

**Landscape and Environment Planning Department  
Delhi Development Authority**



**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF LANDSCAPE CONSULTANTS FOR  
DEVELOPMENT OF DDA GREENS**

**2019**

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GREENS**

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## **1.0. INTRODUCTION**

Delhi Development Authority (DDA) has been playing a key role in the overall development and management of its green spaces, with conscious efforts towards the development of open spaces as Regional parks, District parks, Green Belts and Neighborhood greens. With many small and big parks under its jurisdiction, DDA has kept its commitment for up-gradation and maintenance of these green areas, which form the lungs of the city.

With the same basic intent of development and up-gradation of DDA Greens, DDA intends to empanel Landscape Consultants. The need is for the consultant to provide support to DDA in conceptualization and development of city green projects- both green-field and brown-field.

The eligible Landscape Consultants with accomplished experience in Landscape Architecture and Design will be empanelled, based on their experience in rendering relevant Landscape Consultancy Services as specified in this Expression of Interest (EOI).

## **2.0. OBJECTIVE**

To develop, or in cases re-develop, the hierarchal greens of Delhi that fall under the jurisdiction of DDA, and bring about an holistic, sustainable green cover to match with world class cities. The project would be initiated from ground as a fresh proposal or a brown-field project, whichever the case may be. The projects will be divided into three categories namely:

- I. District Park with area between 25 hectare or above
- II. Community Park with area between 15 hectare to 25 hectare
- III. Community Park with area between 5 hectare to 15 hectare

## **3.0. SCOPE OF WORK**

The Scope of Services include, but is not limited to, any or all activities incidental and required for the development of the proposal at each stage. The Consultant, who will work in conjunction with DDA, will undertake the services as specified in this EOI.

The Scope of Services to be provided by the Consultant acting as the Landscape Architect shall include the design and the required systems for landscape of greens, which would include but not limited to the following:

- Open space design for hard and soft areas
- All landscape features including, and not restricted to, signage, art elements, furniture, shelters, parking (if any), boundary wall, entry gate, fencing and kiosks. Their logical provision needs to be justifiable with respect to specific site.
- Landscape Engineering inclusive of services like water management, irrigation system, illumination design, ecological sustenance, any other innovative ideas.

- Plant design
- Co-ordination of external services
- Periodic, as well as required inspection of works at site during execution and 06 months after commission of project. The work on site needs to be evaluated and managed with respect to time, quality and economics.
- Though the initial survey will be provided by DDA, the Consultant should be able to get the survey updated, if required.
- Methodology for execution of proposal & maintenance of the green area to be proposed as well.
- Facilitation of approvals of any authorities, if required.

#### **4.0. SCHEDULE OF SERVICES**

##### **4.1. STAGE 1: CONCEPT STAGE**

###### **4.1.1 Draft Concept**

- a. Conceptual landscape plan, indicating all proposed elements following the general principles of landscape and grading.
- b. Identification of strategies for functional and aesthetic zones along with their conceptual treatment. Innovative, ecological, economic and sustainable site specific ideas are expected.
- c. Concept sketches for all proposed landscape elements like boundary walls, entry gates, walkways, pathways, planters, pavement, steps, ramps, railings, pergolas, park furniture, lighting scheme etc. wherever required.
- d. Conceptual planting scheme including trees, shrubs and groundcover to fulfill environmental, aesthetic and functional needs.
- e. Presentation of Concept Landscape Plan with illustrative details of specific strategic areas.

###### **Deliverables**

- a. Landscape Plan with above mentioned information to convey the ideas for a healthy discussion during its presentation.

###### **4.1.2 Final Concept**

- a. Detail, and modify if required, the selected conceptual design and prepare full set of concept drawings, sketches, study model, 3D-views, walk through (if required) etc. along with all the requisite details with preliminary cost estimates.
- b. The Concept shall be in compliance with the Delhi Master Plan regulations, applicable codes & standards and local availability of the material. The Consultant shall present analysis and approach considerations with detailed reasoning of the basis of the concept design.

- c. The Final Concept stage shall include revision and reworking of the draft concept as per feedback received from the concerned DDA team officials.
- d. Prepare presentation drawings and presentation as per requirement of the DDA team officials.
- e. Consultant shall present and submit the deliverables as a presentation as well as report; 04 number hard copies and high resolution soft copies would be submitted.

**Deliverables**

- a. Final Landscape Concept Plan, highlighting all the major elements and detailing.
- b. 3-D renderings to explain the scheme
- c. Representative images, sketches and renderings
- d. Report on Landscape Design parameters and assumptions
- e. Presentation for meetings
- f. Receive final sign-off from the Competent Authority

**4.2. STAGE 2: SCHEMATIC DRAWINGS AND PRE-TENDER STAGE DOCUMENT**

**4.2.1 Schematic Drawings**

Incorporate inputs received at concept stage and prepare schematic drawings with landscape details, service requirements and detailed specifications for all information mentioned in stage I.

**4.2.2 Pre-Tender Stage Document**

- a. Prepare Tender document and working drawings for civil and horticulture works incorporating schedule of quantities, estimate of cost including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and works, analysis of rates wherever required, time schedule and other conditions of contract.
- b. Assist in inviting, receiving and analysis of tenders; issue clarifications and changes for queries raised during tendering process and advise DDA on the appointment of contractors for implementation of design.

**Deliverables**

- a. Landscape Plan and details
- b. All drawings required to communicate the scheme completely and comprehensively.
- c. Detailed design report.
- d. Tender drawings, specifications, BOQ, rate analysis and any other technical information required in the tender documentation.

#### **4.3. STAGE 3: DETAILED DRAWINGS AND TENDER DOCUMENTS**

- a. Detailed Comprehensive Landscape plan
- b. Detailed design development of individual sections.
- c. Detailed Comprehensive Planting Plans
- d. Detailed Planting plan of individual sections.
- e. Tender document based on detailed drawings for civil and horticulture works.
- f. Consultant shall provide the required list of drawings and documents along with schedule of dates to DDA, prior to the commencement of the “Good for Construction” preparation and shall follow the same for the issuance for execution in consultation with the officials of DDA
- g. Assist in finalization of contractor and award of contract

##### **Deliverables**

- a. Detailed Drawings for landscape including all hard & soft elements, final plantation plan, irrigation scheme and water requirements, incorporation of any special landscape element and their specifications, wherever applicable
- b. Tender Drawings, Specifications, BoQ’s, Rate Analysis and any other technical information required in the final tender documentation (Tender stage documentation requirements - 100% completion of all requirements in the Tendering stage)
- c. Final Report on Landscape Design parameters and assumptions in coordination with DDA
- d. Receive final approval from DDA on appointment of the contractor as completion of the stage

#### **4.4. STAGE 4: CONSTRUCTION**

- a. Preparation of working drawings for landscape civil works and landscape horticultural works, including setting out, incorporating the overall Landscape Scheme and special design elements used.
- b. Regular coordination with officials of DDA, contractors and other agencies working on the project
- c. Periodic site visits to ensure execution of work as per drawings and instructions. Regular submission of feedback to DDA regarding site implementation and timely execution of site work

##### **Deliverables**

- a. Complete Good for Construction (GFC) drawing set to be delivered as per the time schedule agreed with the respective officials of DDA
- b. All discrepancies during designing and execution, which are not as per the original design intent or as per the approved specifications, are to be brought to the notice of DDA in writing

- c. Site Visit Report/ Minutes of Site Inspection and Minutes of Meetings shall be submitted after every scheduled site visit and meeting
- d. Receive stage completion certificate from DDA after successful delivery of the last deliverable of this stage, after due acknowledgement from the contractor engaged on site as well as the officials of DDA
- e. Issue Methodology to be adopted for maintenance of the work executed on site

### **GENERAL CONDITIONS**

- a. All the drawings are to be delivered in hard and soft copies (CAD, PDF and specified format)
- b. All renderings to be submitted in hard and soft copies (Jpg & PSD and specified format)
- c. All final stage-wise site inspections/ presentations/ meetings are to be attended by a Sr. official from the Consultant organization, who is competent to issue a certificate at the end of each stage stating and elaborating how the original design intent is being maintained
- d. All feedback from the concerned officials of DDA shall be incorporated at various stages of work, as desired
- e. All variations/ additions/ alterations etc. beyond the current scope and listed deliverables should be incorporated after written communication from DDA
- f. Any other requirement beyond the current scope of work that may arise during the course of this assignment needs to be communicated in writing to DDA well in advance so as to preserve the agreed timelines of the project
- g. Any additional (apart from the above stated) detailed model & walkthrough, if required during the assignment, would be paid on actuals on mutually agreed terms. However, the Consultant will need to coordinate and provide all necessary inputs and details as may be required
- h. Coordinating with any sub-consultants and specialist Consultant appointed for the task, would be the prime responsibility of the Consultant. Any points of conflicts or disagreements in such coordination should be communicated to DDA in writing to ensure an early resolution
- i. Most importantly, the Consultant is expected to maintain a timeline/ schedule of the project deliverables pertaining to the current scope in any compatible scheduling/ Project management software, and follow the same as agreed upon. Any ensuing delays/ deviations in the agreed timelines should be brought to the notice of DDA in writing.

### **5.0. ELIGIBILITY CRITERIA**

The interested Landscape Architect/ Firm shall meet the following eligibility criteria:

- a) The applicant should be an individual/group of consultants and either shall be registered or have a registered firm in India;
- b) The individual or at least one partner of the Firm shall be registered with the Council of Architecture (CoA), India.

- c) The Landscape Architect or Firm should have professional experience of landscape design projects in providing consultancy services during five years preceding to date of issue of EOI. This should be supported by necessary documentary proof.
- d) The Landscape Architect/ Firm should have rendered landscape consultancy services for any one similar landscape project of the same scale with an aggregate project cost not less than Rs.2 crore, during the last 5 years preceding date of issue of EOI. This should be supported by certificate/s from the client/s for satisfactory completion of the project.
- e) Due consideration will be given to the Consultants possessing a post graduation degree in Landscape Architecture from a reputed college/ university.
- f) The Landscape Architect/ Firm should have valid PAN No. and Service Tax Registration no.

*The interested Landscape Architects/ Consulting Firms who satisfy the above eligibility criteria only should submit their application in the prescribed format with all the required necessary supporting documents within the prescribed time limit.*

#### **6.0. DURATION OF EMPANELMENT**

The selected Landscape Architect/ Firm shall be empanelled for a period of 3 years from the date of its notification. The same may be extended with the approval of the Competent Authority. DDA, on its discretion, reserves the right to extend or discontinue the engagement at any time without assigning any reasons and shall not be liable to pay any compensation on this account.

#### **7.0. METHOD OF SELECTION**

After scrutinizing and preliminary examination, the Consultants shall be shortlisted on the basis of recommendations given by a committee constituted for the purpose by the competent Authority. The short listing would be done for the categories mentioned at para 2.0 above.

#### **8.0. IMPORTANT TIMELINES**

Date of advertisement - \_\_\_\_\_

Last date for submission of application - \_\_\_\_\_ (2 weeks from above)

#### **9.0. INSTRUCTIONS FOR SUBMISSION OF APPLICATION**

- a. Application form for 'Empanelment' can be downloaded from the official website of DDA [www.dda.org.in](http://www.dda.org.in)
- b. The applicant shall submit duly filled application in the prescribed format with all the requisite supporting documents, latest by \_\_\_\_\_ at Office of Additional Commissioner, Landscape, 11<sup>th</sup> Floor, Delhi Development Authority, Vikas Minar, ITO.
- c. The Application form and all other documents shall be placed in a single cover/ envelope mentioning the name of work.



- d. The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be stamped & signed by the applicant. Power of Attorney of the authorized person shall be attached.
- e. The application shall be submitted only as per the enclosed formats; with Self attested documentary proof(s) as asked in the EoI, in respect of the details furnished in the application form. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm concerned, if such information comes to the notice of DDA even after empanelment.
- f. The selected Landscape Architect/ Firm shall be empanelled for a period of 3 years from the date of its notification. The same may be extended with the approval of the Competent Authority. DDA, on its discretion, reserves the right to extend or discontinue the engagement at any time without assigning any reasons and shall not be liable to pay any compensation on this account.
- g. Applicants who have successfully fulfilled specified minimum criteria shall be eligible to apply. Certified copies of prior work award letters, or work order or contract agreement or completion certificates etc. should be enclosed.
- h. All future communication/ changes/ additional information with respect to this advertisement shall be notified on the official website of DDA, or through e-mail/ official correspondences.
- i. Incomplete applications will be summarily rejected.
- j. DDA reserves the rights to accept or reject any or all applications as per its requirement, without assigning any reason. DDA reserves the right to call off process of Empanelment of Landscape Consultant at any stage without assigning any reason.
- k. DDA shall not be responsible for any delay/ loss of document or incorrect filling of Application form. Also, DDA shall not be responsible for delay/ loss/ non-receipt of filled-in Application form along-with documentary proofs sent by post.
- l. DDA reserves the right to modify the criteria at any time, if so required.

## 10.0. APPLICATION FORMAT

Sub: **Empanelment of Landscape Architect/Firm.**

### FORMAT FOR APPLICATION OF EXPRESSION OF INTEREST (Basic details):

S.NO.	Description/details	
1.	Name of the firm with full address	
2.	Name of lead member of the firm and certificates of qualifications	
3.	Self attested copy of registration of Council of Architecture, India	
4.	Year of establishment and experience	
5.	Management structure with details of manpower & infrastructure	
6	Details of completed projects	
7	Details of on-going projects	
8	E-mail i.d. and fax no.	

The eligible consultants shall be required to submit self-attested copies of the following along with duly filled-in application form:

- a. Organizational Details – Details of the organization, its portfolio of activities, its previous engagements, registration and other details
- b. Financial Status - Copy of audited Balance Sheet along with Profit and loss Account statement of the firm for the last three financial years
- c. List of Completed Works along with project details- Documents verifying the claim as per above including the appointment letter or work order or contract agreement or letter of successful completion from the client.
- d. List of In-progress Works - Documents verifying the claim as per above including the appointment letter or work order or contract agreement or letter of successful completion from the client. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms.

(The experience certificates should indicate the amount of percentage of each firm supported with required documents and also in case of experience certificate submitted for the work executed abroad, the value of work will be converted to Indian Currency and it should be duly self-certified. If the completion certificate is in other foreign language it should be translated in English and duly self-certified.)

- e. Information to be reflected in Covering Letter –Cover Letter highlighting intent of the organization to undertake the project and relevant exposure

## 11.0. NOTICE INVITING EXPRESSION OF INTEREST

**DELHI DEVELOPMENT AUTHORITY  
LANDSCAPE & ENVIRONMENTAL PLANING DEPARTMENT  
11<sup>TH</sup> FLOOR, VIKAS MINAR, NEW DELHI-110002**

Applications are invited for empanelment of Landscape Architects/  
Firms for planning and design of DDA parks and Greens.

The interested firms can apply along with credentials, details of  
manpower and details of project along with project cost on the  
prescribed application forms which can be downloaded from DDA  
website [www.dda.org.in](http://www.dda.org.in)

Application form should be submitted to the office of Additional  
commissioner, Landscape, 11<sup>th</sup> floor, Vikas Minar, ITO, Delhi. The  
last date of submission of application is.....