

TENDER DOCUMENT VOLUME-1
CONDITIONS GOVERNING THE CONTRACT

CHAPTER	CONTENTS	PAGE
I)	Notice inviting Tender	2-4
II)	Notice inviting Tender	5-7
III)	Brief instructions for the Guidance of the Prospective Bidder(s).	8-10
IV)	General Conditions Governing the Contract	11-16
V)	Terms of References	17-21
VI)	Eligibility Criteria & Evaluation Methodology	22-26
VII)	Special Conditions of Consultancy Contract	27-30
VIII)	Forms & Annexures	31-35



Municipal Corporation Shimla

NOTICE INVITING TENDER

(e -Tendering mode only)

Online tenders in single stage two envelope system are invited by the undersigned on behalf of the Commissioner, Municipal Corporation Shimla from eligible Architectural Firms, Urban Design Consultants, Heritage Conservation Consultants, Consultancy Firms, Joint Ventures/Consortiums having adequate experience and expertise in heritage conservation, façade design, urban streetscape improvement, urban renewal, architectural planning and related consultancy services for the following work:

Tender No.	Name of Work	Earnest Money (₹)	Completion period	Earnest Money And Cost of tender document (in Rs.)
PD_SMC_02	Consultancy Services for Preparation of Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla	₹ 20,000/-	Two Months	(₹ 500/- + 18% GST) ₹ 590/-

For detailed tender notice, please visit Municipal Corporation Shimla website i.e. <https://shimlamc.hp.gov.in/> or www.hptenders.gov.in.

Date of commencement of sale/downloading of Tender Document:

06.06.2026 (14.00 hrs.)

Pre-Bid Meeting

22.06.2026 (11.00 hrs.)

Last date of submission of Tender:

04.07.2026 (17.00 hrs.)

Date of opening of "Technical Bid":

06.07.2026 (15.00 hrs.)

Date of opening of "Financial Bid"

To be intimated separately to technically qualified bidders

-sd-

**Addl.SE-cum-Project Director,
Municipal Corporation, Shimla.**

In addition:

The undersigned reserves the right to change the scope of work and to reject any or all the tenders without assigning any reason thereto.

Those who temper the Tender document are liable for rejection.

Notes:

1. The detailed bid documents shall be available on the HP e-Tendering Portal i.e. www.hptenders.gov.in
2. The bidder shall be a registered Architectural/Consultancy Firm/Company/LLP/Joint Venture/Consortium legally eligible to undertake consultancy assignments in India.
3. Interested bidder(s) are required to get themselves registered on the www.hptenders.gov.in portal and obtain Digital Signature Certificate (DSC) of appropriate class for participating in the e-tendering process.
4. Tender Fee will be submitted amounting to ₹ 500/- (Rs. Five hundred only) + 18% GST, i.e. Rs. 590/- as described above towards the cost of bid document. This cost is non-refundable is to be deposited offline through Demand Draft (DD) issued in favor of Addl. SE-Cum-Project Director, MC Shimla payable at Shimla before the prescribed last date of submission of Bid. Payments through any other mode will not be accepted.
5. EMD as mentioned above is required to be deposited offline payment through Demand Draft (DD) or Fixed Deposit Receipt (FDR) duly pledged in favor of Addl. SE-Cum-Project Director, MC Shimla payable at Shimla before the prescribed last date of submission of bid and payments through any other mode will not be accepted. The payment on account of EMD shall be refunded to the rejected/ unsuccessful bidder(s) after award of work or cancelation of the tender as the case may be.
6. The Tender shall comprise two parts namely:
 - Technical Bid
 - Financial Bid
7. The Technical Bid shall comprise:
 - Notice Inviting Tender,
 - Background & Brief Description of Project,
 - Instructions to Bidders,
 - General Conditions of Consultancy Contract,
 - Terms of Reference (TOR),
 - Eligibility Criteria,
 - Technical Proposal,
 - Experience Details,
 - Team Composition,
 - Methodology,
 - Work Plan,
 - Required Forms & Annexures,
 - and other requisite documents as specified.

The Technical bid along with the proof of payment of Tender fee and EMD (Earnest money Deposit) shall be submitted online as well as offline. Bids will be scrutinized on the basis of documents submitted online and offline submitted Tender Documents Tender Cost and EMD payment.

8. The Financial Bid shall contain the lump-sum consultancy fee quoted by the bidder for the complete consultancy assignment including all taxes, duties, surveys, documentation, presentations, consultations, travel, lodging, printing, modelling, visualization, reports and all incidental expenses required for successful completion of the consultancy services shall be submitted online on www.hptenders.gov.in portal.
9. The consultancy assignment broadly includes:
 - façade documentation,
 - heritage-sensitive façade improvement planning,
 - signage regulation framework,
 - streetscape enhancement proposals,
 - non-invasive design methodology,
 - preparation of façade design manual,
 - preparation of implementation framework,
 - stakeholder consultations,
 - architectural drawings,
 - 3D visualizations,
 - and associated consultancy services for Mall Road, Shimla.
10. The work shall be executed in strict conformity with heritage conservation principles and all proposals shall be non-invasive in nature without affecting the structural integrity or heritage character of existing buildings.
11. Technical Bids shall be evaluated first and only technically qualified bidders shall be considered for opening of Financial Bids.
12. Municipal Corporation Shimla reserves the right to reject any or all tenders without assigning any reason thereof.
13. Conditional tenders shall not be accepted.
14. The bidder shall be deemed to have carefully examined all tender conditions, site conditions, heritage sensitivities and scope of consultancy before submission of bid.
15. Joint Ventures/Consortiums shall be permitted subject to conditions specified in the tender document.
16. The intending bidders are advised to visit the project area and familiarize themselves with site conditions, heritage context, pedestrian movement, existing façade conditions and all relevant aspects before submission of bids.
17. In case the tender opening date happens to be a holiday, the same will be opened on the next working day at the same time.
18. **The completion period shall be Two Months.**
19. The validity period of each tender shall be at least 180 days from the date of opening of the tender.
20. Tender shall be entertained from only such applicants who have purchased the tender documents and submitted the tender as the same entity/ capacity.

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**Addl.SE-cum-Project Director,
Municipal Corporation, Shimla.**

CHAPTER-II

BRIEF DESCRIPTION OF THE PROJECT

1. Background

Shimla, the capital city of Himachal Pradesh, is one of India's most significant historic hill towns renowned for its distinctive colonial urban character, heritage buildings, pedestrian-oriented streetscape, and natural landscape setting. Mall Road constitutes the principal heritage and commercial spine of the city and serves as a major public, tourism, recreational and commercial corridor.

Over the years, several buildings and commercial establishments along Mall Road have undergone unregulated modifications including inconsistent signage, incompatible façade treatments, unauthorized projections, exposed utility services, unsuitable materials, temporary fixtures and visual clutter, thereby adversely affecting the uniform heritage character and visual harmony of the area.

Municipal Corporation Shimla intends to undertake a comprehensive heritage-sensitive façade improvement and streetscape enhancement initiative for Mall Road through preparation of a scientifically planned, aesthetically coherent and non-invasive urban design framework.

The consultancy assignment is therefore proposed for preparation of a Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla, ensuring preservation of the existing architectural heritage while improving visual quality, pedestrian experience, tourism appeal and urban aesthetics.

2. Objective of the Consultancy

The primary objectives of the consultancy are:

1. To prepare a comprehensive heritage-sensitive façade design framework for buildings and commercial establishments along Mall Road, Shimla.
2. To develop uniform guidelines for shopfronts, signage, lighting, colour palette, façade elements, utility concealment and streetscape components while preserving the existing heritage character.
3. To ensure that all proposed interventions are strictly non-invasive, reversible and compatible with heritage conservation principles.
4. To improve the visual identity, pedestrian environment and tourism experience of Mall Road while maintaining its historic architectural significance.
5. To prepare segment-wise implementation strategies, architectural drawings, design manuals, visualization and associated documentation for phased execution by Municipal Corporation Shimla.

The consultancy assignment shall broadly cover the Mall Road corridor and associated stretches including:

Sr. No.	Segment	Approximate Length
1	CTO Building to US Club Both sides included	2000 meter

The total number of buildings, shops and commercial establishments proposed to be covered under the consultancy shall be assessed by the consultant through detailed field survey and documentation.

4. Nature of Consultancy Assignment

The consultancy assignment shall broadly include:

- field surveys and architectural documentation,
- heritage façade assessment,
- preparation of façade inventory,
- development of façade improvement concepts,
- signage regulation framework,
- streetscape enhancement proposals,
- utility concealment concepts,
- preparation of architectural drawings,
- 3D visualization and renders,
- stakeholder consultations,
- implementation planning,
- preparation of detailed design manuals and reports,
- and associated consultancy services as specified in the Terms of Reference (TOR).

5. Heritage & Non-Invasive Approach

The consultancy shall be governed by the principle of minimum intervention and heritage sensitivity. No proposal involving demolition, structural alteration, damage to heritage fabric, modification of original architectural elements or invasive intervention shall be permissible.

All proposals shall be:

- reversible,
- non-destructive,
- aesthetically compatible,
- structurally safe,
- environmentally appropriate,
- and compliant with applicable heritage conservation guidelines.

6. Stakeholder Coordination

The consultant shall coordinate with:

- Municipal Corporation Shimla,
- Heritage Advisory Committee,
- Town & Country Planning Department,
- Tourism Department,
- Beopar Mandal,
- local stakeholders,
- shopkeepers,
- and other concerned agencies during execution of the consultancy assignment.

7. Expected Outcome

The consultancy is expected to result in:

- preparation of a comprehensive Uniform Heritage Facade Design Manual,
- improved visual uniformity of Mall Road,
- heritage-compatible signage and streetscape framework,
- enhanced tourism and pedestrian experience,
- implementation-ready design documentation,
- and a sustainable urban design framework preserving the unique identity of Shimla.

7. Expected Outcome

The consultancy is expected to result in:

- preparation of a comprehensive Uniform Heritage Facade Design Manual,
- improved visual uniformity of Mall Road,
- heritage-compatible signage and streetscape framework,
- enhanced tourism and pedestrian experience,
- implementation-ready design documentation,
- and a sustainable urban design framework preserving the unique identity of Shimla.

CHAPTER-III

BRIEF INSTRUCTIONS FOR THE GUIDANCE OF THE PROSPECTIVE BIDDER(S)

1. Online tenders on behalf of Municipal Corporation Shimla are invited for the work: “Consultancy Services for Preparation of Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla.”
2. The bidder(s) are advised to carefully study all tender documents, Terms of Reference (TOR), scope of consultancy, site conditions, heritage sensitivities and other relevant information before submission of bids and shall be deemed to have fully acquainted themselves with the same.
3. The consultancy assignment broadly comprises architectural documentation, heritage assessment, façade planning, urban design proposals, signage regulation framework, streetscape enhancement concepts, preparation of design manuals, implementation framework, stakeholder consultations and associated consultancy services as detailed in the tender document.
4. All professional services, technical expertise, surveys, field investigations, photography, architectural documentation, software, equipment, transportation, presentations, drawings, reports, visualizations, models, manpower and other resources required for successful completion of the consultancy assignment shall be arranged by the consultant at his own cost unless specifically provided otherwise.
5. The Tender shall comprise two parts:
 - Technical Bid
 - Financial Bid
6. The Technical Bid shall include:
 - Notice Inviting Tender,
 - Brief Description of Project,
 - Instructions to Bidders,
 - General Conditions Governing the Consultancy Contract,
 - Terms of Reference (TOR),
 - Technical Proposal,
 - Work Methodology,
 - Team Composition,
 - Experience Details,
 - Work Plan & Timelines,
 - PowerPoint presentation (if required),
 - and all requisite forms, undertakings and supporting documents.
7. The Financial Bid shall contain the lump-sum consultancy fee quoted by the bidder for complete execution of the consultancy assignment including all taxes, duties, travel, surveys, documentation, reports, presentations, meetings, visualization, printing, stakeholder consultations and all incidental expenses.
8. The bidder shall submit detailed methodology explaining:
 - understanding of the project,
 - heritage-sensitive approach,
 - non-invasive design methodology,
 - survey methodology,
 - documentation strategy,
 - stakeholder consultation mechanism,
 - implementation planning approach,
 - and quality assurance mechanism.

9. The bidder shall also submit:
 - work programme,
 - deployment schedule of professionals,
 - timeline for deliverables,
 - and milestone-based execution plan.
10. Conditional tenders including conditional rebates shall be rejected summarily.
11. Earnest Money Deposit (EMD) and Tender Cost shall be deposited in the manner prescribed in the tender document before the due date and time.
12. Only those Technical Bids shall be opened which are found responsive and accompanied with prescribed Tender Fee and Earnest Money Deposit.
13. Financial Bids of only technically qualified bidders shall be opened on the date to be intimated separately.
14. The bidder shall clearly note that the Technical Bid shall not contain any indication whatsoever regarding consultancy fee or financial quotation. Any direct or indirect financial disclosure in Technical Bid shall render the bid liable for rejection.
15. The consultancy fee quoted by the bidder shall be deemed inclusive of:
 - all professional charges,
 - site visits,
 - travel expenses,
 - boarding/lodging,
 - taxes,
 - software usage,
 - surveys,
 - report preparation,
 - presentations,
 - printing,
 - photography,
 - modelling,
 - stakeholder consultations,
 - and all other incidental expenditures required for completion of consultancy services.
16. The bidder shall be deemed to have visited the project area and fully satisfied himself regarding:
 - site conditions,
 - terrain,
 - accessibility,
 - pedestrian movement,
 - existing façade conditions,
 - heritage sensitivity,
 - climatic conditions,
 - and all other relevant factors affecting the consultancy assignment.
17. The successful bidder shall enter into a formal consultancy agreement with Municipal Corporation Shimla within the prescribed period from issuance of Letter of Acceptance/Award.
18. The consultant shall maintain strict confidentiality regarding all drawings, reports, surveys, data, documentation and project information and shall not disclose the same without prior written approval of Municipal Corporation Shimla.

19. All drawings, reports, data, GIS layers, visualizations, surveys, photographs and other outputs prepared under the consultancy assignment shall become the property of Municipal Corporation Shimla.
20. The consultant shall carry out the assignment in close coordination with Municipal Corporation Shimla and other concerned departments/agencies as directed by the Engineer-in-Charge.
21. Municipal Corporation Shimla reserves the right to:
 - reject any or all bids,
 - modify scope of consultancy,
 - cancel the tender process,
 - or re-invite tenders without assigning any reason whatsoever.
22. Canvassing in any form shall render the bidder liable for rejection.
23. The courts at Shimla, Himachal Pradesh alone shall have jurisdiction in all matters arising out of the tender and consultancy agreement.
24. The Notice Inviting Tender, Instructions to Bidders, General Conditions, Terms of Reference, Technical Specifications, Corrigenda and subsequent instructions issued by Municipal Corporation Shimla shall form integral part of the consultancy contract.
25. Joint Venture/Consortium participation shall be permitted subject to conditions specified in the tender document and all consortium members shall be jointly and severally liable for execution of the consultancy assignment.

CHAPTER-IV

General Conditions Governing the contract

DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

1. Contract

“Contract” means the Tender Documents, Letter of Acceptance/Award, Consultancy Agreement, Terms of Reference (TOR), General Conditions of Contract, Special Conditions of Contract, Technical Proposal, Financial Proposal, Corrigenda/Addenda, approved methodology, drawings, reports, instructions and all other documents forming part of the consultancy agreement.

2. Consultant

“Consultant” means the Architectural Firm/Consultancy Firm/Company/LLP/Joint Venture/Consortium whose tender has been accepted by Municipal Corporation Shimla and shall include its authorized representatives, successors and permitted assigns.

3. Employer / Client

“Employer” or “Client” shall mean Municipal Corporation Shimla.

4. Engineer-in-Charge

“Engineer-in-Charge” shall mean the Addl. SE-cum-Project Director, Municipal Corporation Shimla or any officer authorized by Municipal Corporation Shimla to supervise and administer the consultancy assignment.

5. Project

“Project” means the consultancy assignment for preparation of Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla.

6. Services

“Services” shall mean all consultancy, architectural, planning, urban design, heritage documentation, surveys, drawings, reports, visualization, stakeholder consultations and associated professional services required under the consultancy assignment.

7. Site

“Site” shall mean Mall Road and associated project areas within Municipal Corporation Shimla jurisdiction covered under the consultancy assignment.

8. Deliverables

“Deliverables” shall mean all reports, drawings, presentations, GIS/database outputs, visualizations, manuals, documentation and other outputs to be submitted by the consultant under the contract.

9. Day

“Day” shall mean calendar day.

10. Month

“Month” shall mean calendar month.

CLAUSE-1

PERFORMANCE SECURITY

1.1 The successful bidder shall furnish a Performance Security equivalent to _____% of the consultancy contract value within 15 days from the date of issue of Letter of Acceptance/Award.

1.2 The Performance Security shall be in the form of:

- Bank Guarantee,
- Fixed Deposit Receipt,
- or Demand Draft issued by a Nationalized/Scheduled Bank in favour of Municipal Corporation Shimla.

1.3 Failure to furnish the Performance Security within prescribed time shall render the award liable to cancellation and Earnest Money Deposit may be forfeited.

1.4 The Performance Security shall remain valid up to completion of consultancy services and acceptance of all final deliverables.

CLAUSE-2

COMMENCEMENT OF SERVICES

The consultant shall commence the consultancy services within 7 days from the date of issue of Letter of Acceptance/Award or as directed by the Engineer-in-Charge.

CLAUSE-3

TIME FOR COMPLETION

3.1 The total consultancy period shall be Two (2) months from the date of commencement.

3.2 The consultant shall adhere to the approved work programme and milestone schedule.

3.3 Time shall be deemed to be the essence of the contract.

CLAUSE-4

SCOPE OF CONSULTANCY SERVICES

The consultant shall perform all services specified in the Terms of Reference (TOR), including all incidental and ancillary services necessary for successful completion of the consultancy assignment.

CLAUSE-5

OBLIGATIONS OF THE CONSULTANT

The consultant shall:

1. perform the services with due diligence, efficiency and professional competence;
2. deploy qualified and experienced professionals for the assignment;
3. maintain highest standards of professional ethics and integrity;
4. ensure heritage-sensitive and non-invasive planning approach;
5. conduct required surveys, documentation and consultations;
6. prepare accurate drawings, reports and recommendations;
7. comply with directions issued by Municipal Corporation Shimla;
8. coordinate with concerned departments/agencies/stakeholders;
9. maintain confidentiality of project information;
10. revise drawings/reports without additional cost if required during review process.

CLAUSE-6

NON-INVASIVE HERITAGE COMPLIANCE

6.1 All consultancy proposals shall strictly follow non-invasive and heritage-sensitive principles.

6.2 No proposal involving:

- structural demolition,
- alteration of heritage elements,
- damage to original architectural fabric,
- invasive fixing systems,
- or incompatible interventions shall be permissible.

6.3 All designs shall be reversible, compatible and compliant with applicable heritage guidelines.

CLAUSE-7

REVIEW & APPROVAL

7.1 All deliverables submitted by the consultant shall be subject to review and approval by Municipal Corporation Shimla and/or Heritage Advisory Committee.

7.2 The consultant shall incorporate observations/comments issued during review without extra financial implication.

7.3 Approval of interim submissions shall not absolve the consultant of responsibility regarding accuracy and quality of final deliverables.

CLAUSE-8

8.1 PAYMENT TERMS

The payment to the consultant shall be released on milestone basis subject to satisfactory submission, review and approval of deliverables by Municipal Corporation Shimla.

Sr. No.	Milestone / Deliverable	Percentage of Consultancy Fee
1	Submission & approval of Inception Report, Work Plan, Methodology and Reconnaissance Survey Report	10%
2	Submission & approval of Detailed Building Inventory, Existing Situation Assessment, Photographic Documentation and Measured Drawings	20%
3	Submission & approval of Draft Uniform Heritage Facade Design Framework, Signage Guidelines and Streetscape Concepts	25%
4	Submission & approval of Draft Detailed Drawings, 3D Visualization, Colour Palette, Material Specifications and Preliminary Cost Estimates	20%
5	Submission of Final Design Manual, Final Drawings, Final Cost Estimates, Implementation Framework and Phasing Plan after incorporation of observations	20%
6	Final Acceptance, submission of editable soft copies, complete digital archive and completion certificate	5%
	Total	100%

CONDITIONS FOR PAYMENT

1. Payments shall be made only after submission and approval of deliverables corresponding to each milestone.
2. The consultant shall submit:
 - o invoice,
 - o progress report,
 - o deliverables,
 - o Statutory and supporting documents for release of payment.
3. deductions including GST, TDS, Income Tax and other applicable deductions shall be made as per prevailing rules.
4. No advance payment shall be admissible unless specifically approved by competent authority.
5. In case deliverables are found incomplete or unsatisfactory, Municipal Corporation Shimla may withhold payment till satisfactory compliance.

6. Final payment shall be released only after:
 - submission of all approved deliverables,
 - editable soft copies,
 - GIS/database outputs,
 - drawings,
 - reports,
 - photographs,
 - and complete digital documentation archive.
7. The consultant shall not be entitled to any additional payment for revisions required during review process or statutory approval process.
8. All expenses related to:
 - travel,
 - boarding/lodging,
 - presentations,
 - stakeholder consultations,
 - printing,
 - photography,
 - visualization,
 - software,
 - surveys,
 - and incidental expenditures shall be deemed included in the quoted consultancy fee.

CLAUSE-9

DELAY & LIQUIDATED DAMAGES

9.1 If the consultant fails to complete services within stipulated period, liquidated damages at the rate of 0.5 (point five) % per week of delay shall be imposed subject to maximum of 10 % of contract value.

9.2 Imposition of liquidated damages shall not relieve the consultant from contractual obligations.

CLAUSE-10

EXTENSION OF TIME

10.1 Extension of time may be granted by Municipal Corporation Shimla for reasons beyond control of the consultant and supported with proper justification.

10.2 Request for extension shall be submitted in writing before expiry of contract period.

CLAUSE-11

OWNERSHIP OF DOCUMENTS

11.1 All reports, drawings, designs, GIS data, photographs, renderings, surveys, databases and other outputs prepared under this consultancy shall become the property of Municipal Corporation Shimla.

11.2 The consultant shall not use or publish any project document without prior written approval of Municipal Corporation Shimla.

CLAUSE-12

CONFIDENTIALITY

The consultant shall maintain confidentiality regarding all project information, documents, reports, drawings and proceedings and shall not disclose the same to any third party without written approval.

CLAUSE-13

DEPLOYMENT OF KEY PERSONNEL

13.1 The consultant shall deploy key professionals as proposed in the technical bid.

13.2 Replacement of key professionals shall not be permitted without prior approval of Municipal Corporation Shimla.

13.3 Replacement personnel shall possess equivalent or better qualifications and experience.

CLAUSE-14

SUB-CONSULTANCY

The consultant shall not assign or sublet the consultancy services without prior written approval of Municipal Corporation Shimla.

CLAUSE-15

TERMINATION OF CONTRACT

Municipal Corporation Shimla may terminate the contract in case of:

- unsatisfactory performance,
- breach of contract conditions,
- abandonment of services,
- submission of false information,
- conflict of interest,
- insolvency,
- or failure to comply with directions.

CLAUSE-16

FORCE MAJEURE

Neither party shall be liable for failure in performance due to force majeure events including:

- natural calamities,
- war,
- strikes,
- governmental restrictions,
- epidemics,
- or circumstances beyond reasonable control.

CLAUSE-17

DISPUTE RESOLUTION

Any dispute arising out of the contract shall be subject to jurisdiction of courts at Shimla, Himachal Pradesh.

Disputes may also be referred to arbitration as per provisions of Arbitration & Conciliation Act, 1996.

CLAUSE-18

APPLICABLE LAW

The contract shall be governed by laws of India and applicable rules/regulations of Government of Himachal Pradesh.

CLAUSE-19

TAXES & DUTIES

The consultant shall be responsible for payment of all applicable taxes, duties, levies and statutory obligations as per prevailing laws.

CLAUSE-20

FINAL COMPLETION & ACCEPTANCE

The consultancy assignment shall be treated as complete only after:

- submission of all deliverables,
- incorporation of observations,
- acceptance by Municipal Corporation Shimla,
- and issuance of completion certificate by the Engineer-in-Charge.

Chapter-V
TERMS OF REFERENCE (TOR)

1. Introduction

Municipal Corporation Shimla intends to undertake a comprehensive heritage-sensitive façade improvement and urban streetscape enhancement initiative for Mall Road, Shimla through preparation of a scientifically planned and implementation-oriented design framework.

The consultancy assignment aims to preserve the historic architectural character of Mall Road while improving visual uniformity, pedestrian experience, tourism appeal and urban aesthetics through non-invasive and reversible interventions.

The consultant shall prepare a comprehensive Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla in accordance with the scope and requirements specified in this Terms of Reference (TOR).

2. Objectives of Consultancy

The primary objectives of the consultancy are:

1. To prepare a comprehensive heritage-sensitive façade improvement framework for Mall Road, Shimla.
2. To establish uniform façade treatment guidelines for buildings, shopfronts, signage, lighting and streetscape elements.
3. To preserve and enhance the architectural identity and heritage character of Mall Road.
4. To eliminate visual clutter and regulate incompatible façade elements, projections and signage.
5. To prepare non-invasive, reversible and implementation-ready urban design proposals.
6. To improve pedestrian environment and tourism experience.
7. To prepare detailed design manuals, drawings, implementation framework and associated documentation for phased execution by Municipal Corporation Shimla.

3. Scope of Consultancy Services

The consultant shall carry out all necessary professional services required for successful completion of the consultancy assignment including but not limited to the following:

4. Coverage Area

The consultancy shall broadly cover the following stretches of Mall Road and associated street-facing building façades:

Sr. No.	Segment	Approximate Length
1	CTO Building to Simla Club Both sides inclusive	Approx. 2000 m

The final extent and inventory shall be determined through detailed field survey and verification.

5. Detailed Scope of Work

5.1 Reconnaissance Survey & Existing Situation Assessment

The consultant shall:

- conduct detailed site reconnaissance;
- study existing urban character, architectural typologies and heritage features;
- identify façade conditions, encroachments, projections, visual clutter and incompatible interventions;

- document pedestrian movement, utility systems, signage conditions and streetscape components;
- assess architectural and heritage sensitivity of buildings.

5.2 Detailed Building & Facade Documentation

The consultant shall undertake:

- detailed photographic documentation;
- building inventory preparation;
- façade mapping;
- measured drawings;
- architectural documentation;
- heritage grading/classification;
- documentation of windows, roofs, chimneys, balconies, shopfronts and architectural elements.

Documentation shall preferably be GIS-enabled and digitally archived.

5.3 Preparation of Uniform Heritage Facade Design Framework

The consultant shall prepare:

- façade improvement concepts;
- uniform façade treatment guidelines;
- façade composition standards;
- architectural control guidelines;
- heritage-compatible façade improvement proposals;
- material and colour palette recommendations.

The framework shall maintain visual harmony while respecting existing heritage character.

5.4 Shopfront & Signage Design Guidelines

The consultant shall prepare:

- standardized signage guidelines;
- shopfront design templates;
- signage size/location controls;
- illumination guidelines;
- font/style recommendations;
- advertisement control framework;
- awning/canopy guidelines.

The design approach shall eliminate visual clutter and maintain heritage compatibility.

5.5 Streetscape Improvement Proposals

The consultant shall prepare conceptual and detailed proposals for:

- street furniture,
- seating,
- litter bins,
- planter systems,
- wayfinding systems,
- pedestrian interface elements,
- drain covers/gratings,
- lighting integration,
- utility concealment,
- and other associated streetscape components.

5.6 Utility Integration & Concealment Strategy

The consultant shall prepare proposals for:

- concealment of exposed utility lines,
- electrical boxes,
- meters,
- conduits,
- service infrastructure,
- and visually incompatible installations through non-invasive and maintenance-friendly methods.

5.7 Non-Invasive Heritage Methodology

All consultancy proposals shall strictly adhere to:

- non-invasive principles,
- reversible interventions,
- minimum intervention approach,
- heritage-sensitive techniques,
- and preservation of original architectural fabric.

No proposal involving:

- demolition,
- structural alteration,
- damage to heritage elements,
- permanent invasive fixing,
- or alteration of architectural character shall be permitted.

5.8 Stakeholder Consultations

The consultant shall conduct consultations with:

- Municipal Corporation Shimla,
- Heritage Advisory Committee,
- shopkeepers,
- local residents,
- Beopar Mandal,
- Tourism Department,
- and other stakeholders.

The consultant shall organize presentations/workshops/public consultations as directed.

5.9 Preparation of Drawings & Visualization

The consultant shall prepare:

- plans,
- elevations,
- façade treatment drawings,
- detailed architectural drawings,
- streetscape sections,
- signage drawings,
- 3D views,
- rendered visualizations,
- photo simulations,
- and presentation material.

5.10 Cost Estimates & Implementation Framework

The consultant shall prepare:

- item-wise cost estimates,
- segment-wise implementation cost,
- implementation methodology,
- phasing strategy,
- execution framework,
- maintenance recommendations,
- and implementation prioritization plan.

6. Deliverables

The consultant shall submit the following deliverables:

Stage-I

- Inception Report
- Reconnaissance Survey Report
- Work Plan & Methodology
- Existing Situation Assessment

Stage-II

- Detailed Building Inventory
- Photographic Documentation
- Measured Drawings
- Heritage Assessment Report

Stage-III

- Draft Facade Design Framework
- Signage Guidelines
- Streetscape Concepts
- Colour & Material Palette
- Preliminary Cost Estimates

Stage-IV

- Final Design Manual
- Detailed Drawings
- 3D Visualization
- Final Cost Estimates
- Implementation Framework
- Phasing Plan
- Maintenance Guidelines

Stage-V

- Final Revised Detailed Project Report (DPR) after incorporating observations of Municipal Corporation Shimla/Heritage Advisory Committee.

7. Time Schedule

The consultancy assignment shall be completed within Two months from commencement of services.

Detailed milestone schedule shall be finalized during contract agreement.

8. Team Composition

The consultant shall deploy qualified professionals including but not limited to:

- Conservation Architect,
- Urban Designer,
- Architect,
- Structural Engineer,

- GIS/Documentation Expert,
- Graphic/Visualization Expert,
- Quantity Surveyor,
- and other supporting professionals as required.

9. Applicable Standards & Guidelines

The consultancy shall conform to:

- applicable heritage conservation principles,
- Government guidelines,
- urban design standards,
- relevant BIS/CPWD/HPPWD standards,
- and directions issued by Municipal Corporation Shimla and Heritage Advisory Committee.

9A. Conformity with Shimla Development Plan

The consultant shall ensure that all proposals, recommendations, drawings, façade treatments, streetscape concepts, signage guidelines, implementation framework and associated design interventions prepared under this consultancy assignment conform to the provisions of the applicable Shimla Development Plan/Master Plan, development control regulations, heritage regulations, zoning provisions and other statutory planning guidelines issued by the competent authorities from time to time.

The consultant shall also ensure compatibility of all proposals with:

- Town & Country Planning regulations,
- heritage conservation requirements,
- pedestrian and traffic management provisions,
- disaster and seismic safety considerations,
- environmental considerations,
- and any directions issued by the Government of Himachal Pradesh or competent statutory authorities.

In case of any conflict between proposed interventions and applicable statutory provisions, the consultant shall immediately bring the matter to the notice of Municipal Corporation Shimla and recommend suitable compliant alternatives.

10. Review & Approval Mechanism

All submissions shall be reviewed by Municipal Corporation Shimla and/or designated review committee/Heritage Advisory Committee.

The consultant shall revise and resubmit deliverables as required without additional cost.

11. Support to be Provided by Municipal Corporation Shimla

Municipal Corporation Shimla may facilitate:

- available base maps/drawings,
- available records,
- stakeholder coordination,
- and departmental consultations subject to availability of records.

ELIGIBILITY CRITERIA & EVALUATION METHODOLOGY

1. Minimum Eligibility Criteria

The bidder shall meet the following minimum eligibility requirements:

Sr. No.	Criteria	Requirement	Documents Required
1	Legal Status	Registered Company/Firm/LLP/Partnership /Joint Venture/Consortium legally eligible to operate in India	Registration Certificate /Incorporation Certificate
2	GST Registration	Valid GST Registration	GST Certificate
3	PAN	Valid PAN	PAN Copy
4	Professional Eligibility	Registered Architect under Council of Architecture (CoA) and/or eligible consultancy organization	CoA Registration /Supporting Documents
5	Experience	Minimum 10 years' experience in architectural consultancy/urban design/heritage conservation/façade design/urban renewal consultancy	Work Orders & Completion Certificates
6	Similar Projects	Successfully completed similar consultancy assignments during last 5 (five) years	Completion Certificates/Client Certificates
7	Financial Capacity	Average annual turnover of not less than ₹ 25,00,000 during last three financial years	CA Certificate/Audited Balance Sheets
8	Key Professionals	Availability of required multidisciplinary professionals	CVs & Qualification Certificates
9	Blacklisting	Bidder should not be blacklisted by any Government Department/PSU/ULB	Self-Declaration Affidavit
10	EMD	Submission of prescribed Earnest Money Deposit	Proof of EMD Submission

2. Definition of Similar Consultancy Work

For the purpose of eligibility, similar consultancy work shall mean consultancy services related to one or more of the following:

- heritage conservation projects,
- façade improvement projects,
- urban streetscape design,
- urban renewal projects,
- architectural planning consultancy,
- public realm improvement projects,
- hill town urban design projects,
- signage control framework,
- heritage precinct planning,
- or similar architectural/urban design consultancy assignments.

3. Joint Venture / Consortium

1. Joint Venture (JV) / Consortium participation shall be permitted.

2. Maximum number of members in JV/Consortium shall be limited to Two (2)
3. One member shall act as Lead Member and shall be authorized to represent the JV/Consortium.
4. All members shall be jointly and severally liable for execution of consultancy services.
5. Valid JV/Consortium Agreement shall be submitted along with Technical Bid.

4. Technical Proposal Requirements

The Technical Proposal shall include:

1. Company/Firm Profile
2. Understanding of Project
3. Methodology & Work Approach
4. Heritage Conservation Approach
5. Non-Invasive Design Strategy
6. Survey & Documentation Methodology
7. Stakeholder Consultation Framework
8. Work Programme & Timelines
9. Team Composition & CVs
10. Similar Consultancy Experience
11. Presentation Material (if required)
12. Any other information specified in the tender document.

5. Evaluation Methodology

The selection shall be carried out under a two-envelope system comprising:

- Technical Evaluation
- Financial Evaluation

Only technically qualified bidders shall be considered for opening of Financial Bids.

6. TECHNICAL EVALUATION CRITERIA

The Technical Proposals of eligible bidders shall be evaluated out of 100 marks on the following criteria:

Sr. No.	Evaluation Criteria	Maximum Marks	Evaluation Parameters
1	Experience of Firm in Similar Consultancy Projects	20 Marks	1 similar project = 8 marks 2 similar projects = 14 marks 3 or more similar projects = 20 marks
2	Experience in Heritage / Hill Town / Heritage Precinct Projects	15 Marks	1 project = 5 marks 2 projects = 10 marks 3 or more projects = 15 marks
3	Experience in Government / ULB / Smart City Projects	10 Marks	1 project = 4 marks 2 projects = 7 marks 3 or more projects = 10 marks
4	Methodology, Understanding of Project & Work Approach	20 Marks	Understanding of heritage sensitivity, façade strategy, non-invasive methodology, survey approach, implementation framework, stakeholder consultation strategy etc.
5	Qualification & Experience of Key Professionals	20 Marks	Based on qualification and relevant experience of proposed team
6	Presentation & Conceptual Approach	10 Marks	Quality of presentation, visualization capability, implementation understanding

Sr. No.	Evaluation Criteria	Maximum Marks	Evaluation Parameters
			and innovation
7	Experience in GIS / Digital Documentation / 3D Visualization / BIM based documentation	5 Marks	Relevant completed assignments and demonstrated capability
	TOTAL	100 Marks	

7. MINIMUM TECHNICAL QUALIFICATION REQUIREMENT

The bidder must secure minimum 70 marks out of 100 in Technical Evaluation for qualification of Financial Bid opening.

8. DEFINITION OF SIMILAR CONSULTANCY PROJECT

For the purpose of evaluation, “Similar Consultancy Project” shall mean consultancy assignments related to one or more of the following:

- Heritage Conservation Projects
- Heritage Facade Improvement Projects
- Urban Streetscape Improvement Projects
- Urban Renewal / Public Realm Improvement Projects
- Architectural Urban Design Projects
- Heritage Precinct Planning
- Signage Control & Urban Design Framework
- Smart City Area Improvement Projects
- Hill Town Urban Design Projects

The project shall have been completed or substantially completed within the last five (5) years.

9. MINIMUM EXPERIENCE REQUIREMENT

The bidder must have successfully completed:

- At least one similar consultancy project costing not less than ₹ 20,00,000
OR
- Two similar consultancy projects each costing not less than ₹ 12,00,000
OR
- Three similar consultancy projects each costing not less than ₹ 8,00,000

during the last Five (5) years.

10. KEY PROFESSIONAL REQUIREMENTS

The bidder shall deploy the following minimum key professionals:

Sr. No.	Position	Minimum Qualification	Minimum Experience
1	Team Leader / Conservation Architect	B.Arch + Conservation Specialization	10 Years
2	Urban Designer / Planner	B.Arch / M.Plan / Urban Design	7 Years
3	Architect	B.Arch	5 Years
4	Structural Engineer	B.E./B.Tech Civil	7 Years
5	GIS / Documentation Expert	Relevant Degree	5 Years
6	Visualization / Graphic Expert	Relevant Qualification	5 Years

Sr. No.	Position	Minimum Qualification	Minimum Experience
7	Quantity Surveyor / Estimator	Civil Engineering / QS	5 Years

11. MARKING FOR KEY PROFESSIONALS

Criteria	Marks
Team Leader / Conservation Architect	6
Urban Designer / Planner	4
Architect	3
Structural Engineer	3
GIS / Documentation Expert	2
Visualization Expert	1
Quantity Surveyor	1
Total	20

12. PRESENTATION EVALUATION

Technically responsive bidders may be required to make presentation before the Evaluation Committee covering:

- understanding of project,
- heritage sensitivity,
- proposed methodology,
- façade improvement strategy,
- streetscape vision,
- implementation framework,
- and visualization capability.

Presentation shall carry maximum 10 marks.

8. Financial Evaluation

The Financial Bids of only technically qualified bidders shall be opened. The bidder quoting the **lowest** consultancy fee shall be considered for award of consultancy assignment, subject to fulfilment of all tender conditions.

9. Right of Rejection

Municipal Corporation Shimla reserves the right to:

- reject any or all bids,
- seek clarifications,
- request additional information,
- or cancel the tender process
without assigning any reason whatsoever.

10. Conflict of Interest

The bidder shall disclose any actual or potential conflict of interest. Any bidder found to have conflict of interest affecting fairness of the process may be disqualified.

11. Fraudulent Practices

Any attempt to influence the evaluation process through:

- canvassing,
- misrepresentation,

- submission of false documents,
 - collusion,
 - or corrupt practices
- shall result in rejection of bid and further action as per applicable rules.

12. Verification of Documents

Municipal Corporation Shimla reserves the right to verify:

- submitted documents,
 - credentials,
 - financial information,
 - work experience,
 - and professional claims
- from concerned authorities/clients.

CHAPTER–VII

SPECIAL CONDITIONS OF CONSULTANCY CONTRACT

1. General

1.1 These Special Conditions of Consultancy Contract shall be read in conjunction with the General Conditions of Contract, Terms of Reference (TOR), Technical Specifications, approved methodology and all other tender documents.

1.2 In case of any inconsistency between General Conditions and Special Conditions, the Special Conditions shall prevail to the extent applicable to this consultancy assignment.

2. Nature of Consultancy

2.1 The consultancy assignment is a heritage-sensitive urban design and façade improvement consultancy for Mall Road, Shimla.

2.2 The consultant shall adopt a conservation-oriented, context-sensitive and non-invasive planning approach throughout the assignment.

2.3 The consultant shall ensure that all recommendations are practical, implementable and compatible with the historic character of Shimla.

3. Site Visit & Familiarization

3.1 The bidder shall be deemed to have inspected and examined the project area and surroundings before submission of bid.

3.2 The consultant shall familiarize himself with:

- site conditions,
- topography,
- climatic conditions,
- pedestrian movement,
- heritage character,
- utility infrastructure,
- accessibility constraints,
- and statutory restrictions.

3.3 No claim whatsoever arising out of lack of site knowledge shall be entertained later.

4. Non-Invasive Heritage Mandate

4.1 All design proposals shall strictly conform to the principle of minimum intervention.

4.2 No proposal involving:

- demolition,
- structural alteration,
- removal of heritage features,
- alteration of rooflines,
- cutting of walls,
- invasive anchoring,
- or irreversible interventions shall be permissible.

4.3 All proposed systems and fixtures shall be reversible and heritage-compatible.

4.4 The consultant shall ensure conformity with:

- Shimla Development Plan,
- heritage regulations,
- applicable development control norms,
- seismic safety considerations,
- and directions issued by competent authorities.

5. Stakeholder Consultations

5.1 The consultant shall conduct stakeholder consultations during various stages of the assignment.

5.2 The consultant shall organize meetings/presentations/workshops with:

- Municipal Corporation Shimla,
- shopkeepers,
- local stakeholders,
- Beopar Mandal,
- Heritage Advisory Committee,
- and other departments/agencies.

5.3 The consultant shall record observations/suggestions and suitably incorporate feasible recommendations.

6. Coordination with Departments

The consultant shall coordinate with:

- Town & Country Planning Department,
- Heritage Advisory Committee,
- Tourism Department,
- Public Works Department,
- Electricity Department,
- Fire Department,
- and other concerned agencies as required.

7. Surveys & Documentation

7.1 The consultant shall undertake all necessary:

- field surveys,
- photographic documentation,
- façade inventory,
- measurements,
- mapping,
- and documentation activities required for the assignment.

7.2 The consultant shall maintain proper digital records and archive of all surveys and documentation.

8. Drawings & Deliverables

8.1 All drawings and reports shall be submitted both in hard copy and editable soft copy formats.

8.2 Deliverables shall include:

- AutoCAD drawings,
- PDF reports,
- GIS/database outputs,
- high-resolution photographs,
- renderings,
- presentations,
- and visualization files.

8.3 Number of copies and digital formats shall be as directed by Engineer-in-Charge.

9. Revision of Drawings & Reports

9.1 The consultant shall revise drawings/reports/documents as per observations of Municipal Corporation Shimla or Heritage Advisory Committee without additional cost.

9.2 Such revisions shall form part of consultancy obligations.

10. Ownership of Data & Intellectual Property

10.1 All drawings, reports, data, surveys, photographs, GIS outputs, renderings and associated documents prepared under this consultancy assignment shall become the property of Municipal Corporation Shimla.

10.2 The consultant shall not use or publish any project document without prior written approval of Municipal Corporation Shimla.

11. Quality Assurance

11.1 The consultant shall maintain professional quality standards throughout the assignment.

11.2 All drawings, estimates, recommendations and reports shall be thoroughly checked before submission.

11.3 Errors, omissions or inconsistencies detected during review shall be corrected by the consultant without additional cost.

12. Presentations

12.1 The consultant shall make presentations before:

- Municipal Corporation Shimla,
- Heritage Advisory Committee,
- Government Departments,
- or any designated committee as and when required.

12.2 All expenses towards presentations shall be borne by the consultant.

13. Deployment of Key Professionals

13.1 Key professionals proposed in the technical bid shall remain associated with the project during the consultancy period.

13.2 Replacement of key personnel shall require prior approval of Municipal Corporation Shimla.

13.3 Replacement personnel shall possess equivalent or higher qualifications and experience.

14. Delay in Submission

14.1 Delay in submission of deliverables beyond stipulated timelines without valid justification may attract penalty as per contract provisions.

14.2 Continued non-performance may lead to termination of contract.

15. Confidentiality

The consultant shall maintain confidentiality regarding all project information, documents, proceedings and deliberations during and after completion of the consultancy assignment.

16. Applicable Codes & Standards

The consultancy shall conform to:

- applicable BIS standards,
- CPWD/HPPWD practices where relevant,
- urban design norms,
- heritage conservation principles,

- Shimla Development Plan,
- statutory regulations,
- and instructions issued by Municipal Corporation Shimla.

17. Final Acceptance

The consultancy assignment shall be considered complete only after:

- submission of all deliverables,
- incorporation of observations,
- approval by competent authority,
- and issuance of completion certificate by Municipal Corporation Shimla.

CHAPTER–VIII
FORMS & ANNEXURES

ANNEXURE–A

LETTER OF TECHNICAL BID

To,

The Addl. SE-cum-Project Director,
Municipal Corporation Shimla,
Shimla – 171001 (H.P.)

Subject:

Submission of Bid for “**Consultancy Services for Preparation of Uniform Heritage Facade Design and Implementation Framework for Mall Road, Shimla.**”

Sir,

Having examined the Tender Documents including all annexures, Terms of Reference (TOR), conditions of contract, corrigenda/addenda and other documents forming part of the tender, we hereby submit our Technical Bid for the above-mentioned consultancy assignment.

We hereby confirm that:

1. We have carefully examined and understood all tender conditions and scope of consultancy.
2. We have visited and examined the project area and familiarized ourselves with the site conditions and heritage sensitivities.
3. We agree to abide by all terms and conditions of the tender document.
4. We undertake to execute the consultancy assignment in accordance with the tender conditions and directions of Municipal Corporation Shimla.
5. The information furnished by us is true and correct.
6. Our bid shall remain valid for a period of _____ days from the date of opening of Technical Bid.

Date:

Place:

Signature of Authorized Signatory

Name:

Designation:

Seal of Firm/Company

ANNEXURE–B

FORMAT FOR DETAILS OF SIMILAR CONSULTANCY PROJECTS

Sr. No.	Name of Project	Client/Department	Nature of Consultancy Services	Project Cost	Consultancy Fee	Completion Year	Whether Heritage/Hill Town Project
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Supporting documents such as Work Orders and Completion Certificates shall be enclosed.

ANNEXURE–C

FORMAT FOR KEY PROFESSIONALS

Sr. No.	Name	Position	Qualification	Total Experience	Relevant Experience	Present Assignment
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CVs and qualification certificates shall be enclosed.

ANNEXURE–D

FORMAT FOR FINANCIAL CAPACITY

Financial Year	Annual Turnover (₹)	Profit/Loss (₹)
2022–23		
2023–24		
2024–25		

Certified by Chartered Accountant.

ANNEXURE–E

UNDERTAKING REGARDING NON-BLACKLISTING

(To be submitted on stamp paper)

We hereby certify that our firm/company has not been blacklisted/debarred by any Government Department, PSU, Municipal Corporation or statutory authority in India.

Further, no litigation or investigation is pending against the firm which may affect execution of this consultancy assignment.

Date:

Place:

Signature of Authorized Signatory

Seal of Firm

ANNEXURE–F

FORMAT FOR JOINT VENTURE / CONSORTIUM DETAILS

Sr. No.	Name of Member	Role in JV/Consortium	Share (%)	Authorized Representative
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JV/Consortium Agreement shall be enclosed.

ANNEXURE–G

FORMAT FOR WORK PROGRAMME & MILESTONES

Sr. No.	Activity	Duration	Deliverable	Timeline
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ANNEXURE–H

FORMAT FOR DECLARATION OF SITE VISIT

This is to certify that we have visited the project area and acquainted ourselves with:

- site conditions,
- accessibility,
- heritage sensitivities,
- façade conditions,
- pedestrian movement,
- and all relevant aspects necessary for preparation of our bid.

Date:

Place:

Signature of Authorized Signatory

Seal of Firm

ANNEXURE–I

FORMAT FOR POWER OF ATTORNEY

(For Authorized Signatory)

Standard format authorizing the representative to sign and submit the bid on behalf of the bidder/JV/Consortium.

ANNEXURE–J

FORMAT FOR PERFORMANCE SECURITY

(Bank Guarantee Format)

Standard Bank Guarantee format to be submitted by successful bidder towards Performance Security.

ANNEXURE–K

FORMAT FOR CHECKLIST OF DOCUMENTS

Sr. No.	Description	Submitted (Yes/No)
1	Technical Bid Submission Letter	
2	Registration Certificate	
3	GST Certificate	
4	PAN Copy	
5	CoA Registration	
6	Similar Consultancy Experience	
7	Completion Certificates	
8	Financial Statements	
9	Key Professional Details	
10	EMD Proof	
11	Affidavit regarding Non-Blacklisting	
12	JV/Consortium Documents	
13	Site Visit Declaration	
14	Work Programme	
15	Any Other Document	

ANNEXURE–L

FORMAT FOR UNDERTAKING REGARDING HERITAGE & NON-INVASIVE COMPLIANCE

We hereby undertake that all consultancy proposals, recommendations and design interventions prepared under the assignment shall:

- conform to heritage conservation principles,

- follow non-invasive methodology,
- preserve the architectural character of Mall Road,
- and conform to the applicable Shimla Development Plan and statutory regulations.

Date:

Place:

Signature of Authorized Signatory

Seal of Firm