

No. K-15016/185/2015-SC-I
Government of India
Ministry of Urban Development
Smart Cities Division

Nirman Bhawan, New Delhi
Dated: - 8th June, 2016

OFFICE MEMORANDUM

Subject: - Steps for conversion of Smart City Proposals into Projects.

After announcement of Rounds 1&2 (fast track) of the Challenge, the selected Smart Cities have to establish their SPVs and hold the first Board Meeting. For constituting the SPVs, a model Articles of Association has been given and is available on the Mission website. Thereafter, the first instalment of Central share of funds will be released by the MoUD. After formation of the SPVs they have to procure PMCs (In order to prepare the RFPs, the MoUD will provide handholding support to the SPVs.) The PMCs have to convert the Smart City Proposals (SCP) into projects.

2. The integrated nature of the SCPs has to be maintained during projectivization. For this a modular approach has to be followed by the SPVs involving three steps. First, projects in the SCPs have to be combined together into packages. Second citizens have to be involved in project design. This is a continuation of cooperative-competition process started during preparation of their Smart City Proposals. This competition is called *Make Your City Smart* and the process is given in O.M. of even no. dated 7 June 2016. After the winning work design is announced, the PMCs will refine the designs and prepare the DPRs/ RfPs. The projectivization steps are given in Annexure 1.

3. For Smart Solutions, detailed instructions are available in the Advisory, which is available on the Mission website ([www.smartcities.gov.in>downloads>Toolkit](http://www.smartcities.gov.in/downloads/Toolkit)).

4. The SPVs may note that citizen consultation is a must during the process of development of the DPR/RfP and the steps are given in the O.M. No. K.14012/101/2016-SC-III-A, dt. 25 May 2016. The OM is also available on the Mission website ([www.smartcitiesgov.in>downloads>OMs](http://www.smartcitiesgov.in/downloads/OMs)).

Encl:- As above

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To

- 1) Principal Secretary (UD)/ Mission Directors of all 98 shortlisted Smart Cities.
- 2) Municipal Commissioners/ CEO of SPVs of all 98 shortlisted Smart Cities.

Copy to: 1) CEO, MyGov Cell, D/o Electronics & IT.

Annexure-1 – Projectivization Steps

Step -1 Developing Work Package

1. Study the list of projects as outlined in approved Smart City Proposal.
2. Combine projects into work packages/ modules (set of similar type of projects).
3. Develop broad time line for the implementation (in year 1, 2 &3) of the work package/ module in consultation with the SPV.

Step -2 Audit/Assessment of prevailing situation.

1. The existing situation will be assessed. Based on this assessment and Benchmarks, target condition will be outlined.
2. The SPV may organise an open competition to identify innovative and doable solutions to achieve the target condition identified above. Details are given in O.M. of even no. dated 7 June 2016.
3. The competition may be done separately for simple and complex work packages/projects.
4. Selected design will be further developed by the PMC, incorporating changes/improvements as may be required.

Step -3

1. See OM No. K.14012/101(4)/2016-SC-III-A dated 25th May, 2016