



**REQUEST FOR EXPRESSION OF INTEREST
FOR
CONSULTANCY SERVICES FOR PREPARATION OF ZONAL DEVELOPMENT
PLANS OF CLUSTER-1 FOR MUZAFFARNAGAR MASTER PLAN 2031**

ISSUED BY:



**MUZAFFARNAGAR DEVELOPMENT AUTHORITY,
MEERUT ROAD, MUZAFFARNAGAR, UP - 251002**

CONTENTS

Sec. No.	SECTIONS	PAGE NO.
1.	Disclaimer	3
2.	Text of Advertisement	4
3.	Letter of Invitation	5
4.	General Information	6
5.	Scope of Work	7-20
6.	Venue and Deadline for Submission of Proposal	20
7.	Instructions to the Consultants	20
8.	Eligibility and Evaluation Criteria	21-23
9.	Evaluation Criteria and Method of Evaluation	23
10.	Response	23
11.	Conflict of Interest	23
12.	Condition under which REOI is issued	23
13.	Key Dates- Deliverables & Payments	24
14.	Form- 1: Applicant's Expression of Interest	25
15.	Form- 2: Checklist	26
16.	Form- 3: Details of firm/consultancy	27
17.	Form- 4: Technical capacity of the firm/consultancy	28
18.	Form- 5: Financial capacity of the firm/consultancy	29
19.	Form- 6: Project description sheet	30
20.	Form- 7: Curriculum Vitae (CV)	31
21.	Form- 8: Financial Proposal	32
22.	Form 9: Approach and Methodology	33
23.	Form 10: REOI Response Sheet	34

1. DISCLAIMER:-

This Request for Expression of Interest (REOI) contains brief information about the Project for **“Consultancy Services for Preparation of Zonal Development Plans of Cluster-1 for Muzaffarnagar Master Plan 2031”** (hereinafter referred to as the “Project/Proposal”) and will assist the Muzaffarnagar Development Authority, Muzaffarnagar to formulate the REOI for the process of selecting the interested “firm/consultant”. This REOI is not an agreement and is neither an offer nor invitation by the department to the prospective Applicants or any other person.

The purpose of the REOI is to provide interested parties with information that may be useful to them in the formulation of their application against this REOI. This REOI includes statements, which reflect various assumptions and assessments arrived at by the department in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This REOI may not be appropriate for all persons, and it is not possible for the department, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this REOI.

Information provided in this REOI to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

The department, its employees make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this REOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the REOI and any assessment, assumption, statement or information contained therein or deemed to form part of this REOI.

The department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this REOI. The department may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in REOI.

This REOI invitation document is not a tender or RFP in any form & would not binding on Muzaffarnagar Development Authority, Muzaffarnagar in any manner whatsoever.

With the issue of this REOI the department intends to take inputs for preparation of the subsequent document, however it does not imply that the department is bound to issue REOI only to the respondents of this REOI. The department reserves the right to opt for or reject/cancel the process for selection of Firm/consultant(s) for development of project after completion of REOI stage.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the department or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the REOI Process.

2. TEXT OF ADVERTISEMENT: -

**Muzaffarnagar Development Authority, Muzaffarnagar
Meerut Road, Muzaffarnagar, Uttar Pradesh-251002**

**INVITATION FOR EXPRESSION OF INTEREST**

Muzaffarnagar Development Authority, Muzaffarnagar is in the process of preparing the **Zonal Development Plans for Cluster-1 of Muzaffarnagar Master Plan 2031**. The Department hereby invites reputed firms to express interest towards providing Consultancy Services for the scope of work mentioned in the REOI document.

The REOI Document containing the details of qualification criteria, submission requirement, brief objective and scope of work, and evaluation criteria, etc. can be downloaded from the Muzaffarnagar Development Authority, Muzaffarnagar website www.mdamuzaffarnagar.com.

The firms are requested to submit their proposals from 30.10.2025 to 07.11.2025 in prescribed formats as mentioned in REOI.

Further details may be obtained from the office of Muzaffarnagar Development Authority, Muzaffarnagar during working hours.

**Secretary,
Muzaffarnagar development Authority,
Muzaffarnagar**

Applicants meeting the qualification criteria may be invited for presentation before the selection committee if required.

Note: Muzaffarnagar Development Authority or any of its designates reserves the right to cancel this request for REOI and/or invite afresh with or without amendments, without liability or any obligation for such request for REOI and without assigning any reason. Information provided at this stage is indicative and Muzaffarnagar Development Authority, reserves the right to amend/add further details in the REOI.

3. INVITATION FOR REOI: -

**Muzaffarnagar Development Authority, Muzaffarnagar
Meerut Road, Muzaffarnagar, Uttar Pradesh-251002**

Dear Sir/Madam,

Muzaffarnagar Development Authority, Muzaffarnagar invites sealed Expression of Interest (EOI) from firms for Consultancy Services for Preparation of Zonal Development Plans of Cluster-1 for Muzaffarnagar Master Plan 2031.

The REOI Document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation, etc. is enclosed.

The REOI Document is also available on the Muzaffarnagar Development Authority, Muzaffarnagar website www.mdamuzaffarnagar.com.

You may submit your responses in sealed envelopes (mentioning 'REOI for Consultancy Services for Preparation of Zonal Development Plans of Cluster-1 for Muzaffarnagar Master Plan 2031 on the top cover) in prescribed format to the undersigned latest by 07.11.2025.

Assistant Town Planner

(Through Vice Chairman)

Muzaffarnagar Development Authority,
Meerut Road, Muzaffarnagar, UP – 251002

E-mail: mdamzn@yahoo.co.in

Cc: atpmdamzn@gmail.com,

Sl. No.	Critical Dates	Dates
1.	Publishing Date	30.10.2025
2.	Meeting for clarification on the REOI document (on-line)	04.11.2025
3.	Submission End Date	07.11.2025

NOTE: - Queries if any may be referred in writing to the **Assistant Town Planner** (Through Vice Chairman) Muzaffarnagar Development Authority, Muzaffarnagar at the abovementioned address or at E-mail:

a. For queries, firm/consultants shall also send their queries only in the given format in pdf as well as editable format (excel/word document) via email.

Sr. No.	Clause No.	Page No.	Content of REOI requiring clarification	Change requested/clarification required	Reasoning/Justification
1.					
2.					

The firm/consultants shall send their queries in pdf as well as editable format (excel/word document).

4. GENERAL INFORMATION

The Government of Uttar Pradesh (GoUP) envisions developing Muzaffarnagar as a state level industrial and economical epicenter. The Muzaffarnagar Development Authority (MDA), under the guidance of GoUP, is the firm/consultant responsible for planning and undertaking development works in the Muzaffarnagar Master Plan 2031, covering a 298.21 sq.km. Area.

The Zonal Development Plan is a detailed plan for a zone conceived and prepared within the framework of a Master Plan, containing proposals for various land uses, roads, streets, parks, open spaces, community facilities, services, and public utilities, etc. The Uttar Pradesh Urban Planning and Development Act (1973) provides for the preparation of Zonal Development Plans. According to Section 9(i) of the Uttar Pradesh Urban Planning and Development Act-1973 or as per amendment or as per government orders, the Development Authority is required to proceed with the preparation of the Zonal Development Plans for each of the zones simultaneously with the preparation of the Master Plan or as soon as may be thereafter.

The MDA has undertaken and planned to initiate urban planning works to ensure the planned development of the city and to engage a firm/consultant for the *“Consultancy Services for Preparation Zonal Development Plans of Cluster-1 for Muzaffarnagar Master Plan 2031”*.

The Request for Expression of Interest (REOI) document can be downloaded from MDA, Muzaffarnagar website: www.mdamuzaffarnagar.com.

5. SCOPE OF WORK

5.1. About MDA

The Muzaffarnagar Development Authority (MDA) stands as a prominent district-level entity in the state of Uttar Pradesh, dedicated to fostering well-planned and sustainable development. Functioning as a pivotal link between the people and communities in the region, MDA focuses on providing accessible public amenities, including housing. Aligned with the vision of the Central Government of India and the State Government of Uttar Pradesh, MDA aims to transform Muzaffarnagar into Livable city. The envisioned development includes creating a harmonious blend of ancient and modern elements, with state-of-the-art infrastructure. The MDA is committed to playing a proactive role in the systematic advancement of the city, and, as part of this commitment, intends to formulate Zonal Development Plans for Muzaffarnagar.

5.2. About the Site

The MDA desires the firm/consultants to undertake the responsibility of preparing the Zonal Development Plan of 2 development zones in cluster-1 of the Master Plan 2031. The detail of the zones in cluster- 1 for preparation of the Zonal Development Plan are as follows:

- **Cluster 1: Zones 4, and 5 which primarily includes the areas of Muzaffarnagar.**

S. No.	Zones in Cluster-1	Area in Ha.
1	Development Zone-4	3723.33
2	Development Zone-5	6254.26
	Total	9977.59

**Note: Each zone consists of approximately 35% urbanized area, which should be considered when estimating the scope of work. However, firm/consultants are expected to conduct their own assessment of the extent of work and quote their lump-sum fees accordingly.*

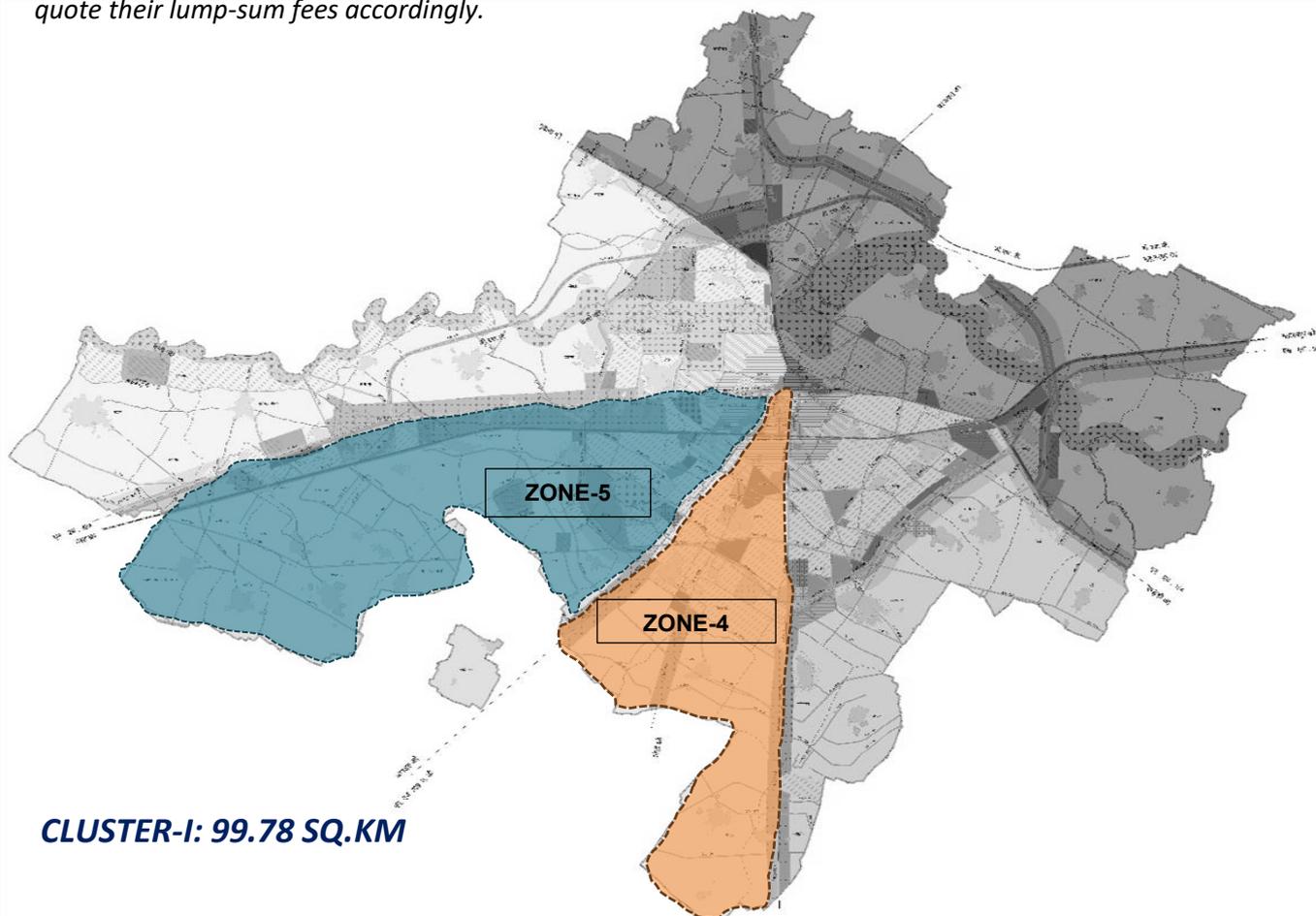


Figure 1 Master Plan 2031 with Cluster-1 Zones in Muzaffarnagar Master Plan-2031 area

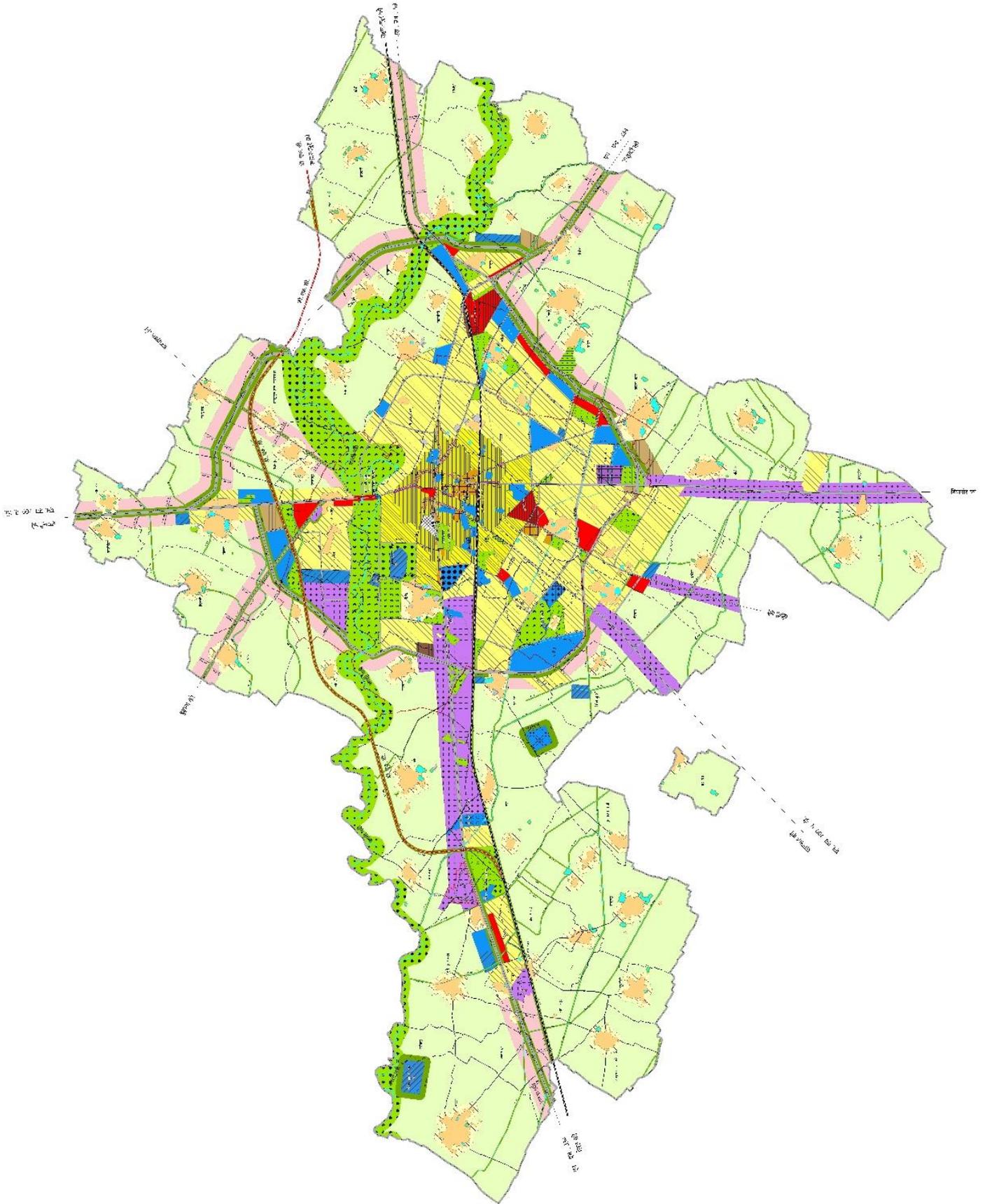


Figure 2 Muzaffarnagar Master Plan 2031

Brief of Project:

The Uttar Pradesh Urban Planning and Development Act (1973), provides for preparation of Zonal Development Plans. As per section-9 (1) of the Uttar Pradesh Urban Planning and Development Act as amended from time to time, the Development Authority is required to proceed with preparation of the Zonal Development Plans for each of the zones simultaneously with the preparation of the Master Plan or as soon as may be thereafter.

Muzaffarnagar Development Authority (MDA), herein after referred to as ‘MDA’ is inviting e- tenders from eligible firm/consultant/firms having registered office in India, meeting qualifying requirements and having requisite experience and financial capacity for preparing Zonal Development plan for Cluster-1 (Zone-4 & 5) of Muzaffarnagar master Plan-2031.

In alignment with the scope of work defined in the next sections, the Consultant will be expected to adhere to the following state level guidelines as formed by government order I/961333/2025 dated 14/05/2025 or as amended time to time during the process of preparation of the Zonal development Plans:

- a. For the selection of the Consultants via e-tendering, a Consultant Selection Review Committee (CSRC) is formed. The committee includes:

Consultant Selection Review Committee (CSRC)		
Vice Chairman, Development Authority/ Chairman, Special Area Development Authority		Chairman
District Magistrate or a representative nominated by him/ her		Member
Chief Town Planner, Town & Country Planning Department, or a representative nominated by him/ her		Member
Finance Controller, Development Authority/Special Area Development Authority		Member
Chief Engineer, Development Authority/Special Area Development Authority		Member
Chief Town Planner/ Planner-in-Charge, Development Authority/Special Area Development Authority		Member-Coordinator

- b. To assist the CSRC in the Consultant selection process, a Technical Evaluation Committee (TEC) is also formed, comprised as follows:

Technical Evaluation Committee (TEC)		
Chief Town Planner, Town & Country Planning Department, U.P.		Chairman
Officer nominated by the Chairman/ Vice-Chairman		Member
Planning-in-Charge of the Development Authority		Member
Associate Planner, Regional Planning Division, Concerned Zone		Member
Town Planner, Headquarters, Town & Country Planning Department, U.P.		Member-Coordinator

- c. The Process of preparation of Zonal Development Plans will be monitored regularly by the Awas Bandhu department, Lucknow, UP.

WORKS TO BE DONE BY THE CONSULTANT

- 5.3. The Consultant shall complete the work related to preparation of Zonal Development Plans for the town in the close coordination with the MDA as per the stages defined below. Objectives Muzaffarnagar Development Authority intends to undertake preparation of zonal development plan for zone no. 4 & 5 in accordance with the provisions of Section- 09, 10 and 11 and subsequent sections of the Uttar Pradesh Urban Planning and Development act, 1973.

5.4. SCOPE OF WORK

Uttar Pradesh Urban Planning and Development Act, 1973 provides for preparation of Zonal Development Plans. As per section-9 (1) of the Uttar Pradesh Urban Planning and Development Act as amended from time to time, the Development Authority is required to proceed with preparation of the Zonal Development Plans for each of the zones simultaneously with the preparation of the Master Plan or as soon as may be thereafter.

Muzaffarnagar Development Authority, herein after referred to as 'MDA' is inviting e- tenders from eligible firm/consultant/firms having registered office in India, meeting qualifying requirements and having requisite experience and financial capacity for preparing Zonal Development Plan for Muzaffarnagar development authority. (Annexed)

There are two main steps:

1. Creation of Geo-database.
2. Formulation of GIS based Zonal Development Plan.

Consultant shall complete the work related to preparation of Zonal Development Plans for the town in the close coordination with the Muzaffarnagar Development Authority, as per the stages defined below:

Stage-1: Preparation of detailed Zonal Base Map and collection of data & studies & demand, assessment & strategy

a. A detailed Zonal Base Map shall be prepared as per Design and Standards of AMRUT-1 and AMRUT 2.0 guidelines on GIS platform using, higher resolution Drone Image not older than three months. To fly the drone and get the images/visuals, all the directions/conditions shall be applicable as per the "Design and Standards for Application of Drone/UAV Technology" issued by Town and Country Planning Organization, Ministry of Housing and Urban Affairs, GoI, New Delhi.

i. The detailed Zonal Base Map in stage 1 (i) shall indicate following features:

- All physical/natural features such as roads, layouts, railway lines, canals, rivers, water bodies, culverts, bridges, drainage lines, forest, parks and playgrounds, wet lands etc.
- Alignment of all public utilities/services lines such as HT/LT lines, Gas lines, telephone lines, water supply, and sewer lines, etc.
- Contours (level)
- All major landmarks of the zones (detail) government offices, historical places, heritage area, heritage building or heritage site.
- 'Geo-tagged photograph' of every building footprint (shops/ outlets/ house/ major landmark in commercial areas).

ii. Superimposition of revenue village Sajra plans (latest/updated) on base map.

iii. The detailed zonal base map in stage 1 (iii) shall also indicate all urban properties (nonagricultural) situated in Zone boundary along with existing land use map along with analysis of land uses i.e. (residential, commercial, industrial, community facilities and civic amenities, parks and playgrounds, traffic and transportations, water bodies etc.) showing all natural/man made canal, naala, rain water drains (> 1 mtr. wide), tanks, existing circulation systems showing all highways, major and minor roads (> 2 mtr. wide), bus and truck terminals, railway lines, etc. within zone limits on the basis of land use survey using land use classification given in Master Plan.

The map shall be prepared at a scale of 1:4000 or as may be decided in consultation with the concerned officer of the Muzaffarnagar Development Authority and shall be prepared both in black & white and colour. Legend and all other writing works/details on the Base Map/Report shall be in both Hindi and English languages.

iv. Legend, Symbologies, in Proposed & existing Maps should be as per AMRUT Guidelines.

- b.** The consultant shall collect following data/information in coordination with the client:
- i.** Collection of Revenue Maps and their digitization.
 - ii.** Collection & listing of records related to commitments of Approved layout plans, orders, government land allotments, etc.
 - iii.** Collection & listing of records related to Government land of different departments (state/center), Nazul Land, Authority Lands, Charagah Land, ULB land, Forest Land (declared by department of forests), Graveyard and cremation grounds, Eco-sensitive areas, Islands, River, Water body, etc.
 - iv.** Applicable Building Byelaws and Development Control Norms
 - v.** Transportation: circulation network, traffic flow (people and goods), public transit, non-motorized transport, paratransit, multi-modal integration and terminal facilities
 - vi.** Physical and social infrastructure (including firm/consultant responsible for implementation and maintenance of the infrastructure thereof)
 - vii.** Proposed key developments of public and private stakeholders
 - viii.** Land ownership (including mapping of government owned land)
 - ix.** Green cover, parks / open spaces, forests, orchards, green belts, etc.
 - x.** Any potentials and constraints identified in the Masterplan
 - xi.** Security mapping: specifying relatively safe and unsafe areas, streets, etc.
 - xii.** Types of housing sub-systems, including low-cost affordable housing.
 - xiii.** Bye laws-2025 & Uttar Pradesh Urban Planning and Development Act 1973 section9(2) should be incorporate,
 - xiv.** Any other data relevant to the assignment decided by the MDA.

The consultant shall,

- Undertake site visits and prepare an inventory of as-is physical characteristics of the study area, mapping existing features within the Zones on the GIS data as collated from the Masterplan review.
- Carry out a mapping and documentation of existing activity profile within the Zones, identifying areas of special interest such as commercial or institutional districts, areas of tangible and intangible heritage, weekly bazaars, and informal vending areas, etc.
- Analysis of existing regulatory and institutional framework for the study area – identifying current roles and responsibilities of various stakeholders including State Government, Development Authorities, Municipal Bodies, Industrial Development Authority, Housing Board, Transit Firm/consultant, etc.

The Zones which have been delineated in the Masterplan of Muzaffarnagar shall require to be rationalized basis the specific ground features (including physical and natural barriers, like roads drains, etc.). In consultation with the Development Authority, the Consultant shall prepare a detailed base map (superimposed on Sajra/ Khasra) of the Zones, in such format and scale as may be mutually agreed. The Base Maps prepared thus shall be used for all representation of all analyses and final proposals mentioned in the subsequent sections.

Stage-2: Superimposition of all Master Plan Proposals, Commitments, Layout Plan/Land use Change, Revenue Maps/Sajra Plans, Government Lands, natural/ major physical features, etc. & superimposition of Municipal/ward boundary on the base map.

After collecting of relevant data/information, the consultant, in consultation with client, shall Superimpose Revenue Map, commitments and other information collected at Stage-1(i) on Base Map.

- a.** Ascertaining proposals contained in Masterplans for widening of roads, upgradation of infrastructure, urban renewal, redevelopment, etc.
- b.** Traffic Impact Assessment studies to ascertain

- i. existing traffic flow for all existing modes of transport including private and public transportation
- ii. level of service for roads and streets within the Zone, Ingress, egress and through traffic within the Zones,
- iii. pedestrian movement profile within the Zones,
- iv. bi-cycle routes, key paratransit, and feeder routes to public transportation nodes,
- v. parking surveys

Shall also include any other relevant studies traffic surveys / studies that may be identified as input in the planning exercise

- c. Basis road widths (existing and proposed in Masterplans) and infrastructure availability (existing and proposed in Masterplan)
- d. Identification of government owned land or land owned by public agencies (e.g., UPSIIDA, UPSRTC, Housing Board, Transit Firm/consultant, etc.)
- e. Identification of plots for change of land use, taking into account potential for higher or efficient utilization of land under TDR & applicable Policy, (if any)
- f. Calculation of resultant population (natural & induced), population density (existing densities, densities proposed in Masterplan and resultant densities; and distribution of resultant densities within the Zone; Estimation of floating population due to visitors, workers, tourists, etc.
- g. Determination of possible changes to demographic and economic profile, visitor profile and activity patterns within the Zone on account of resultant development.
- h. Impact of resultant population and population density of physical infrastructure including water supply, sewage, drainage, solid waste, power, and any other applicable physical infrastructure identified in the Zone
- i. Survey of Social Impact & traffic & transportation data & report.
- j. Sites/Proposals for infrastructures, facilities, vending/non-vending zones, weekly markets etc. as per concerned department's requirements.
- k. Impact of resultant population and population density of social infrastructure including housing, health, education, security, including police, socio-cultural and community facilities and other applicable social infrastructure identified in the Zone
- l. Impact of resultant development (population and resultant activity profile due to mixed use) on transportation and mobility infrastructure including roads, public transit infrastructure and services (buses, metro, MRTS, etc.), pedestrian mobility, non-motorized transport, para-transit services (e-rickshaw, taxis, sharing autos, etc.) including calculation

Stage-3: Ground verification of detailed Base Map.

Ground verification of the base map and verification of revenue maps superimposition from revenue authority shall be done by the consultant & should be verified by concerned department. Muzaffarnagar development authority may provide necessary assistance.

Stage-4: Finalization of detailed Zonal Base Map

The consultant shall carryout finalization of the draft Zonal Base Map verified at Stage-3 at concerned Authority and will also provide required technical manpower to the Authority.

- a. Demarcation of plots identified within the zone for change of land use, highlighting the rationale for the same.
- b. Proposal for creation or augmentation of physical infrastructure including water supply, sewage, drainage, solid waste, power, and any other applicable physical infrastructure identified in the Zone
- c. Proposal for creation or augmentation of social infrastructure including housing, health, education, security, including police, socio-cultural and community facilities and other applicable social infrastructure identified

in the Zone

- d. The proposals for creation or augmentation / upgradation of physical and social infrastructure shall include mapping of roles and responsibilities of various agencies (including maintenance), preliminary cost estimates, phasing, and prioritization – depicted in the form of amenity specific maps / layouts and reports.
- e. Proposal for improvement of transportation and mobility infrastructure with a view to integrate seamlessly with, achieve maximum modal shift to public transit and enhance ridership of core public transit networks which may include,
 - i. feeder Services to and from key transit nodes and multi-modal integration
 - ii. development of roads, widening and improvement of existing ones
 - iii. development of internal streets for enhanced pedestrian and bicycle mobility,
 - iv. road safety provisions
 - v. provisions for public and private parking
 - vi. signage provisions, amenities, and multi-utility zones along proposed streets,
 - vii. road network plan in all uses
 - viii. any other intervention that may be identified during the planning process
- f. Proposal on environmental and ecological consideration for development within the Zones, if any. These may include proposals for conservation of water bodies, forest areas, city greens, other areas of environmental and ecological importance; integration of green-blue-grey infrastructure, proposals for factoring in environmental sustainability within the Zones.
- g. To ensure environmental & ecological balance, a minimum of 5 percent land of the total area of the zone shall be reserved as park and open space/green area under the Zonal Development Plan.
- h. Proposals for rainwater harvesting and common infrastructure at Zonal level, Integration of proposals regarding air, water, noise pollution control, Provision for rainwater harvesting and common infrastructure at Zonal level, Integration of proposals regarding air, water, noise pollution control
- i. Proposals for creation or augmentation of provisions for affordable housing, and housing for Economically Weaker Sections (EWS) within the Zones. Such proposals shall align with prevailing State Government policies and any other policies / byelaws of the Development Authorities / statutory authority whose jurisdiction falls within the Zone
- j. Proposals for physical and functional integration of urban villages (village Abadi) within the ecosystem, as applicable.
- k. Identification of locations for heritage conservation, redevelopment, renewal, retrofitting within the Zones, proposals for upgradation of slums, clearance of encroachments, etc.

Stage-5: Superimposition of Master Plan & Preparation of Draft Zonal Development Plan.

A consolidated Draft Zonal Development Plan (Land Use Plan, Zonal Development Plan Report and Byelaws & Development Norms) is to be prepared for the Development Area, which shall consolidate the findings, learnings, and outputs from Stage 1, 2, 3 and 4 into a consolidated Zonal Development Plan document. The final format for the Zonal Development Plan Report, Land Use Plan (including representation and scale thereof) shall be as mutually agreed between the State Government, Development Authorities, and Consultant, in the interest of clarity and legibility of the final document / plan. The following deliverables shall be submitted under Stage 5–

- The Draft proposed Spatial Land Use Plan (of scale between 1:1000, 1:2000 and 1:4000, as may be decided) for the each of the Zones (individually or in combination as may be decided), superimposed on the Sajra Plan and highlighting all the proposed land uses, relevant physical features, special sub-zones (if any), roads and mobility infrastructure, facility centers, activity nodes, etc. Zoning classification shall include, as

applicable –

- Residential areas
- Commercial areas
- Public & Semi-Public areas
- Recreational areas
- Institutional and Office areas
- Transportation and Communication
- Old Built-Up, Inner City, Village Abadi areas
- Heritage and Conservation areas
- Scenic Value areas
- Redevelopment zones / Slum-upgradation zones
- Water Bodies, Rivers, Canals, etc.
- Eco-sensitive areas
- Primary activities
- Manufacturing areas, Industrial areas
- Utilities and amenities
- As/requirement

(Zoning classification may be sub-classified as per requirement and any other zoning classification as may be identified)

Contents of Zonal Development Plan, Report

I. Introduction

- a. A brief introduction to the city comprising its regional setting, functional character growth trends.
- b. Master Plan context (i.e. location, boundaries, and area of the zone, linkages with important areas of the city and land use pattern etc.)
- c. Interdependence of Zones on other parts of the city.
- d. Other salient characteristics of the zone.

II. Site Analysis

- a. Slope analysis and its impact especially on drainage, sewerage, water supply, rwh, STP, wwtp, Landfill, dumping ground etc.
- b. Drainage and water bodies.
- c. Sunlight and wind direction analysis.
- d. Geology, soils and ground water status.
- e. Micro zoning hazard mapping.
- f. Green cover: parks/open spaces, forest, orchards, green belts, etc.
- g. Environmentally and ecologically sensitive areas (if any).
- h. Site potentials and constraints
- i. Other site attributes including natural and manmade features.

III. Existing Structure & Assessment

- a. Land use distribution and analysis.
- b. Population and density.
- c. Transportation: Public transit and accessibility, Circulation network, traffic flow (people and goods) and terminal facilities.
- d. Built-up area, character, extent and delineation.
- e. Extent of vacant/undeveloped land.

- f. Study of existing coverage, height, mixed use (horizontal and vertical), etc.
- g. Physical (water supply, drainage, sewerage, electricity, solid waste management etc.) And Social infrastructure (educational, health and other community facilities).
- h. Land ownership mapping/pattern with respect to public, private and co-operative sectors & government owned lands.
- i. Prevailing land values.
- j. Hazard mapping
- k. SWOT analysis pertaining to Zones
- l. Aims & objectives
- m. Security and safety mapping within the Zones (existing scenario)
- n. Existing housing subsystems; low cost and affordable housing
- o. Location and extent of land use changes carried out by the government (Notification number and date, name of revenue village, sajra number and area, nature of land use change etc.) and land use change proposals submitted to the government by the Development Authority.
- p. Location and extent of development/construction against Master Plan including unauthorized colonies/slum areas and their problems.
- q. Any changes in uses such as park & open spaces, green belt, orchards & facilities etc., deviations or violations and errors in respect of Master Plan-2031 should show with mapping & reports.
- r. All approved layouts & buildings maps & Land Use Conversions should be shown in maps with listing

IV. Conceptual Framework

- a. Planning parameter and norms/standards for facilities and utilities.
- b. Planning concept (hierarchy of planning till community level).
- c. Urban design framework (especially open space system, road geometry, spatial integration of various activity nodes, low rise and high-rise development)
- d. Demographic and socio-economic projections
- e. Projected requirements for physical, social and mobility infrastructure

V. Proposals and development strategy

- a. Land use plan (scale of plan1:4000) indicating area percentage, distribution and inter-dependence, integration and compatibility of different land uses shall be done as per the orders/directions/checklists issued by the state government from time to time.
- b. Projected population and density pattern.
- c. Workforce and occupational structure.
- d. Proposed circulation system including hierarchy of roads, spacing of junctions, road sections, flyovers/sub-ways/bridges, parking and terminal facilities, public transport system, commuters, pedestrian movement areas etc. and traffic management measures.
- e. Proposals for physical infrastructure i.e. water supply, drainage, recycling of sewerage water and solid waste management, compost plant, power stations, gas works, Optical Fiber and other Digital Infrastructure etc.
- f. Any other physical infrastructure, as applicable
- g. Proposals for community facilities like housing, education, health, community center, police station, post and telegraph office, fire station, electric sub-station, Security, including Police Safety, including firefighting, Socio-cultural and community facilities, any other social infrastructure, as applicable etc.
- h. Strategy for new development, redevelopment and improvement including development of 'Village Abadies' as per government orders.

- i. Proposals for informal sector (e.g. housing, work center, weekly markets resettlement, etc.)
- j. Proposal for integrating and developing urban villages
- k. Strategy for rehabilitation/regularization of unauthorized colonies, illegal development/ constructions, improvement and upgradation of slum areas.
- l. Strategy for maintenance of services
- m. Provision for facilitating physically challenged and disabled in urban development.
- n. Proposals regarding vending zones: Transit-oriented markets and market streets can be pedestrianized or only NMVs and buses be permitted in vending zones.
- o. Proposals for creation and augmentation of transportation and mobility infrastructure, including proposals for public transit, multi-modal integration, first and last mile connectivity
- p. Strategy for new development, redevelopment, and upgradation / improvement
- q. Proposal for integration of urban villages and informal settlements
- r. Proposal for integration of informal sector activities

Note: - All proposals shall be supported by necessary system maps, layouts, plans, designs, typical cross sections, specifications, as may be applicable

VI.Conservation and Improvement of Environment

- a. Proposals for conservation and improvement of rivers streams, water-sheds. River centric planning guidelines issued by Town and Country Planning Organization, Ministry of Housing and Urban Affairs, Gol, New Delhi shall be followed for conservation and improvement of rivers.
- b. Conservation and Improvement of green cover and landscape.
- c. Conservation and Improvement of land profile, areas of scenic value and utilization of site features for strengthening the ambience.
- d. Conservation of wildlife habitats, environmentally and eco-sensitive areas, water-sheds and aquifers.
- e. Proposal for government lands such as water bodies, cremations, river, canals should be proposed as same as per records.
- f. Integration of blue-green-grey infrastructure
- g. Conservation of heritage areas/zones in accordance to A.S.I and Muzaffarnagar Development Authority bye-laws for protection of heritage sites (if any).
- h. Energy-efficient and environmentally sustainable development.
- i. Provision for rainwater harvesting, wwtp, stp/etp & common infrastructure at zonal level.
- j. Integration of proposals regarding air water and noise pollution control.
- k. Security mapping: Focusing on provision of appropriate street furniture including lighting, spacing of police booths. Consideration is recommended for providing security for women.

VII.Compliance of Government Policies

- a. Uttar Pradesh Township Policy-2023, Integrated Township Policy, Sate Urban and Habitat Policy.
- b. TDR Policy
- c. Rainwater Harvesting Policy
- d. Solar Energy Policy
- e. Disaster Management Policy
- f. Industrial and Service Sector Investment Policy
- g. Barrier-free Environment for Physically Disabled
- h. Information Technology Policy.
- i. Uttar Pradesh Tourism Policy
- j. Land Pooling Scheme

- k. Film Policy
- l. State Industrialization and Investment Promotion Policy, as applicable
- m. Guidelines for Universal Accessibility and Inclusive Urbanization of Government of India
- n. Disaster Management Policy, as applicable
- o. Energy Policy, as applicable
- p. Any other relevant Policies

VIII.Zoning Regulations

- a. Establishment/coding of use zone premises.
- b. Definitions of various use zone premises.
- c. Use restrictions (uses permitted, conditionally permitted and uses prohibited).
- d. Proposal for mixed land uses.
- e. Strategy for non-conforming land uses.
- f. Strategy for hazard zone and regulations.
- g. Proposals for meeting women's needs: mixed use development with focus on street activities/ space for street vendors/encourage areas to be active at various times of day and night.

IX.Development Control & Regulations

- a. Building bye-laws and other related bye-laws.
- b. Urban Design of major hubs, if required.
- c. Architectural Control urban/facade, if necessary.
- d. Any other Specific development controls for heritage areas and other special areas traditional areas as defined by the local authorities if any may be provided.

In addition to preparing detailed regulations and specifications for each of the above, consultant shall prepare relevant illustrations / diagrams / graphics, as may be necessary for clear and legible interpretation of stipulated norms, controls and design guidelines.

Urban form and city scape within the Zones shall also be generated in 3-Dimensional format, using GIS applications such as 'City Engine', clearly depicting existing urban built form and proposed urban built form upon application of byelaws, norms, and form-based codes. Such depictions shall also include proposed roads, mobility infrastructure, greens, etc.

X. Resource Mobilization and Implementation

- a. Institutional set-up for Implementation.
- b. Physical Infrastructure development cost including annual and 5-year phasing.
- c. Physical and financial phasing including 05 year and annual plans.
- d. Resource Mobilization for implementation through public private and other sectors.
- e. Bouquet of Projects & such projects to be done by which departments, time period with phasing & funding sources.
- f. Road Widening, intersections of roads & roundabouts developments with strategy & funding.
- g. Projects for improvements, developments & rehabilitations.
- h. Land acquisition strategy and land amalgamation framework
- i. Proposals for amendments to regulatory and institutional framework to achieve effective implementation of plan objective
- j. Phasing and prioritization of development; management thereof.

XI.Implementation framework

- a. Phasing and prioritization of development
- b. Implementation source of revenues & funds.

c. Development Management

XII. Annexures & Maps:

- a. Detailed scaled maps of prevailing situation.
 - b. Detailed scaled maps of existing Land use with geotagged photos (wherever required).
 - c. Detailed scaled maps of proposed Land use.
 - d. Detailed scaled maps of proposed location with geotagged photos of infrastructure and social services (wherever required).
 - e. Detailed scaled maps of vending zones in the planned local area
 - f. Detailed scaled map of revenue village map superimposed on base map.
 - g. Detailed scaled map of vetting of base map with existing land-use map.
 - h. Contour map
 - i. Map showing Land Use violation, deviations with existing Master plan
 - j. Map showing urban sprawl & density growth pattern,
 - k. Ground water Status: Mapping of quantity & quality
 - l. Map of water supply network, sewerage & drainage, storm water mains existing & proposed
 - m. Map of gas pipe lines
 - n. Map of Electric transmission line with transformers
 - o. Circulation & hierarchy of all road networks
 - p. Map showing traffic volume, directions
 - q. Map of all informal sectors, commercial activities, community facilities & services
 - r. Map of slum areas with rehabilitation plans
 - s. Map showing blue & green layer (all water bodies & green areas)
- Any other proposal/maps necessary for the development of the zone/ward/area.

The Draft Land Use Plan, Zonal Development Plan Report, Byelaws, Development Control Norms, and any documentation prepared for submission to the Development Authorities and State Government shall be prepared in English and Hindi Versions by the Consultant.

Stage-6: Inviting Objections/ Suggestions on Draft ZDP.

As per Section 11 Uttar Pradesh Urban Planning and Development Act, 1973 Muzaffarnagar development authority shall invite objections/suggestions on draft zonal development plan for 30 days by publishing a notice in two daily national newspapers and on notice board of other prominent places of the city. The copy of the draft Zonal Development Plan shall be made available for inspection in the MDA for public. The draft ZDP shall also be made available on MDA & State Town Planning Department website.

Stage-7: Processing of Objections/ Suggestions.

Sections 10 and 11 of the Uttar Pradesh Planning & Development Act mandate that the draft Land Use Plan and the Draft Zonal Development Plan Report shall be placed in the public domain for objections and suggestions by the Development Authority. The consultant shall facilitate MDA to document all the objections/suggestion received and to prepare a brief report of all the objections/suggestions with their site report, location on draft Zonal Development Plan with technical analysis report. The Consultant shall assist the Development Authority during the public consultation process which would entail –

- a. Preparation of necessary documentation and presentations pertaining to proposals
- b. Documentation, presentations, polygon wise data, reports, site reports with geo tag images of objections and suggestions received during the consultation process
- c. Assist the Development Authority and, as applicable, in addressing the objections and suggestions received and incorporating the same in the draft Land Use Plan or Zonal Development Plan Report as applicable

d. Finalization of the revised documents (English and Hindi) for Authority approval and submission to the State Government.

Pursuant to the submission to the State Government, the State Government, or any committee set up by it, may direct modifications or amendments to the Land Use Plan or Zonal Development Plan as it may think fit. The Consultant shall assist the Development Authority in preparation of responses to any queries raised and incorporate modification if any in the draft documents.

Stage-8: Finalization of objections/suggestions and technical approval of the Draft Zonal Development Plan.

After receipt of objections/suggestions report, Muzaffarnagar Development Authority shall examine the final Zonal Development Plan along with the report. The report shall also contain details of any changes/modifications required, if any, in Master Plan due to ground conditions etc. The consultant shall carryout for completion of above work.

The consultant shall make available the finalized versions of the Land Use Plan and the Zonal Development Plan Report, in formats as directed by the State Government for final publication. Two versions of the documents shall be prepared, one in English and one in Hindi.

A consultant shall make available any of the relevant experts or resources, as may be required, until the final approval and notification of the Zonal Development Plan Report and the Land Use Plan by the State Government.

Stage-9: Approval of the Zonal Development Plan by development authority.

The Zonal Development Plan shall be submitted before the competent authority as per provision of law for its approval. The consultant shall incorporate any changes or modifications suggested by the hearing committee/board and final decision of the authority. If any modification is required in the Master Plan, then the same shall be forwarded to the State Government for its approval under the provision of section 10 (02) of Uttar Pradesh Urban Planning and Development Act, 1973. The Government may either approve the zonal development plan or direct the Development Authority to carry out such modifications as it may consider necessary. The consultant shall carry out the necessary modifications in the zonal development plan and submit it to the Development Authority.

Stage-10: Publication of Final Zonal Development Plan.

As per Section 12 Uttar Pradesh Urban Planning and Development Act, 1973 “immediately after a plan has been approved by the State Government, the Muzaffarnagar development authority shall publish in such manner as the State Government may specify, a notice standing that a plan has been approved and naming a place where a copy of the plan may be inspected at all reasonable hours, and upon the date of first publication of the aforesaid notice the plan shall come into operation”.

The same shall be made available in authority for public viewing and for sale. It shall also be made available on authority website.

5.5. Obligations of the Development Authority

The Development Authority shall review, coordinate, and assist the entire process of preparation of the Zonal Development Plans. Obligations include –

- a. Set up a review and coordination framework between the Development Authority, and other relevant statutory and regulatory bodies (including Town and Country Planning Department)
- b. Support the consultant for coordinating with stakeholders including government and other government departments for conducting stakeholder consultations and for provision of inputs as required for the preparation of the Zonal Development Plans
- c. To make available to the Consultant the location and extent of land use changes carried out by the Government (Notification number and date, name of revenue village, Sajra numbers and their area, nature

of land use change, etc.) and land use change proposals submitted to the government by the Development Authority

d. To make available to the Consultant copies of Policy decisions and Government orders relevant to Zonal Development Plan

e. The Development Authority shall ensure to provide within a reasonable time to the consultant all information as may be required from the Development Authority for the preparation of the Zonal Plans; and shall communicate all necessary decisions in writing in a timely manner.

f. To convene meetings of the technical committees and Authority Board to ensure adherence to the time frame, and other matters where decision may be necessary.

g. Finalization and approval process for Zonal Development Plans as stipulated in the Act and relevant Regulations, including organizing public consultations for feedback and suggestions on the draft Zonal Development Plans

5.6. Other Contractors

In addition to and not in derogation of its obligations elsewhere set out in this REOI, the following include the obligations of the Consultant,

i. To perform the services as stated in the REOI as per the stipulated Timelines and ensure quality of the deliverables at all stages. The consultant shall exercise reasonable skill, care, and diligence in the preparation of the Zonal Development Plans.

ii. The consultant shall not disclose to any party, circulate, or publish whole or part of any confidential or sensitive information (such as maps, drawings, government communication, etc.) provided by the Development Authority.

5.7. Venue and Deadline for submission of proposal

The Proposal, in its complete form in all respects as specified in the REOI, must be submitted to the authority at the address specified herein earlier. In exceptional circumstances and at its discretion, Muzaffarnagar Development Authority, Muzaffarnagar may extend the deadline for submission of proposals by issuing an amendment to be made available on its website, in which case all rights and obligations of Muzaffarnagar Development Authority, Muzaffarnagar and the firm/consultants previously subject to the original deadline will thereafter be subject to the deadline as extended.

5.8. Instructions to Consultants

The Expression of Interest is to be submitted in the manner prescribed below:- All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy:-

- a.** Form- 1: Applicant's Expression of Interest
- b.** Form- 2: Checklist
- c.** Form- 3: Details of firm/consultant
- d.** Form- 4: Technical capacity of the firm/consultant
- e.** Form- 5: Financial capacity of the firm/consultant
- f.** Form- 6: Project description sheet
- g.** Form- 7: Curriculum Vitae (CV)
- h.** Form- 8: Financial Proposal
- i.** Form 9: Approach and Methodology
- j.** Form 10: REOI Response Sheet
- k.** Other relevant documents

Note:- Whenever there is any conflict in any condition or in any interpretation, the decision of the Vice-Chairman, MDA shall be final and binding upon both the parties.

6. ELIGIBILITY AND EVALUATION CRITERIA

Eligibility criteria

The Firm/consultants must carefully examine the below mentioned eligibility criteria. The Firm/consultant must meet all the Eligibility criteria set out in this Clause to be eligible for evaluation. To be eligible for evaluation, the Firm/consultant shall fulfil the following:

6.1. Technical Eligibility:

Sr. No.	Pre-qualification Criteria	Supporting Compliance document
1.	Firm/consultant should be registered and operational in India in since last 10 years from the date of EOI proposal submission	i. The firm/consultant may be a Company incorporated under the Companies Act, (1956/2013) and should furnish certificate of incorporation/or partnership firm/or proprietorship firm or organizations/ institutions registered under Indian Societies Act (1860). ii. Certification/ registration as a Company/ LLP firm / Partnership firm/ Proprietorship firm/ Society/ Trust. iii. Registration under Income Tax Act. iv. Registration under GST. v. Copy of PAN Card vi. Copy of Letter of Award (LOA)/ Work order issued by the Client/ Competent Authority; Refer-FORM 3
2.	The firm/consultant must have completed in Similar Work i.e., "Comprehensive Consultancy for Regional Plan / Masterplan / Development Plan / Zonal Plan with minimum project area of 100 sq.km." Firm/consultant should have experience in Similar Work with Central Govt. / any State Govt. / PSU / Funding agencies / Autonomous Govt. bodies/ Local Govt. bodies during last 10 (Ten) years ending last day of the month before the month of EOI proposal submission deadline as below: a. Three similar completed works with area not less than equal to 50 sq.km. each. or b. Two similar completed works with area not less than equal to 75 sq.km. each. or c. One similar completed work with area not less than equal to 100 sq.km. each.	i. Copy of Letter of Award (LOA)/ Work order issued by the Client/ Competent Authority. ii. Copy of Completion certificate from the Client /Competent Authority. iii. Proof of 10 years of experience in similar works anywhere in India. (Undertaking on Rs. 100 Non judicial stamp paper refer- Form-4) Document required for past performance – Both Work orders and Completion certificates from client (certified copies from competent authority) clearly indicating the scope of work, cost of work, actual date of starting and completion of such work.

	Note: Comprehensive Consultancy in the context of "Similar work" shall include Consulting Services for GIS based Spatial Master Planning i.e. Master Plan, Zonal Plan, Regional Plan ,Urban Plan, Transport Planning, and Infrastructure Planning components in the scope of work for Towns, Cities, Metropolitan Cities and City Regions.	
3.	The Firm/consultant should not have been blacklisted by the Central Government, any State Government, a statutory authority, or a public sector.	i. An undertaking (Self Certificate) is to be submitted for the same. (Undertaking on Rs. 100 Non judicial stamp paper) refer Form 8.
4.	The Firm/consultant should have, during the last three years, neither failed to perform on any agreement, nor been expelled from any project and nor have had any agreement terminated for breach by such Firm/consultant.	i. An undertaking (Self Certificate) is to be submitted for the same. (Undertaking on Rs. 100 Non judicial stamp paper) refer Form 12.

Note: Only Eligible Firm/consultants will be taken up for Technical and Financial Evaluation.

6.2. Financial Eligibility :

#	Eligibility Conditions : Financial Criteria	Supporting Compliance document
1.	The Firm/consultant should have a minimum average annual turnover of INR Five (5) Crore during last five (5) years ending on 31st March 2025 from India operations out of which at least 50% should be from consultancy services contracts.	The Firm/consultant shall enclose with its Application, certificate(s), ITR (for last 5 years), audited balance sheets from its Statutory Auditors stating its total revenues. The Statutory auditor also needs to certify that the Firm/consultant has positive Net worth in last (5) consecutive financial years from the Proposal Due Date of EOI proposal. Refer Form 5.

6.3. Team or Staff- Eligibility:

The firm/consultant shall have sufficient staff of skilled professionals i.e., Team Leader (Senior Urban Planner), Architect/Urban Planner, Urban Designer, Transport Planner, Infrastructure Planner, Environmental Planner, Finance Expert, GIS Experts and Resources, Engineers, Surveyors, Typist and other necessary supporting staff for undertaking the project as specified in REOI. The project team should be comprised of key professionals in adequate number of experts for data acquisition, processing, field survey, integration etc. as follows:

Sr. No.	Technical Experts	Nos.	Min. Exp. (In Years)
1.	Team Leader (Senior Urban Planner)	01	15+
2.	Architect/ Urban Designer/Planner	01	7+
3.	Transport Planner	01	7+
4.	Environmental Planner	01	7+
5.	Infrastructure Planner	01	7+

6.	Finance Expert	01	7+
7.	GIS Expert	02	3+

Note: Along with the technical personnel mentioned above the consultant should have support staff for field survey and drafting works as mentioned.

Sr. No.	Technical Experts	Nos.	Min. Exp. (In Years)
8.	Field Surveyor	Minimum 04 & as /requirement	2
9.	Typist (English/Hindi)	Minimum 01 & as /requirement	2

Note:- At least 2 consultants should be deployed at MDA office for proper coordination/data collection and smooth functioning of the project as per project requirement.

6.4. Evaluation Criteria and Method of Evaluation

Screening of REOI's shall be carried out as per pre-qualification criteria mentioned in this document and based on verification of testimonials submitted.

If found necessary, the firms may be required to make a presentation, to a selection committee show-casing their proposals.

Applicants of the REOI will be evaluated based on their past experience of handling similar type of projects, strength of their man power, financial strength of firm and presentation (if any) to the selection committee, whose decision will be final.

6.5. Response

Firm/consultants must ensure that their EOI proposal response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service may also be submitted as per Format-10.

Application must be submitted in sealed cover super scribed, as "REOI for Consultancy Services for preparation of Zonal Development Plans of Cluster-1 for Muzaffarnagar Master Plan-2031 for the Muzaffarnagar development Authority.

6.6. Conflict of Interest

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Firm/consultant to inform the Vice Chairman, Muzaffarnagar development Authority, Muzaffarnagar detailing the conflict in writing as an attachment to this EOI proposal.

The Muzaffarnagar development Authority, Muzaffarnagar will be the final arbiter in cases of potential conflicts of interest. Failure to notify, the Muzaffarnagar development Authority, Muzaffarnagar of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Firm/consultant is successful. Actual and potential conflicts of interest must be declared by a person involved in a EOI proposal process.

6.7. Condition under which REOI is issued

The REOI is not an offer and is issued with no commitment. Muzaffarnagar development Authority, Muzaffarnagar or any of its designates reserve the right to cancel this request for REOI and/or invite afresh with or without amendments, without liability or any obligation for such request for REOI and without assigning any reason. Information provided at this stage is indicative and Muzaffarnagar development Authority, Muzaffarnagar reserves the right to amend/add further details in the REOI.

7. KEY DATES- DLIVERABLES & PAYMENT

a. Deliverables & Payments to the firm/consultant, after successful completion of the target milestones (including specified project deliverables), would be made as under:

Stage	Deliverable	Format	Timeline	Payment Schedule	Cumulative Payment
Stage 1	Submission & Approval of Inception report (Inception report will layout the detailed methodology, work plan, logistics, etc. and how the consultant proposes to carry out the tasks laid out along with the deliverables within the stipulated timelines)	<ul style="list-style-type: none"> •Presentation to development authority and transit firm/consultant • 2 printed copies of report + map in appropriate scales + presentation • 2 digital copies of report + maps + presentation (in pen drive) 	D + 2 weeks	10%	10%
Stage 2	Submission & approval of report on existing studies & data. Data Collections & Survey and Zonal base map with superimposition of all commitments, revenue maps, government lands, natural/major physical features etc. as per STAGE-1 & 2	<ul style="list-style-type: none"> • Presentation to development authority and transit firm/consultant • 2 printed copies of the Base Map (in 1:4000 scale) • 2 printed copies of report and maps (in 1:4000 scale) + presentation • 2 digital copies of report + maps + presentation (in pen drive) 	D + 8 weeks	10%	20%
Stage 3	Ground Verification & Finalization of detailed Base Map- Ground truthing & vetting & finalization of Base Map	<ul style="list-style-type: none"> • Presentation to development authority and transit firm/consultant • 2 printed copies of the Base Map (in 1:4000 scale) • 2 printed copies of report and maps (in 1:4000 scale) + presentation 	D + 14 weeks	05%	30%
Stage 4				05%	
Stage 5	Superimposition of Master Plan and draft zonal development plan	<ul style="list-style-type: none"> • 2 printed copies of the Base Map (in 1:4000 scale) 	D + 20 weeks	15%	45%
Stage 6	Invitation of objections/ suggestions, processing, and finalization of draft zonal development plan- based on inputs received & data.	<ul style="list-style-type: none"> • 2 printed copies of report and maps (in 1:4000 scale) + presentation • 2 digital copies of report + maps + presentation (in pen drive) 	D + 26 weeks	05%	65%
Stage 7				05%	
Stage 8				10%	
Stage 9	Approval of the zonal development plan- by the local authority/ state government		D + 28 weeks	20%	85%
Stage 10	Publication of the final zonal development plan- map & report			15%	100%
Total				100%	

8. FORMATS FOR SUBMISSION

Form 1: Applicant's Expression of Interest

(The cover letter shall be submitted on the letter head of the Applicant)

To,

Vice Chairman,
Muzaffarnagar Development Authority,
Meerut Road, Muzaffarnagar, up - 251002

Sub: Expression of Interest (EOI) for "Consultancy services for preparation of Zonal development plans of Cluster-1 for Muzaffarnagar Master Plan 2031"

Dear,

In response to the Invitation for Expressions of Interest (EOI) published on..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Form- 2: Checklist
2. Form- 3: Details of firm/consultant
3. Form- 4: Technical capacity of the firm/consultant
4. Form- 5: Financial capacity of the firm/consultant
5. Form- 6: Project description sheet
6. Form- 7: Curriculum Vitae (CV)
7. Form- 8: Financial Proposal
8. Form 9: Approach and Methodology
9. Form 10: REOI Response Sheet

We understand that on the basis of this REOI, the department is not bound to select/shortlist any interested party, as the case may be, for the Project.

Date:

Place:

Yours faithfully,

**(Signature, name and designation
of the Authorized signatory)
Name & seal of Firm/consultant**

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Form 2: Checklist
(On the letter head of the applicant)

S. No	Documents to be submitted	Submitted (Yes/No)	Page No.	
			From	To
1.	a. Certificate of Incorporation/ Proprietary firm registration			
	b. Place of registration			
2.	Audited Annual reports, Balance Sheets, Profit and Loss statements for last 3 (Three) financial years i.e., 2022-23, 2023-24 and 2024-25			
3.	PAN No.			
4.	GST Registration No.			
5.	Income Tax clearance certificate			
6.	Form- 1: Cover letter of technical proposal			
7.	Form- 2: Checklist			
8.	Form- 3: Details of firm/consultant			
9.	Form- 4: Technical capacity of the firm/consultant			
10.	Form- 5: Financial capacity of the firm/consultant			
11.	Form- 6: Project description sheet			
12.	Form- 7: Curriculum Vitae (CV)			
13.	Form- 8: Financial Proposal			
14.	Form 9: Approach and Methodology			
15.	Form 10: REOI Response Sheet			
16.	Other relevant documents			

**(Signature, name and designation
of the Authorized signatory)**
Name & seal of Firm/consultant

Form 3: Details of the firm/consultant/s
(On the letter head of the Applicant)

#	Particulars	Details
A.	Details of the Firm/consultant	
1.	Name of Organization / Individual Proprietorship Firm / Partnership firm	
2.	Date of incorporation and/ or commencement of business: A Company incorporated under the Companies Act, (1956/2013) and should furnish certificate of incorporation/or partnership firm/or proprietorship firm or organizations/ Institutions registered under Indian Societies Act (1860).	
3.	Valid GST, PAN, and PF Registration No.	
4.	ITR (for last 5 years)	
5.	Liquid assets certificate from bank (not more than 6 months older)	
6.	Address of Communication	
7.	Telephone and Fax Number with STD Code	
8.	Mobile Number	
9.	Email address official for all communications	
B.	Details of Authorized Representative:	
1.	Name:	
2.	Designation:	
3.	Postal Address:	
4.	Telephone and Fax Number with STD Code	
5.	Mobile Number	
6.	Email address official for all communications	
7.	Class III Digital Signature Certificate ID number	

Brief description of the Firm/consultant including details of its main lines of business and proposed role and responsibilities in this Project:

(Signature, name, seal and designation of the authorized signatory)

Form 4: Technical Capacity of the firm/consultant***(On non – judicial stamp paper of INR 100/- duly attested by notary public)***

- A. The firm/consultant should have experience in Comprehensive Consultancy for Regional Plan / Masterplan / Development Plan / Zonal Plan / with minimum project area of 100 sq.km. with Central Govt. / any State Govt. / PSU / Funding agencies / Autonomous Govt. bodies/ Local Govt. bodies during last 10 (Ten) years ending last day of the month before the month of EOI proposal submission deadline

S. No.	Name of Work/ Assignment with Location	Project Cost (INR)	Project Area (In sq.km.)	Date of the Work order	Date of Completion	Client Details & Address
1.						
2.						
3.						

(Signature, name, seal and designation of the authorized signatory)

Form 5: Financial Capacity of the firm/consultant
(On the letter head of the CA)

Average Annual Turnover of the firm/consultant (Equivalent in INR Crores) By Statutory Auditor

Financial Strength of the Company					
Sl. No.	Financial Year	Whether profitable Yes/No	Annual Net Profit (INR Crores)	Overall Annual Turnover (INR Crores)	Annual Turnover from only Consultancy Services rendered in India (INR Crores)
1.	2020-21				
2.	2021-22				
3.	2022-23				
4.	2023-24				
5.	2024-25				

Certificate from the Statutory Auditor

This is to certify that..... (Name of the firm/consultant) has received the payments shown above against the respective years.

Name of the audit firm:

Seal of the audit firm:

Date:

UDIN:

(Signature, name, seal and designation of the authorized signatory)

Kindly provide supporting balance sheets / P&L statements.

***(Signature, name, seal and
designation of the authorized signatory)***

Stamp & Date - Certified by CA / Statutory Auditor

Note:

- i. Annual turnover of construction should be certified by the Chartered Accountant along with valid UDIN,
- ii. Audited balance sheet including all related notes, and income statements for the above financial years & certificate for positive net worth should be enclosed.

Form 6: Project Description Sheet
(On the letter head of the Applicant)

(to be submitted for all projects listed as part of Form 4)

Sl. No.	Particulars	Details
1.	Name of Assignment	
2.	Country	
3.	Location within Country	
4.	Name of Client	
5.	Address	
6.	Start Date (Month/ Year) LOA/ Work Order issued by Client/ Competent Authority attached (Yes/ No)	
7.	Completion Date (Month/ Year) Completion Certificate issued by Client/ Competent Authority attached (Yes/ No)	
8.	Duration of Assignment	
7.	Approx. Value of Services (INR)	
8.	Name of Senior Staff (Project Director/ Coordinator, Team Leader) involved, and functions performed	
9.	Professional Staff Provided by your Firm/ Entity	
10.	No. of Staff	
11.	Name of Associated Consultants if any	
12.	No. of Months of Professional Staff, provided by Associated Consultants	
13.	Narrative Description of Project	
14.	Description of Actual Services Provided by your Staff	

(Signature, name, seal and designation of the authorized signatory)

Form 7: Curriculum Vitae (CV)

(To be submitted for each Key Expert, along with self-certified copies of Education & Employment certificates)

Designation proposed						
Name of the Firm						
Name of the Staff/Team						
Education	College/university	Degree obtained	Date/year of obtainment			
Language	Language	Read	Write	Speak		
Membership in professional Associations & Publications						
Employment record	From:	to:				
	Employer		Position held			
Work undertaken that best illustrates capability to handle the tasks assigned	Name of the assignment or project:	Year	Location	Client	Main project features (sample):	Positions held & Activities performed

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the Services in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

[day/month/year]

Name of Expert

Signature

Date

[day/month/year]

Name of Authorized Representative of the Consultant

Signature

Date

[the same who signs the Proposal]

Form 8: Financial Proposal
FINANCIAL PROPOSAL
(On the letter head of the Applicant)

To,

The Assistant Town Planner,

(Through Vice Chairman)

Muzaffarnagar Development Authority,

Meerut Road, Muzaffarnagar, UP - 251002

Subject: Expression of Interest (EOI) for “Consultancy services for preparation of Zonal Development Plans for Cluster-1 of Muzaffarnagar Master Plan 2031”

We have read and examined the REOI document complete with the Scope of Work, Instructions to firm/consultant, and General Conditions of the Contract.

The financial proposal submitted in the BOQ format is unconditional and fulfils all the requirements of the REOI document. Provisions for taxes and duties shall be as per the terms stated in Conditions of the REOI documents.

Our financial proposal for the project is binding upon us up to expiration of the validity period of the proposal. We understand that you are not bound to accept any proposal you receive.

We remain,

Yours Sincerely,

Authorized Signature: [in Full and initials] Name

and Title of Signatory:

Name of the Firm: Address:

Form 9: Approach and Methodology

1. Technical Approach and Methodology:

- 1.1** In this section, the Firm shall explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.
- 1.2** The Firm shall highlight the problems being addressed and their importance, and explain the technical approach and methodology they would adopt to address them.

2. Work Plan:

- 2.1** In this section, the Firm shall propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports.
- 2.2** The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

3. Organization and Staffing:

- 3.1** In this section, the Firm shall propose the structure and composition of the team.
 - 3.2** The Firm shall provide a list of the key positions required for the project along with the details such as required educational qualification, work experience and duration of engagement on the project.
- 4.** The firm/consultant may be requested to make a presentation on the aforementioned aspects.

Form 10: REOI Response Sheet

Sl. No.	Description	Consultancy Firm's response
1.	Please elaborate on the kind of support or involvement you will be requiring from Muzaffarnagar Development Authority, Muzaffarnagar	
2.	Do you have any comments/ suggestions on the proposed Scope of Work?	
3.	Any other issues or suggestions?	