. from stage 1 to stage 4. It is clarified that about 1/3rd of the roads assigned for initial survey will be identified for detailed survey based on Risk factor.
- The consultant shall finalize the list of roads for auditing in consultation with the HSAMB. The HSAMB shall also approve the same however, the quantity of these roads may vary.
- It is noted that no separate payment on account of categorization of roads based on risk factor for road users will be made to the agency. The payment shall be made to the consultant for per Kilometer length of road (mainly high risk roads approved by the HSAMB) assigned for detailed survey. For example, if a group of 300 Km length of road is assigned to a consultant for initial survey and the consultant, after preliminary survey without site visit, identify 110 Km as high risk, 120 Km as Moderate risk and 70 Km as low risk roads. Than the HSAMB will assign 100 Km length out of identified 110 Km high risk roads to the consultant for detailed survey

and the payment to the agency shall be made for this 100 Km length of road only as per his approved per Kilometer rates.

The consultant will also monitor the implementation as per the methodology, check lists and procedures approved by the HSAMB. For this purpose, each bidder as part of the bid will briefly submit Work Plan and Approach & Methodology for the proposed assignment, based on IRC:SP:88 and established Procedure/ Practice for undertaking road safety audit. Later on, the successful bidders will submit the inception report including detailed methodology, check lists and procedure within 20 days after signing of the agreement.

The Consultants may request a clarification of any of the conditions in the RFQP document before dates as indicated in the RFP. Any request for clarification must be sent through e-mail to the HSAMB's address specified in the RFP. HSAMB will respond to such requests by providing clarification/ amendment through HSAMB web-site and/ or corrigendum on e-tendering web site <https://etenders.hry.nic.in> .

10. At any time before the submission of Applications, HSAMB may for any reason, whether at its own initiative or in response to a clarification requested by a Consultant, modify the documents by issuing an amendment. Any amendment shall be issued as Addendum and would be hosted on e-tendering web site <https://etenders.hry.nic.in> and/ or HSAMB website, which will be binding on them. HSAMB may at its discretion extend the deadline for submission of the Application.
11. The Application shall be valid for a period of not less than 180 days from the date of Proposal submission Due Date.
 - 11.1 The Consultants interested in project can download the application format from the e-tendering website <https://etenders.hry.nic.in> or from HSAMB website <http://hsamb.org.in> . The Consultant along with application form, shall be required to submit a non-refundable fee of INR 20,000/- (Rupees Twenty thousand only) as tender document fee, non-refundable fee Rs.1180/- as e-tenders fee & Rs.20.00 Lakh (Rs. Twenty Lakh only) as EMD online through e-tendering portal only. Payment through any other modes shall not be accepted. The Consultants shall not submit more than one application. The application form without payment of requisite fee will be summarily rejected without any intimation **and not to be considered for assessment.**

Earnest Money Deposit (EMD) :

- 11.2 EMD of the value of Rs.20,00,000/- (Rupees Twenty Lakh Only) shall only be deposited online. The EMD shall be submitted online by the bidder and no bank guarantee as EMD will be considered.
- 11.3 The firms registered under MSME shall allowed exemption for EMD however, the tender document fees and bid charges will be applicable for all bidders.

- 11.4 Refund of EMD to unsuccessful bidders, who fail to qualify the eligibility/ technical evaluation, shall be initiated within 30 days of their rejection. For bidders who qualify and their financial bids are opened but not selected for award of work, the refund of EMD shall be processed within 30 days from the date of allotment of work/ empanelment of consultant. The EMD shall be refunded to the bidders accounts. For the selected consultant, on acceptance of Bid, Earnest Money Deposit shall be treated and become part of performance Security Deposit.
- 11.5 The EMD may be refunded to the selected agency against a bank guarantee of amount equal to the performance security from a nationalized/ scheduled bank with validity 45 days more than the validity of the engagement period.
- In case the MSME firm is selected, than the MSME firm is required to submit the performance security equal to Rs.20.00Lakh on selection.
- 11.6 Any Bid not accompanied by the Earnest Money Deposit shall be rejected by the Authority as non-responsive.
- 11.7 The Authority shall not be liable to pay any interest on the Earnest Money Deposit and the same shall be interest free.
- 11.8 The bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Earnest Money Deposit shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Bid under the following conditions:
- If a Bidder engages in any of the Prohibited Practices specified in this RFP;
 - If a Bidder withdraws its Bid during the period of its validity as specified in this RFP and as extended by the Applicant from time to time;
 - If the Bidder withdraws its Bid (offer) during the interval between the Bid Due Date and expiration of the Bid Validity Period.
 - If the successful Bidder fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by HSAMB
 - If the successful Bidder (Consultant) fails to sign the agreement within the time specified in this document or any extension there-of granted by HSAMB
 - If the Bidder imposes any condition after the Proposal Due Date affecting the original Bid.

12. Accessing of Application

To participate in the selection process, it is mandatory for the Bidders:

- To apply in the prescribed application form only. The application form along with tender document can be downloaded from the e-tendering website <https://etenders.hry.nic.in> & HSAMB Website <http://www.hsamb.org.in> . It is clarified that only online submission of documents is permitted and no manual / hard copy submission of any bidding document is accepted.

- (b) To declare the name of person who will sign the application form along with Power of Attorney/ Authority letter for signing of the application.
- (c) The application shall be submitted in English language and all correspondence shall be in the same language.
- (d) Each page submitted in support of the Bid should be signed by the authorised signatory alongwith seal and pages should be numbered serially. All documents should be properly & sequentially numbered either at the top or at the bottom right hand corner of each page, e.g. by writing page 1 of 10 on page 1, if total pages are 10 & then uploaded on the online e-tendering portal. Document index shall also be provided with the bid document with due cross reference.
- (e) The submission of bid through any other method except online through e-tendering portal <https://etenders.hry.nic.in> shall not be considered and straight away rejected.
- (f) The amendments/ corrigendum related to the RFQP Document, if any, will be hosted on the e-tendering website <https://etenders.hry.nic.in> and/ or on the HSAMB Website <http://hsamb.org.in>.
- (g) The Bids along with its required enclosure must be submitted online not later than the specified date and time. HSAMB shall not be responsible for any delay, damage, loss or non-submission of documents online due to website issues. So Bidders are advised to prepare the online bid well before the tender closing date to avoid last hour rush.
- (h) Incomplete bids as per the criteria specified in this document shall be rejected without any intimation.
- (i) HSAMB reserves the right to accept/ reject any or all Bids or annul the tender process without assigning any reason thereof.
- (j) The HSAMB intends to empanel 3 consultants however, the HSAMB may on its discreet may select less number of consultant and distribute the work among the consultants in ratio other than the specified in this RFP.

13. The following schedule is to be followed for this assignment:

Sr. No.	Event Description	Date
1	Invitation of RFP (NIT)	22.01.2021
2	Acceptance of queries/ clarification from bidder *	-
3	Date of pre bid meeting	-
4	Date of making the tender live after uploading required corrigendum	22.01.2021
5	Last date of submission of Proposal (Due Date)	18.02.2021 (03:00PM)
6	Opening of Technical Proposals	18.02.2021 (04:00PM onward)
7	Declaration of empanelled Bidders	Intimation will be given to qualified bidder
* The interested bidder may raise their queries on the email se.roads1hsamb@gmail.com and/ or chiefengineertwo.hsamb2020@gmail.com . They may also contact on numbers provided on the front page.		

14. In order to avoid conflict of interest, any Consultant associated with the Contractor of any of the under construction roads as its Design Consultant and/or Construction Supervision Consultant shall not be eligible for allotment of the same project, even after the empanelment.
15. Those Consultants who were engaged by the HSAMB for any project as Design/ other work Consultants for preparation of Detailed Project Reports or Supervision or Independent Engineer Consultant shall not be eligible for allotment of providing the consultancy services as Safety Consultant for the same project.
16. The Consultants have an obligation to disclose any such situation factual or potential conflict that impacts their capacity to serve the best interest of HSAMB, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to disqualification/ blacklisting of the Consultant and the termination of its Contract and/ or any other action as deemed fit by HSAMB at any stage.
17. The Consultants shall observe the highest standard of ethics during the selection and execution of such contracts, if assigned work on the basis of competitive financial bid. In pursuance of this, the HSAMB:
 - 17.1. Defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the selection process or in contract execution;
 - (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) "Collusive practices" means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish price at artificial, non-competitive levels;
 - (iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
 - 17.2. Will reject the proposal, if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
 - 17.3. Will declare a Consultant ineligible, either indefinitely or for a stated period of time to be empanelled if at any time it determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and

- 17.4. Will have the right to include a provision requiring Consultants to permit the HSAMB to inspect their accounts and records relating to the performance of the contract and to have them audited by authorized representatives of HSAMB.
18. The Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption as stated above.
19. The Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this bid and during execution of the assignment, if the Consultant is empanelled.
20. **Technical Eligibility Requirement: Essential Qualification of the Consultant:**
- (a) The Consultant must have at least the team of following two key professionals each of age not more than 65 years, required for performing the Road safety consultants' job.

Sr. No.	Position	Number
A	Key Professionals	
1	Sr. Road Safety Auditor-cum-Team Leader	1
2	Traffic Planner	1
B	Sub-Key Professional	2

- (b) The Consultant must have undertaken road safety audit of minimum 400 Km length of road in India during last 5 years (length is irrespective of number of lanes).
- (c) The Consultant must have a minimum average annual turnover of Rs 4 Cr. in last 3 financial years OR Attach Proof of Empanelment with National Highways Authority of India as Road Safety Consultant for at least past three years from proposal due date.
21. **Qualification and Competence of Key Professionals**

SN	Position	Qualification and Competence
1	Sr. Road Safety Auditor-cum-Team Leader	Essential Qualifications: (a) Graduate in Civil Engineering from Recognised University. (b) Minimum 15 years of experience in highway sector in senior position associated with Safety Audit/ Work Zone Safety /Traffic Planning of road projects and worked as Team Leader/Head of NH/SH projects for at least 5 years or retired not

		below the rank of Superintending Engineer from Central/State Govt./ PSU or equivalent, dealing with NH/SH projects.
		Preferential Qualifications: (a) Post-Graduation in Traffic/ Transportation/Safety / Highway Engineering. (b) Experience of assignment related to road safety/ road safety audit/Work-zone assignment or traffic/transport planning.
2	Traffic Planner	Essential Qualifications: (a) Graduate in Civil Engineering from Recognised University. (b) Minimum 7 years of experience in highway sector associated with Safety Audit/ Work Zone Safety /Traffic Planning of road projects or retired not below the rank of Executive Engineer from Central/ State Govt./ PSU or equivalent, dealing with NH/SH projects.
		Preferential Qualifications: (a) Post-Graduation in Traffic/ Transportation/Safety / Highway Engineering. (b) Experience in transport Planning
3	Sub-Key Professional	Essential Qualifications: (a) Graduate in Civil Engineering from Recognised University OR Diploma in Civil Engineering with 3 years of experience in design, construction and maintenance of roads CV of Sub Key Professional shall not be submitted/ evaluated.

22. The Consultant shall furnish contact particulars of the relevant officers of the clients for the works executed by them, to enable HSAMB to verify the claim of the Consultant. The Consultant shall also furnish the following:
- For evaluation of CVs of Key Professional for this selection, copy of CVs shall be uploaded alongwith bid;
 - Copies of work orders/ contracts from the client stating the project title, project value and the brief scope of work of the project be submitted online.
 - If the Consultant has completed projects as JV with some other firms, weightage shall be given as per the JV share. However, if the Consultant firm has executed the project as associate with some other firm, 25% weightage shall be given to the Consultant for the projects completed under such association.

23. The Eligibility Requirement, mentioned above is for the purpose of technical qualification of the bidders only. The consultant should have a minimum team of four team leader and four traffic planners. The experience of these resources will be considered in technical evaluation. The job assigned to a team should have minimum one team leader and one traffic planner.

24. Test of Responsiveness/ Check list

Prior to evaluation of bids, the Authority shall determine whether each Bid responsive to the requirements of this RFP. A Bid shall be considered responsive only if:

- (a) it is received by the Bid Due Date including any extension thereof through online e-tendering portal <http://etenders.hry.nic.in> ;
- (b) it is accompanied by the requisite fee;
- (c) it contains copies of Consultants credential &CVs for Key Professionals with self evaluation/ marking as per RFP for claiming eligibility;
- (d) it contains 15 days Training Certificate for Sr. Road Safety Auditor-cum-team leader Key professionals;
- (e) it contains CVs &Annexure-IV duly signed by the Key professionals;
- (f) all Key professionals are below 65 years of age (Age Proof);
- (g) it contains copy of partnership deed (in case of LLP) or Article of Association/ Memorandum (in case of limited company) or registration certificate (under company act);
- (h) all the pages of the Application are signed by the Authorised Signatory, stamped &serially numbered
- (i) it contains all the information (complete in all respects) as requested in this RFP (in formats same as those specified) including contact information of the bidder;
- (j) it does not contain any condition or qualification;
- (k) it is not non-responsive in terms hereof; and
- (l) Authority letter of the signing person.

25. Technical Evaluation Criteria and Marking System:

The Evaluation criteria and marking system for selection of consultants shall be as under:

SN	Criteria	Marks
1	Experience of the Consultant Number of projects undertaken by the Consultant in the area of (i) safety audit or (ii) work zone safety audit or (iii) traffic planning. • Two marks for each project subject to maximum of 10 marks	10
2	Qualification and competence of Key Professional • Sr. Road Safety Auditor-cum-Team Leader- 4 persons * 10 marks • Traffic Planner- 4 persons * 5	40 20
3	Approach and Methodology	25
4	Work Plan	5
	Total	100

The firm scoring more than 70% marks shall be considered as technically qualified. The detail of marking of Key Professional is as follows:-

(A) Sr. Road Safety Auditor-cum-Team Leader (10 Marks for each CV)

SN	Item	Max Marks
1	Educational Qualification	2
	Graduate in Civil Engineering	1
	Post Graduation in Traffic / Transportation / Safety /Highway Engineering or equivalent	2
2	Total Professional Experience in highway sector in senior position associated Safety Audit/Work Zone Safety /Traffic Planning of road Projects	3
	<15 years	1
	>15 years	3
3	Adequacy for the Project	5
	Experience in No. of Projects of Road Safety Engineering/ Work Zone Safety Audit Assignments /Traffic or Transport Planning	5
	Based upon number of projects, volume of work done and nature of work	

(B) Traffic Planner (5 Marks for each CV)

SN	Item	Max Marks
1	Educational Qualification	1
	Graduate in Civil Engineering	0.5
	Post Graduation in Traffic / Transportation /Safety or equivalent	1
2	Total Professional Experience in highway sector in associated Safety Audit / Work Zone Safety / Traffic Planning of road projects	1
	< 10years	0.5
	>10years	1
3	Adequacy for the Project	3
	Experience in No. of Projects of Road Safety Engineering/ Work Zone Safety Audit Assignments / Traffic or Transport Planning	
	Based upon number of projects, volume of work done and nature of work	

Note:

- 1 The Consultant shall carry out self-evaluation of their Applications with due cross reference to the above mentioned criteria and submit the same along with the application.
- 2 The minimum qualifying marks for each CV shall be 75%.

26. Foreign firms & Joint Venture / Association of Firms

- 26.1. The consulting firms with 50% or more foreign shareholding shall have a registered office in India.
- 26.2. The consulting firms from the countries who share land border with India will be eligible to bid only if they are registered with the Competent Authority as per order no F.No 6/18/2019-PPD of Department of Expenditure, Ministry of Finance, Government of India.
- 26.3. No Joint Venture/ Consortium/ Associate are allowed.
- 26.4. Notwithstanding the selection the consultants, HSAMB may, in its sole discretion, appoint separate consultants for specific projects.

27. Financial Bid

- 27.1. Financial bid of the bidders qualifying technically i.e. scoring more than 70% marks shall only be opened.
- 27.2. The bidder shall have to quote a lump sum fee on per kilometer basis for road length to be detailed audited. The quoted fees shall be inclusive of all taxes, GST, duties, levies etc.
- 27.3. The fees shall be quoted in the Price Section of the portal. Significant lack of clarity on any cost of item as called for above could lead to the bid being rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding and technical criteria.
- 27.4. The top three bidders in term of the lowest quoted per kilometer rates shall be considered for empanelment by the HSAMB.
- 27.5. The firm quoting lowest rates shall be considered most eligible and ranked as L1. The 2nd higher bidder will be ranked as L2 and 3rd higher bidder will be ranked as L3.
- 27.6. HSAMB will determine whether the Financial Bids are complete and unconditional. The cost indicated in the Financial Bid shall be deemed as final. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the quoted price shall be that of the Consultant.
- 27.7. The HSAMB may do the negotiation of rates with the L1 bidder if the rates are considered on higher side by the HSAMB. The HSAMB may negotiate the

rates with other L2 & L3 bidders also if the L1 bidder is not able to reduce his rates reasonably. The lowest rate so discovered will become L1 bidder. The counter offer of the L1 rate shall be given to the other two bidders to match the L1 price.

27.8. The HSAMB may seek negotiation of rates from the lowest 3 selected consultants based on quoted rates. Out of top 3, if any consultant refused to match the lowest rate, the same will be disqualified and two consultants will be empanelled and work will be assigned in 60:40 ratio. If 2 consultants refused to match the lowest rate, than only one consultant will be empanelled.

27.9. Work will be Awarded to the Bidders in the ratio mentioned as under:

Number of Firms	Work Awarded
Three Firms	50%:30%:20%
Two Firms	60%:40%
One Firm	100%

- Work will be awarded based on contiguity of geographical area, type of road, district area etc. The actual work volume could therefore vary by +/- 10%. Total Length is estimated to be about 4,000 km. Work shall be awarded in stages and the decision of the HSAMB in this regard will be final and bound to all.
- The HSAMB reserve the rights to award work among the empanelled consultants in other than above specified percentage based on the performance of the agency. The HSAMB also reserve the rights to withdraw the work from any or all the agencies.
- The list of roads to be detailed audited shall be got approved by the HSAMB.

27.10. The empanelled Bidder will be considered for award of work if the financial offer is per se reasonable to HSAMB. The final decision for award shall be at sole discretion of HSAMB.

27.11. In case the empanelled consultant withdraws, **the** HSAMB reserves the right to annulment of the Selection Process. The EMD of such bidder shall be forfeited.

27.12. The Selected Bidders (including MSME) shall deposit a Performance Security of an amount of Rs.20.00 Lakh in form of bank guarantee. The work of audit of roads alongwith priority schedule will be assigned to/ among the consultants based on availability of budget.

Empanelment of firm for providing Safety Consultancy Services for Safety Audit of the HSAMB Roads

SCOPE OF WORK

1. General

- 1.1. HSAMB is maintaining a road network of about 12000 Km in Haryana State and expected to comply with the safety standards on these roads as per IRC codes. The HSAMB intends to hire consultants for Road safety audit of the High Risk roads (about 1/3rd of the total road network) of the HSAMB for the road users. The funds for the work will be arranged by the HSAMB from the State Govt. out of 'Road Safety Funds'.

It is also informed that:-

- a. The group of roads will be assigned to the agency. The firm shall provide the priority list of high/ moderate/ low risk roads out of the assigned group of roads as laid down in the coming paras and no separate payment on account of preparing the priority list will be made to the agency. The rates quoted by the firm are per Kilometre length of road assigned to the agency (high risk roads) for detailed survey under stage 1 to stage 4. It is further clarified that about 1/3rd of the assigned group of roads will be awarded for detailed survey.
- b. The work of Road Safety Audit will be distributed among the bidders as mentioned in this RFP.
- c. Work will be assigned to the agencies in consonance with the availability of funds.
- d. The list of HSAMB roads in the State may be referred at department website <http://hsamb.org.in>.
- e. The HSAMB may execute the work out of its own funds.

2. Methodology to be adopted by Road Safety Auditor.

- 2.1. A group of roads will be assigned to the empanelled Consultancy firm based on the Geographical location or based on any other suitable criteria as deemed fit by the HSAMB. The authority will provide the inventory of the roads alongwith base map, if any, to the consultant. The Consultant shall review the assigned road network of the HSAMB roads in the State. Based on the geographical location, connection/ intersection with NH/SH, Road Accident data, complete State Road network, **Google map**, industrial zone, NCR zone etc. or any other methodology suggested as per the good practice followed for road safety and accepted by the HSAMB (**without physical site visit**), the consultant conduct the preliminary review and identify the road hierarchy based on risk factor for the road users. Based on Road asset inventory, the roads may be classified as High Risk, Moderate risk and Low risk road for road users. The consultant may create different category names, however the categorisation should lead to give a clear justification for categorization of roads for detailed survey/ DPR preparation. **The performa/ criteria for marking the roads**

based on risk factor will be same for all the empanelled consultant and the same shall also be got approved by the HSAMB. High and Moderate risk selected roads are more prominent to be considered for detailed survey/ DPR. The detailed Road Safety Audit will be conducted by the consultant as per the detail specified in this RFP i.e. from stage 1 to stage 4. It is clarified that about 1/3rd of the roads assigned for initial survey will be identified for detailed survey based on Risk factor. The consultant shall finalize the list of roads for auditing in consultation with the HSAMB. The HSAMB shall also approve the same however, the quantity of these roads may vary.

It is noted that no separate payment on account of categorization of roads based on risk factor for road users will be made to the agency. The payment shall be made to the consultant for per Kilometer length of road (mainly high risk roads approved by the HSAMB) assigned for detailed survey.

The consultant will also monitor the implementation as per the methodology, check lists and procedures approved by the HSAMB. For this purpose, each bidder as part of the bid will briefly submit Work Plan and Approach & Methodology for the proposed assignment, based on IRC:SP:88 and established Procedure/ Practice for undertaking road safety audit. Later on, the successful bidders will submit the inception report including detailed methodology, check lists and procedure within 20 days after signing of the agreement.

- 2.2. Scope of check list and procedures, which the safety consultant has to follow are as per latest applicable IRC Manual on Road Safety Audit (IRC: SP:88). Methodology, Check Lists and Procedures to be adopted are to be project specific and approved by the concerned Officer of the HSAMB. The Consultants are free to suggest methodology, check list, procedure and good practices as adopted in other countries also.
- 2.3. Road safety Audit to be conducted for identified High Risk HSAMB roads as agreed by the HSAMB. The scope of the work is divided into 4 stages.
 - Stage-1: Existing road site survey, Accident data study, physical visit of technical expert on selected roads;
 - Stage-2: Feasibility study, detailed survey, cost estimates and project prioritisation;
 - Stage 3: Carryout DPR for projects;
 - Stage 4: Safety audit during the implementation of Audit observations.
- 2.4. The Road Safety Audit Reports shall be prepared as per the templates approved by HSAMB.

3. Stage-1: Existing road survey, Accident data study, physical visit of technical expert on selected roads

3.1 Removed

3.2 Removed

3.3 The selected road sections should be surveyed by technical expert and the Road Inventory Data i.e. RD wise way side amenities, crash barriers, signage, cross slope, gradient etc. should be made (Note-All Inventory items shall be recorded both side of the road and Geo Tagged with images)

3.4 Detailed visual audits of roads to be carried out as per IRC guidelines IRC-SP-88-2019. The audit should cover engineering aspects and road user aspects including motorised, non-motorised and pedestrian traffic.

3.5 Consultant shall collect relevant accident data/ history to understand the frequent accident sections. The Accident data information should comprise of at least the basic information like “Type of accident” (Fatal/ Severe/ Non Severe), “No. of people killed/ injured” and “Major reason for the accident”.

3.6 Conduct spot speed studies to understand the speed characteristics of the corridors

3.7 Identify the road safety issues along the study corridors. Audit shall be accompanied by appropriate checklists and photographs (date and time stamped) wherever necessary to appreciate the audit observations.

3.8 Audit shall cover all intersections that meet with higher hierarchy roads.

3.9 Not limited to, the following parameters should be broadly considered for categorization of roads which shall be considered for DPR study

Sr. No.	Road parameter
1.	Junction turning radius and improvement
2.	Requirement of speed calming measures
3.	Dangerous road side objects
4.	Safety measures near Water Body/ hilly roads including safety requirement i.e. crash barriers etc.
5.	Road Signage & Road Side amenities
6.	Water Stagnation
7.	Obstructions along road such as Electric Pole, overhead wires, Trees, Hoardings etc.

3.10 Conduct “Existing road survey & Accident data collection” to present and discuss the findings

3.11 Submit the Analysis report with all observations and conclusions

4. Stage-2: Perform feasibility study of the Shortlisted length for Road safety audit

- 4.1. Conduct Traffic and engineering surveys: As required following surveys should be conducted
 - Survey for the section under consideration.
 - Classified traffic volume count survey.
 - Pedestrian study.
- 4.2. Prepare preliminary designs for improvement measures. Following Design & drawings should be prepared
 - Junction layout with various options
 - Traffic signage and Road marking drawings
- 4.3. Provide BOQ, Rate analysis & cost estimates
- 4.4. Feasibility report submission for roads.

5. Stage-3: Submission of Detailed Road safety audit report.

- 5.1. Carryout engineering investigations and surveys required for detailed designs
- 5.2. Carryout detailed designs (ex: detailed intersection designs, signage, traffic calming measures, Road side objects hindering the traffic, safety near Water Bodies and hilly roads etc.), and submit drawings.
- 5.3. Carryout detailed BOQ & Cost estimates.

6. Construction Stage Audit

Carry out construction stage road safety audit as per the requirement and to assess the adequacy and acceptability of the executed work on the recommendation of audit report as per the governing codal provisions till the construction is complete. After construction is completed, the consultant will issue a certificate that all the road safety measures as per audit report have been implemented on the road as per DPR/ governing codal provisions.

7. Project Team

- 7.1. It is necessary that the bidder shall retain the same experts throughout the contract period. However, in case of non-availability of any Key Professional in subsequent stages, the Consultant shall have the right to replace the Key Professional with an equal or better qualified and experienced Key Professional with the approval of the Department. Provided that, in case the replaced Key Professional is not found suitable during evaluation, then such Key Professional shall be rejected and the Consultant shall be given a second chance only for it with same requirements. The retaining of same audit team

shall be confirmed by the Consultant during all subsequent phases of the contract period. It is hereby clarified that only the named Key Professional shall be deployed and no substitute shall be used at any stage of safety audit work. Any work carried out by any person other than the named Key Professional shall be summarily rejected by HSAMB and no payment shall become due for such work in any circumstances whatsoever.

- 7.2. The Consultant shall as a part of this assignment will conduct **four road safety awareness/ training programs/ workshops** in the project stretch for HSAMB officers. The trainer team to be deployed by the consultant and their all expenses like travel and stay will be borne by the consultant. The infrastructure/ space arrangement for training will be made by the HSAMB.

8. Deliverables

Stage	Description	Deliverable	Time Limit (0 from date of start of detailed survey)
Stage-1	Existing road survey and Accident data collection and prioritization	Analysis report of survey & Accident data, prioritization list	2 Month
Stage-2	A feasibility study	Feasibility report along with priority/ categorization for DPR studies.	4 Months
Stage-3	DPR for shortlisted projects	DPR of roads*	6 Months
Stage-4	Safety audit during the construction	Safety audit Report and Gap Analysis Report	As work proceed**

- The date of start of work shall be the date of assigning the high risk roads for detailed survey to the selected firms.

* The DPR provided by the consultant under stage-3 should contain the detailed design, drawings, quantity & location of required modification/ installation and good for calling tender for appointment of implementing agency.

** As the implementing agency complete the work, the list of roads will be provided to the consultant and the consultant will submit the report for implementation of points identified in the DPR but not later than 2 months after completion of total work by the implementing agency.

- 8.1. All reports including primary data shall be compiled, classified and submitted by the Consultant to HSAMB in soft copy apart from the reports in hard form. The reports shall remain the property of HSAMB and shall not be used for any purpose other than that intended under these terms of reference. All the reports will be submitted electronically in addition to 5 hard copies.

- 8.2. It may be noted that the firm shall be required to ensure timely completion of the safety consultancy services of the projects awarded to them in bid stage, in an effective manner strictly as per the contract. The Consultant shall be liable for cancellation of empanelment and debarment in the event of defaults attributable to the Consultant for non-timely completion/ poor performance of services, for a period of two years.

9. Payment Terms

Stage	Description	Upon Approval of Deliverable	Payment (as per selected list of roads by the HSAMB assigned for detailed audit)
Stage-1	Existing road survey and Accident data collection and prioritization	Audit Report	10%
Stage-2	Feasibility report along with priority/ categorization of roads for DPR studies.	Feasibility report along with prioritisation of the investments	20%
Stage-3	DPR of roads	DPR of roads	40%
Stage-4	Safety audit Report and Gap Analysis Report	Safety audit Report and Gap Analysis Report	30%

- 9.1. All reports including primary data shall be compiled, classified and submitted by the Consultant to HSAMB in soft copy apart from the reports in hard form. The reports shall remain the property of HSAMB and shall not be used for any purpose other than that intended under these terms of reference. All the reports will be submitted electronically in addition to 5 hard copies.

Annexure-IA

Letter comprising the Application

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Sub: Application for Empanelment of Consultants for Road Safety Audit of the HSAMB Roads

Dear Sir,

- 1 With reference to your invitation of RFP dated _____, we, having examined the RFP document and understood its contents, hereby submit our Bid for the aforesaid project. The Bid is unconditional.
- 2 We acknowledge that the HSAMB will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Safety Consultant, and we certify that all information provided in the Bid and in Annexure 1 to VI is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
- 3 We shall make available to the HSAMB any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 We acknowledge the right of the HSAMB to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- 5 We believe that based on our RFP submission, our self-evaluation technical score is [____], and the details of self-evaluation along with cross reference pages of our RFP document is given at Annex [____] towards our claims for qualifying marks. We understand that the HSAMB's evaluation shall be limited to verification of our claims of marks from the cross reference pages of the document given by us in the above Annexure.
- 6 We understand that the HSAMB shall be at liberty to publish the credentials of the Firm/Personnel submitted as per this RFP document, in public domain and the same may be uploaded by the HSAMB on their official website. We undertake

that we shall have no objection if the Authority uploads/hosts the information pertaining to the credentials of our firm as well as of our key professionals.

- 7 We agree and understand that the Bid is subject to the provisions of the RFP document. In no case, we shall have any claim or right of whatsoever nature if we are not empanelled/ not selected/ rejected by the HSAMB.
- 8 Our Bid is valid for a period of 180 days from the bid due date i.e. upto _____.
- 9 We agree and undertake to abide by all the terms and conditions of the RFP document. We submit this Bid under and in accordance with the terms of the RFP document.

Date:

Yours faithfully,

Place:

(Name and designation of
authorized signatory)

Annexure- 1B

GENERAL INFORMATION

1. Name and address of the consultant
2. Whether Limited /Limited Liability Partnership (LLP)/ **MSME/ proprietorship firm or** company registered under company Act. The details of the same needs to be indicated.
3. Name of the authorized signatory/ contact person /representative duly certified by the head of the firm.
4. Profile of the consultant (Please elaborate field of activities)
5. Structure, Organization& Relevant Experience of Consultant:
 - (i) Date, month and year of incorporation of Consultant.
 - (ii) Turnover of the Consultant in last 3 financial years
 - (iii) Consultant Relevant Experience in terms of number of years since establishment
 - (iv) Number of Key Professional in the Consultant in senior positions associated with preparation of DPR/ Supervision/ Construction /Safety Audit/ Work zone safety audit/ traffic planning etc. of road/ highway Projects
 - (v) Number of full time Key Professional who are in the payroll of the Consultant as on the due date of submission of this RFP
 - (vi) The detailed qualifications and experience of each of the Key Professional in years in highway sector (tenure in years in senior position e.g. Team Leader, Dy. Team Leader, Resident Engineer, Key Professional, Retd. CE/SE/EE also needs to be indicated separately in each of the key Professional).

Notes

- (i) Ref. Page no. of documentary proof in the Bid may be indicated against each item.
- (ii) The consultant shall submit document defining constitution or legal status, place of registration, principal place of business and Power of Attorney (PoA), In case of LLP, the document related to registration of the Consultant with concerned government department shall be submitted. In case of a company, Memorandum of Association/ Understanding and Article of Association, Name of directors and shareholders shall also be furnished.
- (iii) Please mention number of projects completed by the consultant in last 5 years with documentary proof from client. For each project one sheet of Annexure-III should be filled up properly giving as much details as possible.

- (iv) The consultant shall furnish contact particulars of the relevant Officers of the clients for which the works have been executed, to enable HSAMB to verify the claim of the consultant.
- (v) The consultant should also furnish copies of work orders/ contracts from the client stating the project title, project value and the brief scope of work of the project along with successful completion certificate mentioning start and end date of the work duly signed by the client organizations project in-charge/ any equivalent officer/the authorized signatory, otherwise the project claimed to be executed by the Consultant will not be considered for evaluation.

Date:

Yours faithfully,

Place:

(Name and designation of
authorized signatory)

Annexure-II

FORMAT OF CURRICULUM VITAE (CV) OF KEY PROFESSIONAL TO BE SUBMITTED

- 1 Proposed position
- 2 Name
- 3 Contact address with Tel. No.& e-mail id
- 4 Date of birth
- 5 Date of Retirement (in case of retired Govt. officers)
- 6 Nationality
- 7 Educational Qualification
- 8 Details of training course on Road Safety (attach supporting documents/ certificates)
- 9 Language & degree or proficiency
- 10 Membership of professional societies
- 11 Countries of work experience
- 12 Name of the firm where working
(Indicate whether full time/contract/ part time employee)
- 13 Years with the firm
- 14 Employment record
 - i) Name of the employer
 - ii) Position held
 - iii) Description of duties
- 15 Overall Professional Experience in Highway/ Traffic & Transportation/ Bridge Engineering/ Road Safety/Work Zone Safety etc. or in related field(in years in chronological order stating from present position)
- 16 Related Work Experience in Road Safety (in years)
- 17 Details of the Related Work Experience in Road Safety

Affix recent photograph

Date:

Yours faithfully,

Place:

(Name and designation of
authorized signatory)

Annexure-III

**Relevant Services Undertaken by the Consultant which illustrates Its
Performance in Last 5 Years**

1	Project Name	
2	Country	
3	Project location within country	
4	Date of Agreement	
5	Name and address of client (or the concessionaire, in case of PPP projects)	
6	Key Professional provided	
	(a) No. of key Professional	
	(b) No. of man months	
7	Date of commencement	
8	Date of completion	
9	The consultant or its associate has implemented the project	
10	Details and Nature of consultancy services:	
11	NA	
12	Whether project was done alone or as a JV or in association with other firm	
13	Name of Lead Partner, in case of JV/Association	
14	JV Share of the Consultant in case of JV	
15	No. of man months of Key Professional provided by associated firm (s)	
16	Name of Key Professional involved and functions performed:	
17	Function performed by the firm	
18	Narrative description of project (Indicating details of projects including length, scope of work, nature of work and qualitative performance)	
19	Detailed description of actual services provided by the firm under different categories of assignments.	
20	Was the project completed within the stipulated time	
21	Reason for delay in completion, if any:	

Date:

Yours faithfully,

Place:

(Name and designation of
authorized signatory)

Annexure-IV**Information in Respect of Key Professional Available with the Consultant**

SN	Name	Academic Qualification Degree (Civil)/ Masters/ Doctorate*	No. of years of experience in the field of Highway/Bridge Engineering/ Traffic/Transport Planning /Safety audit along with position in which worked**	Signature of respective key personnel

Date:

Place:

(Name and designation of
authorized signatory)

*In case of Masters/Doctorate, please mention the discipline like Master (Structure), Masters (Traffic &Transport) etc.

**Separate sheets may be enclosed for the details.

Annexure-V

Format for Turnover
(Average Annual Turnover from consultancy services)

SN	Financial years	Annual turnover (INR)
1	2018-2019	
2	2017-2018	
3	2016-2017	
	Average for three years	[Indicate sum of above divided by 3]
* If the firm submit the annual turnover of financial year 2017-18, 2018-19 & 2019-20, than the same shall also be considered for fulfilling the eligibility criteria of turnover.		

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years from consultancy services.

Name of Authorized Signatory

Designation:

Name of firm:

Signature of Authorized Signatory:

Seal of Audit firm:

Note:

1. In case the Consultant does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.

OR

Attach Proof of Empanelment with National Highways Authority of India as Safety Consultant
for atleast past three years from proposal due date

Annexure-VI

**Undertaking Regarding Correctness of Information, Non-debarment/Blacklisting etc.
of Consultant
(to be furnished on non-judicial stamp paper duly notarised)**

Sub. : Empanelment of Consultant for Road Safety Audit of HSAMB Roads

Dear Sir,

- 1 We, having examined the RFQP document for the aforesaid work and understood its contents, hereby submit my/ our Bid for empanelment of Safety Consultant. The Bid is unconditional.
- 2 All information provided in the Bid, appendices and annexure is true and correct and all documents accompanying such Bid are true copies of their respective originals.
- 3 I/We acknowledge the right of the HSAMB to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 4 We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 5 I/We agree and undertake to abide by all the terms and conditions of the RFQP document.

Date:

Yours faithfully,

Place:

(Name and designation of
authorized signatory)

ANNEXURE – VII: FORMAT FOR FINANCIAL BID

Financial Bid

BOQ

Tender Inviting Authority:	HSAMB
Name of Work :	Empanelment of consultant for Road Safety Audit of HSAMB roads
Contract Person :	Executive Engineer, HSAMB, Panchkula Division
Bidder Name:	

Indicative Price Schedule

(The financial quote be made through online portal).		
Sl. No.	Item Description	Fee payable by HSAMB for detailed audit of assigned high risk selected roads (per Kilometer price to be quoted by the Bidder inclusive of GST/ applicable taxes/ other charges)
1	2	3
1.01	Consultancy Services for Road Safety Consultant on Rs. Per kilometre Basis	
Quoted Rate in Words		Rupees in words only

Note:

- i.* The above format is for reference/acclimatization purpose only. Financial Bid is to be submitted online in the prescribed format provided on e-tendering portal.
- ii.* Nothing over & above the quoted/ approved rates shall be payable to the firm.

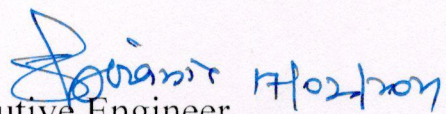
Corrigendum

Memo No. 2058

Dated: 17.02.2021

**Name of work:- Empanelment of Consultants for Road Safety
Audit of HSAMB Roads**

In connection with the online tender invited by the HSAMB for "Empanelment of Consultants for Road Safety Audit of HSAMB Roads" bearing online 'tender no. 2021_HBC_157390_1' invited through website <https://etenders.hry.nic.in>, the last date for submission of bid is extended upto 02.03.2021 till 03:00 PM. All other terms & conditions will remain same.


Executive Engineer,
HSAM Board, Panchkula

eProcurement System Government of Haryana

Published Corrigendum Details

Date : 17-Feb-2021 05:48 PM

Print

Organisation Chain :	Haryana Board Corporation Haryana State Agricultural State Marketing Board Panchkula Circle Panchkula
Tender ID :	2021_HBC_157390_1
Tender Ref No :	Selection of consultants for road safety Audit
Tender Title :	Selection of consultants for road safety Audit
Corrigendum Type :	Date

Corrigendum:1

Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size(in KB)
Extension of date	Date Extended upto 02.03.2021	17-Feb-2021 05:47 PM	corrigendum_road.pdf	912.73

Critical Dates

Publish Date	22-Jan-2021 05:40 PM	Bid Opening Date	03-Mar-2021 04:00 PM
Document Download/Sale Start Date	22-Jan-2021 05:40 PM	Document Download/Sale End Date	02-Mar-2021 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	22-Jan-2021 05:40 PM	Bid Submission End Date	02-Mar-2021 03:00 PM

Details Before Corrigendum**Critical Dates**

Publish Date	22-Jan-2021 05:40 PM	Bid Opening Date	18-Feb-2021 04:00 PM
Document Download/Sale Start Date	22-Jan-2021 05:40 PM	Document Download/Sale End Date	18-Feb-2021 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	22-Jan-2021 05:40 PM	Bid Submission End Date	18-Feb-2021 03:00 PM