

INDORE DEVELOPMENT AUTHORITY

7, RACE COURSE ROAD , INDORE



**Request for Proposal (RFP) for Selection
of Consultant for Architectural and allied
services with project management
consultancy for Development Of
Bus Terminus Project
At Vijaynagar-Square
Scheme No. 54 Indore.**

Issued By

Chief City Planner
Indore Development Authority
7, Race Course Road
Indore – 452001
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INDORE DEVELOPMENT AUTHORITY

ida

7, Race Course Road,
Indore (M.P.) Pin – 452003

Email: idaindore7@yahoo.in
No. : IDA/ MPTENDERS /2018-19/103

Phone : 0731-2533355, 2545339
Date : 08-01-2019

TENDER NO. 2019_DTCP_1532 (1st Call) NOTICE INVITING TENDER

Online tenders are invited on percentage basis for Selection of Consultant for Architectural and allied services with project management consultancy for Development of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore. Tender documents will be uploaded on website <https://www.mptenders.gov.in>.

S. No.	Name of work	Proposed Cost of Project (Rs.)	Earnest Money (Rs.)	Cost of tender form + GST (Rs.)	Time allowed for completion including/ excluding rainy season	Eligibility criteria	Last date & Time of Purchase Tender	Remarks
01	Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore	40.00 Crore	200000/-	11800/-	As specified in RFP documents	As specified in RFP documents	21-01-2019 17:30	GST shall be paid separately as per applicable rates. So Tender Rates should be quoted accordingly

Note :-

1. The Firms should have registration with employees provident fund and GST. Copy of registration is to be submitted along with tender document. In case if the firm is not having registration then an application for the registration will be also considered.
2. Amendments to NIT if any, would be published on website only, and not in newspaper.
3. Any type of exemption in Tender form fees / EMD will not be allowed and tender without tender form fees / EMD shall be rejected prima facie.

Indore Development Authority

7, Race Course Road , Indore

RFP Document

Request for Proposal (RFP) for Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore

Indore Development Authority Invites Request for Proposal (RFP) from eligible Consultant for Providing Consultancy Services for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore

The proposals duly completed as per prescribed format, shall be submitted in sealed envelope super scribing Application for preparation of Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore

Tentative cost of project is **Rs. 40.00 Cr.**

Consultant may Submit their Proposal on or before the date of submission mentioned in the schedule of tender at the following address:

Chief City Planner
Indore Development Authority
7, Race Course Road
Indore – 452 001
Tele-fax: 0731-2430553
Mob. No : - +919755099388
Web Site : www.idaindore.org
Email: rksinghtcp@gmail.com

Details of the services required are provided in the Terms of Reference of this Request For Proposal (RFP). The detailed RFP with Annexure(s) may be obtained from website <https://www.mptenders.gov.in>.

Key Dates:-

TENDER TIME SCHEDULE

S.No.	IDA Stage	Contractor Stage	Key Dates & time
1	2	3	4
1	Tender Preparation and release of NIT	-	08-01-2019 18:00
2	-	Purchase of tender Start Date & Time	08-01-2019 18:00
3	-	Tender Purchase Online End Date & Time	21-01-2019 17:30
4	-	Submit Bid Online End Date & Time	21-01-2019 17:30
5	-	Bid submission (Manually submission as per note below)	24-01-2019 17:30
6	Opening of EMD, Cost of tender document and Technical Bid.	-	24-01-2019 18:00
7	Financial/price Bid open date and time	-	30-01-2019 13:00

Note : Original EMD instrument in the name of Indore Development Authority, Indore & relevant documents should reach to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. By 24-01-2019 upto 17:30 through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.

Data Sheet

1	The description of the project	Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.
2	Name of the Authority:	Indore Development Authority, Indore,
3	Method of Selection:	Quantity And Cost Base Selection (QCBS)
4	Financial proposal to be submitted along with the Technical Proposal:	No
5	Bid validity period	Proposal should remain valid for 120 days from the proposal due date
6	The Consultant must submit the original and one copy of the technical proposal. (Hard bound)	Yes
7	The Bidder must submit the technical proposal in	two copies

8	Bid Security	<p>The amount of bid Security is Rs. 200000.00 (Rupees Two Lacs Only).</p> <p>Format for Bid Security: Bank Demand Draft drawn in favor of “Indore Development Authority” and payable at Indore</p> <p>The Bid Security shall be returned not later than 120 days from Proposal Due Date (PDD) except in case of the two highest ranked bidders. Bid Security of second ranked bidder shall be returned on signing of the agreement. The Selected bidder’s Bid Security shall be returned, upon the bidder signing the Agreement and furnishing the Performance Security.</p> <p>Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-</p>
9	Performance security :-	<p>Performance security :- The Bidder shall have to produce a performance security in the form of bank guarantee by any scheduled bank in India. The above performance security can be liquidated by the authority i.e. Indore Development Authority Indore stating that the amount claim is due by way of loss or damage cost to or suffered the authority by reason of any breach by said Bidder of any of the terms or conditions contained in the agreement or by reason of the Bidder failure to perform their duty.</p> <p>The decision of Chief Executive Officer Indore Development Authority Indore shall be final and binding in this regards.</p> <ol style="list-style-type: none"> I. The performance security in the form of bank guarantee shall be equivalent to 5% of the total fees to be paid to the Bidder by the Authority. at the time of Aggrement. II. 5% Security Deposit will be deducted from each running bill of the consultant. III. The Performance security and 5% Security Deposit equivalent to consultancy fee architectural and allied services will be refunded after successful completion of project. IV. 5% Security Deposit deducted from bill for the services of PMC will be refunded as follows:- <ol style="list-style-type: none"> a. Every 20% amount of security deposit for PMC work shall be refunded in each year after release of security deposit of the contractor.

10	Period of project :	24 Months
11	Authority Representative/ Point of contact for any queries related to the RFP	R.K.Singh Chief City Planner Indore Development Authority 7, Race Course Road, Indore - 452 001 Tele-fax: 0731-2430553 Email: idaindore7@yahoo.in rksinghtcp@gmail.com

EXPLANATORY NOTE OF THE AUTHORITY AND REQUIREMENTS.

The Authority intends to construct Bus Terminus At Vijaynagar-Square Scheme No. 54 Indore . The area of the Plot is **(2.85 hectare)** approximately. The site plan of the plot is as per ANNEXURE -'22'

The Plot is located in a very well planned IDA Scheme number 54. and situated on 75 mt. wide M.R. 10 Road and at BRTS Indore at Vijay Nagar.

The estimated cost of the proposed project is **40. 00 Cr. Approx.**

INFORMATION OF GENERAL NATURE

Indore is the largest city of the Indian state of Madhya Pradesh. It serves the headquarters of both Indore District and Indore Division. A central power city, Indore exerts a significant impact upon commerce, finance, media, art, fashion, research, technology, education, and entertainment and has been described as the commercial capital of the state.

Located on the southern edge of Malwa Plateau, the city is located 190 km west of the state capital of Bhopal. With a Census-estimated 2011 population of 1,960,631[3] distributed over a land area of just (526 km²), Indore is the most densely populated major city in the central province. The Indore Metropolitan Area's population is the state's largest, with 2.2 million people living there. It is the 14th largest city in India.

Indore's financial district, anchored by central Indore, functions as the financial capital of the Madhya Pradesh and is home to the Madhya Pradesh Stock Exchange, India's third oldest stock exchange. Indore's real estate market is among the most expensive in the state. Numerous colleges and universities are located in Indore, including IIM Indore and IIT Indore.

Climatic Data

Summer:

Summers in Indore last from April to June. During these months, daytime temperature normally remains around 35°C to 40°C and the days are very hot and sultry. The mercury level may sometimes reach unbearable heights, with the maximum summer mid-day temperature soaring to 45°C. However, because of its location in the southern edge of the Malwa plateau, Indore experiences a cool evening breeze called 'Shab-e-Malwa, which makes the summer nights very pleasant and bracing.

Winter:

The large seasonal variations that are associated with the Malwa region are also noticed during winters in Indore. The winter season generally begins in the month of November and stretches on till the month of February. In the course of this season, the temperature generally hovers around 10°C. During the peak winter months, the temperature can be spine-chilling during the night and may drop down to as low as 20°C to 30°C. The minimum temperature ever recorded in Indore is 1.50°C.

Monsoon:

During the months of July, August and September, Indore experiences south-western monsoon rains. Rainfall may happen in the form of mild drizzle or heavy torrents. Monsoons are moderate, with the average rainfall remaining somewhere around 760 - 890 mm (30-35 inches). Nonetheless, the beauty of the place can be best experienced in the post-monsoon season and during the winters. The best time to visit Indore is anytime between the months of October and March.

DISCLAIMER

1. The information contained in this Expression of Request For Proposal (RFP) or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by or on behalf of Indore Development Authority (herein after referred to as IDA / The IDA) or any of their employees, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement or an offer by the IDA to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this RFP.
3. This RFP includes statements, which reflect various assumptions and assessments arrived at by the IDA in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This RFP may not be appropriate for all persons, and it is not possible for the IDA and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, 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 RFP and obtain independent advice from appropriate sources.
5. Information provided in this RFP 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 IDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. The IDA and its employees/advisors 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
7. The IDA 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 RFP.
8. The IDA 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 RFP.
9. The issue of this RFP does not imply that the IDA is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy Work and the IDA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

Part - 1

Pre-Qualification in General

1.0 INFORMATION TO APPLICANTS

The documents can be downloaded from website at www.mptenders.gov.in

1.1 Application shall be submitted in sealed envelope super scribing “**Application for Consultant**” on or before the date of submission mentioned in the schedule of tender at the following address:

Chief City Planner
Indore Development Authority
7, Race Course Road
Indore - 452 001
Tele-fax: 0731-2430553
Mob. No : - +919755099388
Web Site : www.idaindore.org
Email: rksinghtcp@gmail.com

- 1.1** Email: rksinghtcp@gmail.com. The application shall be submitted only as per the enclosed format(s) along with all the Annexure. Documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.
- 1.2** The intending applicants shall also submit the list of such projects where due to any disputes, litigation/arbitration was invoked and / or the consultancy services were abandoned/suspended by the IDA. Suppression of any information in this regard may lead to cancellation of the Firm/Consultant(s)/Consultant(s) concerned, if such information comes to the notice of IDA, Indore.
- 1.3** Incomplete applications will be summarily rejected.
- 1.4** IDA, Indore reserves the right to reject any or all applications without assigning any reason thereof.

2. INSTRUCTIONS TO APPLICANTS

2.1 General

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- b) **The application shall be type written or in block letters . The applicant's name, signature and stamp shall appear on each page of the application form.**
- c) Copies of the References, information, work orders and completion certificates from the respective employer certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by IDA Indore, when required.
- d) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the IDA, Indore.

- e) The application must be in proper & in sequence as per RFP.
- f) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions shall be borne by the applicant and IDA, Indore in no case will be responsible or liable for these costs regardless of the outcome of the process.
- g) Certificate to be submitted should be issued by Employer to the Consultant giving following information of the project(s) assigned to them (for each project)
 - I. Project assigned to individual/firm/company in its sole capacity.
 - II. Total fees agreed by the employer for the project.
 - III. Cost of project.
 - IV. Physical completion status of the project (in percentage).
 - V. Cost of project completed till the date of bidding.
 - VI. Fees paid to the consultant for the above project.
 - VII. TDS certificates issued by the employer to the consultant for the above project.
 - VIII. Photographs showing the current status of project.
 - IX. Location plan of the project.

LIST OF ANNEXURE

S.NO	DESCRIPTION	<u>Annexure</u>
1.	Covering letter format	Annexure-1
2.	Organizational Details	Annexure-2
3.	Details of Directors /Partners /Proprietors	Annexure-3
4.	Financial Status	Annexure-4
5.	Year Of Establishment Of Bidder	Annexure-5
6.	Details of Consultancy work in last five years:	Annexure-6
7.	Bidder Experience as PMC for Buildings in last five years	Annexure-7
8.	Bidder's References:- Relevant Services carried out in the Last 5 Years Which Best Illustrate Qualifications	Annexure-8
9.	Litigation/Arbitration	Annexure-9
10.	Affidavit	Annexure-10
11.	Financial Proposal	Annexure-11
12.	Information related to the project	Annexure-12
13.	Bank Guarantee Form For EMD	Annexure-13
14.	Guarantee Bond	Annexure-14
15.	Form in which bills for monthly payment are to be presented during PMC	Annexure-15
16.	Information of Equipment / Office / Key Persons	Annexure-16
17.	Bid Security	Annexure-17
18.	Documents Required For Technical Proposal	Annexure-18
19.	Format Of Curriculum Vitae (Cv) For Proposed Key Staff	Annexure-19
20.	1. Approach Paper On Methodology Proposed For Performing The Assignment 2. Approach Paper On How The Delay In The Project Shall Be Eliminated	Annexure-20
21.	Location Map	Annexure-21
22.	Site-Plan	Annexure-22

3. PREPARATION OF PROPOSAL

Preparation and submission shall be in two envelopes as below.

- i. Envelope No. 1 – Bid Security and Documents in proof of eligibility and RFP document.
- ii. Envelope No. 2 – Technical Proposal
- iii. Financial Proposal (To be submit Online).
- iv. Documents may be attached in support of information against respective format. The bidder shall fill the required information in the required formats prepared as per the sample formats.
- v. The hard bound bid document shall be submitted by Registered post/Speed Post/private courier at the office of the Indore Development Authority, 7, Race Course Road, Indore – 452003, on or before 24/01/2019 up to 17.30 hrs. Indore Development Authority will not be responsible for any postal delay or loss of the document.

3.1 DOCUMENTS IN PROOF OF ELIGIBILITY

The bidder's eligibility proposal must include the following information but not limited to the formats attached.

3.1.1 Following documents must be furnished in proof of eligibility:

- i. Bidder's relevant experience as given in the eligibility criteria.
- ii. Financial Statement
- iii. List of equipment's, the details of the office and key persons employed by the Bidder may be furnished.
- iv. Work in hand
- v. Bid Security

3.1.2 The experience certificates in support of completed project or for the project in hand is required to be submitted and should be certified by Principal Employer (by the officer not less than executive engineer or director in case of private sector). Certificate should indicate clearly the Bidders experience in related field as per the requirement of the work. Scope of services rendered by the Bidder should be clearly indicated in the certificate issued. The certificate of the Principal Employer should also indicate against each work, the value of work, period assigned for completion, when completed and main reasons for delay if any in completion of the work. A brief note as to what action was taken by the consultant to curb the delay in completion of the project.

3.1.3 The minimum essential requirement in respect of qualification in eligibility proposal has been indicated in the tender document. If the consultants do not fit in the eligibility criteria, evaluation of his technical and financial proposal will not be carried out.

3.1.4 Bid Security

3.1.4.1 The bid shall be accompanied by bid security of Rs. 2,00,000 (Rupees Two Lakh) in the form of e-FDR in favour of IDA, payable at Indore (As per Data Sheet).

3.1.4.2 Any bid not accompanied by the Bid Security will be rejected.

- 3.1.4.3 In the event of his bid being accepted subject to provisions of the sub clause, the said amount if so requested by the bidder be appropriated towards the amount of Performance Security payable by him under the conditions of contract.
- 3.1.4.4 If, after submitting the bid, the bidder withdraws his offer or modifies the same or if after acceptance of his bid, fails or neglects to furnish the performance security, without prejudice to any rights and powers of the IDA here under or law, the IDA shall be entitled to forfeit the full amount of Bid Security deposited by the bidder and may refrain the bidder to take part in any bid of the IDA in future for a period of 3 years.
- 3.1.4.5 In the event of bid being not accepted, the amount of Bid Security deposited by the bidder shall unless it is prior thereto to forfeit under provision of sub clause above, be refunded to him on passing of receipt thereto without any interest.

3.2 TECHNICAL PROPOSAL

- 3.2.1 Under the technical proposal the CV's of the key personnel's are required to be furnished in the given format and the information furnished therein must be true and correct. The CV must indicate the work in hand and the duration till which the person will be required to be engaged in that assignment. The Key personnel whose CV's will be evaluated is as per Data Sheet.

The bidder's must submit genuine CVs of the persons who are actually working with the consultant. The Consultants should refrain from using hired CVs or the CVs without consent. In case any such incidence, if comes to the notice of the IDA, the same shall be viewed seriously and may involve termination of contract.

- 3.2.2 During preparation of the Technical Proposal, Bidder must give particular attention to the following.
- i. Total assignment period is as indicated in the Data Sheet. A schedule in respect of requirement of personnel is also furnished in the Data Sheet, which shall be the basis of the financial proposal. Bidder's shall make own assessment of support personnel, both technical and administrative staff which needs to be provided for timely completion of the project within the total estimated cost. It is stressed that the time period for the assignment indicated in the Data Sheet should be strictly adhered to.
 - ii. No alternative to key personnel may be proposed and only one may be submitted for each position; in the given format. The requirements of all key personnel are listed in Data Sheet.
 - iii. Team Leader shall be available Full time.
 - iv. Resident Engineer and other Key personnel shall be available full time at site.
 - v. A good working knowledge of English Language is essential for key professional staff on this assignment. Approach paper on methodology proposed for performing the assignment must be in English Language.
- 3.2.3 The technical proposal must include the following information but not limited to the formats attached.
- i. The composition of the proposed Team and Task Assignment to individual personnel.
 - ii. Curriculum Vitae (CV) recently signed by the proposed key professional staff and also by an authorized official of the Bidder. Each page of the CV must be signed. The key information shall be as per the format. Unsigned and photocopies or scanned copy of CVs shall be rejected.
 - iii. Proposed work program and methodology for the execution of the services illustrated with bar charts of activities, equipment and procedure, any change proposed in the methodology of services indicated in the Scope of Work, and procedure for quality assurance.
 - iv. Estimates of the total time effort (person x months) to be provided for the services, supported by bar diagrams showing the time proposed (person x months) for each Key Professional Staff.

3.2.4 The technical proposal must not include any financial information.

3.2.5 IDA will carry out the evaluation by applying making system. Each responsive proposal will be attributed technical score.

3.2.6 The minimum essential requirement in respect of qualification in technical proposal has been indicated in the Data Sheet, if the consultant does not fit in the criteria, evaluation of his financial proposal will not be done.

3.3 FINANCIAL PROPOSAL

3.3.1 The financial proposal should be submitted online and should include the costs associated with assignment. These shall normally cover: remuneration for staff (local in the field office etc.), accommodation, transportation, equipment, printing of documents, surveys etc. bidder's financial proposal should clearly indicate the fee amount in numbers and words. Conditional offer shall be considered non responsive and is liable to be rejected. The Consultants shall be paid fees on percentage of the project cost as quoted as mentioned in the contract.

3.3.2 The financial proposal shall take into account all type of the tax liabilities including cost of insurance specified in the Data Sheet, but excluding Goods & Service Tax. Goods & Service Tax will be reimbursed by IDA, at the prevailing rate.

3.3.3 The payments shall be made in Indian Rupees only, by the Indore Development Authority on presentation of bills after due verification

4. AMENDMENTS TO DOCUMENTS

At any time before the submission of Proposals, Indore Development Authority, Indore may for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda will be uploaded in www.mptenders.gov.in Indore Development Authority, Indore website and will be binding on intending parties. Indore Development Authority Indore may at its discretion extend the deadline for the submission of Proposals.

4.1 Definitions

In the document, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

a) "**Employer/IDA**" means respective office of Indore Development Authority Indore. within its jurisdiction, and include the employer's representatives or successors, but not without the consent of the Contractor any assignee of the Employer.

b) "**Applicant/Bidder/Consultant**" means proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

4.2 Method of Applying

a) If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.

b) If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding Power of Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application.

c) If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application.

4.3 Final Decision Making Authority

- a) The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.
- b) Earnest Money Deposit (EMD) of only unselected bidder will Be refunded after selection process is over.
- c) EMD for successful bidders shall be released after satisfactory completion of the work. If work is not completed in time period, Earnest Money Deposit (EMD) may be partially / fully forfeited as decided by Authority.
- d) Successful bidder will have to make agreement with Authority within 15 days of receipt of communication of acceptance of tender. Failing which earnest money amount shall be forfeited and acceptance will be treated as cancelled.

5. ELIGIBILITY CRITERIA

- 5.1** Bidder should be a well-established consultant/ consultancy firm/ company having at least 10 years' experience in the field of project management consultancy work (PMC) and in providing architectural consultancy services of Buildings Residential/Commercial/Administrative/Institutional Buildings / Office Buildings/ Bus terminal) in India for a Government/ Semi Government/Autonomous / Private Sector.
- 5.20** Bidder should have an annual average turnover of at least Rs. 5.0 Crore during the last three financial year. (Note: For the purpose of calculating the turnover, in same name for fee received towards consultancy services including all taxes provided by the bidder shall only be considered.) certificate issued by employer to the consultant should be furnished in Annexure 12 of contract document.
- 5.30** The bidder should have completed at least One Project as a primary architectural consultant along with project management for a project costing minimum 40.0 Crore . or two project costing 25.0 Crore each of Residential / Commercial / Administrative/ Institutional Buildings/ Office Buildings/ Bus terminal or Public Transport facility. with complete detailed design (including architecture, civil/structures, HVAC, electrical etc.)in India for a Government/semi Government/ Private Sector in last five years in same name and capacity (Certificate from principal employer must be enclosed with the application form).
- 5.40** The Bidder should have registration with employees provident fund and GST. Copy of registration is to be submitted along with tender document.
- 5.50** No Joint Venture is allowed for this project.

Note:- Bidder should submit sufficient required document for proving eligibility as per above criteria. insufficient document will lead to rejection each document should be duly signed.

6.0 Evaluation Criteria

a) The evaluation of Technical Proposal will be taken up if the bidder meets the minimum Eligibility Criteria as mentioned in this document.

b) The bid will be examined by a Committee Constituted by Indore Development Authority Indore. The bid shall be evaluated based on the following parameters.

The bidder will be awarded marks for each of the parameter on the following criteria.

The points assigned to Technical Evaluation criteria are

S.No.	Description	Marks
a.	Relevant Experience of the Bidder related to the Assignment	30
b.	Adequacy of concept plan of the proposed work and methodology for project management.	40
c.	Evaluation & Marking for Key Personnel's	30
Total =		100

Note:- Design Concept is to be submitted in not more than 03 Nos A-3 size sheets

a. Sub criteria for relevant Experience of the Bidder related to the assignment

S.No.	Description	Marks
1	Average Annual Turnover of the bidder (last 3 Years) from consultancy services including all taxes Turnover should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so under Companies Act or Income Tax Act. Rs. 5.00 Cr. = 5 marks Rs. 7.50 Cr. = 7.50 marks Rs 10.00 Cr. or above. = 10 marks	10
2	Experience of the bidder as Architectural Consultant along with project management for building. Single project of 40.0 Cr. = 10 MARKS or Two projects of 25.0 Cr.Each = 10 MARKS	10
3.	Experience as Architecture consultant for Bus terminal / Airport Project	10
Total =		30

b. Adequacy of the proposed work plan and methodology in response to the TOR.

S.No.	Description	Marks
1	Concept Plan for the proposed project	30
2	Project management methodology to be adopted for the project executed in the past	05
3	Project management methodology to be adopted for the proposed project	05
Total =		40

c. Evaluation & Marking for Key Personnel's are as under.

S.No.	Staff Position	Description	Marks
1	Team Leader	B.E. (Civil)	2
		Post-Graduation	1
		MBA/Diploma in construction management	1
		Total Professional Experience 20 Yrs.	4
		10 years experience as Team Leader for construction of Building project.	2
Total A =			10
2	Resident Engineer	B.E. (Civil)	2
		Post-Graduation (Structure)	1
		Total Professional Experience 15 Yrs.	3
		Experience as Resident Engineer 5 Yrs in building work.	2
Total B =			8
3	Material Engineer	B.E. (Civil)	2
		Total Professional Experience 15 Yrs.	2
		Experience as Material Engineer 8 Yrs in Buildings work	2
Total C =			6
4	Billing Engineer	B.E. (Civil)	2
		Total Professional Experience 15 Yrs.	2
		Experience as Billing Engineer 5 Yrs in Buildings work	2
Total D =			6
Total A + B + C + D =			30

- Note :**
1. Proof of Educational Qualification & experience to be submitted for key personnel.
 2. The technical proposal should score at least 60 marks to be considered responsive for financial evaluation.
 3. Form 16 issued by the employer is to be submitted for Key personnel

4. The weightage given to technical proposal is 80%.
5. The weightage given to financial proposal is 20%.

7.0 EVALUATION OF FINANCIAL PROPOSAL

The final selection shall be based on QCBS i.e Quality and Cost based Selection. The cost indicated in the Financial Bid in percentage of cost project shall be inclusive of all taxes, duties, levies but excluding GST under the applicable law. The lowest Financial Bid (FM) will be given a Financial score (SF) of 100 points. The Financial scores (SF) of the other Financial Bids will be determined using the following formula.

$$\mathbf{Sf = 100 \times Fm/F;}$$

In which Sf is the financial score, Fm is the lowest Financial Bid, and F is the Financial Bid under consideration. For calculation of financial score, tentative cost of the project Rs. 40 crore will be considered and accordingly percentage quoted fee by the bidder will be converted into fee amount. Bids will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$\mathbf{S = St \times Tw + Sf \times Fw;}$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Bid and Financial Bid that will be 80% and 20% respectively. The bidder achieving the highest combined technical and financial score will be considered to be the successful Applicant and work shall be awarded to them.

8.0 DISPUTE OR DIFFERENCES ARISING ON ACCOUNT OF THIS RFP

Applicant may appeal to IDA, Indore for any dispute or difference arising out on account of this Pre-qualification tender.

9.0 SCOPE OF SERVICES TO BE PERFORMED BY THE CONSULTANT FOR ARCHITECTURAL DESIGN

1. Discussions with IDA about the specific requirements and conceptualization of the assigned work.
2. Design of all the architectural designs, as per latest available land and keep the cost of project in mind.
3. Evaluation of the site and carrying out soil investigation, testing, topographical survey etc. as may be if necessary with prior approval from Engineer In Charge payment for soil testing and investigation shall be borne by the consultant.
4. Master planning of area and design of various components required for best commercial uses of land including, providing the facilities for bus terminal, Layout Plan, Site Plan, Architectural Plan, Site Development, Elevations, Sections. If walk through models are required to be prepared, A written permission will be given by E.E. and fee of Rs. 3 Lakhs will be paid for 3 to 5 minutes walk through.
5. Use of value engineering concepts to consider alternate design solutions to optimize expected cost/worth ratios. Design should include incorporation of maximum possible natural light/ventilation/HVAC, visually impaired & physically disabled friendly & Green Building concepts to the extent possible and flexibility for future changes.
6. Preparation & submission of required Layout Plan, Site Plan, Drawings(Architectural &Structural includes complete structural details and reinforcement details for commercial building & Bus Terminus technical conforming to latest Development Control Regulations (DCR) and local bye-laws to the Statutory authority(s).
7. Liasoning and obtaining requisite approvals / permissions from the Concerned Statutory Authorities prior to commencement and also after successful completion of the work.
8. Preparation of technical specifications, cost estimates including rate analysis, bill of quantities, inspection & testing plan etc.
9. Preparation of all drawings good for construction for structural designs, internal and external MEP/HVAC /utility services, telecommunications, Networking, Graphic signage's, firefighting arrangements, security systems, parking etc. as per the approved technical specifications.
10. Preparation of landscape Architectural, interior Architectural, Architectural conservation, graphic design and signage's etc.
11. Preparation of Tender drawings, Technical specifications, vendors / manufactures for materials and equipment. Assistance to Indore Development Authority, Indore, in providing clarifications to bidders, Pre bid meeting and specifying the construction contract.
12. Ensure engaging the required key professionals for the services such as Architectural, structural, MEP/HVAC/utility services, landscaping, conservation etc. for the project designing and execution.
13. Attend the reviews, meetings, conferences pertaining to the project.
14. The design shall be strictly in accordance with the latest Indian Standard Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.
15. Appropriate hard and soft landscaping shall be designed to be in harmony with the surrounding Environment and neighborhood. The objective is to provide a harmonious and friendly environment with green area and landscape features.

16. Preparation and issue of working drawings with all details for proper execution of the work. This shall include preparation of fabrication / shop drawings for select items as well as scrutiny / approval of shop drawings submitted by contractors for various services.
17. Revision of drawing details and specifications as and when required in due course of construction progress and re-approval of required.
18. Preparation and planning of all design details, deliverables and plan the construction program to complete the project.
19. The consultant shall attend all the review meetings conducted by IDA, Indore from time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction which may lead to difficulties, litigation, delays etc. including outstation meetings/ reviews for which no extra payment shall be made.
20. Provide all necessary technical assistance required to the IDA till finalization of project.
21. Submit the plans, designs and estimations, tender document etc for the Project.
22. Preparation of As-Built drawings of the construction, on completion of project.
23. Submitting proposal for Obtaining all Environmental Clearance From Concerned Department, if required.
24. Submitting proposal for Obtaining Fire N.O.C. From Concerned Department.
25. Electrical Services Shall Include Internal Electrification, External Electrification, Grid(If required), D.G. Set Lifts and solar system if required etc. and other related works.
26. Taking employers instructions, site appraisal, conduct and auditing field survey and investigations.
27. Submitting PERT Chart / Bar Chart incorporating all the activities required for completion of the project well in time i.e. Preparation of Working Drawings, Structural Drawings, Detailed Drawings, and Calling Tenders etc for tender purpose.
28. On the basis of the base line data, Consultant shall prepare a Single Line Conceptual Plan, Floor Plan, Section & Elevations of building & facilities and a broad cost estimate on Plinth Level basis. Preparing Sketch designs which shall be in accordance with local governing codes / standards etc. including carrying out necessary revisions as per directions of approval authority, so as to enable the employer to take a decision.
29. Modify the sketch designs incorporating the required changes and Prepare final concept designs & computer 3D model, Physical model if asked on specified scale its payment shall be made separately.
30. Based on approved concept plan, Preparing Detailed Estimate, Detailed Architectural Working Drawings, Plans, Elevations, Structural Calculations, Structural Drawings & Designs, Layout Drawings for Water Supply & Drainage, Electrical, Mechanical Utilities, PHE, Parking, HVAC, Landscape etc, required to invite tenders to commence work at site and for the proper execution during construction.
31. Submitting required drawings and designs to municipality and other authorities and obtaining their approval. Structural and allied services should be certified by SGSITS (Indore), Govt. Engineering College, Ujjain, NIT and any other government college. The fee will be paid/ reimbursed by IDA.
32. Preparing of detailed composite tender documents after approval of draft bid document for various services viz. general builders work & specialist services such as water supply & sanitary installations, electrical installation, HVAC etc. complete with articles of agreement, conditions of contract, special conditions, specification, bill of quantities based on respective SOR including detailed analysis of rates based on market rates, if required, time & progress charts etc and assisting Indore Development Authority, Indore in finalization of construction agencies.

33. Preparing for the use of the employer, 4 copies of the contract documents including all drawings, specifications and other particulars.
34. Any other services connected with the works usually and normally rendered by the Consultant, but not referred to herein above.
35. The consultant should have qualified & competent / reputed civil, structural, electrical, HVAC, and fire protection for preparation of design and details of the services. Any external consultant needed for this project like horticulture/landscaping, the fees payable to these Consultant shall be borne by the principal Consultant out of the fees received by them. The later shall be however fully responsible for the design and soundness of the activities of various Consultant.
36. NOC Regarding Consent To Establish And Operate From M.P. Pollution Control Board.
37. Integration of the proposal metro and BRTS under the proposed bus terminus.
38. Redesigning of the sayaji hotel junction and vijay nagar junction
39. Submitting proposal Noc From National Air Port Authority (If Required)
40. Assistance in RERA registration (If Required)
41. sanction of estimate from M.P. paschim kshetra vidyut vitran company .
42. All legal fees regarding approval from Competent authority and for checking of structural design from govt./semi govt. Shall be paid by I.D.A.

10. SCHEDULE OF PAYMENT :

The Consultant shall be paid professional fees in the following stages consistent with the work done.

(A)For Architectural and allied services:-

Stage-1 On submitting the required concept plan for the employer approval along with the traffic circulations.	5 % of the total fees payable.
Stage-2 Incorporating Employer's suggestions and submitting drawings, for approval from the statutory authorities.	10% of the total fees payable less payment already made in Stage - 1
Stage-3 On submitting building plan ,elevation, sections, of the proposed project after approval from the employer preparing drawing for obtaining building permission from IMC.	30% of the total fees payable less payment already made in Stage - 2
Stage-4 Submitting detailed estimate of the project and tender documents.	40% of the total fees payable less payment already made in Stage - 3
Stage-5 On analyzing tenders and advising employer on appointment of contractor.	5% of the total fees payable
Stage-6 On submitting working drawings and details required for commencement of work at site.	10% of the total fees payable
Stage-7 (only executed work) (i) On completion of 20% of the work. (ii) On completion of 40% of the work. (iii) On completion of 60% of the work. (iv) On completion of 80% of the work. (v) On virtual completion.	5% of the total fees payable 5% of the total fees payable 5% of the total fees payable 5% of the total fees payable 5% of the total fees payable
Stage-8 On submitting Completion Report and drawings for issuance of completion certificate by statutory authorities, wherever required and on issue of "as-built-drawings".	20 % of the total fees payable

NOTE :- Interim payments may be made to the consultant on pro-rata basis within all stages, as decided by engineer-in charge.

11.0 SCOPE OF SERVICES TO BE PERFORMED BY THE CONSULTANT FOR PMC

The scope of PMC shall include but not necessarily be limited to the following:

1. To assist IDA in contract administration and management of the project
2. Act as “Engineer In-charge” along with the IDA for the purpose of works contract.
3. Interpretation of the technical specification & contract documents.
4. Along with IDA scrutinize the contractor’s detailed work programme for execution of work, traffic diversion plan, material sources, man power/machinery deployment plans proposed by the contractor for carrying out the works & suggest modification if any.
5. Scrutinize and/or review contractor’s superintendence, personnel & suggest modification if any.
6. Initiate advance actions for handing over of site &/or issue of drawings, &/or advice to the IDA.
7. Along with IDA scrutinize the detailed drawings for the work before execution.
8. To issue on behalf of IDA, notes damage claims, of interest, penalty etc. whenever applicable to the contractor for contract administration.
9. At various stages of work and during execution of work full check will be exercised by PMC consultants & to ensure correctness as per approved designs & drawings
10. At various stages of work, consultant will take samples and conduct tests as per provision of IRC, MORTH, IS code etc. Consultant will be responsible for Quality Assurance. Consultant shall supervise nondestructive tests if suggested by IDA to be performed by contractor. Report all the results and recommendations to IDA.
11. The monthly bill submission procedure will be as followed:
 - a. Measurement shall be recorded in presence of authorized representatives of contractor and get measurement accepted from the contractors.
 - b. Scrutinize the submitted monthly bills of the contractors within 10 working days.
 - c. Due to large volume of work if consultant is not able to scrutinize and certify the bills submitted by the contractor within 10 days, then consultant will have to recommend advance payment, which should not be less than 75% of the bill to be paid. On submission of such certificates alongwith the bill, the advance payment of 75% shall be paid to the contractor by IDA during execution of the work.
 - d. Record scrutinized bill in measurement book (MB) and get acceptance from contractors.
 - e. Submit the bill with recommendations along with required documents like test reports, RFI, frequency chart, third party tests, mix design etc. Copy of correspondence with the contractor shall be endorsed to EE, IDA.
12. Consultant will be responsible for all matters concerning construction safety at each and every point of work required as per safety norms and to monitor the safety measures not limited to the contractor’s agreement.
13. Advice and assist the Employer (IDA) with respect to the arbitration, if applied by contractor, the appeal of the arbitration or litigation relating to the works, whenever required, for such works beyond schedule completion that the consultant will be paid separately as mentioned in Clause – 7.3 of “General Condition of Contract” part of this tender.
14. Consultant shall keep all the records, such as test results, drawings, designs, correspondence etc. and shall handover the same to IDA, after completion of the work.

15. The Methodologies, procedures and sequencing of work shall be suggested by Consultant during course of execution promptly verbally and in writing to contractor directly or through engineer-in-charge.
16. The consultant shall work with IDA to review and evaluate the progress of work as per work program submitted by the contractor. IDA may ask consultant to prepare work program, if it is required.
17. The consultant shall prepare letters/notices of instructions to contractor, on behalf of IDA. IDA may instruct to pass on such instruction to the contractor, then the consultant will perform accordingly.
18. A periodical progress report shall be prepared by consultant and shall be submitted to IDA, with a frequency as mentioned in the contract.
19. The authorized representative of consultant shall attend the pre-bid meeting to be held for work-contractors.
20. The Methodologies, procedures and sequencing of work shall be suggested by Consultant during course of execution promptly verbally and in writing to contractor directly
21. The consultant review and evaluate the progress of work as per work program submitted by the contractor. IDA may ask consultant to prepare work program, if it is required.
22. With mutual concern, any work outside the plot boundary of the project shall be carried out on the sanctioned rate.
23. All expenses regarding fee for obtaining Green Building certification, shall be borne by IDA. On written permission from executive engineer PMC has to travel in this regards to the same, IDA shall borne all expense including travelling, lodging and boarding etc. on actual basis.
24. Test reports, Safety audit reports during the construction phase shall be submitted monthly along the bill to IDA.
25. The consultant has to liaison or coordination to obtain all necessary NOC & approval required for the execution of project. Necessary Govt. Fees has to be paid by the consultant and same will be reimbursed by the IDA, on submitting the receipt.
26. The PMC consultant will be responsible for quality and workman ship and also for incorrectness of measurements and bills proposed, submitted for payment.
27. The Executive Engineer shall monitor the progress and as and when required. The PMC shall have to attend the metting organized by the Executive Engineer as and when required and shall have to prepared agenda note & minutes of metting for approvals of Executive Engineer.
28. The Executive Engineer may instruct PMC for the works assigned to PMC.
29. Services of **PMC** will started from commencement date of work Order of contractor.

12.0 (B) SCHEDULE OF PAYMENT FOR PROJECT MANAGEMENT CONSULTANCY (PMC)

The Consultant shall be paid professional fees in the following stages consistent with the work done.

S.No.	Description	Breakup of quoted fee
1	STAGE - I : On Mobilization of Team	5% of quoted rate, which will be recovered from next stage payments in equal installments within 6 months
2	STAGE - II : During the construction phase	85% of the quoted rate according to financial progress of work on pro-rata basis.
3	STAGE - III : On issuance of completion certificate of the works to the contractor.	5% of the quoted rate
4	STAGE - IV : After the successful payment of the final bill to the contractor	10% of the quoted rate

- (a) Payment for stage 1 will only be made after the placement of PMC Team as specified in the contract for the work assigned & shall be verified by the E.E. IDA,
- (b) If, In the opinion of the executive engineer, the progress is slow due to the reasons attributable to the contractor, then the consultant will be paid minimum 60% payment of the monthly fees quoted by consultants, which will be calculated as total fees in percentage quoted by consultants multiplied by project cost divided by the stipulated time period i.e. 26 (24+2) months. The maximum allowed period for such payments shall be limited to 6 months in total.
- (c) The payment made intermediately on account of slow progress as mentioned in point (b) above, will be adjusted from total fee payable to consultant.
- (d) Project cost mentioned in the tender is tentative. The interim payment for the consultant fee will be made on agreed cost of the work however, if the cost varies due to any reason the consultant will be paid accordingly @ his quoted percentage, the project works also includes any other services required for the completion of project & not defined in the scope of work. The final cost of the project will be the actual project cost executed (without GST) by the contractors to complete the building and allied services including escalation.

13.0 Terms Of Reference

1. THE PROJECT IN BRIEF

Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

2. OBJECTIVES

The IDA intends to appoint well qualified & experienced consultant as architect, Supervision, Quality Control Consultancy to assist it in aspects of project implementations as listed below & described in details hereinafter.

- i. Carryout supervision of the contract constructing work as listed below & to carry out all activities related to contract including monitoring so as to enable project completion within schedule.
- ii. Post tender activities (Construction stage)
 - a. Construction of Bus Terminal .
 - b. Construction of Boundary Wall.
 - c. Construction of Security Hut with Entrance Gate.
 - d. Construction of Road & Paver Work.
 - e. Construction of Underground Water Tank.
 - f. Construction of Overhead Water Tank.
 - g. Construction of Sewerage Treatment Plant & sewerage system.
 - h. Construction of storm water system.
 - i. Internal Electrification Work.
 - j. Solar System.
 - k. Firefighting.
 - l. Horticulture Work.
 - m. Acoustic work.

The Project Management Consultant will be responsible to carry out the works as listed below.

- 2.3 To check and monitor the program prepared by the contractor.
- 2.4 The consultant shall obtain prior approval of the Indore Development authority in respect of
- a. Approving subletting of the work. For sub-letting of work detailed procedure shall be prepared and got approved from IDA. For any sub-letting of work shall be subjected to agreement between contractor and IDA.
 - b. Granting claims to the agency.
 - c. Ordering suspension of the work.
 - d. Determining an extension of time.
 - e. Waiving off the penalty and arranging the repayment of compensation for delay.
 - f. Issuing a variation order.
 - g. Ordering any works / test beyond the scope of the contract.
 - h. Determining rates for the extra items / extra work.
 - i. Any variation in the contract condition.
 - j. For additional, altered or substituted item, the contractor will be asked to submit to the Project Management Consultant the rate which he proposes to charge, shall be as per MPPWD SOR norms. Consultant will examine and put forward for approval. 75% of the proposed rate will be considered for interim payment till the finalization of the rates.
 - k- In no circumstances the contractor shall suspend the work on the plea of non-settlement of rates of items falling under this clause.
- 2.5 Immediately on approval of the offer, the consultants shall draw up a time schedule (including the time period of each stage) in consultation with contractor as per contractor's work program.
- 2.6 The Team Leader shall visit the work site personally full time and ascertaining that the work is being carried out satisfactory and also for studying the problems on the spot and giving necessary clarification / directions.
- 2.7 (a) . The consultants shall engage and retain for the purpose adequate supervisory staff as suggested from time to time by IDA. The supervisory staff shall consist of skilled and experienced technical men and the consultant shall undertake to keep a qualified and experienced technical Resident / Site Engineer who shall always be available on the site until the project is completed.
- 2.7 (b) The minimum manpower deployment shall be as per the contract condition.
- 2.8 The Resident Engineer of PMC shall be available at site to receive instructions on behalf of the consultants, which may be given from time to time by the Inspecting Officers of IDA.

2.9 The consultant shall ensure that, all observations made during the periodic visits, by various officers of IDA / MP TRANSCO / MPPKVCL / Electricity Safety Officials / CTE etc. Observations made by them shall be minutized and if corrective measure is required by the contractor and / or legal action to be taken against contractor, the same shall be communicated through minutes to the IDA and endorsing the copy to all relevant departments.

2.10 The consultant will issue work memos / inspection report after each visit and issue copy to the contractor and IDA.

2.11 The consultant shall deploy staff, transport and equipment at the site of work for supervision and exercising adequate and constant day to day technical supervision over the construction including layout checking, checking requirements of material and their procurement in time, checking their quality conforming to approved specification and accepted standard.

2.12 The consultants shall provide and maintain at their cost, their own vehicles required for use in connection with their assignments.

2.13 On finalization and acceptance of tender for effective supervision, the consultants will be provided with covered and enclosed office space at site of work as per the terms and conditions of agreement between contractor and IDA.

2.14 The consultants will be fully responsible in their capacity as consultants for the soundness and correctness of all works executed assuming responsibility and the conformity of the work to the approved plans, drawings and specifications and conditions of contract applicable to the subject work.

2.15 Any approval / concurrence by the IDA to consultant's instruction, preliminary or detailed engineering, design, drawing, and estimate shall in way absolve the consultant to ensure sound construction and performance as per the specifications of the scheme as a whole. The appointment of any engineering staff by the IDA at the site of the work shall not in any way diminish the responsibility of the consultants in this respect.

2.16 The consultants shall not have any objection to the IDA maintaining any engineering staff at its cost at the site of works to carryout works and duties allotted to them by the IDA in respect of works.

2.17

a. The consultants shall certify that the work measured, are fully consistent with the type, quality and specifications prescribed in the agreement with the contractors.

b. In the matter of approving such measurements, the consultants shall confirm to the rules and instructions issued to guarantee the correctness, scrutinized, checked or issued by them, as to quality control of the work concerned.

c. If any mistake or mismatching with BOQ/Items has been observed then immediately contact the design consultant and get it rectified and then only proceed to execute the work.

2.18 The consultant shall approve the quality management plan prepared by the contractor and ensuring compliance with its requirements during the execution of the work. Additional actions listed in the following scope for generating such quality management realization have been indicated hereunder. Each quality control requirements needs to be stitched into the overall quality management plan to realize a Total quality control management function. The quality management plan shall consist of the following points; however the list is not exhaustive.

- a. Prepare a manual containing quality management plan including quality control procedures and check lists for approval to materials and methods at various stages of construction and a system for maintaining records of work and test results.
- b. Following approval to the Quality Management plan as per specification consultant will instruct the contractor in its day to day implementation including advising on the organization of laboratory and equipment requirement's at site and demonstrate the different work procedures and maintenance of records.
- c. Checking on the contractor's construction methods, sequence of operations and temporary works needed for ensuring quality of output and safety during constructions.
- d. Monitoring the implementation of the Quality Management system and various other suggestions made by the Officers of IDA by the periodical visits compiling and analyzing the test results and advising on necessary remedial / corrective action in time.
- e. Furnishing monthly reports on monitoring of quality control to the IDA covering the above-mentioned aspects and any other important points relevant to quality of work and the extents of his inputs.
- f. Submitting a final report on quality aspects of the entire job on its completion.
- i. To prepare comprehensive checklists for each item of the work and guidelines for quality control/quality assurance operations. The Quality Management Plan to be prepared by the contractors will include the following. If there is no specific provision in the agreement of contractor, then Project Management Consultant themselves have to prepare the plan :-

A	Materials, equipment, workmanship and end products	Type of tests and frequency at source and at site as available.
B	Degree of quality control measures	Acceptability criteria as per tender specifications.
C	Quality check	Rectification/corrective actions surveillance, review technical appraisal, performance.
D	Records, reporting and documentation.	Formats for records keeping, reporting and analyzing.

The consultant will also arrange to keep one copy of manual of the relevant codes, Building specifications, IRC & MORTH on the site for reference. The instructions contained in the QC/QA manual would be applicable to the present assignment.

- ii. To formulate and implement Management Information/ Reporting formats, Approval slips or pour card or prior to commencement of work, progress reports, Data sheets, registers etc.
- iii. To analyze the various results of laboratory and fields tests carried out, prepare and submit reports to IDA and suggest remedial measures, if any, to remedy shortcomings.
- iv. Checking the centering and shuttering and other temporary works proposed to be erected by the contractor and get the same approved from IDA representative.
- v. To check and approve all items of work before commencement for all-important items of work like reinforcement, concreting, finishing, plumbing and electrification etc. the consultant's Engineer shall supervise the operation throughout.
- vi. To advice and approve construction methods, sequence of operations and program for work proposed by the contractor.
- vii. To ensure that all the work is in line, level and vertically and the finishing are as per the approved drawings.
- viii. To develop a format of "Workmanship Index" in respect of all primary activities carried out for each items of work, so that qualitative assessment of the work can be generated to facilitate acceptance criteria for reference and records.
- ix. Team leader to attend site inspection and meeting with higher officers of IDA etc. whenever required and shall issue minutes of meeting.
- x. To submit monthly progress reports to the covering physical progress against targets, analysis of test results and suggestions for corrective actions, quality aspects compliance with tender specifications / provisions and suggestion for wiping outback-log if any. This shall also include the consultant's inputs on the job for the period of reporting and any other observations.

2.19 a. The consultants would be responsible for checking the materials, workmanship and soundness of the structures keeping in view Quality Assurance checks and safety standards.

- b. Consultants shall submit monthly progress recommendations in regard to the extra items with supporting site records and also supervise field's tests on materials, structures etc., in accordance with predetermined schedules.
- c. The consultants shall also maintain adequate records of the work done, including recommendations of extension applications, extra items, variation statements, Quality and Quantity checks for all items etc.
- d. The consultants should also hold periodic review meeting with the IDA and contractors and co-ordinate follow up actions.
- e. The consultant should maintain staff attendance register at site and shall be made available for inspection when requested by IDA.

2.20 a. The consultant shall exercise complete day to day supervision during construction period of the assigned work, ensuring quality control in accordance with tender stipulations, specifications, drawing and site conditions.

- b. The quality control will be exercised at all stages of construction, viz. approval of materials thereof in proper proportion including prescribing norms for test periodically and acceptability criteria and workmanship at all stages of execution of individual items of work.
- c. The Consultant shall perform all the requisite tests on ingredients of materials periodically.

- 2.21 a. The consultants shall ensure proper establishment of field laboratories by contractor to conduct laboratory test on materials for construction.
- b. Essential gauges, instruments etc. should be arranged to be calibrated periodically. The consultant shall maintain necessary site records & obtain data in support of the same.
- c. The consultant shall ensure all requisite tests on materials of constructions as well as partially or completely erected structures etc. are carried out by contractor and maintain adequate records thereof.
- 2.22 The consultant shall suggest to IDA modifications, if any, due to site conditions and advising regarding cost variation, on account of extra items and excesses on the contract.
- 2.23 a. The consultant shall monitor the progress by using modern methods of control and submission of progress reports of work executed monthly.
- b. Both financial and physical progress reports, with reference to prefixed targets will be prepared. Constant review of progress with in prescribed time and cost parameters will have to be done by the consultant who will also suggest improvements from time to time.
- 2.24 The consultant shall undertake complete administrative and management of contract till completion of the construction work.
- 2.25 The consultant shall scrutinize 'As built' drawing obtained from the contractors of all works carried out for the project works.
- 2.26 The consultant shall undertake preparation of maintenance manual in respect of constructed work.
- 2.27 The consultant shall undertake verification of work on completion and submitting certificate report of completion of work on completion and submitting certificate of completion of work along with completion report in five copies. The Team leader will prepare this certificate and furnish the same to the IDA.
- 2.28 The consultant shall provide a statement of claims/dispute on a monthly basis. In case no claims are outstanding the consultant shall provide a certificate to that extent.
- 2.29 The consultant shall advise the IDA with regard to extra claim / dispute, if any, till the cases are settled. The consultant will also be required to brief the legal adviser / legal consultant of the IDA on cases pertaining to the work.
- 2.30 The consultant shall render to the IDA every assistance, all technical services, guidance or advice on any matter concerning the technical and engineering aspects of the projects including periodical interaction and also through invited experts on specific subjects with IDA's prior approval.
- 2.31 Meetings with IDA, as and when required.
- 2.32 Following percentage checks / recording of measurement and quality control tests shall be exercised by the team members of the consultants before submission of the measurement / bills to EE, IDA :-

- (i) All measurement of all items of works will be recorded by Field Engineer in the Measurement Book as per provisions and rules.
- (ii) All measurement of hidden items of works will be recorded by the ARE in the Measurement Book as per provision and rules.
- (iii) Following percent checks on measurement shall be done by the team members of the consultant :
 - a) By Team Leader 10%
 - b) By RE 25%
 - c) By ARE 100%

2.33 At least 10% of the measurement will have to be got cross checked by the sub engineer & assistant engineer of IDA.

2.34 To update cost estimates half yearly or quarterly completion stages (25%, 50% and 75%) of the project whichever is earlier.

2.35 The completion certificate of work to contracting agency will be issued by the Team Leader/Authorized person of consulting firm after joint inspection with the concern Team of IDA on their consent.

2.36 The consultant has to coordinate with the concern architect & other relevant design agency for obtaining decision in time.

2.37 The consultant has to witness the third party tests to be conducted in city of work site or any other city in the country.

2.38 During bill checking and bill payment procedure of IDA, if any objection/clarification raised by the IDA office/pre audit section the consultant has clarified all the objection.

2.39 To review & correct the estimate of work & intimate to IDA before date of bidding of contract. Attend the pre-bid meeting & to do the evaluation for contractors bid.

2.40 If any misshaping/accident/incident etc. happened on work project, the consultant have to take necessary action and make F.I.R. if needed. Consultant have to submit action report to the IDA.

2.41 The consultant will submit copies of all correspondence made with contractor & other department immediately and in compile form spiral binding file monthly.

2.42 a. The IDA may conduct independent quality monitoring and checking or by IDA Engineers at random of works carried or/and recommended for payment by the consultant.

b. If such checks disclosed that works certified or/and recommended for payment by the consultant do not meet the specified requirement. IDA will not pay the consultant fee of the affected portion which shall be calculated @ 2.5% of the value of such work.

2.43 Reasons for delay, if any, should be submitted along with MIS report.

2.44 Before the issuance of the completion certificate, a mandatory walk down of the complete facility on micro level checking with contractors authorized representative and IDA officials.

2.45 Any items which are going to execute according to approved make list, it must be approved by the executive engineer of IDA.

2.46 Date of the bill submission of the contractors will be decided by executive engineer IDA.

2.47 Any type of measurement and financial irregularities in work and payment to the contractor if found during agreement period or after agreement period, the PMC will be solely responsible for such irregularities.

2.48 If, any reduction in the scope of work, then payment shall be made accordingly.

2.49 IDA will have full right to re-measure the work at any time.

2.50 In case of any discrepancy, the decision of the Chief Engineer of IDA will be final and binding to all concerned.

14. TIME PERIOD FOR SERVICES

Time period for **PMC** will be 24+2 months.

The consultant will indemnify IDA for any direct loss or damage, which occur due to deficiency in services. Penalty may be imposed on the consultants for poor performance / deficiency in services as expected from the consultant as per below.

SR. NO.	ACTIVITIES	PENALTY
1	Report Submission	If there is any delay in report submission for more than 3 consecutive months, IDA may impose a penalty Rs. 10,000 per default.
2	Absent from Duties	For any reason whatsoever, if any of the Key personnel remains absent from duty for a period of more than 15 continuous working days without information to IDA, the consultant shall provide replacement with a person of equal or higher qualification & experience under the intimation to the executive engineer IDA. In the event of the failure of the consultant to do so, a penalty of Rs. 50,000 (fifty thousand), shall be made to IDA.
3	Mistakes due to willful negligence/misconduct.	On account of confirmation of any mistake due to willful negligence/misconduct by any of the employee of the consultant, the IDA may ask for immediate replacement of such person & may impose a penalty of upto Rs 50,000/ (Rupees Fifty Thousand Only) or may initiate legal action. Imposing of above penalties shall not relieve the project management consultant from their responsibilities.

Without prejudice to the provision in clause 9 of this TOR, in case of delay in satisfactory completion of the project occurring due to consultant, beyond the stipulated period, the consultant shall be liable to pay penalty @ 0.05% (one twentieth percent) per calendar day subject to maximum of 3.0% (three percent) of quoted fees for delay of first 3 (three) months, from the scheduled date of completion. For delays in satisfactory completion of work beyond 3 (three) months for the reason attributable to the consultant, the amount of performance security in part or full as decided by IDA is liable to be forfeited.

15. CONSULTANTS INPUTS REQUIRED

- a. The consultants are required to make their own assessments of the manpower requirements in terms of man months for the different categories of personnel proposed to be deployed for the supervision works as envisaged in this TOR.
- b. The consultants shall address this aspect in their proposed methodology to be submitted to the Employer. Consultants are required to furnish CVs for the key professional staff. CV's of field support staff are not required to be submitted, but the numbers and man months for such staff shall be included in the Technical Proposal and the costs in respect of these personnel are to be included in the Financial Proposal.
- c. The positions of field support staff will be evaluated only for the purpose of responsiveness and no points will be awarded for these positions.

16. MINIMUM MANPOWER DEPLOYMENT

Category-wise minimum manpower to be deployed for Supervision Period are given in contract.

16.1. Implementation Schedule:

The implementation schedule (indicative only) for the work shall be as follows:

Activity description	Estimated time in Months
Post Tender Activity	26 Months.
Defect Liability Period	60 months (Period shall be reckoned from issuance of completion certificate)

- 16.2 a. There shall be one site supervision team which would be mobilized on the date of actual commencement of works by the contractors. However, mobilization of the supervision team shall be according to the instructions of the Engineer in charge given from time to time only.
- b. In addition to the above, the assignment also includes services during the defects liability as mentioned in contract agreement of work execution.
- 16.3 a. Requirement of technical support staff would include structural Engineers, Supervisors, and Technicians etc. as felt necessary for providing services mentioned in TOR.
- b. The Supervision Consultant may propose the various categories of technical support staff and the corresponding person's month requirements. The Supervision Consultant should indicate in his technical proposal the qualification and experienced level of his proposed candidate for each category of technical support staff.
- 16.4 a. After award of the contract the Employer expects all the proposed key personnel to be available during implementation of the contract. The Employer will not consider substitutions during contract implementation except, under exceptional circumstances up to a maximum of one third of the key personnel.
- b. In case of replacements the Supervision Consultant will ensure that there is a reasonable overlap between the staff to be replaced and the replacement. The replacement should be strictly with the acceptance of IDA.

17. ACCOMMODATION, LABORATORIES AND VEHICLES

The supervision consultant will be responsible for making his own arrangement for transportation of PMC staff/field staff etc. (including crew, maintenance and repairs thereof). No separate payment will be made on this account. Accommodation (site office) and site laboratory will be provided by contractor free of cost.

18. CO-ORDINATION AND CONSULTATION

The consultant will be required to liaise and co-ordinate with all agencies affected by the proposed works.

Outputs :-

The various outputs required from the work have been stated in the descriptions of the Tasks (see below).

S. No.	Activity/Report	Nos.	Duration in Months after commencement of study
1.	Monthly Progress Report	3	Monthly
2.	Management Information System (MIS)	3	Monthly
3.	Quarterly Progress Reports	3	Every Quarter
4.	Project Implementation Completion Report	5	On Completion of the Project
5.	Defect Liability Report	3	Quarterly or as and when required

19. IDA REVIEWS

IDA will make reviews of the progress of the work but, there are a number of key outputs which will condition the continuing work. The consultant will also produce working papers on important issues as required by the employer. The IDA will review consultant's reports as above and also working papers.

20. PROJECT CO-ORDINATION

The Chief Engineer, IDA will function as principal coordinator to oversee the project and provide a principal point of contact with the consultant on behalf of the employers. It is envisaged that the study team will operate principally from office in Indore. The consultant will provide all facilities and equipment necessary for successful completion of the project. All data collected during the project, will become the property of the employer.

21. TECHNICAL ADVISORY COMMITTEE

CE, IDA may establish a Technical Advisory Committee (TAC) to guide during the implementation of the project. The role of this Committee will be to review the consultant's findings and provide advice to the team on technical matters. It is expected that the TAC will meet as and when required. Consultant will submit all reports for review for suggestions by TAC.

22.. DURING CONSTRUCTION PERIOD, THE CONSULTANT WILL DEPLOY FOLLOWING MINIMUM STAFF

<u>DESIGNATION</u>	<u>NO. TO BE DEPLOYED</u>	<u>TOTAL PROFESSIONAL EXPERIENCE</u>	<u>DESCRIPTION</u>
KEY STAFF			
<u>Team Leader</u>	<u>1</u>	<u>20 Years (Max. age 65)</u>	<u>Post Graduate Civil Engineer with 20 years of professional experience out of which 10 years of experience as team leader in execution of similar works. Preferably MBA/diploma in construction management.</u>
<u>Resident Engineer</u>	<u>1</u>	<u>15 Years (Max. age 50)</u>	<u>Post Graduate in structure with 15 years of the professional experience out of which 05 years of experience as Resident Engineer in execution of similar works.</u>
<u>Material Engineer</u>	<u>1</u>	<u>15 Years (Max. age 50)</u>	<u>Graduate in Civil with 15 years of the professional experience out of which 08 years of experience as Material Engineer in execution of similar works.</u>
<u>Billing Engineer</u>	<u>1</u>	<u>15 Years (Max. age 50)</u>	<u>Graduate Civil Engineer with 15 years of professional experience out of which 05 years of experience as Bill Engineer in similar Works.</u>

<u>SUB STAFF</u>			
<u>Assistant Resident Engineer (Civil)</u>	<u>1</u>	<u>10 Years (Max. age 40)</u>	<u>Graduate in Civil engineering with 10 years of the professional experience out of which 03 years of experience as Assistant Resident Engineer in execution of similar works.</u>
<u>Assistant Resident Engineer (Electrical)/Mechanical</u>	<u>1</u>	<u>10 Years (Max. age 40)</u>	<u>Graduate in Electrical engineering with 10 years of the professional experience out of which 03 years of experience as Assistant Resident Engineer in execution of similar works comprised of HVAC & Firefighting works.</u>
<u>Field Engineer Civil</u>	<u>2</u>	<u>8/10 Years (Max. age 40)</u>	<u>B.E./Diploma (Civil) with 8/10 years of the professional experience out of which 5/7 years of experience as Field Engineer in execution of similar works.</u>
<u>Field Engineer Electrical /Mechanical</u>	<u>1</u>	<u>8/10 Years (Max. age 40)</u>	<u>B.E./Diploma (Electrical) with 8/10 years of the professional experience out of which 5/7 years of experience as Field Engineer in execution of similar works.</u>
<u>Lab Assistance</u>	<u>2</u>	<u>5/7 Years (Max. age 40)</u>	<u>Diploma (Civil) with 5/7 years of the professional experience out of which 3/5 years of experience as Lab Technician in execution of similar works.</u>
<u>Computer operator</u>	<u>1</u>	<u>5/7 Years (Max. age 40)</u>	<u>Well Educated can operate computer successfully .</u>

DURING DLP PERIOD, THE CONSULTANT WILL DEPLOY FOLLOWING MINIMUM STAFF

<u>Team Leader</u>	<u>1</u>	<u>20 Years (Max. age 65)</u>	<u>Post Graduate Civil Engineer with 20 years of professional experience out of which 10 years of experience as team leader in execution of similar works. Preferably MBA/diploma in construction management</u>
<u>Resident Engineer</u>	<u>1</u>	<u>15 Years (Max. age 50)</u>	<u>Post Graduate in structure with 15 years of the professional experience out of which 05 years of experience as Resident Engineer in execution of similar works.</u>

GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS AND INTERPRETATION

1.1. DEFINITIONS

The following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

- I The 'Project' shall mean the Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore. The actual project cost shall be the cost of the works executed (without GST) by the contractors to complete the building and allied services including escalation.
- i. IDA or Authority or Department or Employer shall mean the Indore Development Authority and its Successors in office and assigns.
- iii. The "CEO" shall mean Chief Executive Officer of IDA.
- iv. The "Chief Engineer" shall mean the officer of IDA who is designated as such in whose jurisdiction the work lies.
- v. The "Superintending Engineer" shall mean the officer of IDA who is designated as such in whose jurisdiction the work lies.
- vi. The "Executive Engineer" shall mean the officer of IDA who is designated as such in whose jurisdiction the work lies.
- vii. A "Day" shall mean a day of 24 hours from midnight to midnight irrespective of number of hours worked in that day.
- viii. A "Week" shall mean 7 consecutive days without regard to the number of hours worked in any day in that week.
- ix. Month and Year and all dates shall be as per the Gregorian calendar. The time referred to shall be Indian Standard Time.
- x. The "Site" shall mean the lands and / or other places, on under, in or through which the work is to be executed under the contract including any other lands or places which may be allotted by the Department or used for the purpose of contract.
- xi. "Urgent Works" shall mean any measures, which in the opinion of Engineer becomes necessary during the progress of the work to obviate any risk or accident or failure or which becomes necessary for security of the work or the persons working thereon.
- xii. The "PMC" means Project Management Consultant.
- xiii. The "Engineer In Charge" means The Team Leader of consultants.

1.2. INTERPRETATION

- i. The headings in the Agreement shall not be used in its interpretation.
- ii. The singular includes the plural, the masculine includes the feminine, and vice-versa where the context requires.

1.3. OBLIGATIONS OF THE IDA

1.3.1. INFORMATION

The IDA shall within reasonable time provide all such information as may be in his possession to the Consultant if demanded in writing.

1.3.2. DECISIONS

On all matters properly referred to him in writing by the Consultant the IDA shall give his decision in writing so as not to delay the Services and within a reasonable time.

1.3.3. ASSISTANCE

The IDA shall provide support to the consultant if sought in the following matter.

- i. The provision of documents necessary for entry, residence, work and exit;
- ii. Providing unobstructed access wherever it is required for the Services;
- iii. Providing access to other organizations for collection of information, which is to be obtained by the Consultant.

1.3.4. SERVICES OF OTHERS

The IDA shall at his cost arrange for the provision of services from others as described in Appendix – B, and the Consultant shall co-operate with the suppliers of such services but shall not be responsible for them or their performance.

1.3.5. PERSONNEL

The Consultant shall employ and depute qualified personnel for the work as per the name and qualification given in the Technical Proposal.

1.4. CHANGES IN PERSONNEL

1.4.1. RELATION BETWEEN THE PARTIES

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the IDA and the Consultants. The Consultants, subject to this Contract, have complete charge of Personal performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.4.2. REMOVAL AND/OR REPLACEMENT OF PERSONNEL

- a. Except as the IDA may otherwise agree in writing at the request of the consultant on reasonable ground to its satisfaction, no change shall be made in the key Personnel. However, it becomes necessary to replace any of the Personnel; the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications.
- b. If the IDA (I) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action or (II) has reasonable cause to be dissatisfied with the Performance of any of the Personnel, then the Consultants shall at the IDA's written request specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the IDA.

1.5. INDEMNITY

The Consultant shall indemnify the IDA or any other person for any loss, or damage of any kind including loss to property caused knowingly or unknowingly to the IDA or any other person due to any act, deed, performance, non-performance or negligence of the Consultant. The Consultant shall indemnify the IDA from loss or damage caused and any litigation or court proceedings in respect of any accident or omission on the part of the Consultant. The IDA shall have right to recover any such loss from any payment due and payable to Consultant.

1.6. LAW GOVERNING CONTRACT

- (a) The Contract shall be construed and interpreted in accordance with and governed by the applicable Laws in India.
- (b) The exclusive Jurisdiction under this contract for all matters arising out of or relating to the Contract shall be Courts at Indore and Tribunals as applicable in Madhya Pradesh, India only.

1.7. LANGUAGE

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.8. HEADINGS

The headings shall not limit, alter or affect the meaning of this Contract.

1.9. NOTICES

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing & by e-mail. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, or facsimile to such Party at the address specified in the Contract.

Notice will be deemed to be effective as specified in the Contract.

A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the Contract.

1.10. LOCATION

The Services shall be performed at such locations as are specified in (Terms of Reference) hereto and, where the location of a particular task is not so specified, at such locations, whether in Jurisdiction of Indore Development Authority, as the Employer may approve.

1.11. AUTHORIZED REPRESENTATIVES

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Consultants may be taken or executed by the officials specified in the Contract.

1.12. TAXES AND DUTIES

The Consultants and Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law. GST paid separately.

2. COMMENCEMENTS, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1. EFFECTIVENESS OF CONTRACT

This Contract shall come into force and effect on the date (the "Effective Date") notice to proceed with the work to the contractor of the work issued by IDA and instructing the Consultants to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the Contract have been met.

2.2 COMMENCEMENT AND COMPLETION

2.2.1 The services of consultants shall be available till the completion of Defect liability period or in case of claims / court cases, if the services of the consultant are required then the fees will be as per this agreement.

2.2.2. The consultant will maintain the record of work till Completion of the defect liability period and or till the claims and court matters pertaining to the work are settled, whichever is later.

2.2.3 The consultant will also submit the certificate regarding satisfactory completion of the work before the final bill is paid by IDA.

2.3. VARIATIONS

The Agreement can be varied on application by either party by written agreement of the parties.

2.4. FURTHER PROPOSALS

The IDA shall have the right to request in writing for changes, additions, modifications or deletions in any part of the scope of work and to request in writing additional work in connection and the consultant shall comply with such request. The preparation and submission of such proposals shall be an Additional Service & will be paid separately with mutual consent of both the parties.

2.5. TERMINATION OF CONTRACT FOR FAILURE TO BECOME EFFECTIVE

If this Contract does not become effective within such time after the date of the Contract signed by the Parties as shall be specified in the Contract, either Party may, by not less than four (4) weeks' written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

2.6. EXPIRATION OF CONTRACT

This Contract shall expire when services have been completed and all payments have been made at the end of such time after the Effective Date as shall be specified in the Contract.

2.7. ENTIRE AGREEMENT

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound or be liable for, any statement, representation, promise or agreement not set forth herein.

2.8. MODIFICATION

Modification of the terms and conditions of this contract, including any modification of the scope of the Services, may only be made by written agreement between the Parties, however, each Party shall give due consideration to any proposals for modification made by other Party.

2.9. FORCE MAJEURE

2.9.1. DEFINITION

- a) For the purpose of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a agency, and which makes a agency's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorders, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the agency invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include –
 - (i) any event which is caused by the negligence or intentional action of a agency or such agency's Sub-consultants or agents or employees, nor
 - (ii) any event which a diligent agency could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.9.2. NO BREACH OF CONTRACT

The failure of a agency to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the agency affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.9.3. MEASURES TO BE TAKEN

- a) An agency affected by an event of Force Majeure shall take all reasonable measures to remove such agency's inability to fulfill its obligations hereunder with a minimum of delay.
- b) An agency affected by an event of Force Majeure shall notify the other agency of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such events, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The agencies shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.9.4. EXTENSION OF TIME

Any within which a agency shall, pursuant to this Contract, complete any action or task, shall be extended for a equal to the time during which such agency was unable to perform such action as a result of Force Majeure.

2.9.5. PAYMENTS

During the period of their inability to perform the services as a result of an event of Force Majeure, the Consultants shall be entitled to be reimbursed for providing the services during such period as per the input provided by them. The requirement of team of consultants during such period shall be decided by IDA in accordance to requirement of the work. The IDA shall intimate in writing to consultant for such requirements however in case of non-requirement of consultant's personnel, minimum 25% (i.e. total fee in percentage quoted by consultant multiplied by contract amount divided by schedule period i.e. 26 (24+2) months of monthly fee shall be paid to consultant against other heads and expenses of establishment.

2.9.6. CONSULTATION

Not later than thirty (30) days after the Consultants, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the agencies shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.10. SUSPENSION AND PAYMENTS DURING SUSPENSION PERIOD

- i. The IDA may, by written notice of 15 days of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this contract, including the carrying out of the services provided that such notice of suspension shall specify the nature of the failure.

- ii. If work suspended (by giving notice of 15 days) due to reasons not attributable to Consultants then a payment of 25% of monthly fee (i.e. total fee in percentage quoted by consultant multiplied by contract amount divided by schedule period i.e. 26 (24+2) months will be paid to consultant, however consultant has to deploy one RE full time and the services of TL as and when required shall be provided. The above 25% fee will cover the remuneration of RE and TL including their perks and facilities provided to them like transportation, communication, office accommodation, office expenses etc. This payment will be additional payment excluding from the fee quoted.
- iii. If suspension gets continued for six months then beyond six months the agreement will get automatically null and void and neither of the party is required to give any notice for termination of work after six months of suspension.
- iv. If work gets revoked before expiry of suspension period then the regular consultancy fee will be paid to the consultant as per the provisions of contract applicable to the payment terms and condition.

2.11. TERMINATION

2.11.1 BY IDA

- i) If the consultants fail to remedy the failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to suspension Clause of this agreement hereinabove, within fifteen (15) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing.
- ii) If the consultants become insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary.
- iii) If as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- iv) If the consultant, in the judgment of the Client, was engaged in corrupt or fraudulent practices in competing for or in executing the agreement.
- v) The IDA may terminate the Agreement by notice of at least (30) days to the Consultant who shall immediately make arrangements to stop the services.
- vi) If the consultant fails to report and to take corrective measures in respect of the quality, workmanship, performance of contract as per good standard practices **OR** fail to inform the delay **OR** nonperformance by the contractor as per the work schedule **OR** if not deploy the resources his own as specified in the tender document, the IDA can give a notice of termination giving (15) thirty days' time to the consultants to show cause as to why the contract should not be terminated.
- vii) If the contract gets terminated due to reasons attributable to consultant then the bid security/performance security of consultant shall be forfeited and IDA may debar the consultant to participate in bids of IDA, for the period one year or more as decided by the Chief Engineer, IDA.

2.11.2 BY THE CONSULTANTS

The Consultants may, by not less than thirty (30) days written notice to the IDA, terminate this contract.

- i) If the IDA fails to pay any money due to the Consultants pursuant to this Contract and not subject to any dispute within ninety (90) days after receiving written notice from the Consultants that such payment is overdue;
- ii) If the IDA is in material breach of its obligations pursuant to this contract and has not remedied the same within forty-five (45) days or longer period, the Consultants has to establish such breach of contract by IDA in writing following the receipt by the IDA of the Consultant's notice specifying such breach;
- iii) If, as result of Force Majeure, the Consultants are unable to perform a material portion of the Service for a period of not less than sixty (60) days; or
- iv) If the IDA fails to comply with any final decision reached as a result of arbitration pursuant to Clause 30.1 hereof.

2.11.3. CESSATION OF RIGHTS AND OBLIGATIONS

Upon termination of this contract or upon expiration of this contract, all rights and obligations of the parties here under shall cease, except:

- i. Such right and obligations as may have accrued on the date of termination or expiration.
- ii. The obligations of confidentiality.
- iii. Any right which a party may have under the applicable law.

2.11.4. CESSATION OF SERVICES

Upon termination of this Contract by notice of either Party to the other, the Consultants shall immediately upon dispatch or receipt of such notice, take all necessary steps to brings the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultants and equipment and materials furnished by the IDA, the Consultants shall proceed as provided.

2.11.5. PAYMENT UPON TERMINATION

Upon termination of this Contract, the IDA shall make the following payments to the Consultants (after offsetting against these payments any amount that may be due from the Consultants to the IDAs) :

- i. Remuneration for services satisfactorily performed prior to the effective date of termination;
- ii. Reimbursable expenditures for expenditure actually incurred prior to the effective date terminations;

2.11.6. RIGHTS AND LIABILITIES OF PARTIES

Termination of the Agreement shall not prejudice or affect the accrued rights or claims and liabilities of the parties.

3. OBLIGATIONS OF THE CONSULTANTS

3.1. GENERAL

3.1.1 STANDARD OF PERFORMANCE

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with general accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Sub-consultants or Third Parties.

3.1.2. LAW GOVERNING SERVICES

The Consultants shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Sub-consultants, as well as the Personnel of the Consultants and any Sub-consultants, comply with the Applicable Law.

3.2. CONFLICT OF INTERESTS

3.2.1. CONSULTANTS NOT TO BENEFIT FROM COMMISSIONS, DISCOUNTS, ETC.

The remuneration of the Consultants hereof shall constitute the Consultants' sole remuneration in connection with this Contract or the Services and hereof, the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultants shall use their best efforts to ensure that any Sub-consultants as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.2. CONSULTANTS AND AFFILIATES NOT TO ENGAGE IN CERTAIN ACTIVITIES

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, as well as any Sub-consultant and any entity affiliated with such Sub-consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3. PROHIBITION OF CONFLICTING ACTIVITIES

The Consultants shall not engage, and shall cause their Personnel as well as their Sub-consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; and
- b) after the termination of this Contract, such other activities as may be specified in the Contract.

3.3. CONFIDENTIALITY

The Consultants, their Sub-consultants and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Employer's business or operations without the prior written consent of the Employer.

3.4. LIABILITY OF THE CONSULTANTS

Subject to additional provisions, if any, set forth in the Contract, the Consultants' liability under this Contract shall be as provided by the Applicable Law.

3.5. INSURANCE TO BE TAKEN OUT BY THE CONSULTANTS

The Consultants (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be specified in the Contract, and (ii) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

3.6. ACCOUNTING, INSPECTION AND AUDITING

The Consultants (i) shall keep accurate and systematic accounts and records in respect of the Services, hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the bases thereof (including such bases as may be specifically referred in the Contract); (ii) shall permit the Employer or its designated representative periodically, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Employer.

3.7. CONSULTANTS ACTIONS REQUIRING EMPLOYER'S PRIOR APPROVAL

The following shall obtain the Employer's approval in writing before taking any of the following actions:

- a) Appointing such members of the Personnel (Key designations and minimum supporting staff 'Consultants' Sub-consultants' Key Personnel")
- b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the Consultants shall remain fully liable for the performance of the Services by the Sub-consultant and its Personnel pursuant to this Contract; and
- c) Any other action that may be specified in the Contract.

3.8. REPORTING OBLIGATIONS

The Consultants shall submit to the Employer the reports and documents specified in contract, in the form, in the numbers and within the time set forth in the contract. It should be submitted in the form of PDF & excel as well.

3.9. DOCUMENTS PREPARED BY THE CONSULTANTS TO BE THE PROPERTY OF THE EMPLOYER

All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultants for the Employer under this Contract shall become and remain the property of the Employer, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Employer, together with a detailed inventory thereof. The Consultants may retain copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in the GCC.

4. CONSULTANTS' PERSONNEL AND SUB-CONSULTANTS

4.1. GENERAL

The Consultants shall employ and provide such qualified and experienced Personnel and Sub-consultants as are required to carry out the Services as specified in Appendix – A.

4.2. DESCRIPTION OF PERSONNEL

- a) The titles, agreed job descriptions, minimum qualification and estimated of engagement in the carrying out of the Services of each of the Consultants' Key Personnel. If any of the Key Personnel has already been approved by the employers his / her name is listed as well.
- b) Adjustments with respect to the estimated engagement of Key Personnel set forth may be made by the Consultants by written notice to the Employer, provided (i) that such adjustments shall not alter the originally estimated of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth of this Contract. Any other such adjustments shall not be made without the Employer's written approval.
- c) If additional work is required beyond the scope of the Services specified in Appendix – A, the estimated of engagement of Key Personnel set forth may be increased by agreement in writing between the Employer and the Consultants, provided that any such increase shall not, except as otherwise agreed, cause payments under this Contract to exceed the ceilings set forth of this Contract.

4.3. APPROVAL OF PERSONNEL

The Key Personnel and Sub-consultants listed by title as well as hereby approved by the Employer. In respect of other Key Personnel which the Consultants propose to use in carrying out of the Services, the Consultants shall submit to the employer for review and approval a copy of their biographical data and (in the case of Key personnel to be used within the country of the Government). If the Employer does not object in writing (stating the reasons of the objection) within twenty-one (21) calendar days from the date of receipt of such biographical data and (if applicable) such certificate, such Key Personnel shall be deemed to have been approved by the Employer.

5. OBLIGATIONS OF THE EMPLOYER

5.1. ASSISTANCE AND EXEMPTIONS

Unless otherwise specified in the Contract, the Employer shall use its best efforts to ensure that the Government shall :

- a) assist the Consultants, Sub-consultants and Personnel with such documents as shall be necessary to enable the Consultants, Sub-consultants or Personnel to perform the Services.
- b) assist for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry documents required for their stay in India.
- c) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- d) assist the Consultants and the Personnel and any Sub-consultants employed by the Consultants for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Law;
- e) grant to the Consultants, any Sub-consultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into Government's country reasonable amounts of foreign currency for the purpose of the services or for the personnel use of the personnel and their dependents and of withdrawing any such amounts as may be earned therein by the personnel in the execution of the services; and
- f) Provide to the Consultants, Sub-consultants and Personnel any such other assistance as may be specified in the Contract.

5.2. ACCESS TO LAND

The Employer warrants that the Consultants shall have, free of charge, unimpeded access to all land in the Government's country in respect of which access is required for the performance of the Services. The Employer will be responsible for any damage to such land or any property thereon resulting from such access and will indemnify the Consultants and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultants or any Sub-consultant or the Personnel of either of them.

5.3. CHANGES IN THE APPLICABLE LAW

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increase or decreases the cost or reimbursable expenses incurred by the Consultants in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Contract.

5.4. SERVICES, FACILITIES AND PROPERTY OF THE EMPLOYER

The Employer shall make available to the Consultants and the Personnel, for the purposes of the services and free of any charge, the services, facilities and property described in contract at the times and in the manner specified in contract, provided that if such services, facilities and property shall not be made available to the Consultants as and when so specified, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultants for the performance of the Services, (ii) the manner in which the Consultants shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultants as a result thereof pursuant to Contract hereinafter.

5.5. PAYMENT

In consideration of the Services performed by the Consultants under this Contract, the Employer shall make to the Consultants such payments and in such manner as is provided by this Contract.

5.6. COUNTERPART PERSONNEL

- a) If so provided in contract hereto, the Employer shall make available to the Consultants, as and when provided in contract, and free of charge, such counterpart personnel to be selected by the Employer, with the Consultants' advice, as shall be specified in contract. Counterpart personnel shall work under the exclusive direction of the Consultants. If any member of the counterpart personnel fails to perform adequately any work assigned to him by the Consultants, which is consistent with the position occupied by such member, the Consultants may request the replacement of such member, and the Employer shall not unreasonably refuse to act upon such request.

6. PAYMENTS TO THE CONSULTANTS

6.1 CURRENCY OF PAYMENT

Currency applicable to this agreement is in INDIAN Rupees.

7. SERVICES DURING DEFECT LIABILITY PERIOD

The defect liability period (DLP) is 60 months from the date of completion. The services to be provided by the consultants during the defects liability shall include the following:

7.1. DURING THE DEFECTS LIABILITY PERIOD AFTER COMPLETION

Joint inspections of the work shall be carried out at regular intervals by the Resident Engineer along with the Contractor's representatives. If contractor's fails to attend the Joint inspections as fixed in writing, Resident Engineer shall carry out visit independently once half early / as directed by Engineer in Charge from time to time to observe the defects and submit reports to employer with a copy to contractor. If Contractor fails to countersign the defects noticed even after giving reasonable notice to the contractor, PMC should initiate suitable action as per Contract.

After the inspections the consultants shall submit a report (in 3 copies) detailing the defects noticed and the remedial measures to be taken by the Contractor. The consultants shall suggest and supervise the remedial measures, if any, require to be carried out by the contractors during defects liability and submit final rectification report to the IDA.

7.2. PAYMENT DURING DEFECT LIABILITY PERIOD

The inspection during defect liability period shall be done once in six months by Resident Engineer and once in year by Team Leader or as and when required. The fee for visit and submission of rectification report of defective work shall be as below. The defects /correction/repairs observed if any shall get corrected under the supervision of PMC representatives & the PMC shall be paid separately for the supervision on daily basis as below in accordance to their input of personnel.

- i. Team Leader = Rs. 20,000.00/Day + GST (i/c all perks).
- ii. Resident Engineer = Rs. 10,000.00/Day + GST (i/c all perks).

7.3 During defect liability period (apart from clause no. 7.2) PMC will depute one full time Assistance manager having Building work experience of minimum 5 year on the site. IDA will pay Rs. 30,000/- per month + GST & the 10 % extra per year over the above mention rate will be enhanced.

Duties :-

1. See overall works performed by the contractor at site.
2. Maintain the register regarding the complain.
3. Report to IDA & send notice to Contractor about short coming.
4. Get rectified the work from contractor on the be of IDA.\
5. Send monthly report to IDA.
6. Any other services desired by IDA in respect of the site maintenance.

7.3. PAYMENTS FOR RENDERING SERVICES FOR ARBITRATION (IF ANY) WITH CONTRACTOR

If IDA instructs to render services during their arbitration with contractor then the fee for rendering services by consultant shall be on man-month basis as below.

- i. Team Leader = Rs. 20,000.00/Day + GST (i/c all perks).
- ii. Resident Engineer = Rs. 10,000.00/Day + GST (i/c all perks).

7.4 The Team leader shall represent project management consultants. Any mishappening / accident / fault / financial or other irregularities so far relates to work, the team leader shall be solely responsible for the same.

8. EXTENSION OF TIME

In case of delay in completion of the work for the reason not attributable to the Consultant, the IDA may consider grant of extension of services of the Consultant on its sole discretion, The Consultant shall be paid fees as specified below.

- (i) After 26 (24+2) months from the date of commencement, approved rate + 10% extra rate + GST will be paid for the balance works till completion of works.
- (ii) PMC will be responsible for all the works till DLP
- (iii) Fee is inclusive of all taxes but exclusive of GST.

9. FAIRNESS AND GOOD FAITH

9.1. GOOD FAITH

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

9.2. OPERATION OF THE CONTRACT

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to dispute subject to arbitration in accordance with contract.

10. CONFLICT OF INTEREST/CORRUPTION AND FRAUD

Notwithstanding any penalties that may be enforced against the Consultant under the law of the country of the project, or of other jurisdictions, the IDA will be entitled to terminate the Agreement) and the Consultant shall be deemed to have breached the contract, if it is shown that the Consultant is guilty of:

- i. offering, giving, receiving or soliciting anything of value with a view to influencing the behavior or action of anyone, whether a public official or otherwise, directly or indirectly in the selection process or in the conduct of the Agreement; or
- ii. Misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the IDA, including the use of collusive practices intended to stifle or reduce the benefits of free and open competition.

11. At any point of time, IDA needs tender documents for any project of IDA then IDA may instruct the consultant to prepare such tender documents for construction of the project. Fees for such work shall be paid at the rate of Rs.40000/- per each such document.

12. SETTLEMENT OF DISPUTES

12.1. AMICABLE DISPUTE RESOLUTION

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement to the Chief Engineer, Indore Development Authority, Indore.

12.2 ARBITRATION

If any dispute or difference of any kind whatsoever shall arise in connection with or out of this contract and which is not amicably settled between consultant and IDA as per provisions of the agreement, either of the party's may file the case before MP Arbitration Tribunal constituted under MP Madhyastham Adhikaran Adhiniyam 1983.

13. Eligibility requirements (as per NIT)

- i. Bidders Experience – Minimum of 10 years.
- ii. Minimum Qualification and Experience Requirement of Key Personnel as per TOR.

Availability of Key Persons – It will be generally seen from the form EF – VI of Annexure – I Volume – I that the key persons are available.

14.0 The weightage for Technical / Financial evaluation

Technical Score - 80%
Financial Score - 20%

15.0 TIME LIMIT :- Time limit for consultancy consist of following.

- i. Post Tender Activity (Period in month) = 26 Months
- ii. Defect Liability Period = 60 Months

16.0 KEY AND SUB-STAFF REQUIRED FOR THE PMC

KEY STAFF

Team Leader, Resident Engineer, Material Engineer and Billing Engineer each one (the qualification and experience as mentioned as given in TOR).

SUB-STAFF

Assistant Resident Engineer (Civil) 1 nos., Assistant Resident Engineer (Electrical/ Mechanical) 1 nos., Field Engineer (Civil) 2 nos., Field Engineer (Electrical/ Mechanical) 1 nos., Lab Assistant (2 nos.) , Computer Operator (1 nos.) and Office Assistant as may be required.

Note:- The number of sub staff to be deployed given above is minimum & can be increased as work progresses but no extra payment shall be made by the IDA (if necessary).

17. COPYRIGHT

Documents prepared by the Consultants will be the Property of the IDA. All plans, drawing, specifications, designs, report and other documents prepared by the Consultants in performing the Services shall become and remain the property of the IDA, and the consultants shall not later than 15 days upon termination or expiration of this Contract, deliver all such documents to the IDA, together with detailed inventory thereof. The Consultants may retain a copy of such documents. The IDA is free to use the above documents for other project of the IDA.

18. TIME IS ESSENCE

Any time or period mentioned in any provision of this document may be extended by mutual agreement between the parties but as regards any time, date or period originally fixed or any time, date or period so extended as aforesaid time shall be of the essence.

In case of delay or where the consultant has apprehension about the causes of delay, it is his duty to inform the Chief Engineer along with to other concerned authorities and failure to same shall be treated as negligence on his part.

19. SERVICEABILITY

If for any reason whatever any provision of the contract is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or unenforceability of the remaining provisions shall not be affected in any manner, and the parties will negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable, or illegal provisions, as nearly as is practicable. Provided failure to agree upon any such provisions shall not be subject to dispute resolution under the contract or otherwise.

20. ASSISTANCE

The IDA shall provide support to the consultant if sought in the following matter.

- i. The provision of documents necessary for entry, residence, work, and exit;
- ii. Providing unobstructed access whenever it is required for the services;
- iii. Providing access to other organization for collection of information, which is to be obtained by the consultant.

21. In case of any disputes which requires involvement and reporting to the local police, PMC will be responsible to file the FIR reports and cooperation the local authorities
22. In case of any discrepancy, the decision of the Chief Engineer of IDA will be final and binding to all concerned.

APPENDIX - B

1. FACILITIES AND SERVICES OF OTHERS TO BE PROVIDED BY THE IDA'S

1.1. TO FACILITATE SMOOTH CONDUCT OF THE STUDY, IDA SHALL OFFER DUE HELP VIZ.

- i. To secure permission from respective departments for the entry into private properties or restricted areas for the conduct of the study.
- ii. To secure permission to take all data documents (including photographs) relating to the study but on returnable basis.
- iii. Issue of authority / recommendation letters.
- iv. Provide consultants, sub consultants and the personnel with the work permits and such other documents as shall be necessary to enable the consultants, sub consultants or personnel to perform the services.

1.2. ACCESS TO LAND

The IDA warrant that the Consultants shall have, free of charge unimpeded access to all land of the Government's/IDA in respect of which access is required for the performance of the services. The IDA will be responsible for any damage to such land or any property thereon resulting from such access and will indemnify the Consultants and each of the Personnel in respect of liability for any such damage unless such damage is caused by the default or negligence of the Consultants or any Sub Consultant or the Personnel of either of them.

APPENDIX – C

REPORTING REQUIREMENTS

1. REPORTS

1.1. MANAGEMENT INFORMATION SYSTEM (MIS)

PMC shall submit MIS in approved format before 10th of every month. Non submission of MIS will attract penalty as specified. Submission date prescribed for MIS report may be rescheduled by EE IDA.

1.2. MONTHLY PROGRESS REPORTS

The PMC shall, by no later than the eighth working day after the end of each month, prepare a brief progress report summarizing the work undertaken for the preceding month along with progress photographs. The report will outline any problems encountered (administrative, technical or financial) and give recommendations on how such problems may be resolved, Brief work progress summaries will be included for ongoing building works, outlining problems encountered and proposing solutions. The reports shall also record the payment status of all contracts, all claims for costs or time extensions submitted by the contractors, and any actions required of the client and/ or other agencies to facilitate timely works implementation, the reports shall also be submitted in electronic format in addition to 6 nos. hard copies. Non submission of Monthly Progress Reports before end of first week of each month will attract as specified.

The monthly progress reports shall also include :

- i) Organization chart of contractor as well as PMC staff working on this project.
- ii) Deployment of Labour and machinery chart.
- iii) Photographs of work pre, post and during execution.
- iv) Physical and financial progress against the approved Bar Chart.
- v) MIS (Management Information system).
- vi) Progress in S Curve.
- vii) Minutes of meeting.
- viii) Inspection and compliance report.
- ix) List of Extra item if any cropped during the month.

x) Abstract of quality control test as per Quality assurance plan giving details of internal and external test with comments.

1.3. QUARTERLY PROGRESS REPORTS

The PMC shall, by no later than the eight working after the end of each quarter, prepare a comprehensive report summarizing all activities under the services of the end of each quarter, and at other times when considered warranted by either the Engineer of the client due to delay of the construction works or due to the occurrence of technical or contractual difficulties, Such reports shall summaries (i) the activities of the Engineer (ii) the progress of the contracts, (iii) all contract variations, (iv) the status of contractor's claims, if any, (v) details and brief descriptions of any technical and contractual problem, being encountered, (vi) details of the contracts as a whole comprising costs incurred, forecast cost and the financial plan, (vii) any other relevant information for each of the ongoing contracts. The reports shall also be submitted in electronic format in addition to the 6 nos. hard copies.

1.4. ENGINEERING REPORTS

The Engineer shall prepare specific report, required in the event of particular or unforeseen circumstances. Such reports shall be prepared on an 'ad-hoc' basis as requested by the Engineer and shall include on analysis of the engineering matter in question and shall propose possible solutions thereto.

1.5. SECTION/SUBSTANTIAL COMPLETION REPORTS AND PROJECT FINAL REPORT

The Engineer shall prepare a comprehensive sectional/substantial completion report for each of the construction contracts, which reaches sectional/ substantial completion of the works by the contractors and before taking over by the IDA. The reports shall summarize the method of construction the construction supervision performed, problems encountered, solutions undertaken, and recommendations for future projects of a similar nature. The Engineer shall summaries and consolidates in a single Final Report the key information from the individual sectional/substantial completion reports.

1.6. AS BUILT DRAWINGS

On Submitting completion report and drawings in two hard copies along with soft copy for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings to IDA.

Part - 2

Prescribed Forms / Annexure

Covering letter format

(On the letter head)

To:

Chief City Planner

Indore Development Authority

7, Race Course Road

Sub: Selection Of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

Having examined all the details given in RFP document and Proforma for the above Consultancy &Architectural works, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information furnished in the enclosures is true and correct.
2. I / We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
3. I / We also agree that the Chief City Planner (Indore Development Authority , Indore) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
4. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
5. I / We agree that the discretion and decision of the IDA is final and binding.

Date

Signature(s) of Applicant(s)
with seal

Enclosures:

1.

2.

Etc.

Annexure-2

Organizational Details

Sl.	Parameter	Details
1.	<u>Organizational Set-up:</u> <ul style="list-style-type: none">• Place of Incorporation• Year of Establishment/ Incorporation/Registration• Status of Firm (Proprietorship/Partnership/Limited/Any other)• Name of Directors/Partners/Proprietors• Empanelment with Govt. Organizations (Mention names along with copies of Certificates)	
2.	<u>Employee Strength:</u> <ul style="list-style-type: none">• Principal /Architect /Engineer (mention nos. here)• Junior Architect/Engineer (mention nos. here)• Infrastructure Planning/Engineering Specialist• Mapping & AutoCAD/GIS Specialist	Mention Details Here
3.	<u>Details of Office Automation:</u>	

Place :

Signature of the Applicant

Name & Designation

Date :

Annexure-3

Details of Directors /Partners /Proprietors

Sl. No.	Name of Partners/Directors/Proprietors	Academic Qualifications	Designation	Address/Phone/Fax/Email

Signature of the Applicant
Name & Designation

Place :

Date :

Annexure-4

Financial Status

I. No.	Financial Year	Average Turnover (Consultancy Fee) (Rs.)
1.	2015-16	
2.	2016-17	
3.	2017-18	

Note:

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.
2. The amount shall be stated in INR.
3. The application with amount stated in currencies other than INR shall be treated as non-responsive.
4. Copy of Income Tax Returns along with Computation showing gross turnover and income from profession.

Signature of the Applicant

Name & Designation

Place :

Date :

(Form EF - II)

project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

YEAR OF ESTABLISHMENT OF BIDDER

The following information related to the Bidder should be provided in the proposal.

i. Year of establishment of Bidder *

Consultant	Year of Establishment	Country	Type of Organization			
			Individual	Partnership	Corporation	Other
1	2	3	4	5	6	7

NOTE:-

- i. Year of Establishment of firm.
- ii. *Copy of Certificate of incorporation shall be submitted.
- iii. Office/Business Address/Telephone Nos./Fax No./email.
- iv. PAN/TAN/GST/PF Registration.
- v. Narrative description of Bidder (Not more than two sheets).
- vi. Name of two (2) principals who may be contacted with title and telephone number/fax number/email.

(Form EF - IV)

project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

Details of Consultancy work in last five years:

Sr. No.	Name of the Project consultant/Prime consultant of JV / minor consultant of JV/ as associate consultant	& address of Principal employer with tel. no./ Fax no.	Project cost	Date of Start and Completion	Delay in completion of work	(in case of	% age of total fee received by the firm	Name of the key persons Deployed
1	2	3	4	5	6	7	8	9

The weightage given for experience of a firm would depend on the role of the firm in the respective assignments. The firm's experience would get full credit if it was the sole firm in the respective assignment. If the applicant firm has completed projects as JV with some other firms, weightage shall be given as per the JV share***. However if the applicant firm has executed the project as associate with some other firms, 25% weightage shall be given to the applicant firm for the projects completed under such association.

For weightage of experience in any past Consultancy assignment, experience certificate from the client shall be submitted. In absence of clear demarcation of JV share in client certificate, the weightage will be treated as 60 % for lead partner and 40% for minor partner. Annual turnover duly certified by Chartered Accountant shall be accepted. In case of non-availability of such documents no weightage of turnover/experience will be considered.

ANNEXURE - 7**(Form EF - V)****project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.****BIDDER'S EXPERIENCE****Experience as PMC for Buildings in last five years**

Sr. No.	Name of the Project consultant/Prime consultant of JV/minor consultant of JV/as associate consultant	Name and address of Principal employer with Telephone No./ Fax No.	Cost (Rs.	Period of Consultancy Date From____ To_____	Brief scope of work	Name of the key persons Deployed	Remarks
1	2	3	4	5	6	7	8

A brief note whether these projects were completed on time and incase of delay, the action taken by the consultant as SQC/PMC for the project.

PROJECT MANAGEMENT CONSULTANCY FOR DEVELOPMENT OF BUS TERMINUS PROJECT AT VIJAYNAGAR-SQUARE SCHEME NO. 54 INDORE.

BIDDER'S REFERENCES

RELEVANT SERVICES CARRIED OUT IN THE LAST 5 YEARS WHICH BEST ILLUSTRATE QUALIFICATIONS

The following information should be provided in the format below for each reference assignment for which your Bidder, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the client state below:

Assignment Name :-		Country :-
Location within country :-		Professional Staff provided by your Bidder :-
Name of the Client :-		No. of Staff :-
Address :-		
Start Date :-	Completion Date :-	App. Value of Services :-
Name of JV/Associated Bidder if any :-		No of months of Professional Staff Provided by Associated Bidder (s) :-
Name of the senior staff (Project Director / Coordinator, Team Leader) involved and functions performed :		
Narrative Description of Project :		
Description of Actual Services Provided by your staff :		

Note: Preceding FIVE years to be reckoned from 31st March of the immediate last financial year. The details of past projects must be submitted along with work order, completion certificates, photographs and TDS certificates.

Signature of Authorized Representative

(Certificate from Employer regarding experience should be furnished)

Annexure -9

Litigation/Arbitration

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	
	Contract Name : Name of Employer : Address of Employer : Matter in Dispute : Total value of the Contract :	

Signature of the Applicant

Name & Designation

Place :

Date :

Affidavit

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs.50/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.S/o
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at
2. That the information / documents / Experience certificate(s) submitted by M/s.....along with this to IDA., INDORE are genuine and true and nothing has been concealed.
3. I shall have no objection in case IDA, Indore verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, IDA, Indore at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me /M/s.from participating in any future tenders/RFPs.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent

(TO BE SUBMITTED ON-LINE ONLY)

Financial Offer for Selection of Consultant for Architectural and allied services with project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore

Item Description	Fee Of Project Cost (in Percentage)
A) Fees for Consultancy Services for Architectural and allied services Note: The fee for Part A shall not be more than 50% of the total fee quoted for the project.	
B) Fee for Project Management Consultancy (PMC)	
C) Total Fee for the Project (A+B)	

Please Note:

1. Financial Proposals are to be submitted online.
2. The above quoted fee shall include all expenses and out of pocket expenses, etc. to be incurred by the consultant to complete the assignment.
3. In case Authority decides to abandon the project for any reason, the payment of the consultant shall be restricted upto the Stage the services have actually been provided by the consultant.
4. . Terms of Payment will be as indicated in the RFP document.
5. The consultant is required to quote fees in % of the project cost.
6. The fees quoted shall be inclusive of all taxes, but exclusive of GST.
7. The Proposal shall be valid for a period of not less than 120 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
8. Clarifications and Amendments if any to this RFP will be uploaded on website www.mptenders.gov.in

(R.K.Singh)
Chief City Planner
Indore Development Authority,
Mob :- 97550-99388

Annexure 12

Information related to the project to be included in certificate
issued by employer, to the consultant
(To be submitted separately for each Project)

01	Name of the Department	
02	Brief Description	
03	Cost of project	
04	Total fees agreed by the employer for the project	
05	Date Of Completion Of Project.	
06	paid to the consultant for the above project	
07	certificates issued by the employer to the consultant for the above project	
08	Location plan of the project.	
09	Photographs Showing The Completed Project.	

Name, Seal & Signature
Of The Employer

Annexure -13

BANK GUARANTEE FORM FOR EMD

WHEREAS, _____ [Name of Bidder] (hereinafter called "the Bidder") has submitted his bid dated _____ [Date] for the construction of _____ [Name of Contract] (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We, _____ [Name of Bank] of _____ [Name of Country] having our registered office at _____ (hereinafter called "the Bank") are bound unto Indore Development Authority, Indore (here in after called "Pradhikari") in the sum of _____ (_____

_____) for which payment well and truly to be made to the said Pradhikari the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 2012

THE CONDITIONS of this obligation are:

- (1)** If the Bidder withdraws his Bid during the period of bid validity specified in the tender documents; or
- (2)** If the Bidder does not accept the correction of arithmetical errors of his Bid Price in accordance with the Instructions to Bidder; or
- (3)** If the Bidder having been notified of the acceptance of his Bid by the Pradhikari during the period of bid validity,
 - (a)** Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required:
or
 - (b)** Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders,
 - (c)** Fails or refuses to furnish the Domestic Preference Security, where required.

We undertake to pay to the Pradhikari up to the above amount upon receipt of his first written demand, without the Pradhikari having to substantiate his demand, provided that in his demand the Pradhikari will note that the amount claimed by him is due to him owing to the occurrence of one or any of the conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 180 (one hundred and eighty) days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Pradhikari, notice of which extension(s) to the

Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____

SIGNATURE OF THE BANK _____

SEAL OF THE BANK _____

SIGNATURE OF THE WITNESS _____

NAME AND ADDRESS OF THE WITNESS _____

Annexure -14

GUARANTEE BOND

(To be used by approved Schedule Bank)

1. In consideration of the Indore Vikas Pradhikari (hereinafter called the "Pradhikari") having offered to accept the terms & conditions of the propose agreement between and (hereinafter the said contractor(s)) for the agreement) having agreed to production of irrevocable bank guarantee for Rs. (Rupees) as a security/guarantee for the compliance of his obligations in accordance with the terms and conditions in the said agreement.

We(hereinafter referred

(indicate the name of the Bank)

to as "the Bank") hereby undertake to pay to Indore Vikas Pradhikari (hereinafter called the "Pradhikari") an amount not exceeding Rs..... (Rupees..... only) on demand by the Pradhikari.

2. Wedo hereby undertake to pay the

(indicate the name of the Bank)

amounts due and payable under this guarantee without any demure, merely on a demand from the Pradhikari stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this restricted to an amount not exceeding Rs..... (Rupees).

3. We the said bank further undertake to pay the Pradhikari any money so demanded notwithstanding any dispute or disputes raised by the consultant in any suit or proceeding pending before any court or tribunal relating thereto, out liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.

4. We further agree that the

(indicate the name of the Bank)

guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Pradhikari under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of Pradhikari certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We further agree with the Pradhikari

(indicate the name of the Bank)

that the Pradhikari shall have the fullest liberty without out concent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Pradhikari against the said contractor(s) and to forbear enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of Pradhikari or any indulgence by the Pradhikari by the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s).

7. We lastly undertake not to revoke

(indicate the name of the Bank)

this guarantee except with the previous consent of the Pradhikari in the writing.

8. This guarantee shall be valid upto unless extended on demand by the Pradhikari. Notwithstanding any thing mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated day of..... 20..... for..... Bank Ltd.

		Percentage/No.	Rate in (INR)	Amount (in INR)
I	Supervision and Quality Control (SQC) Fee (Remuneration for professional Staff)			
Total				
Minus Advance Repayment				
Total Payment due				
Add for GST				
Accumulated Total				

Form in which bills for monthly payment are to be presented during PMC

**Name & Signature of
Authorized Signatory
With Seal of the Firm**

Note:-

1. Percentage of fees initially release on the basis of Probable amount of Construction Work. The fees so paid on the basis of Probable amount of Construction work will subsequently be regulated in line with awarded value of work.
2. The payment will be release to the consultant as per the Running Bill amount paid to the Contractor i.e. if contractor submitted Running bill of 4.00 Crores and consultant has quoted 1% of Probable Amount of Contract (PAC) then amount payable to the consultant will be 4.00 Lakhs.
3. Payments shall be released through Cheque /RTGS within fifteen (10) days of submission of documentary proof/ certification against completion of work, duly certified by representatives of MPH&IDB.
4. The bidder should give the details of his bank account to facilitate payment, if payment is done through e-banking.
5. Necessary recoveries and all statutory deductions shall be made as per the relevant rates as per rules & regulations of Government] from the payments to the Contractor.
6. During Defect Liability Period Resident Engineer shall visit twice a month or as required and submit their report.

R.K.Singh
Chief City Planner
Indore Development Authority
7, Race Course Road,
Indore – 452 001
Tele-fax: 0731-2430553

project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

Information of Equipment / Office / Key Persons

A) Equipment with Consultant

B) Office Details of Consultant

C) Key Persons (Qualifications & Experience)

ANNEXURE - 17

From

To

_____	_____
_____	_____
_____	_____

Sub :- project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

Sir,

I / We _____ consultant / consultancy Bidder herewith enclose the documents required for eligibility proposal as per the chapter 'Instructions to Bidders'.

The FDR in favour of Indore Development Authority, Indore payable at Indore, for the bid security of Rs. 200000/- (Rupees Two Lakhs) is enclosed herewith.

Signature _____

Full Name _____

Designation _____

Address _____

Fax _____

E-mail _____

Contact No. _____

(Form TF - I)

From _____ To _____

Sub:- project management consultancy for Development Of Bus Terminus Project At Vijaynagar-Square Scheme No. 54 Indore.

Sir,

I / We _____ consultant / consultancy Bidder herewith enclose the documents required for Technical Proposal as per the chapter 'Instructions to Bidders'.

Yours faithfully,

Signature _____

Full Name _____

Designation_____

Address _____

Fax _____

E-mail _____

Contact No. _____

(Form TF - IV)

PROJECT MANAGEMENT CONSULTANCY FOR DEVELOPMENT OF BUS TERMINUS PROJECT AT VIJAYNAGAR-SQUARE SCHEME NO. 54 INDORE.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position : _____

2. Name of Staff : _____

3. Date of Birth : _____ (Please furnish proof of age)

4. Nationality : _____

5. Educational Qualification :

(Summarize college/university and other specialized education of staff member, giving names of institute, dates attended and degrees obtained). (Please furnish proof of qualification)

6. Membership of professional societies : _____

7. Publication/Awards:

(List of details of major technical reports/papers published in

8. Employment Record :

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned, also give IDA reference, where appropriate).

9. Summary of the CV

(Furnish a summary of the above CV along with the required attested certificates. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV.)

A. Education :

i) Field of Graduation and Year

ii) Field of post-graduation and year

iii) Any other specific qualification

B. Experience

i) Total experience.

ii) Responsibilities held :

iii) Relevant Experience :

C. Permanent Employment with the Bidder (Yes/No) :

If Yes, how many years :

If No what is the employment :

Arrangement with the Bidder?

CERTIFICATION

1. I am willing to work on the project and I will be available for entire duration of the project Assignment and I will not engage myself in any other assignment during the currency of His assignment on the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualification and my experience.

Signature of the Candidate _____

Place _____

Date _____

Signature of the Authorized Representative of the Bidder _____

Place _____

Date _____

Note: Each page of the CV shall be signed with blue ink by both the staff member and the Authorized Representative of the Bidder. Photocopies will not be considered for evaluation.

PROJECT MANAGEMENT CONSULTANCY FOR DEVELOPMENT OF BUS TERMINUS PROJECT AT VIJAYNAGAR-SQUARE SCHEME NO. 54 INDORE.

CONSULTANT NAME:

- 1. APPROACH PAPER ON METHODOLOGY PROPOSED FOR PERFORMING THE ASSIGNMENT**
- 2. APPROACH PAPER ON HOW THE DELAY IN THE PROJECT SHALL BE ELIMINATED**

The approach and methodology will be detailed precisely under the following topics.

- i. Composition of the team [not more than 1 page]
- ii. Methodology for construction supervision, [not more than 5 page]

Services,

- iii. Quality Assurance system for consultancy [not more than 5 page]

Assignment

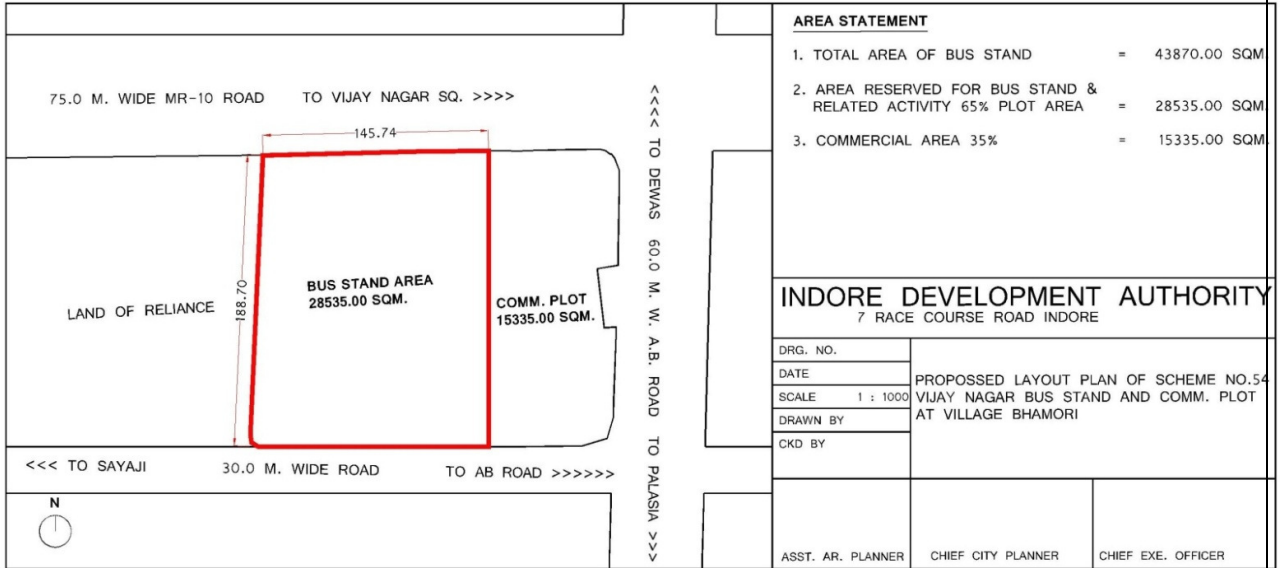
Note:

Marks will be deducted for writing lengthy and out of context approach and Methodology for the assignment.

LOCATION MAP
PROPOSED Bus Terminus Project
At Vijaynagar-Square Scheme No. 54 Indore



**SITE-PLAN OF
PROPOSED Bus Terminus Project
At Vijaynagar-Square Scheme No. 54 Indore**



AREA STATEMENT

- 1. TOTAL AREA OF BUS STAND = 43870.00 SQM
- 2. AREA RESERVED FOR BUS STAND & RELATED ACTIVITY 65% PLOT AREA = 28535.00 SQM
- 3. COMMERCIAL AREA 35% = 15335.00 SQM

INDORE DEVELOPMENT AUTHORITY
7 RACE COURSE ROAD INDORE

DRG. NO.	PROPOSED LAYOUT PLAN OF SCHEME NO.54 VIJAY NAGAR BUS STAND AND COMM. PLOT AT VILLAGE BHAMORI
DATE	
SCALE 1 : 1000	
DRAWN BY	
CKD BY	

ASST. AR. PLANNER	CHIEF CITY PLANNER	CHIEF EXE. OFFICER
-------------------	--------------------	--------------------