

PROJECT MANAGEMENT CONSULTANCY SERVICES
FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI
SQUARE ALONG WESTERN RW-2 INDORE

INDORE DEVELOPMENT AUTHORITY, INDORE

7, RACE COURSE ROAD, INDORE – 452003

Phone: 0731-2430553

Website: ida@idaindore.org Email: idaindore7@yahoo.in



REQUEST FOR PROPOSAL (RFP)

FOR

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR
CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE
ALONG WESTERN RW-2 INDORE**

INDEX

	NAME OF ITEM	PAGE NO.	
		FROM	TO
	NOTICE INVITING TENDER	3	3
	TENDER TIME SCHEDULE	4	4
VOLUME – I			
	ELIGIBILITY CRITERIA AND PREPARATION OF BID	5	7
	INSTRUCTIONS TO BIDDERS	8	14
Annexure – I	ELIGIBILITY PROPOSAL FORMS	15	21
Annexure – II	TECHNICAL PROPOSAL FORMS	22	30
Annexure – III	FORMS	31	34
	TECHNICAL EVALUATION CRITERIA	35	38
	GENERAL CONDITIONS OF CONTRACT	39	50
VOLUME – II			
	DATA SHEET	51	52
Appendix – A	SCOPE OF WORK & TOR	53	64
Appendix – B	FACILITIES & SERVICES OF OTHER TO BE PROVIDED BY THE IDA	65	65
Appendix – C	REPORTING REQUIREMENTS	66	67
	FINANCIAL PROPOSAL	68	68
	BREAK-UP OF COSTS	69	71

INDORE DEVELOPMENT AUTHORITY

7, RACE COURSE ROAD, INDORE - 452003

Phone: 0731-2531312, 2533355 & 2434541

Tel: 0731-2430553, e-mail: idaindore7@yahoo.in

No.IDA/ETENDER/2022-23/188

Indore, Dated 25-11-2022

Notice Inviting Offers Tender ID No. 2022_DTCP_234456_1 (2nd Call)

Website: <https://www.mptenders.gov.in>

Indore Development Authority invites ONLINE proposals on Lumsum fees, from the reputed Project Management Consultants, those have experience of working for Government/Autonomous bodies/Public Sector Undertakings for **PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**. Tender documents can be purchased from website <https://www.mptenders.gov.in>. Help manual to the contractors can be seen on the portal of e-procurement system.

The consultant is required to administrate the services as the 'Engineer', for supervision and contract management for all the construction activities for Flyover comprising of construction of foundations, substructures, superstructures & other concrete / bituminous works, shifting & reinstating of existing services, electrical & other allied works ensuring that the contractual clauses related to the quality and quantity are respected to and that the works are implemented in accordance with its provisions/specifications within the stipulated time who are fulfilling eligibility criteria.

1.	Name of work	:	PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE
2.	Approximate Value of work	:	Rs. 550000000/-
3.	Bid Security Deposit	:	Rs. 500000/-
4.	Cost of Document	:	Rs. 11800/-
5.	Period of Completion	:	21 Months (Including rainy season)

TENDER TIME SCHEDULE

S. No.	IDA Stage	Contractor Stage	Key Dates & time
1	Tender Preparation and release of NIT	-	25-11-2022 10:30
2	-	Purchase of tender Start Date & Time	25-11-2022 18:55
3	-	Tender Purchase Online End Date & Time	12-12-2022 17:30
4	-	Submit Bid Online End Date & Time	12-12-2022 17:30
5	-	Bid submission (Manually submission as per note below)	14-12-2022 17:30
6	Opening of EMD, Cost of tender document and Technical Bid.	-	15-12-2022 11:30
7	Financial / Price Bid open date and time	-	Will be declared later on website.

Note: Scanned copy of portal receipt of online payment of Tender form fees and EMD along with technical and relevant documents should reach to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. by 14-12-2022 upto 17:30 hrs through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.

ELIGIBILITY CRITERIA

1. Bidder should have minimum experience of 15 years of consultancy services of civil construction works.
2. Average Annual Turnover from “Consultancy of Civil works” of last 3 financial years (2020-21, 2019-20 and 2018-19) shall not be less than Rs. 10.00 Cr. certified from a Chartered Accountant.
3. During last 7 years from the date of NIT, the bidder firm should have completed Project Management Consultancy / Supervision and Quality Control consultancy / Authority’s Engineer work of at least (2) Two Flyover / Railway over Bridge / Major Bridge involving PSC super structures having total length of viaduct 180 m or more & should have at least one span of 30 m or more and the cost of such bridge shall not be less than 20 Cr. in any Govt. / Semi Govt. / Govt. undertaking organization.
4. During last 7 years, from date of NIT, the bidder firm should have Completed proof checking / detailed design consultancy work of at least (2) Two Flyover/ Railway over Bridge/ Major Bridge involving PSC super structures having total length of viaduct 180 m or more & should have at least one span of 30 m or more and the cost of such bridge shall not be less than 20 Cr. in any Govt. / Semi Govt. / Govt. undertaking organization.
5. Proof of valid PF, GST and PAN Registration.

Note :

1. The firm should have experience specified above at Sr. No: 3 & 4 in sole capacity.
2. If the firm having experience specified above at Sr. No: 3 & 4 as a partner of JV then the respective share percentage in JV will be applied on the experience works. Proof of share shall be submitted mandatory.
3. The firm having experience specified above at Sr. No: 3 & 4 as an associate consultant or subletted works shall not be considered.
4. Joint Venture is not permitted for this bidding.
5. The bidder should not have been blacklisted by any of the Government Department / Semi Government Department or Local Self Government during last 5 years. Provide self declaration on a stamp paper duly notarized.
6. The Bid Document can be purchased only online from 25-11-2022 at 18:55 hrs to 12-12-2022 at 17:30 hrs. Other key dates may be seen in Tender Time Schedule.
7. Amendments to NIT, if any, would be published on website only, and not in newspaper.
8. 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.
9. If you have any Technical query regarding this tender please call Shri Anil Chugh on 9893699162. For query regarding online submission of this tender call Shri Mukesh Jadhav on 9301340967.

1) **PREPARATION & SUBMISSION OF BID**

Preparation and submission shall be in two envelopes as below.

- i. Envelope No. 1 – Payment Receipt of Tender Form Fees, EMD and Documents in proof of eligibility (Annexure –I) and RFP document.
 - ii. Envelope No. 2 – Technical Proposal (Annexure – II).
 - iii. Envelope No. 3 – Financial Proposal (To be submitted ONLINE only).
 - iv. Each Annexure has different formats with forwarding letter. 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 of Annexure – I and Annexure –II. The each and every page of Annexure –I, Annexure –II, Volume – I and Volume – II needs to be signed while submitting Envelope No. 1 and 2.
 - v. Scanned copy of portal receipt of online payment of Tender form fees and EMD along with Envelope-A (Mandatory Documents) and Envelope-B (Technical Proposal if prescribed in the tender document) should reach to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. by 14-12-2022 upto 17:30 hrs through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.
- 3) All pages of the documents in each envelope must be machine numbered and the Document should be submitted in hardbound form.
 - 4) Bids shall remain valid for a period of 120 Days (One Hundred Twenty Days) after the deadline date for bid submission. The Employer as non-responsive shall reject a bid valid for a shorter period.
 - 5) Any bid not accompanied by an acceptable Earnest money Deposit as indicated in NIT as above shall be rejected by the Employer as non-responsive.
 - 6) Bid opening shall be carried out in two stages. Firstly, 'Technical Bid' of all the bids received shall be opened on the date and time mentioned above. 'Financial Bid' of only those bidders whose 'Technical Bid' has been determined to be substantially responsive shall be opened on a subsequent date, which will be notified separately to such bidders
 - 7) Due to unforeseen condition, if the opening date of Technical Bid is declare holiday, then in that case bids will be open on next working day at the same time and place.
 - 8) IDA will not be responsible for any delay in receiving the Bid Documents and reserves the right to accept/reject any or all Bids without assigning any reasons thereof.
 - 9) Any effort by the Bidder to influence the Employer in the Employer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders' bid.
 - 10). The IDA reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby

incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

Other details can be seen in the bidding documents.

This notice is also available at IDA website www.idaindore.org.

(Anil Chugh)
Executive Engineer
Indore Development Authority Indore
Mobile No. 9893699162
Email: anilchughmba@gmail.com

INSTRUCTIONS TO BIDDERS (ITB)

1. GENERAL

- 1.1 The brief description of the assignment and its objectives are as per Appendix– A (Scope of work and Terms of Reference)in Volume – II.
- 1.2 To obtain first hand information on the assignment and on the local conditions, bidders should visit to the IDA and the project site before submitting a proposal, must fully inform of local and site conditions and take them into account in preparing proposal.
- 1.3 (i) The costs of preparing the proposal and of negotiating the contract, including visits to the IDA etc. are not reimbursable as a direct cost of the assignment; and (ii) IDA is not bound to accept any of the proposals submitting and reserve the right to reject any or all proposals without assigning any reasons.
- 1.4 Bidders should examine all terms and instructions included in the documents. Failure to provide all requested information will be at bidder's own risk and may result in rejection of your proposal.
- 1.5 The proposals must be properly signed as detailed below:
 - 1.5.1 i) By the proprietor in case of a proprietary Bidder.
 - ii) By the partner holding the Power of Attorney in case of a Bidder in partnership (A certified copy of the Power of Attorney shall accompany the proposal).
 - iii) By a duly authorized persons holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).
- 1.5.2 Joint Venture is not allowed.

2. DOCUMENTS

- 2.1 The bid document consists of volume – I & Volume – II together with various annexures and appendixes, with any addendum thereto issued and common sets of deviations.
- 2.2 Sealed Bids comprising of (i) First envelope containing Bid Security and Documents of proof of eligibility (Volume – I, & Volume–II Annexure –I), (ii) Second envelope containing “Technical Proposal” (Annexure–II) and (iii) Financial Proposal (to be submit online) of the bid document, inscribing the same on top of each envelope. The bid document shall be submitted to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. by 14-12-2022 upto 17:30 hrs through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.
- 2.3 The two parts of the Proposal (Eligibility and Technical Proposal) must be submitted in a hard bound form (hard bound implies binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the documents (spiral bound form, loose form, etc. will be not accepted) with all pages numbered serially, along with

an index of submission. In the event, any of the instructions mentioned herein have not been adhered to, IDA will reject the Proposal and third part of the proposal (Financial Proposal) should be submit online.

3. PREPARATION OF PROPOSAL

Preparation and submission shall be in two envelopes as below.

- i. Envelope No. 1 – Payment Receipt of Tender Form Fees, EMD and Documents in proof of eligibility (Annexure –I) and RFP document.
- ii. Envelope No. 2 – Technical Proposal (Annexure – II).
- iii. Envelope No. 3 – Financial Proposal (To be submitted ONLINE only).
- iv. Each Annexure has different formats with forwarding letter. 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 of Annexure – I and Annexure –II. The each and every page of Annexure –I, Annexure –II, Volume – I and Volume – II needs to be signed while submitting Envelope No. 1 and 2.
- v. Scanned copy of portal receipt of online payment of Tender form fees and EMD along with Envelope-A (Mandatory Documents) and Envelope-B (Technical Proposal if prescribed in the tender document) should reach to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. by 14-12-2022 upto 17:30 hrs through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.

3.1 DOCUMENTS IN PROOF OF ELIGIBILITY

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

3.1.1 Following documents must be furnished in proof of eligibility:

- i. Valid PF, GST and PAN Registration
- ii. Bidder's experience
- iii. Financial Statement
- iv. List of equipment's, the details of the office and key persons employed by the Bidder may be furnished.
- v. Work in hand
- vi. 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. 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 Data Sheet. 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. 500000/- by making online payment through Debit Card / Credit Card/ Net Banking or system generated challan (As per Data Sheet in Volume – II).
- 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 3.1.4.4 below, 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 3.1.4.4 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 in Volume – II.
- 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 in Volume – II. 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 in Volume – II should be strictly adhered to.
 - ii. No alternative to key personnel shall be proposed and only one may be submitted for each position; in the given format of Annexure – II.

- The requirements of all key personnel are listed in Data Sheet in Volume – II.
- iii. Team Leader shall be available minimum Two Days in a month/on call or as and when required.
 - 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 in Annexure – II.
- i. The composition of the proposed Team and Task Assignment to individual personnel.
 - ii. Curriculum Vitae (CV) recently signed in blue ink 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 TOR, 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 point 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 in Volume – II 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 submit 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 Lumsum basis 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 in Volume – II, but excluding Goods & Service Tax. Goods & Service Tax will be paid separately 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. SUBMISSION OF PROPOSALS

4.1 Marking on envelope shall be as below.

- i) Envelope No. 1 – Bid Security, Volume – I(except Annexure – II) and Volume – II.
- ii) Envelope No. 2 – Technical Proposal (Annexure – II).
- iii) Financial Proposal (To be submitted online).
- iv) Outer Envelope.

Each proposal (all the two envelopes) will be sealed in an outer envelope, which will bear the address and information indicated in the Data Sheet in Volume – II.

The envelope No:

Project Name:

Name and Address of consultant:

- 4.2 The bid must be signed by the authorized representative of the consultants. The letter of authorization must confirmed by a written power of attorney accompanying the proposals. All pages of the eligibility & technical proposals must be initialed by the person or persons authorized to sign the proposal.
- 4.3 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.
- 4.4 The bid must be delivered at the address on or before the time and date stated in Data Sheet in Volume – II.
- 4.5 The proposal must be valid for the number of days stated in the Data Sheet in Volume – II from the last date of receipt of bid document.
- 4.6 The bid documents shall also be submitted online at <https://www.mptenders.gov.in> upto 12-12-2022 17:30 hrs and can be uploaded of the above schedule online submission date.

5. EVALUATION OF PROPOSAL

- 5.1 A three-stage procedure will be adopted in evaluating the proposal. The IDA will allocate weight to technical proposal and financial proposal as indicated in the Data Sheet in Volume – II.
- 5.2 In the first stage, eligibility of the Bidder will be ascertained on the basis of turnover, experience certificates and equipment's available with the Bidder.
- 5.3 In the second stage, Technical evaluation will be carried out for those who fit in the eligibility criteria. The technical evaluation will be carried by applying marks system. Prior to the expiration period of proposal validity, the IDA will notify the successful consultants who have scored equal to or more than 75% in the technical proposal by uploading on site. Technical proposals scoring less than 75% will be deemed non-responsive and the corresponding price envelope will not be opened and the offer will not be considered.
- 5.4 In the third stage, financial proposal of all eligible Bidders who pass in technical evaluation shall be opened online. The IDA will allocate weight to the financial proposal as given in the Data Sheet. The price score will be calculated in the following manner:

'X' is the price of the lowest responsive bidder. 'Y' the price of any other bidder. The percentage score allocated to the lowest responsive bidder will be 100, and to bidder "Y" will be = $(100 \times 'X') / 'Y'$.

Total score will be worked out by adding the points scored on the technical and financial proposals. In evaluation of the highest score, the weightage given to technical proposal is 80% and to financial proposal is 20%. Therefore, scores achieved by the consultants shall be evaluated as per weightage given.

- 5.5 After evaluation of technical and financial proposal two are more bidders found the same rate then bidder who get technically more marks will be considered for sanction.

6. AWARD OF CONTRACT

- 6.1 The Contract shall be awarded to the bidder who scores highest score in aggregate of technical and financial bid.
- 6.2 At the time of executing the agreement, the successful bidder shall sign all pages of Volume – I & II.
- 6.3 The selected consultants are expected to commence the Assignment from the date of work order.

7. PERFORMANCE SECURITY

The amount of Performance security shall be 10% of the quoted consultancy fee. The 5% shall be submitted at time of agreement in the form of Demand Draft / FDR / Bank Guarantee in favour of IDA. Payable at Indore. The 5% amount shall be recovered from the running bill @ 10% of gross amount of each RA bill till the two together make total to 10% of the amount of the quoted consultancy fee. The amount of bid security submitted with bid document shall be adjusted in this part (5%) of performance security. The Performance security shall be released after satisfactory completion of the construction.

8. EXECUTION OF AGREEMENT

Successful consultant whose offer has been accepted shall have to execute the agreement within 15 days from the date of issue of acceptance letter.

9. GENERAL CONDITION

- 9.1 Bids shall remain valid for a period of 120 Days (One Hundred Twenty Days) after the deadline date for bid submission. The Employer as non-responsive shall reject a bid valid for a shorter period.
- 9.2 Any bid not accompanied by an acceptable Bid Security Deposit as indicated in NIT as above shall be rejected by the Employer as non-responsive.
- 9.3 Due to unforeseen condition, if the opening date of Technical Bid/Financial Bid is declare holiday, then in that case bids will be open on next working day at the same time and place.
- 9.4 IDA will not be responsible for any delay in receiving the Bid Documents and reserves the right to accept/reject any or all Bids without assigning any reasons thereof.
- 9.5 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders' bid.

- 9.6 The IDA reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action. Other details can be seen in the bidding documents.

(Anil Chugh)
Executive Engineer
Indore Development Authority Indore
Mobile No. 9893699162
Email: anilchughmba@gmail.com

ANNEXURE – I

(Form EF – I)

SAMPLE FORM OF ELIGIBILITY PROPOSAL

From

To

**Sub:- PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION
OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

Sir,

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

The payment receipt of bid security of Rs. 500000/- is enclosed herewith.

Signature _____

Full Name _____

Designation _____

Address _____

Fax _____

E-mail _____

(Form EF – II)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF ELIGIBILITY PROPOSAL

YEAR OF ESTABLISHMENT OF BIDDER

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

i. Year of establishment.

Consultant	Year of Establishment	Country	Type of Organization			
			Individual	Partnership	Corporation	Other
Individual						

NOTE:-

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

(Form EF – III)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF ELIGIBILITY PROPOSAL

Financial Statement of the last three years

Sr. No.	Particulars	2018–2019	2019–2020	2020–2021
1	Annual turnover from Consulting profession			
2	Total Fixed Assets (Gross Block)			
3	Current Assets			
4	Total Liabilities			
5	Current Liabilities			
6	Net Worth			
7	Working Capital			
8	Net Profit			

Note:

- i. The amount shall be stated in INR.
- ii. The application with amount stated in currencies other than INR shall be treated as non-responsive.
- iii. Audited Balance Sheet and Profit & Loss Account under Companies Act or Income Tax Act as the case may be for 2018 – 19, 2019 – 20 and 2020-21 and certified accounts by Chartered Accountant/Auditor of last three years turnover/professional income from consultancy services.
- iv. Copy of Income Tax Returns for Financial Year 2018 – 19 and 2019 – 20, 2020-21 along with computation showing gross turnover and income from profession.

(Form EF – IV)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF ELIGIBILITY PROPOSAL

Details of Consultancy work in last seven years:

Sr.No.	Name of the Project	Name & address of Principal employer with tel. no./ Fax no.	Project cost	Date of Start and Completion	Delay in completion of work	Consultancy fees received	Brief scope of work	Name of the key persons Deployed

(Form EF – V)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF ELIGIBILITY PROPOSAL

BIDDER'S EXPERIENCE

A. Experience as Design Consultant / Proof Consultant for Flyover/Grade Separator (underpass)/ Railway Over Bridge in last seven years

Sr. No.	Name of Project	Name and address of Principal employer with Telephone No./ Fax No.	Cost of Project (Rs. Lakh)	Period of Consultancy Date		Brief scope of work	Name of the key persons Deployed	Remarks
				From_____	To_____			
1	2	3	4	5	6	7	8	

Note: Experience of Flyover/Grade Separator (underpass)/Major Bridge/Railway Over Bridge costing Rs. 25.00 Cr. or more shall also be mentioned.

B. Experience as PMC / SQC for Flyover/Grade Separator (underpass)/ Major Bridge/Railway Over Bridge in last seven years

Sr. No.	Name of Project	Name and address of Principal employer with Telephone No./ Fax No.	Cost of Project (Rs. Lakh)	Period of Consultancy Date		Brief scope of work	Name of the key persons Deployed	Remarks
				From_____	To_____			
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 PMC/SQC for the project.

(Form EF – VI)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE
SAMPLE FORM OF ELIGIBILITY PROPOSAL**

Information of Equipment / Office / Key Persons

A) Equipment with Consultant

B) Office Details of Consultant

C) Key Persons (Qualifications & Experience)

(Form EF – VII)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF ELIGIBILITY PROPOSAL

WORK IN HAND

Sr. No.	Name of Project	Cost of Project (Rs. Lakh)	Name and address of Principal employer with Telephone No.	Cost of Consultancy (Rs. Lakh)	Period of Consultancy From_t o ___	Scope of work	Whether independent or working as an associates	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE – II

(Form TF – I)

SAMPLE FORM OF TECHNICAL PROPOSAL

From

To

**Sub:- PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION
OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 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 _____

(Form TF – II)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

BIDDER'S REFERENCES

**RELEVANT SERVICES CARRIED OUT IN THE LAST 7 YEARS WHICH BEST
ILLUSTRATE QUALIFICATIONS**

The following information should be provided in the format below for each reference assignment for which 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 Bidder :-
Name of the Client :-		No. of Staff
Address :-		
PAN/TAN/Service Tax Registration No.		
Start Date :-	Completion Date :-	App. Value of Services :-
Name of 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 staff :		

Note: Preceding five years to be reckoned from 31st March of the immediate last financial year.

Signature of Authorized Representative

(Certificate from Employer regarding experience should be furnished)

(Form TF – III)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASK, WHICH WOULD BE
ASSIGNED TO EACH TEAM MEMBER**

I. Technical/Managerial Staff

Sr. No.	Name	Position	Task Assignment	Remuneration During 2020 – 21**
1				
2				
3				
4				

** Copy of income tax return be attached

II. Support Staff

Sr. No.	Name	Position	Task Assignment
1			
2			
3			
4			

CERTIFICATE

These are certify that the CVs furnished for the above referred staffs are genuine and have not been hired. This staffs are working with us from the period mentioned in their CVs and they have consented to be part of this assignment. We understand that in case any of CV is found in genuine or without consent, our bid/contract may be rejected / terminated by the IDA at any stage.

Principal Officer/Partner

(Form TF – IV)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

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 in Bridges/flyovers/ROBs projects:

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.

(Form TF – V)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

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, Services, [not more than 1 page]
- iii. Quality Assurance system for consultancy Assignment [not more than 1 page]

Note:

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

(Form TF – VI)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

On the Data, services and facilities to be provided by the IDA indicated in the Terms of Reference.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Form TF – VII)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
 FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNELMONTHS (in the Form
 of Bar Chart)

Sr. No.	Name Position	Activities	Months							Number of Month
1										Sub Total (1)
2										Sub Total (2)
3										Sub Total (3)
4										Sub Total (4)
5										Sub Total (5)
6										Sub Total (6)

Field Full:

Part Time:

Reports Due:

Activities:

Duration:

(Form TF – VIII)

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF TECHNICAL PROPOSAL

A. FIELD INVESTIGATION

(1st, 2nd etc. months from the date of assignment)

Sr. No.	Item of Work / Activities	Months							
1									
2									
3									
4									
5									
6									

B. COMPLETION AND SUBMISSION OF REPORTS

Sr. No.	Reports	Program
1		
2		
3		
4		

ANNEXURE – III

Form of Bank Guarantee for Performance Security

(To be used by approved scheduled banks)

To

_____ [name of Employer]

_____ [address of Employer]

WHEREAS _____ [name and address of Contractor]

(Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. _____ dated _____ to execute _____ [name of Contract and brief description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of _____ [amount of guarantee]* _____ (in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 3 (three) months from the date of expiry of the Defect Liability Period.

Signature, Name and Seal of the guarantor

Name of Bank _____

Address _____

Phone No., Fax No., E-mail Address, of Signing Authority _____

Date _____

An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

SAMPLE FORM OF AGREEMENT

(Agreement will be drawn separately on the stamp paper of Rs.100.00 denomination)

This Agreement made the _____ day of _____ Between _____
of _____ (hereinafter called "The Pradhikari") of the one part And
_____ of _____ (hereinafter called "The
Consultant") of the other part.

Whereas the IDA desired that, certain services should be performed by the
consultant, namely _____
_____ and has accepted a proposal by the
consultant for the performance of such services.

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of the IDA / Consultant Model Services Agreement hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of the agreement, namely.
 - i. The Letter of Acceptance
 - ii. Notice Inviting Tender
 - iii. Instruction to Bidders
 - iv. Annexure – I Eligibility Proposal
 - v. Annexure – II Technical Proposal
 - vi. Annexure – III Forms
 - vii. General Conditions
 - viii. Data Sheet
 - ix. The Appendixes, namely:
 - Appendix – A - Scope of work and terms of reference (TOR).
 - Appendix – B - Facilities & Services of other to be provided by the IDA.
 - Appendix – C - Reporting Requirements
3. In consideration of the payments to be made by the IDA to the consultant as here in after mentioned the consultant here by agreed with the IDA to perform the services in conformity with the provisions of the agreement.
4. The IDA here by agrees to pay the consultant in consideration of the performance of the services such amounts as may become payable under the provisions of the Agreement at the times and in the manner prescribed by the agreement.

In witness whereof the parties hereto have caused this agreement to be executed the day and year first before written in accordance with their respective laws.

AUTHORIZED SIGNATURE(S) OF IDA

Signature

Name

Designation

i. In the presence of :

Name

Signature

Address

ii. In the presence of :

Name

Signature

Address

AUTHORIZED SIGNATURE(S) OF CONSULTANT

Signature

Name

Designation

i. In the presence of :

Name

Signature

Address

ii. In the presence of :

Name

Signature

Address

TECHNICAL EVALUATION CRITERIA

1.0 The points assigned to Technical Evaluation criteria are

Sr.No	Description	Marks
a.	Relevant Experience of the Bidder related to the Assignment	55
b.	Adequacy of the proposed work plan and methodology in response to the TOR	15
c.	Evaluation & Marking for Key Personnel's	30
Total =		100

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

Sr. No	Description	Marks
1	Year of Establishment of the Firm. Above 20 Years = 5 Marks 15 years to 20 years = 3.50 Marks	5
2	Average Annual Turnover* (last 3 Years) up to 31.03.2021 from consultancy business Annual turnover (average of last 3 Years) of the Bidder should be equal to or more than Rs. 10.0Cr. *Annual 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. Above Rs. 20.00 Cr. = 5 marks Above Rs. 15.00 up to 20.00 Cr. = 3 marks Rs. 10.00 to 15.00 Cr. = 2 marks	5
3	Experience during last 7 years from date of NIT as Design Consultant or Proof Checking Consultant of Flyover/Grade separator/Railway Over Bridge having total length of viaduct of 180m or more and shall have at least one span of 30m or more and cost of such bridge shall not be less than Rs. 20 Cr.. 2 Projects = 9 marks For each additional project above 2 projects 2 (two) marks each project subject to maximum of 6 marks	15
4	Experience during last 7 years from date of NIT as PMC or SQC or Authority's Engineer of Flyover/ Grade separator/Railway Over Bridge/Major Bridge involving PSC superstructure having total length of viaduct of 180m or more & shall have at least one span of 30 m or more and the cost of such bridge shall not be less than 20 Cr. 2 Projects = 9 marks For each additional project above 2 projects 2 (two) marks each project subject to maximum of 6 marks	15

5	Experience during last 7 years from date of NIT as PMC or SQC of Flyover/ Grade separator/Railway Over Bridge /Major Bridge involving at least one span of steel superstructure. 2 No. or More = 10 Marks 1 No. = 8 Marks	10
6	Experience of the firm providing consultancy services for ROB/ Fly over/ Major Bridge works in M.P. in last 7 year.	5
Total =		55

Note:- i) Experience certificates issued by the officer not below the rank of Executive Engineer shall be submitted.

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

Sr. No	Description	Marks
1	Comments & Suggestion on TOR	4
2	Quality of Approach and Methodology	7
3	Work Program & Manning Schedule	4
Total =		15

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

Sr.No.	Staff Position	Description	Marks
1	Team Leader	Essential Qualification B.E/B.Tech in Civil Engineering	2.5
		Post-Graduation in Civil Engineering	0.5
		Total Professional Experience	3
		Up to 20 years	2
		Add 0.5 marks extra for each additional 1 year experience subject to maximum 2 marks	
		Experience as Team Leader or in similar capacity for Flyover/RoBs/Major Bridges	3
		Less than 5 years	0
		5 years	2
		Add 0.5 marks extra for each additional 1 year experience subject to maximum 1 marks	

		Employment with the firm	1
		0.5 to 1 year	0.5
		1 year or More	1
Total 1			10
Similar Capacity = Team Leader / Resident Engineer / Project Manager/ Executive Engineer of Govt. organization			
2	Resident Engineer	Essential Qualification B.E/B.Tech in Civil Engineering	4
		Post-Graduation in Civil Engineering	1
		Total Professional Experience	5
		Upto 15 years	4
		Add 0.5 marks extra for each additional 1 year experience subject to maximum 1 marks	
		Experience as Resident Engineer or in similar capacity for Flyover/ RoBs/ Major Bridge	3
		Less than 5 years	0
		5 years	2
		Add 0.5 marks extra for each additional 1 year experience subject to maximum 1 marks	
		Employment with the firm	2
		0.5 to 1 year	1
		Add 0.5 marks extra for each subsequent year subject to maximum 1 mark	
		Total 2	
Similar Capacity = Resident Engineer / Asst. Resident Engineer/ Project Engineer / Asst. Engineer of Govt. organization			
3	Material Engineer	Essential Qualification Diploma in Civil Engineering	1
		B.E/B.Tech in Civil Engineering	0.5
		Total Professional Experience in Roads/ Bridge	2
		B.E/B.Tech with 5 years' experience OR D.C.E with 10 years' experience	2
		Experience in similar capacity as Quality Control Engineer for infrastructure works	1
		Up to 3 years	0.5

		More than 3 years	1
		Employment with the firm	0.5
		0.5 to 1 year	0
		1 year or More	0.5
Total 3			5
Similar Capacity = Material Engineer /Quality Control / Asst. Material or Quality Control Engineer/ Sub. Engineer of Govt. organization			
Total (1 + 2 + 3)			30

Sub Professional Staff				
Sr. No	Post	No	Qualification & Relevant Experience	Minimum Professional Experience
1	Assistant Resident Engineer	1	Graduate in Civil Engineering with minimum of 3 years' experience in execution of similar works	8 Years
2	Field Engineer	3	Graduate/ Diploma in Civil Engineering with minimum 2 years' experience in execution of similar work	3/5 Years
3	Supervisor	2	Experience in execution of similar work	2 Years
4	Computer Operator	1	Graduate and having proficiency in computer operations and good command on English typing	2 years
5	Office Assistant	1	Matriculate and having experience as office assistant	-
Curriculum Vitae of Sub Professional Staff shall be submitted after receipt of LOA and before signing the contract agreement.				

1. The technical proposal should score at least 75 points to be considered responsive for financial evaluation.
2. The single currency is INR.
3. The weightage given to technical proposal is 80%.
4. The weightage given to financial proposal is 20%.
5. Commencement of Assignment: The Bidder shall begin carrying out the services within 15 days of signing of the Consultancy Agreement.

GENERAL CONDITIONS OF CONTRACT

DEFINITIONS AND INTERPRETATION

1. DEFINITIONS

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

- i. The **‘Project’** is construction of Flyover at Footi Kothi Square Along Western RW-2 Indore.
- ii. **“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 for the time being in whose jurisdiction the work lies.
- v. The **“Superintending Engineer”** shall mean the officer of IDA who is designated as such for the time being in whose jurisdiction the work lies.
- vi. The **“Executive Engineer”** shall mean the officer of IDA who is designated as such for the time being 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 work.
- 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 as appointed by IDA.
- xiii. The **“Engineer”** means The Team Leader of PMC or any authorized person.

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.

OBLIGATIONS OF THE IDA

3. INFORMATION

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

4. 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.

5. 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.

6. 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.

7. PERSONNEL

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

8. REPRESENTATIVES

The Consultant shall depute a senior officer capable of taking decisions and represent the consultant with the IDA. Such person so deputed shall not be changed without the consent of the IDA.

9. CHANGES IN PERSONNEL

i. RELATION BETWEEN THE PARTIES

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

ii. 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 notice specifying the grounds thereof, forthwith provide as a replacement a person with qualifications and experience acceptable to the IDA.

10. INDEMNITY

- i. The Consultant agrees to indemnify and hold harmless the IDA from and against any and all claims, actions proceedings, lawsuits, demands, losses, liabilities, damages, fines or expenses (including interest, penalties, attorneys' fees and other costs of defense or investigation).
 - a. Related to or arising out of, whether directly or indirectly;
 - b. The breach by the Consultant of any obligations;

- c. The alleged negligent, reckless or otherwise wrongful act or omission of the Consultant including professional negligence or misconduct of any nature whatsoever in relation to Services rendered to the IDA;
- ii. As soon as reasonably practicable after the receipt by the IDA of a notice of the commencement of any action by a third party, the IDA will notify the Consultant of the commencement thereof; provided, however, that the omission so to notify shall not relieve the Consultant from any liability which it may have to the IDA or the third party. The obligations to indemnify and hold harmless, or to contribute, with respect to losses, claims, actions, damages and liabilities relating to the Indemnified Matter shall survive till all claims for indemnification and/or contribution asserted shall survive and until their final resolution thereof.
- iii. The foregoing provisions are in addition to any rights which the IDA may have at common law, in equity or otherwise.

COMMENCEMENT, COMPLETION, ALTERATION AND TERMINATION OF THE AGREEMENT

11. AGREEMENT EFFECTIVE

The agreement shall be effective from the date of work order.

12. COMMENCEMENT AND COMPLETION

- 12.1 The service shall be commenced from the date when the Consultant actually commence the work as may be notified to the IDA; and shall be provided till completion of project or on such date as may be extended by the IDA in writing.
- 12.2 The services of consultants shall be available till the completion schedule date of the project or 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 decided on mutual consent, however in any case the same shall not be more than proportionate fees payable under this contract.
- 12.3 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.
- 12.4 The consultant will also submit the certificate regarding Satisfactory complete of the work before the final bill is paid from In charge officer of the IDA.

13. VARIATIONS

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

14. FURTHER PROPOSALS

If requested by the IDA in writing, the Consultant shall submit proposals for altering the Services. The preparation and submission of such proposals shall be an Additional Service.

15. 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 21 months from the date of commencement, the fees till completion of work shall be paid as given below. The Goods & Service Tax shall be paid separately.

Fees payable per Month = $K \times$ (Monthly Fees during actual execution of work)

Where K is multiplying factor for increase in fees by 5% every year beyond original construction period.

- ii. PMC will be responsible for all the works till DLP.
- iii. Fee is inclusive of all taxes but exclusive of Goods & Service Tax.
- iv. Goods & Service Tax will be paid separately as per rules and regulation of State.
- v. The Challan of Goods & Service Tax shall be submitted for last payments prior to current bill.

16. 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 40% of monthly fee 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 40% 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.
- 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.

17. TERMINATION BY IDA

- i. 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.
- ii. If the consultant fails to report and 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, the IDA can give a notice of termination giving (30) thirty days' time to the consultants to show cause as to why the contract should not be terminated.
- iii. 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.

18. TERMINATION 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 such longer period as the Consultants may have subsequently approved 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.

19. 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.

20. 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 bring 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.

21. 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;

22. RIGHTS AND LIABILITIES OF PARTIES

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

PAYMENT

23. PAYMENT TO THE CONSULTANT

The bidder shall submit a detailed Lump-Sum rate inclusive of all overhead expenses. Fee is inclusive of all taxes but exclusive of Goods & Service Tax. Goods & Service Tax will be paid separately as per rules and regulation of State. The

Challan of Goods & Service Tax shall be submitted for last payments prior to current bill.

The payments to the consultant shall be made in stages as work progress as below.

STAGE-I		
Sr. No.	Description	Percentage of the payment
1	On mobilization of Team	5% of the quoted price
2	On submission & approval of work programme	
3	After Survey works	
4	After Layout & Fixing of reference points	
STAGE-II		
1	On approval of foundation drawings	5% of the quoted price
2	After start of work	
STAGE-III		
1	Payment for consultancy services shall be made during actual execution of work on a monthly basis spread over a period of construction (60% of total fees divided by original construction time period)	60% of the quoted price
STAGE-IV		
1	On completion of works	20% of the quoted price
2	Handing over of work & services	
3	On issuance of completion certificate to contractor	
STAGE-V		
1	During DLP & on completion of DLP period.	10% of the quoted price shall be paid in equal amount in five years no deduction for S.D.

23.1 CURRENCY OF PAYMENT

Currency applicable to this agreement is in Indian Rupees.

GENERAL PROVISIONS

24. LANGUAGES AND LAW

- i. Language (s) of the Agreement shall be in English.
- ii. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of India and Madhya Pradesh State.

25. ASSIGNMENT AND SUB-CONTRACTS

- i. The Consultant shall not without the written consent of the IDA assign the benefits from the Agreement other than money.
- ii. Neither the IDA nor the Consultant shall assign obligations under the Agreement without the written consent of the other party.
- iii. The Consultant shall not without the written consent of the IDA initiate or terminate any sub-contract for performance of all or part of the Services.

26. COPYRIGHT

Documents prepared by the Consultants to 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 IDAs, 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 IDAs.

27. 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.

28. DEBARRING THE CONSULTANT

In case the Consultant fails to perform to the satisfaction of the IDA or fails to deliver the results as envisaged in the assignment or delay the grant of approval, sanction, permission, instruction for execution of the work to any agency or contractor which results in delay in completion of the project or fails to inform and bring to notice of the IDA any incidence, action, deed or cause which may delay the completion of the project within 15 days of occurrence of such event or fails to supervise the quality of work, workmanship of the construction of Flyover, the IDA notwithstanding any other action including forfeiture of performance security, may debar the consultant to take part in any work of the IDA in future for a period not exceeding 3 years.

29. NOTICES

- i. IDA's address
As prescribed in the data sheet in Volume – II.
- ii. Consultant's address
As prescribed in proposal.

SETTLEMENT OF DISPUTES

30. 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/ Superintending Engineer, Indore Development Authority, Indore.

PROCEDURE FOR DISPUTES

- 30.1 All disputes arising out of this contract, if not resolved as above, then shall be decided by the committee comprising of following:-
- | | | |
|------|---|----------|
| I. | Chief Executive Officer of IDA | Chairman |
| ii. | Chief Engineer/Superintending Engineer of IDA | Member |
| iii. | Concern Executive Engineer of IDA. | Member |
- 30.2 The Disputes Settlement Committee shall give decision in writing preferably within 30 days but not later than 90 days of receipt of a dispute or within such time as mutually extended by the parties, after giving an opportunity to being heard.
- 30.3 Any party not satisfied with the decision of the committee shall be free to refer the dispute to MP Arbitration Tribunal, Bhopal constituted under MP Madhyastham Adhikaran Adhiniyam 1983.

31. FORCE MAJEURE

31.1 DEFINITION

- i. For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party'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 disorder, 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 party invoking Force Majeure to prevent) confiscation or any other action by Government agencies.
- ii. Force Majeure shall not include (a) any event, which is caused by the negligence or intentional action of a Party or such Party's sub consultants or agents or employees, nor (b) any event which a diligent Party could reasonably, have been expected of this Contractor and [B] avoid or overcome in the carrying out of its obligations hereunder.
- iii. Force Majeure shall not include insufficiency of funds or failure to make any payments required hereunder.

31.2 NO BREACH OF CONTRACT

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

31.3 MEASURE TO BE TAKEN

- i. Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- ii. Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than Fourteen (14) days following the occurrence of such event, 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.
- iii. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

31.4 EXTENSION OF TIME

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

31.5 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 the approved rate quoted by consultant for individual technical personnel. The IDA shall intimate in writing to consultant for such requirements however in case of non-requirement of consultant's personnel, minimum 30% of monthly fee shall be paid to consultant against other heads and expenses of establishment. The additional costs reasonably and necessarily incurred by consultants during such period for the purpose of the Services and in reactivating the Services after the end of such period shall also be paid additionally.

32. LIABILITY OF CONSULTANT

The IDA's Endeavour is to select a reputed consultant for construction of flyover as detailed in the scope of work. The IDA expect from the Consultant to deliver their best in both quality and innovation and uniqueness observing high international standards at all the time. In case of loss or damage if any caused to the IDA due to any reason attributable to the negligence, or deficiencies in services by the Consultants in such case the Consultant shall be liable for civil and criminal liabilities under the prevailing laws in India.

32.1 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. The fee during DLP period shall be paid in equal amount in five years.

32.2 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. 20000 per day

- ii. Resident Engineer =Rs. 10000 per day
- ii. All expenses for hotel (Maximum Limit 5000 per day) to and from Air travelling (Economy Class)/ 2nd class AC by train, Local Transport etc. = As per actual bill submitted
- iv. Other allied services like Computer Operator, Clerical works etc. =Rs. 5000 per day

32.3 THIRD PARTY TEST

Third party test (if any) shall be conducted separately and the cost of all such required tests and appointment of third party shall be exclusive of consultant's fee and shall be borne by IDA/Contractor.

33. REPRESENTATIONS, WARRANTIES AND DISCLAIMER

The Consultant represents and warrants to the IDA that:

- i. It has duly constituted organization, validly existing and in good standing under the applicable laws of the Country;
- ii. It has full power and authority to execute, deliver and perform its obligations under this Contract and to carry out the transactions contemplated hereby;
- iii. It has taken all necessary corporate and other action under Applicable Laws and its constitutional documents to authorize the execution, delivery and performance of this Contract;
- iv. It has the financial standing and capacity to undertake the Project;
- v. This Contract constitutes its legal, valid and binding obligation enforceable against it in accordance with the terms hereof;
- vi. It is subject to laws of India with respect to this Contract and it hereby expressly and irrevocably waives any immunity in any jurisdiction in respect thereof;
- vii. There are no actions, suits, proceedings, or investigations pending or, to the Consultant's knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in the breach of or constitute a default of the Consultant under this Contract or materially affect the discharge by the Consultant of its obligations under the Contract.
- viii. No representation or warranty by the Consultant contained herein or in any other document furnished by it to the IDA contains or will contain any untrue statement of material fact or omits or will omit to state a material fact necessary to make such representation or warranty not misleading; and
- ix. No sums, in cash or kind, have been paid or will be paid, by or on behalf of the Consultant, to any person by way of fees, commission or otherwise for securing the Contract or for influencing or attempting to influence any officer or employee of the IDA in connection therewith.

34. MISCELLANEOUS

34.1 ADDITIONS AND ALTERATIONS

- i. 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.

- ii. The consultant shall not make any deviations, alterations, additions, to or omissions from the work shown / described and awarded to the contractor except through and with proper approval of the IDA.

34.2 ASSIGNMENT AND CHARGES

- i. The Contract shall not be assigned by the Consultant save and except with prior consent in writing of the IDA, which consent the IDA shall be entitled to decline without assigning any reason whatsoever.
- ii. The IDA is entitled to assign any rights, interests and obligations under this Contract to third parties.

35. AMENDMENT

This document may be modified or amended only by another written agreement executed by the Parties.

36. 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.

37. SEVERABILITY

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 enforceability 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.

38. NO PARTNERSHIP

Nothing contained in the Contract shall be construed or interpreted as constituting a partnership between the Parties. Neither Party shall have any authority to bind the other in any manner whatsoever.

39. LANGUAGE

All notices required to be given under the Contract and all communications, documentation and proceedings which are in any way relevant to the Contract shall be in the ENGLISH language.

40. EXCLUSION OF IMPLIED WARRANTIES ETC.

The Contract expressly excludes any warranty, condition or other undertaking implied at law or by custom or otherwise arising out of any other agreement between the Parties or any representation by any Party not contained in the Contract.

41. SURVIVAL

Termination of the Contract (a) shall not relieve the Consultant or the IDA of any obligations hereunder which expressly or by implication survive Termination hereof, and (b) except as otherwise provided in any provision of the Contract expressly limiting the liability of either Party, shall not relieve either Party of any obligations or liabilities for loss or damage to the other Party arising out of or caused by acts or omissions of such Party prior to the effectiveness of such Termination or arising out of such Termination.

42. GOVERNING LAW AND JURISDICTION

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

43. WAIVER

- i. Waiver by either Party of any default by the other Party in the observance and performance of any provision of or obligations or under the Contract:
 - a. That it shall not operate or be construed as a waiver of any other or subsequent default hereof or of other provisions or obligations under the Contract:
 - b. That it shall not be effective unless it is in writing and executed by a duly authorized representative of such Party; and
 - c. That it shall not affect the validity or enforceability of the Contract in any manner.
- ii. Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of the Contract or any obligation hereunder nor time or other indulgence granted by a Party to the other Party shall be treated or deemed as waiver of such breach or acceptance or any variation or the relinquishment of any such right hereunder.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

DATA SHEET

1.	The name of the Assignment	PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE
2.	The name of the IDA is	Indore Development Authority, Indore
3. A.	The description of the project	PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE
3.B.	Scope & Terms of work	As per appendix - "A"
4.	Cost of Tender Document	Rs.11800/-
5.	Bid Security	Rs. 500000/- Online payment through Debit Card / Credit Card/ Net Banking or system generated challan
6.	Evaluation of key personnel	Technical Evaluation Criteria Point "c"
7.	The address is	Indore Development Authority 7, Race Course Road, Indore – 452003 E-mail - idaindore7@yahoo.in Telephone No. 0731 – 2430553

To be completed while issuing work order.

8. Performance Security 10% of the consultant fees.(Ref. ITB Para 7.0 Volume – I).
9. The bid document should reach to ACCOUNTS OFFICER, INDORE DEVELOPMENT AUTHORITY, 7 RACE COURSE ROAD, INDORE M.P. by 14-12-2022 upto 17:30 hrs through Speed Post / Regd. Post A.D. / Private Courier Services. Authority will not be responsible for any Postal/Courier Service delays.
10. Bid validity period (days, date):120 Days
11. Eligibility requirements (as per NIT)
 - i. Bidders Experience – Minimum of 20 years.
 - ii. Minimum Qualification and Experience Requirement of Key Personnel.

Sr. No	Details	Team Leader	Resident Engineer	Material Engineer
i	Essential /Educational Qualification	B.E.(Civil)	B.E.(Civil)	Diploma in Civil Engineering
ii	Preferential Qualification	Post-graduation in Civil Engineering	Post-graduation in Civil Engineering	B.E.(Civil)
iii	Essential Experience			
A	Total Professional Experience	20 Yrs.	15 Yrs.	5 Yrs.
B	Experience in Bridges/Flyovers/ROBs in numbers	3 Nos.	2 Nos.	1 Nos.
C	Experience in similar capacity	5 Yrs.	5 Yrs.	3 Yrs.

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

iii. The weightage for Technical / Financial evaluation

Technical Score - 80%

Financial Score - 20%

12. Time Limit:- Time limit for consultancy consist of following.

i. Post Tender Activity (Period in month) = 21 Months

ii. Defect Liability period = 60 Months

KEY AND SUB-STAFF REQUIRED FOR THE PROJECT

KEY STAFF

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

SUB-STAFF

Numbers of Sub staff i.e. Assistant Resident Engineer, Field Engineer, Supervisor, Computer Operator and Office Assistant or any other shall be as per requirement for the work.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

APPENDIX – A

SCOPE OF WORK AND TERMS OF REFERENCE

1. THE WORK IN BRIEF

The consultancy work is for **PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

2. OBJECTIVES

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

- i. Post tender activities (Construction stage)
 - a. Carryout supervision, Quality Control & Project Management Consultancy Services of the contract constructing work as under the contract & to carry out all activities related to contract including monitoring so as to enable project completion within schedule.
 - b. All the above activities are expected to be completed in a time frame to enable project completion with in schedule.

3. AN OUTLINE OF THE TASK TO BE CARRIED OUT

The PMC is expected to provide consultancy services and assistance to the Contractor or the management and implementation of all activities to be carried out during work. These services will require appropriate skills and expertise during implementation of the work.

4. STANDARD AND CODES OF PRACTICE

All activities related to field activities& documentation shall be done as per the latest guidelines / circulars of MORTH and relevant publications of the Indian Road Congress (IRC) and Bureau of Indian standards (BIS). For aspects not covered by IRC and BIS, international standard practices, such as British & Americans standard may be adopted.

5. SCOPE OF WORK

This is the period of actual execution and also the period of defect liability. Consultants are fully responsible as PMC. The construction of Flyover and allied works will be supervised at site and work shall be carried out as per approved drawings, designs, specifications and completed and opened to the public within time schedule given by IDA.

OBJECTIVE

The objectives of the proposed consultancy services are.

- i. Proper management of civil works contract as “Engineer” in terms of civil works contract including field measurements & quality assurance work.
- ii. Comprehensive supervision of project implementation activities carried out by the contractors to ensure complete compliance with the drawings, technical specifications & various stipulations contained in the contract documents.

- iii. Efficient construction supervision by personnel who are experienced in the modern methods of construction supervision & contract management.
- iv. Ensure high standards of quality assurance in the supervision/execution of work.
- v. Completion of the work within the stipulated period of completion.

The scope of consulting services shall include but not necessarily be limited to the following.

- i. To assist client in contract administration and management of the project.
- ii. Act as “Engineer In-charge” for the purpose of works contract.
- iii. Interpretation of the technical specification & contract documents.
- iv. Scrutinized the contractor’s detailed work programme for execution of work, traffic diversion plan, method statement, material sources, man power/machinery deployment plans proposed by the contractor for carrying out the works & suggest modification if any.
- v. Scrutinize and/or review contractor’s superintendence, personnel & suggest modification if any.
- vi. Initiate advance actions for handing over of site &/or issue of drawings, &/or advice to the client.
- vii. Scrutinize the detailed drawings for the work before execution.
- viii. To issue on behalf of client, notes damage claims, of interest, penalty etc. whenever applicable to the contractor for contract administration.
- ix.. At various stages of work and during execution of work full check will be exercised by consultants to ensure correctness as per approved designs & drawings.
- x. At various stages of work, consultant will take samples and conduct tests as per provision of IRC, IS code etc. Consultant will be responsible for Quality Assurance. Consultant shall supervise nondestructive tests if suggested by IDA to be performed by contractor.
- xi. Measurements will be recorded and certified by the Consultant and entered in MB.
- xii. Consultant will be responsible for all matters concerning construction safety at each and every point of work required as per norms of MORT&H and to monitor the safety measures laid down in the contractor’s agreement.
- xiii. Advice and assist the Employer 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 – 32.2 of General Condition of Contract.
- xiv. 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.
- xv. 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 in this respect the procedure shall be decided by IDA/Engineer-in-charge.
- xvi. The consultant shall 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.
 - xvii. 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.
 - xviii. A periodical progress report shall be prepared by consultant and shall be submitted to IDA, with a frequency as mentioned in the contract.
 - xix. The authorized representative of PMC shall attend the pre-bid meeting to be held for work-contractors.
 - xx. The proof checking of the designs & drawings submitted by the contractor is the responsibility of Project Management Consultant. No separate payment will be made on account of proof checking done by Project Management Consultant.
 - xxi. If proof checking design & drawings submitted by the contractor are required to be done by third party then the cost incurred on account of proof checking will be borne by IDA & paid separately.

6. TERMS OF REFERENCE

The PMC consultant will be responsible to carryout work as listed below.

- 6.1 To check and monitor the program of preparation of the working drawing by the contractor shall be as per the contract for construction.
- 6.2 The consultant shall obtain approval of the Indore Development authority in respect of
 - a. Approving subletting of the work.
 - 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.
- 6.3 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 contractors work program.
- 6.4 The Team Leader shall visit the work site personally from time to time as mentioned in the contract and whenever his services are required for ascertaining that the work is being carried out satisfactory and also for

studying the problems on the spot and giving necessary clarification / directions.

- 6.5 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 in charge of the works and be available on the site until the project is completed. The manpower deployment shall be generally as per the chart attached. However, adjustment in the requirements will be permitted depending on the progress of the work.
- 6.6 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.
- 6.7 The consultant shall ensure that, all observations made during the periodic visits, by various Inspecting Officers about the quality of work are attended by the contractor.
- 6.8 The consultant will issue work memos/inspection report after each visit and issue copies to the contractor and E.E./S.E./C.E.
- 6.9 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.
- 6.10 The consultants shall provide and maintain at their cost, their own vehicles required for use in connection with their assignments.
- 6.11 On finalization and acceptance of tender for effective supervision, the consultants will be provided with covered and enclosed office space at site of work of about 20 Sqm.
- 6.12 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/designs and specifications and conditions of contract applicable to the subject work.
- 6.13 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.
- 6.14 The consultants shall not have any objection to the IDA maintaining any civil 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.
- 6.15 The consultants shall certify that the work measured, are fully consistent with the type, quality and specifications prescribed in the agreement with the contractors(s). 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.

- 6.16 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. Some of the subtasks to be included, but not limited to, under the above stated scope of the Quality Management plan are:
 - 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.

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 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 & approve 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.
- v. To check and approve all items of work before commencement for all-important items of work like reinforcement, concreting operations, 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. Team leader to attend site inspection and meeting with higher officers of IDA etc. whenever required.
- ix. 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.

6.17 The consultants would be responsible for checking the materials, workmanship and soundness of the structures keeping in view Quality Assurance checks and safety standards. 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. 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. The consultants should also hold periodic review meeting with the IDA and contractors and co-ordinate follow up actions. The consultant should depute adequate and qualified staff for execution of projects. The consultant should maintain staff attendance register at site indicating arrival and departure at site and shall be made available for inspection when requested by IDA.

6.18 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. 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. The Consultant shall visit and

perform all the requisite tests on ingredients of concrete as per MORT&H, at RMC plant in closed vicinity periodically.

- 6.19 The consultants shall ensure proper establishment of field laboratories by contractor to conduct laboratory test on materials for construction. 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. The consultant shall ensure all fields and laboratory tests on materials of constructions as well as partially or completely erected structures etc. are carried out by contractor and maintain adequate records thereof.
- 6.20 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.
- 6.21 The consultant shall monitor the progress by using modern methods of control and submission of progress reports of work executed monthly. 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.
- 6.22 The consultant shall undertake complete administrative and management of contract till completion of the construction work.
- 6.23 The consultant shall scrutinize 'As built' drawing obtained from the contractors of all works carried out for the project works.
- 6.24 The consultant shall undertake preparation of maintenance manual in respect of constructed work.
- 6.25 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.
- 6.26 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.
- 6.27 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.
- 6.28 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.
- 6.29 Meetings with IDA
As and when required.

7. REPORTS DURING SUPERVISION OF CONTRACT

The consultant will submit to the IDA the following reports:

- i. The consultant would give detailed program of completion of each of the activity for which the consultant is responsible. The program may be prepared in the form of Bar charts (CPM/PERT charts/ MSP or any latest technique), which can be updated, with the help of available computer package.

- ii. Monthly progress report due within the 5th day of each calendar month.
- iii. Minutes of regular management meeting with contractor and IDA.
- iv. Quarterly progress report (QPR), providing details of progress of project components and, by the contract and in aggregate, of physical and financial progress of Civil works.
- v. A completion report, two months ahead of the actual end of the assignment, in the scope and format required by the IDA as follows:
Final Report in hardbound copies.
 - a. Important data stored in computer diskette/CD.
 - b. Quality control test reports, statistical analysis of the Q.C. test carried with standard deviations whenever relevant.
 - c. Any other report dealing with the services as required by the IDA.

8. PAYMENT TO CONSULTANT

The IDA shall pay the consultant for services as per agreement.

9. TIME PERIOD FOR SERVICES

Time period shall be as per data sheet.

10. PENALTY

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

11. MINIMUM MANPOWER DEPLOYMENT

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

11.1. Implementation Schedule :

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

Activity description	Estimated time in Months
Post Tender Activity	21 Months
Defect Liability Period	60 Months (Period shall be reckoned from issuance of completion certificate)

- 11.2. 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. In addition to the above, the assignment also includes services during the defects liability as mentioned in contract agreement of work execution. The Consultant has to ensure presence of Residential Engineer towards the end of Defects liability for preparation of Final Report and contract closure. During the Defects Liability, the Residential Engineer will continue on a part time basis with the supervision team members if required, would be mobilized on an as required

basis. The payments for the services rendered during the defect liability period will be paid as given in the contract.

11.3. Requirement of technical support staff would include structural Engineers, Supervisors, and Technicians etc. as felt necessary for providing services mentioned in TOR. 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.

11.4. 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. 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.

12. SITE OFFICE, LABORATORIES AND VEHICLES

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

13. 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).

Sr. No.	Activity/Report	Nos.	Duration in Months after commencement of study
1.	Monthly Progress Report	3	Monthly
2.	Monthly 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	Half yearly

14. ADDITIONAL COPIES OF REPORTS

The consultants shall submit additional copies of the above mentioned reports as required by the employer. The consultants will be paid a statement rate for each of

the report fixed per copy. The rate per additional copy shall be as per the rate approved by IDA.

15. 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.

16. PROJECT CO-ORDINATION

The Chief Engineer/Superintending 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, equipment (including computers) specifically purchased for the project by the consultant along with the user manuals, will become the property of the employer.

17. TECHNICAL ADVISORY COMMITTEE

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.

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

KEY STAFF			
Post	Numbers Required	Total minimum Professional Experience (Yrs.)	Qualification & Relevant Experience
Team Leader	1	20 Years	Graduation in Civil Engineering with minimum of 5 years of experience in execution of similar Works as Team Leader or equivalent. Post graduation will be preferred qualification.
Resident Engineer	1	15 Years	Graduation in Civil Engineering with minimum of 5 years of experience in execution of similar Works as Resident Engineer or equivalent.
Material Engineer	1	5 Years	Graduation in Civil Engineering with minimum of 3 years of experience in execution of similar Works as Material Engineer.
SUB STAFF			

Assistant Resident Engineer	1	8 Years	Graduate in Civil Engineering with minimum of 3 years of experience in execution of similar Works.
Field Engineer	3	3/5 Years	Graduate / Diploma in Civil Engineering with minimum 2 years of experience in execution of similar Works.
Supervisor	2	2 Years	Experience in execution of similar Works.
Computer Operator	1	2 Years	Graduate and having proficiency in computer operations and good command on English typing.
Office Assistant	1	-	Matriculate and having experience as office assistant.

During DLP period, the consultant shall deploy Team Leader and Resident Engineer for half yearly DLP inspection as per GCC.

Note :

- i. The firm & key personnel fulfilling higher eligibility criteria over & above that mentioned in RFP shall be given advantage. While awarding marks for the number of Eligible Projects, the Applicant or Key Personnel, as the case may be, that has undertaken the highest number of Eligible Assignments shall be entitled to the maximum score for the respective category and all other competing Applicants or respective Key Personnel, as the case may be, shall be entitled to a proportionate score. No score will be awarded to an Applicant/ Key Personnel for non-fulfilling the eligibility criteria of a minimum number of Eligible Assignments and only an Applicant/ Key Personnel fulfilling the eligibility criteria shall qualify for scoring. The Consultant shall deploy any other specialist having adequate qualification & relevant experience as per the works requirement at no extra cost to the IDA.
- ii. Sub staff may be deployed as per site requirement other than minimum requirement given in the table above.

(1) Similar Capacity includes the following positions

Team Leader

- i) On behalf of Consultant: Team Leader/Resident Engineer (Construction Supervision/IE/AE/DPR).
- ii) On behalf of Contractor: Project Manager (Construction/Construction Supervision)
- iii) In Government Organizations: Executive Engineer (or equivalent) and above

Resident Engineer

- i) On behalf of Consultant: Resident cum Bridge Engineer / Asst. Resident Engineer
- ii) On behalf of Contractor: Resident Engineer/ Bridge Engineer / Project Manager / Project Engineer (Construction/Construction Supervision)
- iii) In Government Organizations: Asst. Engineer (or equivalent) and above

Material Engineer

- i) On behalf of Consultant: Material Engineer / Quality Control Engineer / Asst. Material Engineer
- ii) On behalf of Contractor: Material Engineer / Quality Control Engineer / Asst. Material Engineer
- iii) In Government Organizations: Sub Engineer and above

(2) Only those projects will be considered for evaluation, where the input of the personnel is not < 12 months.

In case of experience on behalf of Consultant or Contractor, the experience shall be duly endorsed by the respective Government agency.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

APPENDIX – B

- 1. FACILITIES AND SERVICES OF OTHERS TO BE PROVIDED BY THE IDA**
 - 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.
 - v. To obtain require permission/approvals from all concern departments.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

**APPENDIX – C
REPORTING REQUIREMENTS**

1. REPORTS

1.1. MONTHLY INFORMATION SYSTEM (MIS)

SQC shall submit MIS in approved format before last week of every month. Non submission of MIS before end of second week of each month will attract penalty as specified.

1.2. MONTHLY PROGRESS REPORTS

The SQC 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 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 2 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 SQC 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 if any.
- 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 SQC 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 (by Bank and IDA), (vii) any other relevant information for each of the ongoing contracts. The reports shall also be submitted in electronic format in addition to the 2 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 client. 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 Team Final Report the key information from the individual sectional/substantial completion reports.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

FINANCIAL PROPOSAL

(To be submitted ONLINE only)

S.No.	Particulars	Qty	Lumsum Fees in Rs.
1	PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE	1	
	Total Rs.		

Note: GST will be paid extra as per applicable rates.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

BREAKUP OF COSTS

I. Remuneration for professional staff:

Sr. No.	Position	Name	Rate (Rs.)	No of Months	Amount (Rs.)	Remarks
Key Personnel (Professional staff)						
1	Team Leader					
2	Resident Engineer					
3	Material Engineer					
Sub Total						
SUB-STAFF						
1	Assistant Resident Engineer	TBN				
2	Field Engineer	TBN				
3	Supervisor	TBN				
4	Computer Operator	TBN				
5	Office Assistant	TBN				
Sub Total						
TOTAL						

TBN=To be Named

The man-month against each key personnel/Sub professional shall be same as specified.

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

II. Out of Pocket Expenses:

Sr. No.	Description	Rate Per month (Rs.)	Period	Amount (Rs.)
1	(Car Rentals) during construction period 1 nos			
2	Motor Cycles 6 nos.			
3	Office stationary, Printing Charges			
4	Communications (Tel./Fax/Postages etc)			
5	Office accommodation including furnishing			
Total				

III. Miscellaneous Costs:

Quantity	Unit rate	Requirements during Construction	Amount (Rs.)
1	Computer Pentium IV (including UPS) all complete (HP/Compaq)		
2	Laser Printer A4 Size		
3	Photo Copier		
4	Binding Machine		
5	Refrigerator		
6			
7			
Total			

Total cost for --- months= Rs. -----

**PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF
FLYOVER AT FOOTI KOTHI SQUARE ALONG WESTERN RW-2 INDORE**

Summary of Costs

No.	Description	Amount (Rs.)	
I	Remuneration for Professional Staff		
II	Out of Pocket Expenses		
III	Misc. Costs		
	Applicable payable GST		
	Total Cost (Including GST)		