

# REQUEST FOR PROPOSAL

**(RFP)**

**For Appointment of Expert Consultant / Architect for COEP Tech Pune \_ TDR  
Liaisoning, Documentation, Statutory Coordination and Advisory Services with  
Pune Municipal Corporation (PMC)**



**Issued By**  
**COEP Technological University, Pune**

Ref: COEP TU/BWC/Civil /2026/RFP/17

dated 25/05/2026

## For schedule of proposal ( RFP)

(Invitation Notice)

<b>Tender Reference</b>	Ref : COEP TU/BWC/Civil /2026/RFP/17 dated 25/05/2026
<b>Title of Work</b>	Appointment of Expert Consultant / Architect for COEP Tech Pune _ TDR Liaisoning, Documentation, Statutory Coordination and Advisory Services with Pune Municipal Corporation (PMC)
<b>Tender Fee</b>	Name of the Bank – State Bank of India, A/c No – 110 994 649 77 Name of the Account – COEP Technological University, Pune IFS Code – SBIN0010431 MICR Code – 411002060 Branch Code - 10431  INR 590/- (Rupees Five Hundred Ninety only ) - Non-Refundable
<b>Tender Publish Date</b>	25-05-2026
<b>Pre-Bid Date and Time</b>	29-05-2026 Time – 11:30 AM
<b>Pre-Bid Venue</b>	Seminar Hall Applied Mechanics Department COEP Technological University, Pune
<b>Last Date for Submission of Bids</b>	01/06/2026 at 4:00 PM
<b>Opening of Technical Bids</b>	01/06/2026 at 5:00 PM
<b>Commercial Bid opening Date &amp; Time</b>	To be Informed Later
<b>Contact Person for queries</b>	Dr. Balkrishna Dawari, Secretary BWC COEP Technological University, Pune
<b>Official Email ID</b>	<a href="mailto:bwc.office@coeptech.ac.in">bwc.office@coeptech.ac.in</a>

## **1. DISCLAIMER**

This Request for Proposal (“RFP”) is issued by COEP Technological University, Pune (“Authority” / “Client”) for inviting proposals from eligible and experienced consultants/agencies for providing professional consultancy services related to Transferable Development Rights (TDR), Development Rights Certificate (DRC), statutory liaisoning and coordination services with Pune Municipal Corporation (PMC).

The information contained in this RFP is intended to assist interested bidders in preparation of their proposals. While adequate care has been taken in preparation of this document, the Authority shall not be responsible for any interpretation or conclusion drawn by the bidders.

The Authority reserves the right to annul, amend, modify or withdraw the RFP process at any stage without assigning any reason whatsoever.

## **2. NOTICE INVITING PROPOSAL**

COEP Technological University, Pune invites sealed technical and financial proposals from experienced and qualified Architects / Town Planners / Liaison Consultants / Professional Consultancy Firms for providing comprehensive consultancy services for obtaining eligible TDR / DRC / compensation entitlement from Pune Municipal Corporation against proposed transfer of approximately 8879 Sq.M. land area for public purpose/development purpose.

## **3. BACKGROUND AND PROJECT INFORMATION**

COEP Technological University proposes to transfer land admeasuring approximately 8879 Sq.M. to Pune Municipal Corporation for development/public purpose in accordance with prevailing planning provisions, development control regulations and applicable statutory framework.

The University intends to appoint an experienced consultant for providing end-to-end consultancy services including verification of applicable regulations, preparation of technical documentation, liaisoning with statutory authorities, scrutiny compliance and procurement of eligible Development Rights Certificate (DRC) / Transferable Development Rights (TDR) / compensation credit as permissible under prevailing regulations.

## **4. OBJECTIVE OF APPOINTMENT**

The objective of this assignment is to appoint a competent and experienced consultant possessing expertise in PMC development regulations, UDCPR provisions, TDR mechanism and statutory coordination for ensuring systematic processing and expeditious disposal of the proposal for obtaining eligible development rights/compensation entitlement.

## **5. SCOPE OF SERVICES**

The scope of services shall include, but not be limited to, the following:

### **5.1 Preliminary Assessment**

- Verification of ownership records, land documents, CTS extracts, property card and planning

status.

- Examination of Development Plan reservations and applicable statutory provisions.
- Assessment of potential TDR / DRC entitlement.

### **5.2 Technical Documentation**

- Preparation of required drawings, plans, reports, calculations and area statements.
- Compilation of supporting documents and statutory submissions.
- Preparation of technical notes and compliance reports.

### **5.3 Liaisoning and Statutory Coordination**

- Liaisoning with PMC departments including Town Planning Department, Estate Department and related authorities.
- Attending meetings, hearings and scrutiny discussions.
- Submission of replies/compliances to scrutiny remarks.
- Coordination with survey, revenue and planning authorities wherever necessary.

### **5.4 Advisory Services**

- Advising the Authority on applicable statutory provisions, regulations and procedural requirements.
- Providing written technical opinions and status reports periodically.

### **5.5 Final Deliverables**

- Obtaining final approval / DRC / TDR entitlement/ Compensation to COEP Tech .
- Submission of complete approval file and final documentation set in hard and soft copies.

## **6. ELIGIBILITY CRITERIA**

The bidder shall satisfy the following minimum eligibility requirements:

- The bidder shall be an Architect / Consultant / Firm / LLP / Company legally authorized to practice consultancy services.
- Minimum 5 years experience in PMC liaisoning / TDR related consultancy assignments.
- Completion of minimum three similar assignments involving municipal approvals/TDR matters.
- Valid PAN, GST registration and professional registrations.
- The bidder shall not have been blacklisted by any Government/Semi-Government authority.

## **7. DOCUMENTS TO BE SUBMITTED**

The bidder shall submit the following documents along with proposal:

- Covering letter.
- Detailed profile of firm/consultant.
- Registration certificates and statutory documents.
- PAN and GST certificates.
- Experience certificates/work orders.
- Details of technical manpower.

- Financial proposal.
- Affidavit regarding non-blacklisting.
- Any other supporting document deemed relevant.

## **8. BID EVALUATION METHODOLOGY**

The selection process shall be carried out under Quality and Cost Based Selection (QCBS) methodology.

### **8.1 : Technical Evaluation – 70% weightage**

- a] Similar Work Experience – 30 Marks
- b] PMC/TDR Specific Experience – 20 Marks
- c] Technical Personnel & Organizational Strength – 10 Marks
- d] Methodology & Presentation – 10 Marks

### **8.2 Financial Evaluation – 30 % Weightage**

**8.3 Final selection:** Based on Technical and Financial score of each bidder, the bidder with highest score will be selected for appointment of Expert / Consultant for COEP Tech Pune \_ TDR Liaisoning, Documentation, Statutory Coordination and Advisory Services with Pune Municipal Corporation

The Authority reserves absolute right regarding final selection and award of consultancy.

## **9. PROFESSIONAL FEES**

The consultant shall quote professional fees in Lump Sum format for complete assignment.

The quoted fee shall include professional charges, liaisoning expenses, local travel and coordination expenses excluding statutory charges payable to Government authorities.

## **10. PAYMENT TERMS**

Indicative stage-wise payment schedule shall be as follows:

- Submission of proposal to PMC – 20%
- Scrutiny acceptance/compliance stage – 20%
- Approval/recommendation stage – 10%
- Final issuance of TDR / DRC – 50%

Applicable taxes shall be paid extra as per prevailing statutory provisions.

## **11. RESPONSIBILITIES OF THE CONSULTANT**

The consultant shall:

- Exercise due diligence and professional care.
- Maintain confidentiality of all documents and information.

- Ensure compliance with prevailing laws and regulations.
- Submit periodic progress reports.
- Remain solely responsible for correctness of submissions.
- Not assign/subcontract the assignment without prior written approval.

## **12. RESPONSIBILITIES OF COEP TECHNOLOGICAL UNIVERSITY**

The Authority shall:

- a. Provide available land/property documents.
- b. Issue authorization letters wherever necessary.
- c. Facilitate coordination meetings.
- d. Pay statutory Government fees and charges separately.

## **13. STATUTORY AND LEGAL CONDITIONS**

1. The consultant shall comply with all applicable provisions of prevailing UDCPR, PMC regulations and Government notifications.
2. Final approval and entitlement of TDR / DRC shall remain subject to approval by competent authority.
3. Any amendments in statutory regulations during processing period shall be suitably incorporated.
4. The consultant shall indemnify the Authority against losses arising due to negligence, suppression or incorrect professional submissions.

## **14. CONFIDENTIALITY**

The consultant shall maintain strict confidentiality in respect of all documents, communications, technical information and data received during the course of assignment and shall not disclose the same to any third party without prior written approval of the Authority.

## **15. TERMINATION**

The Authority reserves the right to terminate the consultancy appointment at any stage in the event of:

- Unsatisfactory performance.
- Delay without justifiable reasons.
- Misrepresentation or suppression of facts.
- Breach of contractual obligations.
- Breach of confidentiality.

## **16. DISPUTE RESOLUTION AND JURISDICTION**

Any dispute arising out of this assignment shall be subject to amicable settlement. In case of unresolved disputes, the matter shall be subject to jurisdiction of competent courts at Pune only.

## 17. SUBMISSION OF PROPOSAL

Interested consultants shall submit Technical Proposal( envelope I) and Financial Proposal (Envelope II) in sealed envelope superscribed as:

“Proposal for Appointment of Consultant for TDR Liaisoning and PMC Coordination Services”

The proposal shall be submitted within prescribed time limit at the office of COEP Technological University, Pune.

## 18. FINANCIAL BID FORMAT :

The financial bid shall be submitted in **envelope II ( sealed)** with following details .

Name of Bidder:

Quoted Consultancy Fee:

Lump Sum Consultancy Fee: Rs. \_\_\_\_\_

GST Extra: Yes / No

Authorized Signatory

Seal & Signature

## 19. DRAFT LETTER OF APPOINTMENT

Subject: Appointment as Consultant for TDR Liaisoning and Statutory Coordination Services

With reference to your proposal and subsequent evaluation, you are hereby appointed as Consultant for providing professional consultancy services related to TDR Liaisoning, documentation and statutory coordination with Pune Municipal Corporation for obtaining eligible Development Rights / compensation entitlement against proposed land transfer.

The appointment shall be governed by terms and conditions of the RFP document and approved financial proposal.

## 20. MARATHI SUMMARY

सीओईपी टेक्नॉलॉजिकल युनिव्हर्सिटी, पुणे यांच्या मार्फत पुणे महानगरपालिकेस हस्तांतरित करण्यात येणाऱ्या अंदाजे ८८७९ चौ.मी. क्षेत्राकरिता लागू नियमांनुसार टीडीआर / डीआरसी / मोबदला मिळविण्यासाठी अनुभवी वास्तुविशारद / सल्लागार / टीडीआर तज्ञ यांचेकडून प्रस्तावमागविण्यात येत आहेत.

-sd-

Secretary,  
BWC

COEP Technological University Pune

**ANNEXURE – DOCUMENT CHECKLIST ( ensure before submission)**

Sr. No.	Particulars	Submitted
1	Firm Profile	
2	PAN & GST Certificates	
3	Registration Certificates	
4	Experience Certificates	
5	Technical Staff Details	
6	Financial Proposal	
7	Non-Blacklisting Declaration	

Signature of the Authorized  
Signature of the Firm/Company/ Organization/Official Stamp/Seal

