Empanelment of Road Safety Consultants for Uttarakhand Public Works Department (UK PWD) Projects

REQUEST FOR PROPOSAL (RFP)

October 2017

Office of the Engineer-in-Chief
Public Works Department,
Yamuna Colony, Dehradun - 248001
Uttarakhand
पत्रक: 52/13/1991/9/17

सेवा में,

सूचना महानिदेशक,
सूचना एवं लोक सम्पर्क विभाग,
उत्तराखण्ड (विभागपरमाण) वापसी 4-राजपुर रोड, देहरादून।

विषय:—
राष्ट्रीय प्रतिस्पर्धात्मक निविदा सूचना का प्रकाशन।

महोदय,
संस्कृत ई-निविदा नेतृत्व कम्पिउटर क्रियाविधि (National Competitive Bidding) सूचना 05-05 प्रतियों में (हिंदी एवं अंग्रेजी) आपको इस आशय के साथ प्रस्तुत की जा रही है कि निविदा सूचना व प्रकाशन व्यापक प्रसार-प्रसार यात्रा प्रानुक्त राष्ट्रीय समाचार पत्र (हिंदी एवं अंग्रेजी) में भरा 15.10.2017 से पूरा प्रकाशित कराने की कृपा करें। हिंदी समाचार पत्रों में अमर उजाला, दैनिक जागरण एवं हिन्दुस्तान में से कोई एवं अंग्रेजी समाचार पत्रों में इंडियन एक्सप्रेस, हिन्दुस्तान टाइम्स एवं टाइम्स ऑफ इंडिया में से कोई एक निविदा प्रकाशित कराने का कार्य करें। अन्यें हेतु सम्बन्धित समाचार पत्रों की एक-2 प्रति अन्यतें हेतु इ-कार्यलय को निम्नलिखित की कृपा करें।

संस्कृत:—
निविदा सूचना 05-05 प्रतियों में

प्रतिनिधि—
निविदा सूचना का प्रकाशन एवं सहित सूचनार्थ प्रस्तुत।
1. अमर उजाला सचिव, लोकनिदेशक, उत्तराखण्ड शासन, देहरादून।
2. हिन्दुस्तान अभियोजन, लोकनिदेशक उत्तराखण्ड, देहरादून।
3. सूचना अभियोजन स्टेट-1, कार्यालय, लोकनिदेशक, देहरादून।
4. आयुक्त गांधी मार्ग, पाँडे, देहरादून।
5. जिला विकास दौड़, देहरादून।
6. नोटिस बोर्ड।

अधीक्षक अभियोजन
नवमं दुल, लोकनिदेशक, देहरादून

[Signature]

[Signature]
उत्तराखंड लोगोरितम के परियोजनाओं हेतु रोड सेटटी कस्टमरेंट के मनोनयन के लिए आरोपीएडिट

1- उत्तराखंड सरकार द्वारा लोगोरितम के उत्तराखंड (UK PWD) को, राज्य के अधीन राज्य मार्ग, रुद्रंजीत मार्ग, अन्य जिलां मार्ग, रामगंगा मार्ग तथा हरको वाहन मार्ग को सम्बंधित करते हुए, लगभग 30,500 कि.मी. मार्ग का रखरखाव व अन्य व्यवस्था स्थापित करने तथा रोड सेटटी मार्गों को सुनिश्चित करने का दावेदार ली गया है।

2- इस उद्देश्य से उत्तराखंड लोग निर्माण विभाग, उत्तराखंड के मार्ग परियोजनाओं में रोड सेटटी आटोड कर जाने हेतु, योग्य रोड सेटटी सलाहकारों के मनोनयन के लिए, इस वर्ष कस्टमरेंट से आवेदन आमंत्रित किए जाते हैं।

3- रोड सेटटी आटोड के दृष्टि संदर्भ के अनुसार, रोड सेटटी सलाहकार द्वारा अपने दावतों के अनुसार उत्तराखंड के मार्ग परियोजनाओं में रोड सेटटी प्रोग्राम तथा मार्ग पर सुरक्षित वातावरण स्थापित करने हेतु एवं दीर्घकाल कस्टमरेंट द्वारा संचालित विभागों में इडिलियन रोड कार्यों (IRC) के दिनित्त्व-निदेशों का अनुसार सुनिश्चित करने जाने हेतु रोड सेटटी कस्टमरेंट द्वारा स्थिर निर्देश जानकारी दी जाएगी।

4- उज्जवल सेटटी कस्टमरेंट के मनोनयन संरक्षित प्रतिभागिता संरक्षित अवसरमा सूचना, जो आरोपीएडिट में दिखाई देगा।

5- समस्त रोड सलाहकार/अनुसारी मार्गों से आवेदन फूले तारिख पर आमंत्रित है।

6- इसूचक सलाहकार, अभिकर्मवाहन परम/कम्पैनी का अधिकारी (संरक्षित) तथा उत्तराखंड लोग निर्माण विभाग की Website http://www.pwd.uk.gov.in पर R.F.P. कृपया, रिपोर्ट 16 अगस्त 2017 से हेतु आवेदन करके प्राप्त कर सकते हैं।

मनोनयन समीक्षा आवेदन पत्र जमा करने की अंतिम तिथि 10 नवम्बर, 2017 (पाँच बजे अपराह्न) है। अन्य सभी शुल्क पत्र/सूचनाएं आडि, लोगोरितम की Website http://www.pwd.uk.gov.in मा जय पर ही अपलोड कराने की आवश्यकता है।
NOTICE INVITING RFP
FOR EMPANELMENT OF SAFETY CONSULTANTS FOR UK PWD PROJECTS

1. The Government of Uttarakhand has entrusted to the Uttarakhand Public Works Department (UK PWD) the responsibility for the Maintenance and Management of about 30,500 km of roads comprising of State Highways (SH), Major District Roads (MDR), Other District Roads (ODR), Village Roads (VR) and some categorized as Light Vehicle Roads (LVR), including the task of ensuring road safety which is of paramount importance. The Government of Uttarakhand has directed UK PWD for taking engineering measures to ensure the safety of road users on these roads as stated above.

2. With this objective, UK PWD is inviting applications from the interested consultants for Empanelment as Road Safety Consultant towards developing a list of eligible Road Safety Consultant in order to carry out safety audit of the project highways as and when required by the UK PWD.

3. As per the terms and conditions of the Road Safety Consultancy, the Road Safety Consultants are required to develop, implement and administer a surveillance and road safety programme for providing a safe environment on or about the Project Highway and / or comply with the IRC Guidelines through undertaking Road Safety Audit of works of the DPR Consultants and the Contractor / Concessionaire for execution of Civil Works.

4. The RFP document for Empanelment of Safety Consultants contains information about requirements and process regarding empanelment.

5. This invitation for RFP is open for all the eligible Consultants / Firms having experience of similar nature of work.

6. Interested consulting engineering firms / companies may obtain further information or download the RFP document from UK PWD's website [http://www.pwd.uk.gov.in](http://www.pwd.uk.gov.in) after 16 October, 2017. The deadline for submission of 'Application for Empanelment as Safety Consultant' is 10 November, 2017. All Corrigendum, Addendum, Notices, etc shall be uploaded in UK PWD website only.

(R.C. Aggarwal)
Superintending Engineer
9th Circle, PWD, Dehradun
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Notice Inviting RFP

FOR

EMPANELMENT OF ROAD SAFETY CONSULTANTS FOR UK PWD

1. The Government of Uttarakhand has entrusted the Uttarakhand Public Works Department (UK PWD) the responsibility for the Design Development, Construction, Maintenance and Management of about 30,500 km of roads comprising of State Highways (SH), Major District Roads (MDR), Other District Roads (ODR), Village Roads (VR) and some categorized as Light Vehicle Roads (LVR), including the task of ensuring road safety implementation, which is of paramount importance. The Government of Uttarakhand has directed UK PWD for taking immediate measures to ensure the road safety implementations on various roads under jurisdiction of the UK PWD.

2. UK PWD, therefore, intends to develop an empanelment of road safety consultant to assist in various road safety initiatives. UK PWD, therefore, would like to invite applications from the interested consultants towards empanelment of road safety consultant for carrying out Road Safety Audit (RSA) at various stages of the project highways in accordance with the safety requirements set forth in the Terms of Reference (ToR). The need of carrying out RSA is preliminary ascended towards auditing various Design Project Reports (DPRs) towards staged roadway design development. Furthermore, the RSAs shall also be carried out during various construction stages, prior to commencing traffic operations and any existing roads etc.

3. As per the terms and conditions of the Road Safety Consultants, the Consultants shall develop, implement and administer a surveillance to ensure road safety incorporation/implementation on the Project Highway to comply with the road safety requirements to be incorporated by the DPR Consultants, the Contractor/Concessionaire for execution of Civil Works and the Contractor/Agency for Performance Based Maintenance in design development, construction and maintenance phases of a Project. The safety audit work shall be carried out with respect to the various project stages and shall adhere to IRC Guidelines and also as per relevant road safety provisions in the contract.

4. Road Safety Consultant shall conduct the RSAs during road Design Development, Project Construction Implementation or Operation and post construction including Performance Based Maintenance (PBM) periods based on established procedure adhering to IRC Guidelines and shall comply with the agreed Work Plan, Approach & Methodology and Check Lists approved by the UK PWD.

5. In pursuance of the above, the UK PWD has decided to empanel competent and eligible Technical Consultants/Firms as independent Road Safety Consultants (RSCs) to assist undertaking safety initiatives on UK PWD Projects subject to further appointment on a case by case basis. Hence, the UK PWD is inviting Applications from the interested Consulting Engineering Firms/Agency/Institutions towards preparing a list of empanelled RSCs.

6. The Terms of Reference within the RFP document elaborates on various requirements on the empanelment process.
7. UK PWD shall not be responsible for any delay, loss or non-receipt of documents for Empanelment of Road Safety Consultants sent by post / courier. Further, UK PWD shall not be responsible for any delay in receiving the Applications and reserves the right to accept / reject any or all applications without assigning any reason thereof. Any application delivered at UK PWD after due date and time stated in Key Activity Schedule for submission shall not be opened, however will be considered later in the next empanelment cycle as per procedure specified in the RFP document.

8. **UK PWD shall prepare a panel of shortlisted Consultants** based on the evaluation of various qualification criteria as provided in the RFP for Empanelment of Road Safety Consultants.

9. Details of **Key Activity Schedule** for Application for Empanelment of Safety Consultants are as follows:

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<th>Sl. No.</th>
<th>Key Activity</th>
<th>Action By</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
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<td>1</td>
<td>Publication of Notice Inviting the RFP</td>
<td>UK PWD</td>
<td>06 Oct, 2017</td>
<td>NA</td>
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<td>2</td>
<td>Uploading of RFP Document on UK PWD website</td>
<td>UK PWD</td>
<td>17 Oct, 2017 16:00 Hrs</td>
<td>NA</td>
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<td>3</td>
<td>Download of RFP Document from UK PWD website <a href="http://www.pwd.uk.gov.in">http://www.pwd.uk.gov.in</a></td>
<td>Applicant</td>
<td>18 Oct, 2017 15:00 Hrs</td>
<td>NA</td>
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<td>4</td>
<td>Pre-Application Queries</td>
<td>UK PWD</td>
<td>30 Oct, 2017 11:00 Hours</td>
<td>30 Oct, 2017 16:00 Hours</td>
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<td></td>
<td>Response to pre-application queries</td>
<td>UK PWD</td>
<td>--</td>
<td>02 Nov., 2017 16:00 Hours</td>
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<td>Last Date and Time of Submission of Empanelment Application to UK PWD</td>
<td>Applicant</td>
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<td>10 Nov., 2017 15:00 Hours</td>
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<td>Short-listing of Consultant &amp; Publication of Short-listed Consultants</td>
<td>UK PWD</td>
<td>20 Nov, 2017</td>
<td>NA</td>
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<td>7</td>
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<td>NA</td>
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**UK PWD shall endeavor to conform to the Dates mentioned in the Key Activity schedule. However, any change of dates/time due to reasons beyond control, shall be notified through website of UK PWD only and no separate and individual intimation to interested Consultants or Applicants shall be issued by UK PWD. So interested Consultants are advised to update themselves about any development by referring to the UK PWD website http://www.pwd.uk.gov.in**

10. Interested consulting engineering firms / companies may obtain further information or download the RFP document from UK PWD’s website [http://www.pwd.uk.gov.in](http://www.pwd.uk.gov.in) after **17 October, 2017**. All Corrigendum, Addendum, Notices, etc. shall be uploaded in UK PWD website only.

11. The firm/team once empanelled shall remain valid for **five years** subject to satisfactory compliance of all the terms & conditions of this empanelment and there is no material changes from their respective empanelment proposal, whichever is earlier.

    The firm/team once empanelled shall remain valid till such time they continue to satisfy the terms & conditions of this empanelment and there is no material change from their respective empanelment proposal.
12. The submission of document for Empanelment of Safety Consultants may be made in the manner specified in the RFP document at the address given below on or before the due date and time of submission specified in the RFP document/ Key Activity Schedule mentioned above on all working days.

Nodel Officer (Road Safety)
Superintending Engineer
9th Circle, PWD, Dehradun
Yamuna Colony, Dehradun – 248001,
Uttarakhand,
Phone No.: +91 9411150675, 0135- 2531152,
Fax No.: 0135-2531152,
E-mail: sepwdddun@rediffmail.com,

Yours Sincerely,

(R.C.Aggarwal)
Superintending Engineer
9th Circle, PWD, Dehradun
Public Works Department (PWD)
Government of Uttarakhand

APPLICATION FOR EMPANELMENT OF SAFETY CONSULTANTS
FOR UK PWD PROJECTS

GENERAL INFORMATION

1. The Government of Uttarakhand has entrusted the Uttarakhand Public Works Department (UK PWD) the responsibility for the development, maintenance and management of about 30,500 km of roads comprising of State Highways (SH), Major District Roads (MDR), Other District Roads (ODR), Village Roads (VR) and some categorized as Light Vehicle Roads (LVR), including the task of ensuring road safety which is of paramount importance. The Government of Uttarakhand has directed UK PWD for taking engineering measures to ensure the safety of road users on the these roads as stated above. With this objective, UK PWD intends to invite applications from the interested consultants for empanelment as safety consultant for carrying out road safety audit of the project highways at various stages of project development and delivery adhering to IRC Guidelines or as requested by the UK PWD.

2. The intended improvement works basically constitute **Design Development** for improvement/up-gradation/rehabilitation of single/2/4/6-lane highway including Bridges and tunnels; widening and rehabilitation of bridges and culverts; construction of high embankment/ elevated structures/ROBs/RUBs/VUPs/PUPs/CUPs, wayside amenities etc. along the existing highways including provision of realignment and bypasses. Similarly, post construction maintenance works including general road maintenance, Performance Based Maintenance (PBM) and beyond. The Road Safety Consultants are required to develop, incorporate and implement appropriate safety measures for providing a safe road environment on the Project Highway and comply with the safety requirements as set forth in the IRC Guidelines during design development, construction and maintenance phases of a Project.

3. During the ‘**Design Development Stage**’ the RSAs shall be conducted at various design stages to comply with Stage-1, Stage-2 and Stage-3 of the RSA Additional tasks, if required should be undertaken towards investigation of any accident black spots Accident prone stretches situated within the project segment including collection of historical accident records from respective Police Stations, District Road Safety Committee undertaking topographical survey of the identified “Accident Black Spot” locations and recording hourly Traffic Volume Counts based on accident black spot location. The consultants should undertake analysis of all relevant data to develop necessary mitigation/remedial measures for potential removal of black spots based on international best practices. Stage-4 RSA should be carried out to undertake detail review of Traffic Management plan prepared and implemented during various stages of construction.

4. RSA should also be undertaken during **Construction Period** based on requirements or as advised by the UK PWD. Stage-4 RSA and compliances should be carried out during project implementation stage followed by Stage-5 and Stage-6 RSAs under the permanent traffic conditions. A Draft Road Safety Audit Report should be prepared at every RSA stage, which should include a compliance report from the earlier RSA Reports.
5. The tasks indicated above are indicative only and the Road Safety Consultants shall have to carry out the works as per scope of services detailed in the Terms of Reference appended in RFP.

6. This Invitation for RFP is open to all competent Consultants Firms having experience of similar nature of work. **Eligible Applicant shall be either a**

   (i) Proprietorship Firm (with the Proprietor having residence in India),

   (ii) Partnership Firm / Limited Liability Partnership (LLP) Firm (with the all the partners having residence in India); or

   (iii) Company registered in India under Indian Companies Act 1956

In case of Partnership / Limited Liability Partnership (LLP), the maximum number of partners should be limited to 2 (i.e. one lead + one other partner).

**Joint Venture or Association of Firms are not eligible for this Empanelment and they need not apply. Foreign entities, not registered in India, are also not eligible to apply.**

7. If the applicant after empanelment changes its name, they may seek for incorporation of the change of name in the empanelled list with full documentary proof.

8. The empanelment of qualified and eligible Consultants shall be done in accordance with predetermined criteria specified in this RFP Document. An empanelled Consultant may later on participate in competitive bidding towards “Appointment of Safety Consultant for UK PWD Projects” following a standard procurement process that will be decided by the UK PWD at a later date.

9. UK PWD shall undertake Appointment of Safety Consultants on a case by case basis, as and when required by the UK PWD. It should be noted that empanelment through this RFP is not a commitment for award of work. The particulars of the proposed work given herein are indicative and should be treated as tentative advance information to assist applicants.

10. Consultants who have been debarred by Government of Uttarakhand or any of its implementing agencies including UK PWD, URRDA, UAEP etc. and the debarment is in force as on the date of application, need not apply as their application shall not be entertained.

11. **In this document, unless the context otherwise requires, reference to a firm or consultant or bidder or applicant shall be construed as reference to any individual firm, Proprietary, LLP, Organization, Company.**

12. The empanelment is neither an agreement nor an offer by the UK PWD to the prospective applicants or any other person. The purpose of this is to provide interested parties with information that may be useful to them in the formulation of their proposals for evaluation. Each applicant should, therefore, conduct its own assessment about the assignment before submitting the proposal.

13. Please note that:

   (i) The cost of preparing the proposal shall not be reimbursable as a direct cost of assignment; and
(ii) UK PWD is not bound to accept any of the proposals received and reserves the right to annul the selection process at any time prior to empanelment, without assigning any reason thereof and shall not be liable for any expenditure incurred by the consultants.

14. The Applicants should note that any working DPR Consultants or Construction Supervision Consultants shall not be able to undertake the RSA of their own work due to conflict of interest.

15. Those Consultants who are already engaged by the UK PWD/NRRDA/UAEP for any project as Design Consultants for preparation of Detailed Project Reports or Construction Supervision Consultant shall not be permitted to submit proposal/ quotation to provide RSA services on the respective projects that are already assigned to the individual firms.

16. Consultants have an obligation to disclose any situation factual or potential conflict that impacts their capacity to serve the best interest of UK PWD, or that may reasonably be perceived as having this effect. Failure to disclose such situations may lead to disqualification of the Consultant or the termination of its Contract and/or any other action as deemed fit by UK PWD at any stage.

17. It is UK PWD’s policy that the Consultants observe the highest standard of ethics during the selection and execution of such contracts, if assigned work on the basis of competitive financial bid after empanelment. In pursuance of this policy, the UK PWD:

(a) 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, or 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 prices 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.

(b) Will reject a proposal for empanelment, 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;

(c) Will declare a firm ineligible, either indefinitely or for a stated period of time to be empaneled if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and

(d) Will have the right to require that a provision be included requiring consultants to permit the UK PWD to inspect their accounts and records relating to the performance of the contract and to have them audited by authorized representatives of UK PWD.

18. 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 state above.
19. Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is empanelled.

20. Clarification to Applicant’s Queries:

The Consultants may request for any clarification of any of the conditions in the request for empanelment document as indicated in Clause 25 below. Any request for clarification shall be made in writing to UK PWD and must be submitted to the UK PWD’s address indicated below or sent through e-mail to the UK PWD’s email ID indicated below. The UK PWD may also on its own motion, if deemed necessary, issue interpretations and clarifications to all the Consultants. All clarifications and interpretations issued by the UK PWD shall be deemed to be part of the RFP. The UK PWD shall endeavor to respond to such requests from the Consultants by providing clarification / amendment through e-mail or through UK PWD web-site. However, the UK PWD reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the UK PWD to respond to any question or to provide any clarification. The UK PWD may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the UK PWD shall be deemed to be part of the RFP. Any Verbal clarifications and information given by UK PWD or its employees or representatives shall not in any way or manner be binding on the UK PWD.

21. Amendment of RFP Document:

At any time before the submission of proposals, UK PWD may for any reason, whether at its own initiative or in response to a clarification requested by a consulting firm, modify the documents by amendment. Any amendment shall be issued as Addendum and would be hosted on UK PWD’s website which will be binding on them. Uploading of any clarification /Addendum / Corrigenda/ Revised RFP Document in official website of UK PWD shall be adequate discharge of its obligation to notify /intimate/communicate such content and further communication by email/Fax etc. shall be treated as optional and solely at the discretion of the UK PWD. In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the UK PWD may, at its sole discretion, extend the deadline for submission of the Application/Proposal.

22. Consulting firms interested in empanelment can download the application format from the UK PWD’s website http://www.pwd.uk.gov.in. The applicant will be required to deposit a sum of ₹ 5000/- (Rupees Five Thousand Only) as non-refundable application fee in the form of Demand Draft (DD) issued by any scheduled bank of India recognized by Reserve Bank of India (RBI) in favor of “Executive Engineer, Provincial Division, PWD, Dehradun”, payable at Dehradun. The application fee in the form of DD shall be deposited along with the submission of application form. The applicants shall not submit more than one application. The application form without application fee will be rejected without any intimation.

23. Accessing of Application Form for Empanelment:

To participate in the empaneling process, it is mandatory for the consultants:

(a) To apply in the prescribed application form only. The application form along with document can be downloaded from the UK PWD’s website http://www.pwd.uk.gov.in.
(b) To declare the name of person who will sign the application form along with Power of Attorney (PoA) / Authority Letter for signing of the application.

(c) The proposal shall be submitted in English language and all correspondence shall be in Hindi or English language.

(d) Each page of the application form should be signed by the authorised signatory along with seal and pages should be numbered serially. All copies of Applications must be submitted in a HARD BOUND form ONLY (spiral bound form, loose form etc. shall not be accepted) [HARD BOUND implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document] with all pages 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), along with an index of submission.

(e) Applicants shall submit the information exactly in the form or format prescribed in the document for Empanelment of Safety Consultants, failing which UK PWD may proceed to evaluate the application to the best of its interpretation. In the event of any of the instructions mentioned herein have not been adhered to, UK PWD will reject the Application.

(f) The application along with enclosures and documents as specified above shall be placed in a sealed envelope. The envelope should bear the following identification: “Application for Empanelment of Safety Consultants for ‘UK PWD Projects’ of UK PWD Ref. No. UK PWD/RSC/2017/Empanelment.” The sealed proposal in the prescribed application form along with enclosures and application fee, should reach Nodal Officer (Road Safety)/Superintending Engineer, 9th Circle, PWD, Yamuna Colony, Dehradun – 248001, Uttarakhand, Phone No.: +91 9411150675, 0135 - 2531152, Fax No.: 0135 - 2531152, E-mail: sepwdddun@rediffmail.com,

(g) The envelope containing the application form must be clearly marked as under:

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”

(h) The amendments/ clarifications related to the empanelment, if any, will be hosted on the UK PWD’s website only.

(i) Online submission of application form shall not be accepted.

(j) Enclosures to the proposal must be received by UK PWD not later than the Date and Time specified in the ‘Notice Inviting RFP’. UK PWD shall not be responsible for any delay, damage, loss or non-receipt to enclosure to the proposal sent by post/ courier. Incomplete applications shall be rejected without any intimation. Further, UK PWD reserves the right to accept/ reject any or all applications without assigning any reason thereof.

(k) The consultants selected for empanelment will be intimated by post and the same shall also be hosted on the UK PWD’s website.

(l) Only empanelled consultants shall be allowed to participate in the financial bid during the Appointment of the Empanelled Consultant for undertaking any RSA work. Subsequent to successful Appointment procurement process, RSA work for project shall be assigned to a consultant on the basis of competitive financial bidding process.
24. **The following schedule is to be followed for this assignment:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Key Activity</th>
<th>Action By</th>
<th>Start Date and Time</th>
<th>End Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publication of Notice Inviting the RFP</td>
<td>UK PWD</td>
<td>06 Oct, 2017</td>
<td>NA</td>
</tr>
<tr>
<td>2</td>
<td>Uploading of RFP Document on UK PWD website</td>
<td>UK PWD</td>
<td>17 Oct, 2017 16:00 Hrs</td>
<td>NA</td>
</tr>
<tr>
<td>3</td>
<td>Download of RFP Document from UK PWD website <a href="http://www.pwd.uk.gov.in">http://www.pwd.uk.gov.in</a></td>
<td>Applicant</td>
<td>18 Oct, 2017 15:00 Hrs</td>
<td>NA</td>
</tr>
<tr>
<td>4</td>
<td>Pre-Application Queries</td>
<td>UK PWD</td>
<td>30 Oct, 2017 11:00 Hours</td>
<td>30 Oct, 2017 16:00 Hours</td>
</tr>
<tr>
<td>5</td>
<td>Last Date and Time of Submission of Empannelment Application to UK PWD</td>
<td>Applicant</td>
<td>--</td>
<td>10 June, 2017 15:00 Hours</td>
</tr>
<tr>
<td>6</td>
<td>Short-listing of Consultant &amp; Publication of Short-listed Consultants</td>
<td>UK PWD</td>
<td>20 Nov, 2017</td>
<td>NA</td>
</tr>
<tr>
<td>7</td>
<td>Tentative Date of commencement of Issue of RFP for Appointment of Safety Consultant to shortlisted Consultants</td>
<td>UK PWD</td>
<td>30 Nov, 2017</td>
<td>NA</td>
</tr>
</tbody>
</table>

N.B.: The bidders may submit the bid at any time on all working days. The bidders who have submitted their bids after the due date & time of submission as mentioned above will be evaluated after the empanelment of bidders received by due date.

25. The duly filled up application format along with enclosures and application fee is to be submitted to:

**Nodel Officer (Road Safety)**

Superintending Engineer, 9th Circle, PWD, Yamuna Colony, Dehradun – 248001, Uttarakhand, Phone No.: +91 9411150675, 0135 - 2531152, Fax No.: 0135 - 2531152, E-mail: sepwdddun@rediffmail.com,

26. **Minimum Qualifications & Experience of Key personnel:**

26.1 **Team Leader cum Senior Road Safety Auditor**

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 20 years of experience in Highway Engineering concerning different aspect like preparation of DPRs, Alignment of highways, Design of at-grade & grade separated intersections, survey investigations for highway projects, traffic studies, road safety audits, preparation of remedial 11/4 measures for deficiencies in highways etc.

Desirable: Post-graduation in Highway/Transportation Engineering and research & development work related Road Safety Engineering including publication of papers on these subjects.
26.2 **Highway Engineer-cum-Road Safety Auditor**

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 15 years of experience in Highway Engineering concerning different aspect like preparation of DPRs, Alignment of highways, Design of at-grade & grade separated intersections, survey investigations for highway projects, traffic studies, road safety audits, preparation of remedial measures for deficiencies in highways etc.

Desirable: Post-graduation in Highway/Transportation Engineering and research & development work related Road Safety Engineering including publication of papers on these subjects.

26.3 **Traffic Engineer-cum-Road Safety Auditor**

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 15 years of experience in Traffic Engineering concerning different aspects like traffic studies, Road user behavior studies, accident studies, Design of at-grade & grade separated intersections, survey investigations for highway projects, preparation of DPRs, Alignment of highways, road safety audits, preparation of remedial measures for deficiencies in highways etc.

Desirable: Post-graduation in Traffic /Transportation Engineering and research & development work related to Road Safety Engineering including publication of papers on these subjects.

27. **Evaluation Criteria and Marking System:**

The Evaluation Criteria and Marking System for empanelment of consultants shall be as under:

27.1 The points given to different parameters (Evaluation criteria) are as below:

<table>
<thead>
<tr>
<th>SL NR</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Firms Relevant Experience in last 5 years</td>
<td>20</td>
</tr>
<tr>
<td>2.</td>
<td>Adequacy of Approach and Methodology, survey investigation equipment and software proposed to be used.</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Qualification and Relevant Experience of the Proposed Key Personnel</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
27.2 The number of points to be given under each of the evaluation sub-criteria are:

(i) Firm’s relevant experience in last 5 years (year 2012-13 to 2016-17)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Experience in DPR consultancy related to the Highway projects</td>
<td>8</td>
</tr>
<tr>
<td>(b)</td>
<td>Experience in design of At-grade &amp; grade Separated intersections and traffic surveys</td>
<td>8</td>
</tr>
<tr>
<td>(c)</td>
<td>Carrying out Road Safety Audits and preparation of Road Safety improvement proposals</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

(ii) Adequacy of the proposed work plan and methodology, survey investigation equipment and software proposed to be used

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Understanding TOR</td>
<td>4</td>
</tr>
<tr>
<td>(b)</td>
<td>Quality of methodology, equipment/ software proposed to be used</td>
<td>4</td>
</tr>
<tr>
<td>(c)</td>
<td>Work Program and Manning Schedule</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

(iii) Qualification and relevant experience of key personnel.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Key Personnel</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Team Leader -cum-Sr. Road Safety Auditor</td>
<td>30</td>
</tr>
<tr>
<td>(b)</td>
<td>Highway Engineer-cum-Road Safety Auditor</td>
<td>20</td>
</tr>
<tr>
<td>(c)</td>
<td>Traffic Engineer -cum-Road Safety Auditor</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

27.3 The weightage points given to evaluation sub-criteria for qualifications and experience of key personnel are:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>General Qualifications and experience in Highway</td>
<td>20</td>
</tr>
<tr>
<td>(b)</td>
<td>Employment with firm</td>
<td>5</td>
</tr>
<tr>
<td>(c)</td>
<td>Relevant Experience and Adequacy for the Project</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

N.B.: The applicant firms shall carry out self-evaluation of their proposals with due cross reference to the above mentioned criteria and submit the same along with the application.
28. **Foreign firms & Joint Venture / Association of Firms:**

28.1 Foreign firms shall be considered for empanelment only when the firm has a lawfully established representative office in India. However, no joint venture/associate shall be allowed.

28.2 The LLP firm by retired engineers shall conform to the requirements of **Appendix –I**.

29. The firm/team once empaneled shall remain valid for **five years** or till such time they continue to satisfy the terms & conditions of this empanelment and there is no material changes from their respective empanelment proposal, whichever is earlier.

The firm/team once empanelled shall remain valid till such time they continue to satisfy the terms & conditions of this empanelment and there is no material change from their respective empanelment proposal.
Letter of Invitation (LOI)

No.: \hspace{3cm} Date:

To

\-----------------------------
\-----------------------------
\-----------------------------


Sir,

1. UK PWD intends to invite applications for the empanelment of Road Safety Consultants (RSC) for carrying out the Safety Audit of the highway projects.

2. Empanelment of experienced and competent consultants shall be considered towards developing a list of eligible RSCs for conducting safety audit of the project highway in accordance with the IRC Guidelines based on the project progress status.

3. The consultant should bring in the expertise of Road Safety Auditing and Traffic & Transportation Engineering. The applicants should demonstrate experience in review of road/bridge projects designs from road safety consideration and conducting Road Safety Audits of on-going DPR drawings, road construction and existing roads by undertaking Collision Investigation/ Road Safety Engineering/ Road Safety Mitigation Measures Development/ Preparation of Road Safety Audit Report.

4. Eligibility and evaluation criteria have been defined under the section ‘General Information’ in RFP. It is specified herein that a single team comprising of 2 key personnel mentioned at Para 27.1(i) of General Information’ section in RFP shall not be eligible for undertaking more than two UK PWD contract packages simultaneously at any point of time. Further, firms having more than one team may submit their separate proposals for multiple teams for empanelment, without duplication of the key personnel. Also, a firm shall not be allowed to propose more than one team for the same UK PWD contract package. The applications shall be evaluated on the basis of criteria specified in ‘General Information’ section in RFP and minimum qualifying marks, which shall be 75%.

5. The firm shall furnish its relevant experience strictly as per format given at Annexure I, II, III& IV. The firm must supplement the experience claimed by furnishing the copies of certificates from client, clearly indicating the actual service provided by the firm for the project claimed to have executed.

6. The firm shall furnish the Curriculum Vitae (CV) of the key personnel as per format given at Annexure II. The CVs must be signed by key personnel and counter-signed by authorized representative in blue ink on each and every page and should not be older than three months from the date of submission of application. Photograph of the key personnel shall be affixed on their respective CV. The contact address with telephone / mobile number, e-mail ID of the key personnel should also be furnished. The CVs must indicate the actual service provided by the key personnel in detail. A key person associated with more than one firm shall not be considered and his CV will be rejected without assigning any reason.
7. The firm is also required to furnish duly notarized undertaking regarding correctness of information, non-debarment/blacklisting etc. of the firm on non-judicial stamp paper as per format given on Annexure-V.

8. It is suggested that the firm should fill up Annexure-I, vis-à-vis the supporting details vide Annexure II, III, IV & V and any other information with due care so as to avoid any ambiguity.

9. In case spaces available in the Annexure-I, II, III, IV & V are limited to accommodate all the information, separate sheets may be used for the purpose so that relevant information submitted are adequate, neat and legible.

10. The applications not complying with the above mentioned stipulations and found to be deficient in any respect shall be summarily rejected without any intimation.

11. Consulting firms should note that only authenticated information should be provided in the prescribed format. Information provided by the consulting firms may be verified and if any of the information provided by the consultant is found incorrect/false, then it may lead to rejection of a firm’s proposal summarily at any stage even after empanelment or award of work. Firms submitting false/incorrect information, or suppressing the information shall be debarred from empanelment for two years and shall not be eligible to participate in empanelling/bidding in any project undertaken by UK PWD/ NRRDA/ UAEP.

12. All the applications should be submitted ONLY in HARD BOUND form with all pages sequentially numbered as mentioned. All pages of the application document shall be initialled by authorized signatory of the applicant. It should also have an index giving page wise information of above documents and strictly in sequence given in the format at Annexure-I. Incomplete application or those received without hard bound, shall be summarily rejected. Intending consultants should submit their application for empanelment to Superintending Engineer, 9th Circle, PWD, Yamuna Colony, Dehradun – 248001, Uttarakhand, Phone No.: +91 9411150675, 0135 - 2531152, Fax No.: 0135 - 2531152, E-mail: sepwdddun@rediffmail.com, latest by the date as mentioned in the Notice Inviting RFP.

13. The UK PWD reserves the right to reject any or all applications without assigning any reasons thereof. After evaluation, a panel of consultants will be formed depending on the capacity and experience of the consultants who shall be eligible to participate in competitive financial bidding for appointment of safety consultants for UK PWD projects as and when necessary.

14. Not with standing the formation of these panels the UK PWD may go in for separate empanelment for specific assignments, if it so decides.

15. The applicant shall not be considered for empanelment if the applicant is debarred/ blacklisted at the time of submission of the application in the UK PWD. The applicant shall submit litigation history/undertaking on non-judicial stamp paper duly notarised to the effect that the applicant has not been debarred or blacklisted by UK PWD or any other government agency at Annexure-V.

16. If the applicant after empanelment changes its name, they may seek for incorporation of the change of name in the empanelled list with full documentary proof.
17. The firm/team once empanelled shall remain valid for **five years** or till such time they continue to satisfy the terms & conditions of this empanelment and there is no material changes from their respective empanelment proposal, whichever is earlier.

The firm/team once empanelled shall remain valid till such time they continue to satisfy the terms & conditions of this empanelment and there is no material change from their respective empanelment proposal.

Yours Sincerely,

(R.C.Aggarwal)
Nodel Officer (Road Safety)
Superintending Engineer
9th Circle, PWD, Dehradun

Encl.: Annexure I, II, III, IV&V
Terms of Reference for Road Safety Audit Consultancy Services (TOR)

1. **Project Stretches**

   The project stretches for which Road Safety Audit is to be carried out is 
   ………………………………………………………………………………section of SH/MDR/ODR/VR (PWD) 
   from km …………………………….to km ………………………….in the State of 
   Uttarakhand as specified more particularly in LOI. (Annexure-........)

2. **Objective**

   Carrying out detailed Road Safety Audit of the project stretch at the specified stage (as 
   specified in the LOI) and furnish road safety audit report giving the road safety concerns 
   identified and the recommendations for addressing the safety concerns with necessary 
   justification for each of the recommendations to enable road authority take decisions on 
   implementation of the audit recommendations.

3. **Scope of Services**

   The road safety audit shall be carried out mainly as per IRC publication IRC SP-88- 
   2010 or its latest edition and Ministry’s guidelines especially the guidelines vide No 
   RW/NH/29012/1/2015-P&M (RSCE) dated 14.01.2016 (copy enclosed for ready 
   reference at Enclosure-A), The details and data related to the project stretch relevant 
   to road safety audit, i.e., copy of DPR for the proposed improvement of the stretch if 
   any, the base map, traffic/other details to the extent available as listed under "Available 
   data/documents provided by Client" below are made available along with this TOR. 
   These are to be reviewed by auditors and further supplementary data/details are to be 
   collected by auditors to cross check the available data and to get the missing details 
   which are required to carry out comprehensive & objective road safety audits as per 
   guidelines. Where base maps of the existing stretch and other basic details are not 
   available, the same are to be collected /prepared through survey investigations as part 
   of the road safety audit. On the base map, all the features of road/road environment, 
   available land width are to be indicated through accurate survey investigations. 
   Relevant IRC codes, Ministry’s Guidelines, best industry practices and international 
   practices are to be followed appropriately.

4. **Commencement meeting**

   After the auditors (preferred/ selected consultant) made visits to the stretch and acquainted 
   themselves with the existing site conditions, a commencement meeting with the participation 
   of auditors, client and design team of client if any, has to be organized to understand the context 
   of road safety audit on project stretch, to understand any ongoing projects or projects in the pipe 
   line affecting project stretch etc., and to share the perceptive of auditors, client and design 
   team if any, as per guidelines. Minutes of the meeting shall be drawn by Audit team bringing 
   out salient issues discussed in the meeting.
5. **Carrying out audit & preparation of audit report**

5.1 Road Safety audit of project stretch shall be carried out with due diligence km by km through repeated visits to project stretches, observations of the traffic conditions in different times during day/night, local enquiries, collection of accident data from police authorities and studying base maps and other details. Safety concerns in each km are to be identified and feasible redressal options are to be brought out keeping in view the context of project stretch. Road Safety Audit report is to be prepared in a concise and crisp manner giving the safety concerns, recommendations for addressing them and justification for the recommendations etc. Auditors may use rough sketches etc., to explain the recommendations.

5.2 The Audit Report should follow the road chainages in terms of km, metres i.e., after 2nd km stone, 225 m point is 2.225 km and so on. Locations are to be indicated in terms of existing road chainage and in case of audit of DPR in terms of DPR chainages. The Audit Report should be duly certified and signed by Audit Members as per guidelines and initialed on each page.

6. **Completion meeting**

A completion meeting with the participation of the Auditors, Client and Design team of client if any, has to be organized in which the safety concerns, observations and perpectives of the auditors could be explained and discussed to understand the constraints and views of the client on those safety concerns, observations and recommendations. Salient issues discussed in brief may be brought out in the minutes of the meeting drawn by audit team.

7. **Auditors’ response on client observations on audit recommendations.**

Client will furnish the auditors with their observations/views on audit recommendations within 15 days of submission of Audit Report. The auditors shall furnish to the client within 15 days of furnishing the observations/ views of client on audit recommendations, a supplementary audit report giving auditors' response on observations/ views of client on audit recommendations. Final audit report shall be sum of originally submitted audit report (auditor's recommendations) and supplementary audit report ( i.e., client's observations/ views on auditor's recommendations together with auditor's response on client's' observations/ views on audit recommendations)

8. **Available data/documents provided by Client if any**

(i) ..............................................

(ii) ..............................................

(iii) ..............................................

(iv) ..............................................

9. **Deliverables**

(i) Minutes of the commencement meeting (also to be included in Final Audit Report)

(ii) Minutes of completion meeting (also to be included in Final Audit Report)
(iii) Base maps along with survey data, other supplementary details/data collected through survey investigations in soft form and hard copies in a form that can be used for preparation of further proposals of remedial actions.

(iv) Audit report (Five copies)
(v) Supplementary Audit Report covering client's observation on audit recommendations and Auditors' response on client's observations (Five copies).

10. **Time Schedules**

1. Commencement of services within seven days of effective date.
2. Minutes of commencement meeting within 21 days of effective date.
3. Minutes of completion meeting within...........months of effective date.
4. Audit Report within 15 days of minutes of completion meeting i.e.,within .........................month of effective date.
5. Supplementary Audit Report within 15 days of submission of Client's observations/views on audit recommendations i.e.,.......................months of effective date
   (Audit report together with above cited supplementary audit report will be deemed to be the final audit report)

11. **Manning schedule**

All the three key personnel shall be deployed for ........months. Requirement of sub-professionals & supporting staff shall be assessed by consultants themselves.

12. **Minimum Qualifications & Experience of Key personnel:**

12.1. **Team Leader cum Senior Road Safety Auditor**

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 20 years of experience in Highway Engineering concerning different aspect like preparation of DPRs, Alignment of highways, Design of at-grade & grade separated intersections, survey investigations for highway projects, traffic studies, road safety audits, preparation of remedial 11/4 measures for deficiencies in highways etc.

Essential: Post-graduation in Highway/Transportation Engineering and research & development work related Road Safety Engineering including publication of papers on these subjects.
12.2. Highway Engineer-cum-Road Safety Auditor

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 15 years of experience in Highway Engineering concerning different aspects like preparation of DPRs, Alignment of highways, Design of at-grade & grade separated intersections, survey investigations for highway projects, traffic studies, road safety audits, preparation of remedial measures for deficiencies in highways etc.

Essential: Post-graduation in Highway/Transportation Engineering and research & development work related to Road Safety Engineering including publication of papers on these subjects.

12.3. Traffic Engineer-cum-Road Safety Auditor

Minimum Qualification: B.Tech in Civil Engineering or equivalent.

Experience: 15 years of experience in Traffic Engineering concerning different aspects like traffic studies, Road user behavior studies, accident studies, Design of at-grade & grade separated intersections, survey investigations for highway projects, preparation of DPRs, Alignment of highways, road safety audits, preparation of remedial measures for deficiencies in highways etc.

Essential: Post-graduation in Traffic /Transportation Engineering and research & development work related to Road Safety Engineering including publication of papers on these subjects.
Office Memorandum

Sub: Road Safety Audits/Supplementary road Safety Audits on National Highways/Expressways- guidelines regarding.

Road Safety Audits (RSA) are essential for improvement of road safety and prevention of accidents. Audits are required at all stages, be it feasibility, design, construction or pre-opening. Audits are also to be carried out on existing NHs and for improvement projects.

2. The audits are to be carved out objectively and the recommendations made with sufficient based on relevant data/information. However, it is often found that Detailed Project Reports (DPRs) prepared for improvement projects are lacking in some of the data/details required for supporting the recommendations of the road safety audit. Similarly, the road safety audits on National Highways where, improvement projects are not recently completed or DPRs for such projects are not prepared need base maps and basic details required for carrying out the audits.

3. The Manual on Road Safety Audits i.e IRC SP-88-2010 (or any latest revision of this document) is a basic document covering various aspects of road safety audit including audit process, principles for safe road design, check lists for guidance of auditors etc. However in view of different aspects detailed in para 2 above, which are specific to the Indian scenario, the following additional guidelines need to be followed while carrying out the road safety audits on NHs.

3.1 Road safety audit report should give safety concerns & recommendations with full reasons and explanation to enable informed decision making regarding safety.

3.2 Basic data pertaining to site /traffic /regional development is required to make recommendations to address various safety concerns. However, in case such data is not available in Detailed Project Reports (DPRs)/Feasibility Reports (FRs), such data collection shall be the responsibility of the audit team and considered part of road safety audit (Detailed data required for design of recommended facilities need not be collected as part of road safety audit).

3.3 The road safety audits shall be carried out for each Km (Km-wise) covering all aspects of road safety related to road/road environment so that no significant safety concerns are left unnoticed.

3.4 Adequate time period may be given to the audit team for carrying out detailed audit, bringing out all the safety concerns/recommendations collecting additional data/information through requisite survey/investigations. The copies of the DPR/other details available with client in respect of the stretch for which the audit is proposed should be made available to the prospective audit teams at the time of inviting the proposals for the audit to enable them assess the requirement of resources for carrying out the audit comprehensively as brought out in these guidelines.
3.5 Commencement meeting and completion meeting with road authorities / design team by the audit team are compulsory for all road safety audits so that, project context and audit concerns are well understood by both audit members & design team road authorities repressively.

3.6 Draft audit report and its recommendations may be discussed in the completion meeting before the audit report is submitted to road authority taking due care that it does not influence the audit team too much, vitiating the independence of the audit process. Only the project context and safety concerns in general may be discussed in the commencement & completion meetings respectively.

3.7 Reasoned / well explained audit report should be submitted to the road authorities (client for the road stretch).

3.8 On the audit report submitted by the audit team, Client should furnish a "Client response" to audit team after thoroughly considering the audit observations & recommendations.

3.9 On receipt of Client response, audit team should furnish back to client a consolidated "Client response" together with "Audit observations on client response" as a supplementary to audit report which would be treated as part of the audit report. This approach ensures independence / impartiality/objectivity of the entire exercise of road safety audit.

3.10 Different aspects of traffic/socio-economic parameters specific to Indian conditions should be duly taken into account while identifying safety concerns and while making audit recommendations.

3.11 In recommending remedial measures to the identified safety concerns by the audit, scope of the project, its cost range and other improvement projects in contemplation on the stretch under consideration should be duly considered.

3.12 Pre-opening stage audit may be considered as the 'Road safety audit to be mandatorily carried out before officially declaring the commencement of commercial operations on a newly constructed / newly improved road of specified size specified by the road authority. The Road authority concerned should formally declare commencement of commercial operations on a newly constructed/improved road after ensuring that a road safety audit is carried out and the identified safety concerns are suitably addressed.

3.13 In case of safety audit of existing roads where no major improvement/capacity augmentation is neither in progress nor is in contemplation, essential traffic data / accident data/site condition data / regional development data which are required to make recommendations on a sound basis need to be collected by the audit team to the extent those are not available in the recent reports (where the data from other recent reports is used the source is to be clearly mentioned). Base map (plan/profile) with all details of existing road & road environment is to be prepared and used for carrying out road safety audit. This base map will be part of audit report of the road safety audit of the existing road.

3.14 At least one road safety audit is to be mandatorily carried out preferably at design stage (DPR Stage) for all capacity augmentation projects of 5km length or more. In case the RSA is not carried out at design stage due to any constraints, the RSA carried out at a subsequent stage should cover the design related aspects also i.e., it should be a combined RSA covering DPR Stage and the subsequent stage under consideration. Such requirements are to be clearly specified by the client while procuring Road safety audit.

3.15 For capacity augmentation projects of 50 km or more there should be one RSA at DPR stage and one at pre-opening stage.
3.16 For expressways, all 4 stage audits are mandatory (FR stage/ DPR stage/during construction/ pre-opening).

3.17 For special or complex projects where the road authority considers it appropriate, road safety audits at different stages including 'During construction' can be carried out.

3.18 In case of BOT/DBFOT/EPC projects where the standard contract documents contain more stages of road safety audits than the above stated minimum, the provisions about stages of audit in the respective standard documents would prevail.

3.19 Composition of audit team for different sizes of projects, their qualifications should be explicitly included by the Road authority while inviting audit proposals for Road Safety Audits. Minutes of the commencement & completion meetings of Road Safety Audit are to be prepared by the audit team and are to be made part of the audit report.

3.20 The road safety audit is an important and serious activity which is vital for enhancing road related safety of all categories of road users and should bring out issues related to guiding/ persuading the road users into desirable ways of on-road behavior through design.

3.21 Towards making the road safety audit, a serious, carefully carried out task, the audit team including the team leader should record a Certificate as per the following format at the end of the audit report and initial all pages of audit report. Format of certificate is as below:

1. [Name], team leader of the Road safety audit team of the stretch of road [Name of the road stretch] along with other members of audit team whose signatures are appended below have carried out the road safety audit at [........Stage] of the above road stretch with due diligence and brought out safety concerns and recommendations to address those concerns in the above road safety audit report. along with my audit team members trust and believe that the road stretch shall be safe for use of all categories of road users expected to use this stretch after the audit recommendations given in the audit report are implemented.

   Team Leader
   Name: .................................
   Contact Details: ...........................

   Audit Team
   Member -1
   Name: .................................

   Audit Team
   Member -2
   Name: .................................

   Audit Team
   Member -3
   Name: .................................

4. This issues with the approval of competent authority. This may be circulated to all concerned.

(................................)
Chief Engineer (Road Safety)
To,

1. The Chief Secretaries of all the State Governments! UTs
2. The Principal Secretaries! Secretaries of all States/ UTs Public Works Department dealing with National Highways, other centrally sponsored schemes.
3. All Engineers-in-Chief and Chief Engineers of Public Works Department of States/ UTs dealing with National Highways, other centrally sponsored schemes.
4. The Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi- 110 010.
5. The Chairman, National Highways Authority of India, G-5 & 6 Sector-10. Dwarka, New Delhi-110 075.
6. The Managing Director. NHIDCL. PTI Building, New Delhi-110001.

Copy to.

1. All Technical Officers in the Ministry of Road Transport & Highways
2. All ROs and ELOs of the Ministry
3. The Secretary General, Indian Roads Congress
4. The Director, IAHE
5. Technical circular file of S&R (R) Section
6. NIC-for uploading on Ministry's website under 'What's new”and 'Road safety cell (Engineering)”

Copy for kind information to:

1. PS to Hontle Minister (RTH&S)
2. PS to Hon'ble MOS (RTH&S)
3. Sr. PPS to Secretary (RT&H)
4. PPS to DG (RD) & SS
5. PPS to SS&FA
6. PS to ADG-I/ ADG-I1
7. PS to JS (T)/ JS (H)/ JS (LA&C)/ JS (EIC)
Appendix I

(Form-I)

TECHNICAL PROPOSAL

From: ______________________________
To: ______________________________

 Sir:

Subject: Hiring of Consultancy Service for

__________________________

Regarding Technical Proposal

I/We............................................................ Consultant/ Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for

__________________________

Yours faithfully,

Signature …………………………….
Full Name…………………………
Designation ………………………
Address ……………………………

(Authorized Representative)
The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the client stated below:

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Country:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location within Country:</td>
<td>Professional Staff Provided by your firm:</td>
</tr>
<tr>
<td>Name of Client:</td>
<td>No. of Staff:</td>
</tr>
<tr>
<td>Address:</td>
<td>No. of Staff Months:</td>
</tr>
<tr>
<td>Start Date (Month / Year)</td>
<td>Completion Date (Month / Year)</td>
</tr>
<tr>
<td>Name of Association Firm(s) if any:</td>
<td>No. of Months of Professional Staff provided by Associated Firm(s)</td>
</tr>
<tr>
<td>Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:</td>
<td></td>
</tr>
<tr>
<td>Narrative Description of Project :</td>
<td></td>
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<tr>
<td>Description of Actual Services Provided by your Staff :</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Authorised Representative

(Certificate from Employer regarding experience should be furnished)
(Eligible Projects: Road Safety auditing projects of NH/SH of length ………………… or more or DPR preparation projects of NH/ SH of length ………………… or more.)
(Form-III)

NAME OF CONSULTANT:

**APPROACH PAPER ON METHODOLOGY PROPOSED FOR PERFORMING THE ASSIGNMENT**

The approach and methodology will be detailed precisely under the following topics.

1) Methodology for services including surveying, data collection and analysis. [not more than 1/2 of a page]

2) Quality Assurance system for consultancy assignment [not more than 1/2 of a page]

3) Composition of the team/ manning schedule / work program [not more than 1/2 of a page]
Format of Curriculum Vitae (CV) For Proposed Key Staff

1. Proposed Position:

2. Name of Staff:

3. Date of Birth: ________________________ (Please Furnish proof of age)

4. Nationality:

5. Educational Qualification:

   (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained). (Please furnish proof of qualification)

6. Membership of Professional societies:

7. Publication:

   (List of details of major technical reports/papers published in recognized national and international journals)

8. Employment Record:

   (Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned, also give client references, where appropriate).

9. Summary of the CV

   (Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:
   i) Field of Graduation and year.
   ii) Field of post graduation and year.
   iii) Any other specific qualification.
B) Experience:
   i) Total experience in highways: ___________ Yrs
   ii) Responsibilities held:
       i) ________________ Yrs.
       ii) ________________ Yrs.
       iii) ________________ Yrs.
   iv) Relevant Experience: ___________ Yrs.

C) Permanent Employment with the Firm (Yes/No):
   If yes, how many years
   If no, what is the employment
   Arrangement with the firm?

Certification:
1. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the currency of my assignment on the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself my qualification and my experience.

Signature of the Candidate ____________________________  
Place____________________  
Date_____________________

Signature of the Authorized Representative of the firm__________________  
Place____________________  
Date_____________________

Note: Each page of the CV shall be signed in blue ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

**UNDERTAKING FROM THE PROFESSIONAL**

I,………………………..(Name, Address and mobile no.) have not left any assignment with the consultants engaged by MORTH/ NHAI/ PWD for any continuing works of MORTH/ NHAI/ PWD without completing my assignment. I will be available for the entire duration of the current project (named……………. ). If I leave this assignment in the middle of the completion of the work, Client would be at liberty to debar me for an appropriate period to be decided by MORTH. I have also no objection if my services are extended by Client for this work in future.

(Signature of key personnel)

**UNDERTAKING FROM THE PROFESSIONAL**

The undersigned on behalf of……………… (name of consulting firm) certify that Shri……………………… (name of the proposed personnel and address) to the best of our knowledge has not left his assignment with any other consulting firm engaged by MORTH /NHAI for the on going projects. We understand that if the information about leaving the assignment with MORTH /NHAI/ PWD without completing his assignment is known to Client the latter would
be at liberty to remove the personnel from the present assignment debar him for an appropriate period to be decided by Client.

(Signature of Authorized Representative Firm)
## WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of activity *</th>
<th>Names of auditors involved</th>
<th>Time schedule in weeks starting from commencement to completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
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</tbody>
</table>

* like commencement meeting, (field survey and base map preparation, if applicable), other investigations/ studies, field observations in day/ night conditions, completion meeting, submission of Road Safety Audit report along with complete survey details, base maps, data etc, submission of auditor's response on client's observations/ views on audit recommendations.
APPENDIX-II

Essential Requirement of LLP Formed by retired Govt./ PSU Engineers

1. Majority share shall be of an engineer, who has retired at the level of at least Chief Engineer in Central Government, State Government, Central Autonomous Organizations and Public Sectors with at least fifteen years’ of experience in Organizations dealing with Highway Projects in India and abroad. In case LLP is of only two persons, then the Retired Chief Engineer should have minimum 51% shareholding. In case LLP is of more than two persons, then shareholding of Retired Chief Engineer should be minimum 45%.

2. The retired Chief Engineer from the aforesaid Organizations shall be required to work directly on UK PWD project which is awarded to its LLP.

3. LLP formed by such Retired Chief Engineer should have at least one more retired Engineer, not below the rank of Executive Engineer.

4. As per TOR, 2 Key Personnel are to be deployed for Safety Consultancy and both Key Personnel should be partners of LLP.

Essential Requirement of key personnel For LLP firms for Road Safety Consultancies

1. **Position: Road Safety Auditor-cum-Road Safety Team Leader**

<table>
<thead>
<tr>
<th>Proposed Requirement for LLP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential Qualifications:</strong> Graduate in Civil Engineering</td>
</tr>
<tr>
<td><strong>Preferential Qualifications:</strong> Post-Graduation in Transportation Engineering/ Traffic Engineering or Transport Planning.</td>
</tr>
<tr>
<td><strong>Experience:</strong> Should have retired at the level of Chief Engineer or above in a Civil Engineering Organization or Department in Central Government, State Govt., Central Autonomous Organizations &amp; Public Sector. Has worked while in Govt. service in an organization(s) dealing directly with the Highways development, Road Safety Engineering,Road Safety Auditing, construction and management for fifteen (15) years. Has been associated directly with the Highway Road Safety works while preparing DPR/Feasibility Study/ Safety Audit for at least three projects. The candidate shall demonstrate knowledge and exposure of National / International code of practice on road safety audit through his CV. The retired Engineer should not be more than 65 years and he/she should be in good health.</td>
</tr>
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</table>

2. **Position: Traffic Transportation Engineer**

<table>
<thead>
<tr>
<th>Proposed Requirement for LLP</th>
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<tbody>
<tr>
<td><strong>Essential Qualifications:</strong> Graduate in Civil Engineering or Traffic or Highway Engineering.</td>
</tr>
<tr>
<td><strong>Preferential Qualifications:</strong> Post-Graduation in Transportation Engineering/ Traffic Engineering or Transport Planning.</td>
</tr>
<tr>
<td><strong>Experience:</strong> Should have retired at the level of Executive Engineer or above in a Civil Engineering Organization or Department in Central Government, State Govt., Central Autonomous Organizations &amp; Public Sector. Has worked while in Govt. Service in an organization(s) dealing directly with the Road Safety/ Highway Sector for at least Five (5) years. The retired Engineer should not be more than 65 years and he/she should be in good health.</td>
</tr>
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</table>
ANNEXURE-I

GENERAL INFORMATION

1. Name and address of the consultant/consulting firm, Registration no. of the firm (Enclose Registration details of the Firm’s and credentials)

2. Whether Proprietary/Partnership/ Limited Liability Partnership (LLP). 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 consulting firm/lead partner.

4. Profile of the firm (Please elaborate field of activities).

5. In case of foreign firm, address of representative office in India with documentary proof from the head office abroad.

6. In case of foreign firm, certificate for accepting payment in Indian currency for domestic funded projects,

7. Structure, Organization & Relevant Experience of Firm:

   (i) Date, month and year of incorporation of firm.

   (ii) Standing of the firm (As on the due date of submission of this RFP) in years.

   (iii) Firms Relevant Experience in terms of no. of years since establishment.

   (iv) No. of key personnel in the firm in senior positions associated with preparation of DPR/ Supervision/ Construction/Safety Audit/ Work zone safety audit/ traffic planning etc. of 2/4/6 lanes Highways Projects.

   (v) No. of full time key personnel who are in the payroll of the firm as on the due date of submission of this RFP.

   (vi) The detailed qualifications and experience of each of the key personnel in years in highway sector (tenure in years in senior position e.g. Team Leader, Dy. Team Leader, Resident Engineer, key personnel, Retired CE/SE/EE also needs to be indicated separately in each of the key personnel).

Note:

(i) Ref. Page no. of documentary proof in the application may be indicated against each item.

(ii) The consultant shall submit, a copy of original document defining constitution or legal status, place of registration, principal place of business and Power of Attorney (PoA). In case of a proprietary firm and partnership/LLP firm, the document related to registration of the firm 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 firm 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 applicant shall furnish contact particulars of the relevant Officers of the clients for which the works have been executed, to enable UK PWD to verify the claim of the applicant.

(v) The applicant 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 applicant will not be considered for evaluation.

*Signature*

Place: 
(Name and designation of Managing Director / Head of the firm / authorized signatory)

Date: 
(Name of the firm, Address Lead Partner in case of Partnership)

*Signature should be in blue ink. Scanned Signature shall not be accepted by UK PWD*
ANNEXURE-II

Relevant Services Carried Out by the Firm which Illustrates its Performance during Last 5 Years

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

Signature*

Place: (Name and designation of Managing Director / Head of the firm / authorized signatory)

Date: (Name of the firm, Address Lead Partner in case of Partnership)

* Signature should be in blue ink. Scanned Signature shall not be accepted by UK PWD
### ANNEXURE-III

**Detailed Information in Respect of Key Personal Available with the Firm**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Academic Qualification Degree (Civil)/Masters/Doctorate*</th>
<th>No. of years of experience in the field of Highway/ Bridge Engineering/ Traffic/ Transportation Engineering /Safety Audit along with position in which worked**</th>
<th>Signature* of respective Key Personnel</th>
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Signature*

Place: (Name and designation of Managing Director / Head of the firm / authorized signatory)

Date: (Name of the firm, Address Lead Partner in case of Partnership)

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

**Separate sheets may be enclosed for the details.

*Signature should be in blue ink. Scanned Signature shall not be accepted by UK PWD
ANNEXURE-IV

Undertaking Regarding Correctness of Information, Non-Debarment/Blacklisting etc. of Firm

(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER DULY NOTARISED)


Ref: No.: UK PWD/RSC/2017/Empanelment~

Dear Sir,

1. We, having examined the empanelment document for the aforesaid work and understood its contents, hereby submit my/our “Application for Empanelment of Safety Consultant” for UK PWD Projects. The Application is unconditional and unqualified.

2. All information provided in the application, appendices and annexure is true and correct and all documents accompanying such application are true copies of their respective originals.

3. I/We acknowledge the right of the UK PWD to reject our application 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(any of the members of Joint Venture 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 empanelment document.

Yours faithfully,

Signature#

Place: (Name and designation of Managing Director / Head of the firm / authorized signatory)

Date: (Name of the firm, Address Lead Partner in case of Partnership)

*Signature should be in blue ink. Scanned Signature shall not be accepted by UK PWD*