



HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY  
GOVERNMENT OF TELANGANA

## EXPRESSION OF INTEREST

FOR

EMPANELMENT OF LANDSCAPE EXECUTING  
AGENCIES / SERVICE PROVIDERS FOR VARIOUS  
LANDSCAPE & URBAN GREENING WORKS WITHIN  
THE JURISDICTION OF HMDA

**THE DIRECTOR, URBAN FORESTRY**  
BUDDHA PURNIMA PROJECT (BPP) BUILDING, HMDA,  
#6-1-2/1, TANK BUND ROAD, HYDERABAD, TELANGANA - 500063  
TELE NO: 040-23220881.

**AUGUST 2017**

**DISCLAIMER**

1. The information contained in this Expression of Interest ("EoI") document, or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of Hyderabad Metropolitan Development Authority (herein after referred to as "HMDA/ the "Authority") or any of its employees, is provided to Applicants on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.
2. This EoI is neither an agreement nor an offer by the Authority to the prospective Applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this EoI.
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Empanelment of Agencies /Firms. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This EoI may not be appropriate for all persons, and it is not possible for the Authority and its employees/representatives/advisors/consultants to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources. Information provided in this EoI to the Applicants may be 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority and its employees/ advisors/consultants 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 EoI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EoI and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Empanelment Process.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EoI.
7. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.
8. The issue of this EoI does not imply that the Authority is bound to empanel an Applicant or to appoint the Selected Applicant, as the case may be, for any services and the Authority reserves the right to reject all or any of the applications without assigning any reasons whatsoever.
9. Empanelment of agencies under this invitation does not restrict HMDA from selecting similar agencies through open tender for executing similar landscape projects.
10. The Applicants are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the application. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Applicant towards any officer/employee/ advisor/ representative of the Authority or to any other person in a position to influence the decision of the Authority for showing any favour in relation to this EOI or any other contract, shall render the Applicant to such liability/penalty as the Authority may deem proper.
11. Laws of the Republic of India are applicable to this EOI.



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**HYDERABAD METROPOLITAN DEVELOPMENT AUTHORITY**  
**Empanelment of Landscape executing agencies Service providers for  
execution of various landscape & Urban greening Works within the  
jurisdiction of HMDA**

**1. INVITATION FOR EXPRESSION OF INTEREST**

- a) The Hyderabad Metropolitan Development Authority (HMDA) was formed by an Act (G.O.Ms.No.570 MA & UD (I1) Dept., dt.25.08.2008) of the then combined state of Andhra Pradesh Government in the year 2008, with an area of 7,257 Sq Km under its purview.
- b) HMDA was set up for the purpose of planning, co-ordination, supervising, promoting and securing the planned development of the Hyderabad Metropolitan Region. It coordinates the development activities of the municipal corporations, municipalities and other local authorities, the Hyderabad Metropolitan Water Supply & Sewerage Board, the Telangana Transmission Corporation, the Telangana Industrial Infrastructure Corporation, the Telangana State Road Transport Corporation, and other such bodies.
- c) Urban Forestry (UF) one of the arms of HMDA was created (erstwhile HUDA) in the year 1986 with the objective of bringing open spaces under greenery by raising different types of plantation models like block plantation, avenue plantation, tree parks, colony parks and gardens in order to improve the overall environment of Hyderabad for better quality life.
- d) UF, HMDA has successfully conceptualized, designed and implemented various greening and beautification projects including river front execution, beautification of urban water bodies, augmentation of green cover through greening road infrastructure such as Carriage way central medians, traffic islands, etc. Further, HMDA aims to ensure the high survivability of the planting materials after the project implementation for all the landscape & urban greening plantation works being undertaken by HMDA.
- e) **Now, HMDA intends to undertake development and management of specialized landscape projects with the support of landscape executing agencies having accomplished expertise in execution of large landscape / urban greening works. In this regard, HMDA hereby invites applications under this Expression of Interest for empanelment of specialized landscape executing agencies<sup>1</sup>/ Service providers.**

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<sup>1</sup>Agencies that have executed landscape projects in decent scale such as International Airports, Special Economic Zones, Large Institutional Areas, Public Gardens, Large Campus Developments, Multinational companies (MNCs) and Similar Projects.

- f) These empanelled agencies are expected to take utmost care for the plantation works duly ensuring high survivability of the planting materials and quality of execution through their required appropriate level of expertise and experiences in handling of the work.
- g) The details can be downloaded from the HMDA website mentioned below: [www.hmda.gov.in](http://www.hmda.gov.in) and Time Schedule for the interested bidder are mentioned below;

<i>Document download start date &amp; time</i>	<i>: 05-08-2017 @ 9.00 PM</i>
<i>Document download end date &amp; time</i>	<i>: 09-08-2017 @ 3.00 PM</i>
<i>Last date &amp; time of submission of Application [Due Date]</i>	<i>: 09-08-2017 @ 3.30 PM</i>
<i>Date &amp; time of Opening of Applications</i>	<i>: 09-08-2017 @ 4.00 PM</i>

- h) Application/s must be submitted physically not later than the due time and date specified above and in the manner specified in this EOI Document.

**i) EOI Document Fees:**

- i. This empanelment document can be purchased at the address & dates provided in the Letter of invitation by submitting a non refundable bank Demand Draft in favour of "Metropolitan Commissioner, HMDA" payable at Hyderabad from any of the nationalized/ scheduled banks in India for a value of INR 5,000 /- (*Rupees Five Thousand only*).

OR

The document can be downloaded from the HMDA website and shall be submit the same along with the non-refundable Bank DD from any of the Nationalized / Scheduled Bank in India for value of Rs.5,000/- (*Rupees Five Thousand only*)

- ii. All the interested and prospective applicants may also download the document from the HMDA website. In such case, the demand draft of Empanelment document fees should be submitted along with Application. Applications received without or with inadequate EOI document fees shall be rejected.
- j) The signed and stamped copies (*including Original Demand Draft towards the EOI document fee*) shall be submitted at the address given below:

**The Director, Urban Forestry (UF),**  
Buddha Purnima Project (BPP) Building, HMDA,  
#6-1-2/1, Tank Bund Road, Hyderabad 500063  
Tele no: 040-23220881.

- k) Upon receipt of applications, HMDA shall further sort the applications into two or more categories based on the Applicant's experience and credentials in the relevant landscape executing projects. Therefore, Applicants are requested to furnish their maximum

credential of project costing more than that of the prescribed eligibility criteria, so that they may fit into the appropriate category.

- l) The application shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the authorised representative of the Applicant must attest all erasures and alterations made while filing the application. Failure to comply with any of these conditions may render the application invalid.
- m) HMDA shall not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation and delivery of the application.
- n) HMDA reserves the rights to cancel, terminate, change or modify this EoI process and /or requirements of the application stated in the EoI, without assigning any reason or providing any notice and without accepting any liability for the same.
- o) Prospective applicants may seek any clarification in this regard from the office of the Director or the authorized designator/s indicated below, Urban Forestry, HMDA during the office hours.

**The Director (UF)**

**Mobile No: +91-**

**Email: directoruf@gmail.com**

**Date: August, 2017**

**For Hyderabad Metropolitan Development Authority (HMDA)  
The Directors, Urban Forestry (UF)**

## **2. JURISDICTION / AREA UNDER HMDA**

The following are the jurisdiction / area under HMDA, where the empanelled Landscape executing agencies / Service providers are expected to deliver/execute the landscape plantation works as planned or as instructed;

- a) Covers (7) Districts, (70) Mandals, 1032 Villages under jurisdiction of the HMDA.
- b) Territorial area of the Greater Hyderabad Municipal Corporation consisting of 175 Villages.
- c) Territorial area of 12 Municipalities / Nagar Panchayats consisting of 31 villages
- d) Territorial area of the remaining 826 Villages
- e) All along the National Highways (NHs), Radial Roads (RRs), Railway corridor falling within the jurisdiction of HMDA.
- f) Green spaces developed such as theme parks, Colony parks, Lake / STP parks, Temple parks, Walkway gardens, Memorial parks, Median and Rotaries within the HMDA's jurisdiction.
- g) Any other areas as notified by the Government or HMDA from time to time.

## **3. ELIGIBILITY CONDITIONS**

The interested Landscape executing agencies /Service providers shall meet the following eligibility criteria;

- a) Any Proprietors / Partnership Firm / LLP/ Company having accomplished experience in execution / implementation / execution of any Landscape &Urban greening works during the last five years preceding date of issue of EOI. **This should be supported by necessary documentary proof such as work completion certificate/s issued by any govt./ quasi govt / PSUs / MNCs.**
- b) The Landscape executing agencies / Service providers shall have executed at least three or more landscape works / Urban greening / Plantation works with minimum project cost of each project not less than Rs. 25 lakh (Rupees Twenty Five Lakh only) during the last five (05) financial years preceding date of issue of this EOI. ***This should be supported by work completion certificate/s issued by concerned authorities.***
- c) **Turnover:** "The Applicants should have an annual turnover of Rupees Fifty (Rs. 50.00) Lakhs in any one year during the past three (03) audited financial years preceding the date of issue of this EOI". Applicants shall submit the turnover details certified by the Chartered Accountant (CA) and copies of Audited Balance Sheets for the last three years.



*The interested Landscape executing agencies / service providers who meet the above eligibility criteria only should submit their application in the prescribed format with all necessary documents and on-ground photography/ies. Applicants are requested to furnish the maximum no. of projects executed (project costing more than Rs. 25.00 lakhs each) by them towards demonstrating their capacities as per the format provided.*

#### **4. SCOPE OF SERVICES**

The empanelled landscape executing agencies/ service providers are expected to deliver the following services but not limited to during implementation of landscape and urban greening plantation works.

- a) Shall execute the project/s as per the detailed designs and working drawings provided by HMDA or its authorized Landscape Architects. In case, if the designs or drawings are not available with the HMDA, then the landscape executing agencies/ service providers may also undertake the scope of designing the works and execute the works as per the HMDA's approved designs accordingly
- b) Execution shall include but not limited to the preparation of site, site clearance, removal of unwanted weeds, pitting, laying of manure, procurement of desired / instructed plant species including transportation from designated nurseries to the project site, raising, planting, etc as per the instruction of HMDA.
- c) In case, the responsibility of supplying the plant materials rest with the HMDA, then the landscape executing agencies shall be responsible for plantation, execution, maintenance of the landscape works allotted.
- d) Shall be responsible for maintenance include watering, pruning, trimming and other allied maintenance services of developed landscape and urban greening plantation works at various location of HMDA's jurisdiction including the parks, gardens & Landscapes.
- e) Shall deploy qualified & experienced supervisors and adequate number of skilled / semi skilled manpower for landscape works and plantation.
- f) Shall be responsible for conducting soil test as per the recommendations & acceptance by the HMDA for entire Landscape site at definite intervals.
- g) Shall be responsible for plantation works in the right soil medium (*as per the instructions of HMDA*) besides other physical & chemical composition suitable for planting materials.
- h) Shall be responsible for using the good quality of soil media for all plantation works (*as per the ground conditions*).

- i) Shall be responsible for supplying, placement, shaping of mounds, profiles, excavation and removal of unwanted soils, as may be required and as per the designs. Also, setting and formation of rough grading with suitable materials to achieve the desirable level.
- j) Shall be responsible for procuring / supplying the desired plant materials including species as per the specifications. All plant materials procured by the agency shall be healthy, sound, vigorous & hardened with healthy foliage and proportionate root & shoot portion. The plant materials must be maintained in healthy condition until planted. All plant materials shall be free from diseases, pests and shall have healthy well-developed root systems.
- k) Shall be required to complete the plantation works as per the planting schedule issued by the site in charge.
- l) Ensure that the project is implemented in accordance with the final approved designs through periodic reviews of the project designs vis-à-vis construction under progress, etc.
- m) Undertake timely action to ensure replacement/ rectification of defective materials and defective workmanship.
- n) Shall be responsible for digitally recording (*imagery / photos / videos*) and transmitting to the authorities as instructed, the progress of work at site on a daily basis from start till completion.
- o) The agency shall carryout the works as per the agreement to be concluded for specific works with the Empanelled agencies suitable to the site conditions and terms and conditions of the agreement entrusted on lottery basis / quotation basis.

## **5. GENERAL TERMS AND CONDITIONS**

- a) It is to be noted that this is not a Request for Proposal (RFP) / tender, after review and scrutiny of Expression of Interest, the suitable applied experienced Landscape executing agencies/Service providers only will be empanelled categorically for providing the services indicated above (*Scope of Service*), as per due procedure on project to project basis.
- b) As and when the services of Empanelled firms are required to HMDA, HMDA would request quotes/bids from the empanelled firms among the suitable category/ies (if required). Further, based on the selection criteria thereafter, HMDA would award the firm.

OR

As and when the services of the Empanelled agencies services are required, the work shall be entrusted on lottery system on approved unit rates and agreements would be concluded. The agency selected on lottery system and awarded with the work shall not be considered for further allotment of works on lottery system till all the empanelled agencies are entrusted with at least single work during the year.

- c) The empanelment will be valid for 24 months i.e., Two years from the date of empanelment or as per the instructions of the Director, Urban Forestry, HMDA.
- d) The empanelment of the agencies will be carried out every year to add new agencies which is also valid for 24 months.
- e) The empanelled agencies are liable for debar / black listing on the bad performance of the contracts concluded.
- f) The discretion and decision of the Metropolitan Commissioner / the Director (UF) in respect of empanelment of the Landscape executing agencies / service providers will be final.
- g) HMDA at its sole discretion may call for empanelling the additional executing agencies to undertake landscape projects as and when required under this EoI.
- h) Empanelment of landscape executing agencies /service provider does not give right to demand allotment of works for execution.
- i) Further, it may be noted that the payments towards the executed projects will be made only after satisfactory quality control certification issued by the HMDA or through its representative quality control agencies during and after the execution of work.
- j) The empanelled Landscape executing agencies /Service providers may be dispensed with at any time giving one month notice in the event of non-performance, under performance or any other reason which would be specified.
- k) HMDA shall constitute a committee that shall undertake performance appraisal / grading of the empanelled executing agencies with respect to their quality of execution, timely completion of project, survival percentage of plants, deployment of skilled manpower, adopting advanced irrigation systems and any other standards every financial year. The executing agencies with high grade shall be awarded with appreciation certificates from HMDA and agencies with low grades will be liable for termination from the empanelment (at any time by giving one month notice to the non performers) and also will be debarred from participation / undertaking any landscape projects across the state of Telangana for a minimum period of three years from the date of termination.

## **6. PREPARATION, SUBMISSION AND EVALUATION OF APPLICANT/S**

- a) The EOI application in prescribed form duly completed and signed along with other necessary documents should be submitted in a sealed cover duly highlighting as “**EOI - EMPANELMENT OF LANDSCAPE EXECUTING AGENCIES / SERVICE PROVIDERS FOR EXECUTION OF VARIOUS LANDSCAPE & URBAN GREENING WORKS WITHIN THE JURISDICTION OF HMDA**” along with the name of the Firm and its address. DD towards the EOI document fees shall be enclosed in the envelope.
- b) Incomplete application & unsigned application form/s or non-submission of the same will be summarily rejected. Applications submitted with any pre-condition or additional conditions other than the conditions prescribed and supplied by the HMDA will also be summarily rejected.
- c) The applicant /s are required to submit the following documents towards meeting the eligibility conditions along with the application.
  - i. Covering Letter as per the format in Annexure - I
  - ii. Organizational experience as per the format in Annexure - II
- d) The Applicants shall furnish all the required information as per the format/s and duly signed on each page of the application.
- e) The Applicants may furnish any additional information, which is deemed necessary to establish their capability to successfully rendering services for developing various landscape works. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
- f) The application should be submitted personally or through post / courier in the office of ‘**The Director, Urban Forestry, HMDA** on or before empanelment due date (EDD) specified in this document.
- g) Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the services.
- h) No Applicant or its Associate shall submit more than one Application.
- i) HMDA reserves the right to seek further information / clarifications from any of the Applicant on the submitted documents and the same shall be sought through a written communication/ email.
- j) Additional information if required by HMDA shall be sought from the agencies in writing for evaluation process and any other process.

- k) 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 Authority or any other costs incurred in connection with or relating to its application including costs relating to submission and maintenance of various fees, undertakings and guarantees required pursuant to this EOI and also any cost relating to updating, modifying or re-submitting its application pursuant to the EOI being updated, supplemented or amended by the Authority. All such costs and expenses will be incurred and borne by the Applicant and the Authority 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 Selection Process (hereinafter defined).
- l) The right to empanel any other additional eligible applicants rest solely with the Director (UF), HMDA.

## **7. APPLICATION FORMATS**

Format of Covering letter  
(On the Applicant Letter Head)

To  
**The Director, Urban Forestry,**  
Buddha Purnima Project (BPP) Building, HMDA,  
#6-1-2/1, Tank Bund Road, Hyderabad 500063  
Tele no: 040-23220881.

**Dear Sir,**

**Sub:** Expression of Interest for empanelment of Landscape executing agencies / Service providers for execution of various landscape & urban greening works within the jurisdiction of HMDA - Submission of Application - Reg.

-oOo-

In response to your Notice published in your web portal [www.hmda.gov.in](http://www.hmda.gov.in), I /We submit my/our application as follows:

We have examined the details given in this EOI notice, details & proforma for empanelment of Landscape executing agencies /service providers for execution of various projects; I / we hereby submit and acknowledge the following information.

1. Name of the applicant's : \_\_\_\_\_  
(in BLOCK LETTERS)
2. Full address : \_\_\_\_\_
  - a. TelephoneNo: \_\_\_\_\_
  - b. Office/ Mobile No : \_\_\_\_\_
  - c. Fax : \_\_\_\_\_
  - d. Email Id : \_\_\_\_\_
3. Whether Proprietary/ Partnership/ Registered firm / Public/ Private Ltd.:  
(Relevant certificates of registration / Partnership deed to be enclosed)
4. Contact details of the Authorised contact person
  - a. Name / Designation : \_\_\_\_\_
  - b. Postal Address : \_\_\_\_\_
  - c. Tel. / Mobile No : \_\_\_\_\_
  - d. Email Id : \_\_\_\_\_

5. I / We hereby certify that all the statements made and information furnished in the enclosures are true and correct.
6. I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
7. I / We also agree that the Director (UF) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
8. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
9. I/We agree that the discretion and decision of the HMDA in respect of the empanelment of landscape executing agencies with accomplished experience in the subject services is final and binding.
10. I/We agree that HMDA reserve right to empanel additional Agencies as and when required.

Signature of Applicant

Name & Designation of Signatory

Date: : \_\_\_\_\_

Enclosure (if any):

- 1.
- 2.
3. Etc



**ANNEXURE - II**  
(Application format)

**ORGANIZATIONAL EXPERIENCE**  
**Application for Expression of interest**

<b>LIST OF APPLICANT'S SIMILAR PROJECTS</b>		
<b>S. NO</b>	<b>PARTICULARS</b>	<b>DESCRIPTION</b>
<b>PROJECT-1:</b>		
1.	Project Location	
2.	Description of Project duly indicating the project area, type of plant materials	
3.	Executed Landscape project cost (Rs. in Lakhs.)	
4.	Duration of Assignment (months)	
5.	Start date (month/year)	
6.	Completion date (month/year)	
7.	Name & Address of the Department / Organization (Client)	
8.	Completion Certificate enclosed (Yes / No)	
9.	Enclosed the photographs of the executed project site (Yes /No)	
<b>PROJECT-2:</b>		
1.	Project Location	
2.	Description of Project duly indicating the project area, type of plant	

LIST OF APPLICANT'S SIMILAR PROJECTS		
S. NO	PARTICULARS	DESCRIPTION
	materials	
3.	Executed Landscape project cost (Rs. in Lakhs.)	
4.	Duration of Assignment (months)	
5.	Start date (month/year)	
6.	Completion date (month/year)	
7.	Name & Address of the Department / Organization (Client)	
8.	Completion Certificate enclosed (Yes / No)	
9.	Enclosed the photographs of the executed project site (Yes /No)	
<b>PROJECT-3:</b>		
1.	Project Location	
2.	Description of Project duly indicating the project area, type of plant materials	
3.	Executed Landscape project cost (Rs. in Lakhs.)	
4.	Duration of Assignment (months)	
5.	Start date (month/year)	
6.	Completion date (month/year)	

LIST OF APPLICANT'S SIMILAR PROJECTS		
S. NO	PARTICULARS	DESCRIPTION
7.	Name & Address of the Department / Organization (Client)	
8.	Completion Certificate enclosed (Yes / No)	
9.	Enclosed the photographs of the executed project site (Yes /No)	

Signature of Applicant

Name & Designation of Signatory

Date:

*The Applicant may add more sheets for demonstrating the project experiences. (Documentary proof of this information shall be attached).*