

**JABALPUR SMART CITY LIMITED, JABALPUR**

**REQUEST FOR PROPOSAL FOR SELECTION  
OF CONSULTANT FOR PROVIDING  
COMPREHENSIVE ARCHITECTURAL AND  
ENGINEERING SERVICES FOR DEVELOPMENT  
OF NARMADA DARSHAN PATH**

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**RFP DOCUMENT**

**JABALPUR SMART CITY LIMITED**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

## 1. DATA SHEET AND INSTRUCTIONS TO BIDDER

### Data Sheet

<b>1</b>	Name of the Client: <b>Jabalpur Smart City Limited</b>
<b>2</b>	Method of selection: <b>LCS (Least Cost Based Selection Method)</b>
<b>3</b>	Title of Consulting Service is: for <b>“Preparation of DPR and Quality Control for Narmada Darshan Path, Jabalpur ”</b>
<b>4</b>	Contract Period – <b>2 Years</b>
<b>5</b>	A pre-proposal conference will be held on as per key date at <b>3.00 PM at Manas Bhawan, JSCL Office.</b> However, if the invitee firm wishes to seek clarification it may do so in writing to the Client with copy to the Client’s Representative
<b>6</b>	Proposals must remain valid for <b>120</b> days after the submission date indicated in this Data Sheet.
<b>7</b>	Clarifications may be requested not later than seven ( <b>7</b> ) days before the submission date. The Client will respond to requests for clarifications by electronic means within seven (7) days prior to the proposal submission date.
<b>8</b>	The Bidder is required to include with its Proposal written confirmation of authorisation to sign on behalf of the Bidder: <b>Yes</b>
<b>9</b>	Joint Ventures or Consortia : <b>No</b>
<b>a)</b>	Bidders Eligibility Criteria: <b>Applicable</b> <ol style="list-style-type: none"> <li>1. The firm should have completed the DPR work of similar nature jobs in <b>Govt/ Semi Govt Organizations</b> for at least <b>50%</b> of amount put to tender as an aggregate in last three years duly approved by the appropriate authority.</li> <li>2. The consultancy firm should have an average annual turnover of Consultancy fees only should be more than 50 percent of probable amount of contract during last three financial years..</li> <li>3. The Consultancy firm will have to establish an office in Jabalpur city.</li> <li>4. The Consultancy firm should have qualified and experienced staff to carry out the work (CV to be attached).</li> <li>5. The Consultancy firm should have minimum experience of at least ten years.</li> </ol>
<b>10</b>	Currency and Budget for Proposal: INR : <b>Not to be Disclosed</b>
<b>11</b>	The Bidder must submit a soft copy of the Technical Proposal, on CDs sealed in their respective envelopes along with the original Proposal.
<b>12</b>	Cost of Tender Document : <b>Rs. 12500/-</b> EMD : <b>Rs. 2.00 Lacs</b> FDR in favouring the <b>Executive Director, Jabalpur Smart City Limited</b>
<b>13</b>	Format for Bid Security will be: FDR in favouring the <b>Executive Director, Jabalpur Smart City Limited</b> and drawn on a Nationalised /commercial bank with a branch in Jabalpur.

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14	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: <b>Yes</b>
15	Key Dates a. Pre Bid Meeting – <b>21/06/2017</b> b. Tender Purchase date online – <b>29/06/2017</b> c. Tender submission date online – <b>03/07/2017</b> d. Tender Submission physically - <b>07/07/2017</b> e. Technical Open online – <b>10/07/2017</b> f. Financial Open online – <b>14/07/2017</b>
16	Address for submission of Proposals: In Physical Form <b>Office of Jabalpur Smart City Limited</b> <b>Manas Bhawan, Wright Town Stadium</b> <b>Jabalpur, MP – 482002</b> In Online System: <a href="https://www.mpeproc.gov.in">https://www.mpeproc.gov.in</a> <b>Date for public opening of Technical Proposals: As per key dates.</b>

## **2. INSTRUCTIONS TO TENDERERS:**

- a. Municipal Corporation Jabalpur invites tenders from eligible and experienced consultants for consultancy services for various architectural & civil engineering projects under Municipal Area.
- b. The Tenderer is expected to submit his offer online only and hard copy in a complete sealed big envelope containing earnest money, with technical proposal sealed envelope clearly marked “Earnest Money”. “Technical Proposal” in respect of the works notified. **Financial bid should not contain in the any condition (and should be submitted online only)**
- c. The technical proposal should include provision of the required information in full in the relevant annexure.
- d. In order to obtain firsthand information about the assignment the local conditions/constraints and concept of the entire project/work, it is considered advisable that the applicant should visit the entire city where the project/work will in any part of the city.
- e. **Selection Criteria:** - Financial bid of only those consultants will be opened who **“technically qualified”** as per the qualification norms are given below.

The consultancy firm should have an experience of preparing DPR of Road, Buildings, Drains or Other Municipal Civil Works.

1. The firm should have completed the DPR work of similar nature jobs in Govt./ Semi Govt. organizations for at least 50% of amount put to tender as an aggregate in last three years duly approved by the appropriate authority.
2. The consultancy firm should have an average annual turnover of Consultancy fees only should be more than 50 percent of probable amount of contract during last three financial years.
3. The Consultancy firm will have to establish an Office in Jabalpur City.

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4. The Consultancy firm should have qualified and experienced staff to carry out the work (CV to be attached).
  5. The Consultancy firm should have minimum experience of at least ten years.
  6. Joint venture shall not be allowed.
- f. Validity period of the bid shall be 120 days from the date of opening of the technical proposals.
- g. The expenses on preparing the proposals for tendering visiting the site etc. if any will not be reimbursed.

**3. METHOD OF APPLYING:**

- a. If a proprietary firm makes the application it shall be signed by the proprietor above his full typewritten name and full name of his firm with its current address.
- b. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm with their full name and current address or alternatively by a partner holding power of attorney for signing the tender document in which case a certified copy of power of attorney shall be enclosed. A copy of partnership deed and current address of all the partners of the firms shall also be enclosed with the application.
- c. If a limited company or a corporation makes the application, a duly authorized person shall sign it.

**4. SUBMISSION & OPENING OF TENDERS:**

Tender shall be **submitted online only** and **hard copy of the bid shall be accompanied** by the stipulated amount of **Earnest Money** in a separate sealed envelope duly superscripted. Tenders not accompanied by **earnest money will not be accessed**. Online opening of tenders shall be done at the stipulated date and time. Due to unforeseen circumstances online tender opening date may be changed. **Financial bid submission shall be online only**.

**5. FINAL DECISION MAKING AUTHORITY:**

The officer opening the tenders does not bind himself to accept or recommend for the acceptance of the lowest or any tender to do give any reasons for his decision. In deciding the tenders the manifest capability/competence of the tendered, his experience in this field will be the main consideration. The Technical Department shall seek clarifications at the date and time communicated to the bidder if necessary. **The tenderers are expected to submit all relevant documents along with tender for evaluation**.

Technical Department of the Jabalpur Smart City Limited will scrutinize the bids and reserves the right to recommend for acceptance or rejection of any or all of the bids without any reason thereof. The Jabalpur Smart City Limited Jabalpur reserves the right to accept or reject any or all the offers without assigning any reason thereof.

**6. PARTICULARS PROVISIONAL:**

The particulars of the proposed work given are preliminary/provisional and must be considered only as advance information to assist the applicant. Any additional data required would be obtained by the bidder at his cost, which shall not be reimbursable.

**7. EXECUTION OF THE CONTRACT:**

If the tenderer whose tender is accepted, fails to execute the agreement documents within the notified period for any reason whatsoever, earnest money deposited with the tender shall be forfeited and acceptance of the tender shall be cancelled.

## **CONDITIONS OF CONTRACT**

### **DEFINITIONS**

The '**Contract**' means the documents, forming the Notice Inviting Tenders and tender documents submitted by the Tender and the acceptance there of including the format agreement executed between the Jabalpur Smart City Limited, Jabalpur and the Tenderer.

In the contract the following expression shall unless otherwise required by the context, have the meanings, hereby respectively assigned to them.

The expression "**Works**" or "**Work**" shall be as per the scope of work / scope of project prescribed in the tender documents.

The term "**Site**" means the land and / or other places on, into or through which work is to be executed under the contract or any adjacent land.

The term "**JSCL**" means Jabalpur Smart City Limited, Jabalpur

The term "**JMC**" means Jabalpur Municipal Corporation, Jabalpur

The term "**Corporation**" means The Municipal Corporation Jabalpur & its successors in Office.

The term "**Client**" means Executive Director on behalf of the term "**JSCL**" means Jabalpur Smart City Limited, Jabalpur.

The term "**Commissioner**" means the Commissioner of the Municipal Corporation Jabalpur.

The term "**Engineer in Charge**" means Executive Engineer, Executive In charge or the Engineer Appointed by the JSCL for the work in Jabalpur Smart City Limited, Jabalpur

The term "**Consultants**" means the Architect, Engineer; consulting firms get awarded the work.

The term "**GOI**" means Government of India.

The term "**State Government**" means The State Government of Madhya Pradesh.

The term "**Smart City**" means Smart City Jabalpur.

#### **Note:-**

"Words" imparting the singular number include plural number and vice versa

### **1. EARNEST MONEY:-**

Amount of earnest money should be in the form of FDR in favor of Executive Director, Jabalpur smart city. Client submitting the earnest money is not liable to get any interest from the Municipal Corporation Jabalpur. If the tenderer whose tender is accepted, fails to execute the agreement documents within the notified period for any reason whatsoever, earnest money deposited with the tender shall be forfeited.

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**2. SECURITY DEPOSIT:**

The consultant shall allow the client to deduct from interim payments at the rate of 10 % of the interim payments and retain the same as security deposit without any interest. The Security deposits (inclusive of earnest money) will be refunded after completion of the work.

**3. SCOPE OF THE WORK**

**A. Preparation of DPR**

- i. Preparation of DPR should be complete in all respect as per Guidelines/specifications/ relevant BIS codes etc. for submission to authorities including state and central Govt. and assist JSCL in obtaining the all kind of approval from relevant authorities and or as required within the specified period if required. Consultant will be responsible to resolve all queries, directions as required by the JSCL or relevant authorities for obtaining the approval of DPR's.
- ii. After approval of the project preparing the tender documents providing consultancy for the Proof Checking of the execution drawings and periodical supervision at site.
- iii. Consultant must Study the existing conditions, making various required studies and based on those studies as per requirement of the scope of the project & attend meetings, conferences etc. in connection to the Project and getting it approved from authorities. Work order shall be issued for the each individual work
- iv. The consultant will be responsible for the accuracy of the survey data collected compiled and designs and drawings sheets prepared and supplied by him, interim and final certificates issued by him and will indemnity Municipal Corporation Jabalpur against any inaccuracies, which might come to notice subsequently. The Consultant shall also be responsible to keep a check on time frame of completion of work in co-ordination with the Engineer/Contractor and the client.

**B. Construction Supervision and Quality Control**

**4. DETAIL SCOPE OF THE WORK –**

Following Works will be carried out by the Consultant for obtaining the object of the Scope of Work.

**4.1 Reconnaissance: -**

A reconnaissance survey will be carried out for identification of specific/typical problem areas such as tight / encroached spots, appreciation of ground constraints / situation such as at existing Nallas /Bridges etc.

**4.2 Topographical surveys**

The survey will be carried out by Computerized Total station method and the drawings shall be prepared in AutoCAD.

The following details shall be covered for the survey in object achievement: -

- i. Carriageway and pavement geometry Location of all trees features such as street lighting poles, telephone poles, post boxes and similar features visible manholes and similar features.
- ii. Location of major road signs / hoardings and any other similar features

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- iii. Location and dimensions of bus shelters / any structure, dimensions of any platforms / encroachments in the Right of Way of the Road or where Alignment of the drainage/pipeline existing etc.
- iv. On any Junction / crossing etc. the survey shall be done for about 100m on the road from the main road being surveyed. Obtaining Centre line of carriage way, Plot Boundaries, Footprint, Heights, entrances and land use of Buildings on either side of existing right of way.
- v. All over ground existing services such as storm drains, culverts, bridges, sewer lines and cable ducts etc. shall be marked.
- vi. For underground existing services such as storm drains, sewer lines and cable ducts etc. With JMC in obtaining the details and marking it on survey drawings.
- vii. North Point correctly shown.
- viii. Soil conditions & investigations.
- ix. Collect all rainfall data, Storm Water Flow. Area sub mergence details of affected areas for required period.
- x. Traffic survey or any other survey details required for completion of DPR.
- xi. Land ownership information for other than JMC Land.
- xii. IRC, MORTH or other specifications whichever is required.

#### **4.3 DESIGN STAGE**

Based on various surveys and data collected an operation plan will be prepared: -

- i. Developing specific site level design and construction detail drawings as and when required by the contractors for execution at site and co-ordination with them for the same. This would include:
- ii. Development of specific design details and preparation of construction/working drawings for specific site related solutions required for execution by the contractor.
- iii. Approval of different samples used in the project.
- iv. Proof checking of fabrication and shop drawing submitted by contractor for execution at site.
- v. To recommend and design the appropriate items of the work.
- vi. To prepare cost estimate for the proposed improvements and modifications of the existing system as required for the project proposals. Abstract Cost estimates shall be prepared based on the current prevailing rates for works; as applicable.
- vii. To prepare technical materials and workmanship specifications.

## **5. SCHEDULE OF SERVICES**

The Consultant shall, after taking instructions from the JMC/Client, render the following services

### **STAGE-A**

Preparation of complete DPR for Prescribed Project and components as per the guidelines /specifications /IS codes.

For preparation of complete DPR as required by JSCL. The Consultant shall render following, services.



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**5.1 DESIGN**

- i. Ascertain Client's requirement. Examine site constraints & potential: and prepare a design brief for competent authority approval.
- ii. Prepare report on site evaluation, state of existing building, if any and analysis and impact of existing and/or proposed development on its immediate environments
- iii. Prepare all working drawings and documents to enable the DPR for approval and to get the detailed survey and soil investigation done at the site of the project by the consultant.
- iv. Furnish report on measurements required to be taken to mitigate the adverse impact. If any of the existing and/or proposed development on its immediate environment.
- v. Prepare landscape design with reference to requirements given and prepare complete detailed estimate of cost on area basis.

**5.2 DETAILED DESIGN AND DRAWINGS**

- i. Prepare the structural design, complete drawings, sketches etc. for the Client's, state govt. GoI approval along with detailed estimate. All designs, drawings and estimates should be checked and approved by Post graduate engineer of the relevant field. All structural drawings should be verified by Post graduate structural engineer.

**5.3 DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS**

- i. Prepare drawings necessary for Client's statutory approvals and ensure compliance with codes, standards and legislation, as applicable and to assist the Client in obtaining the statutory approvals thereof, if required. Provide land acquisition advice, proposal for the land other than JMC ownership.

**5.4 WORKING DRAWINGS**

- i. Prepare working drawings, specifications and schedule of quantities sufficient to prepare detailed estimate of cost as required for complete DPR.
- ii. Incorporate any other details required as per AUTHORITIES and Govt. Guidelines & Directions & submit the complete DPR in sufficient numbers in hard copies & soft copies to JSCL (State Govt. & Central Govt. If required) for the approval consultant will be provide presentation of Complete DPR as required in specified time. Consultant should explain & scrutinize the DPR for getting approval from JSCL, the state & central govt.
- iii. Modify the DPR as per directions of JSCL, as soon as possible within the specified time period for getting approval from the govt.

**STAGE-B**

- i. After approval of DPR from the authorities, consultant shall provide the following services

**5.5 TENDER DOCUMENT**

- i. Tender documents including code of practice covering aspects like mode of measurement, method of payment quality control procedures on materials & works

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and other conditions of contract. Advise Client on appointment of contractors after preparing to comparative statements.

**5.6 CONSTRUCTIONS**

Construction work for which day to day supervision work is not assigned Consultant will provide following services during construction period to oversee the construction work for which day to day supervision work is not assigned on behalf of Municipal Corporation Jabalpur. and will primarily provide services in respect to –

Advise to JMC for Construction method, commissioning schedule and traffic diversion plan submitted by Contractor and PMC Consultant. (If any)

- a. Quality control guidance to Executing agency as per specification laid down in tender
- b. Giving necessary Guide lines and explaining the drawing. Proof checking of the shop drawings/ Execution drawings submitted by Contractor for Execution.
- c. Advising for action against the contractor as per the terms of Contract.
- d. In case of work done by concrete batch mix/Hot mix plant, he must depute an engineer for ready mix plant to prepare the mix as per standard and guideline. The mix should be prepared as per standard specification and relevant guidelines.
- e. Day to day supervision will also be the responsibility of consultant.
- f. He shall provide working drawings and details for proper execution of works during construction. Before starting the work he shall approve samples of materials for various elements and components of the projects. During construction it will be the responsibility of consultant to conduct all relevant tests as per required frequencies.

He shall visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and wherever necessary clarify and decision, or interpretation of the drawings/ specifications, attend conferences and meeting to ensure that the projects proceeds generally in accordance with the conditions of contract and keep the Client informed and render advise on actions, if required. Provide progress of the work to the JMC/State Govt. / Gol and presentation when required. He will also provide quality control reports of the concern project as an when required.

**B Construction work for which day to day supervision work is assigned-**

**Construction Supervision-**

- Carry out detailed checking and verification of the setting-out data for the work including lines, levels and layout to ensure conformity with the working drawings.
- Carry out regular inspection of the Contractor's equipment, plant, machinery, installations, labours housing and medical and mandatory facilities etc. and ensure that they are adequate and are in accordance with the terms and conditions of the contract.
- Direct the Contractor to carry out all such works or to do all such things as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or of the works or of the adjoining property and advise the Employer as soon thereafter as is reasonably practicable.
- Supervise the contract in all matters concerning safety and care of the work including environmental aspects and labor welfare.
- Post testing for the quality control of the work as per the specification.

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**Quality Control -**

- Evolve and implement a system for the quality assurance of the works. The system of control of quality of materials and completed works shall also include sampling methods and criteria and acceptance criteria. Quality of works shall be checked in accordance with the relevant codes.
- Review and approve the test results/certificates of all construction materials and/or sources of materials and carry out additional tests as necessary to establish their quality.
- Associate with the work test being carried out by the contractor and undertake additional tests as necessary to assess to quality of works.
- Carry out comprehensive technical supervision of the works to ensure their quality and conformity with the standards and specifications as per contract. In addition to assessing and checking the laboratory and field tests carried out by the Contractor, the Consultants shall carry out independent tests as necessary to establish their quality.
- In the event any material or item of work is found to be substandard and unacceptable, the Consultant shall initiate actions so that such cases do not recur. During the inspection of the officers of the department or officers deputed by the Department and Quality Monitors appointed by the Corporation if it is noticed that sub standard work has been allowed (whether paid or not) by the consultant, 1½ (one and a half) times of the consultancy fee payable to the consultant, for that particular work, will be recovered from him. However consultants will not be discharged of his responsibility to get the effects rectified by the contractor.
- Maintain a permanent record of all measurements for the work quantities to be paid for and the results of all tests carried out for monitoring the quality of works.

**Measurement and Payment-**

- Make & verifying field measurements including initial and final levels of all items of works and of quantities of materials incorporated in the work using appropriate software and maintain up to date books containing such computations or other information concerning the use of construction materials, properly segregated in to sections of construction.
- Maintain up to date record of remaining quantities to be incorporated in the work and monitor the expected project cost based upon the remaining quantities. General records of all labours and specified materials used in the works, including copies of orders, delivery notes and invoices for such materials and details of wage rate paid by the contractor shall be maintained.
- Prepare a schedule for placing the orders for specified materials, in consultation with the contractor, to minimize the financial effects of escalation in the price of those materials, labors etc.
- Furnish the certificate to the Executive Engineer, Municipal Corporation, Jabalpur that the items included the Contractor's bills satisfy the required quality of works and are acceptable with regards to the standards and specifications prescribed in the Contract.
- Check and certify all requests for payments, all monthly bills, interim bills and final bill of the Contractor, taking care that rates applied in bills are prior sanctioned.
- Following percentage checks of measurement and quality control tests shall be exercised by the team members of the consultant's before submission of the measurements/bills to Executive Engineer, Municipal Corporation, Jabalpur :-  
Following percentage checks on measurements (measurements taken by the field Engineers of the consultant) shall be done by the team members of the consultant-  
(i) By Team Leader 20%

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(ii) Construction Engineer (C.E.) 100%

These checks shall be made on every construction work and should cover all important items/components of work. Checks of measurements have been laid down but the consultant will be fully responsible for all measurements recorded or checked by his Junior Construction Engineers, staff. But this does not prohibit Team Leader from checking the measurement of the part checked by Construction engineer; however this shall be in addition to the prescribed percentage.

- Scrutinize and advice the Engineer in Charge, Jabalpur Smart City Limited, Jabalpur upon the claims raised by the Contractor, if any.
- To perform repeat tests or check measurements if directed by the Engineer in Charge, Jabalpur Smart City Limited. These repeat tests or measurements may be conducted in the presence of Engineer in Charge, Jabalpur Smart City Limited Jabalpur or his representatives as may be directed.
- In case of conflicts, perform tests or measurements of any or all of the items in presence of E.E or his authorized Sr. Engineer of Municipal Corporation, Jabalpur.

**Progress of Work –**

- Implement a system for monitoring the progress of work based on computer based project management techniques (MIS).
- Systematically check the progress of the Works and order the initiation of the work, which is part of the Contract.
- Maintain a up to date status of all construction activities against the original schedule for completion of works.
- Shall investigate and initiate early action with regard to the delays in the execution of works. The Team Leader of the Consultants’ Supervision team shall explain in his monthly progress and special reports the reasons for delays and explain the actions to be taken/already taken to correct the situation. All report prepare by the Consultants’ Team shall be objective and shall substantiate any event/recommendation with factual data and information. The progress reports shall contain the pertinent data and chart form and shall clearly bring out the comparison between the projected and the actual work done using “S” curves and/or any other widely accepted superior methods of representation. The consultant shall be fully responsible for the timely completion of the works.

**Consultants Team and Expected Input -**

- The consultant will engage the staff as described in Table-I. The qualification, experience and task assignment of the staff will be as per Annexure-II.
- The team given in Technical proposal will have to be employed on the work.
- The implementation of the project is organized in terms of construction packages period of construction work shall be 18 months including rainy seasons. The composition and duration for services for the Supervision Team will be as given in Table below.

<b>Mobilization of the team</b>				
<b>S.No.</b>	<b>Tentative Cost of work</b>	<b>Man power requirement</b>		
		<b>Team Leader</b>	<b>Construction Engineer</b>	<b>Jr. Construction Engineer</b>
1	Up to 5 Cr.	1	1	1

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2	5 Cr.- 10 Cr.	1	1	2
3	10 Cr. – 20 Cr.	1	1	3
4	20 Cr. – 50 Cr.	1	2	5
5	<b>And above</b>	<b>On pro-rata basis.</b>		

**Note- The team shall be deployed for the assigned project. Team leader shall be common for all assignments.**

- The Consultant shall be engaged at least one month after substantial completion of the work/construction contract.
- The Consultant shall have the complete responsibility for the timely completion of works and no additional fee on any account shall be paid.
- The composition of team will be as per Table-I above. However, the consultant will be free to engage more personnel if required subject to the conditions of agreement. Consultant should acquaint himself with the sites and access their actual before submitting financial proposals.
- Besides technical staff consultant shall arrange office staff in reqd. numbers & with sufficient office space.
- Manpower shown in table given above is indicative only actual manpower shall be mobilized depending upon quantum of work.

**Reports –**

- All reports and documents prepare by the Consultants shall be professionally precise and objective. The report formats shall be finalized in Consultation with the Engineer in Charge, Jabalpur Smart City Limited, Jabalpur. The consultants shall provide two copies/sets each of the following reports to Engineer in Charge, Jabalpur Smart City Limited, Jabalpur.
  - i. Commencement Report within 15 days after commencement of Services.
  - ii. Construction Supervision Manual within 30 days after commencement of Services.
  - iii. Quality Assurance (QA) & Quality Control (QC) Document 30 days after Commencement of Service;
  - iv. Monthly/Quarterly Progress Report by the 10th day of each month;
  - v. Tour diary of Team Leader fortnightly which should interalia indicates the date of visit, tests conducted & results thereof.
  - vi. Final Report at the completion of services.

**TASK ASSIGNMENT FOR KEY PERSONNEL**

**Team Leader (TL)**

Team Leader shall be Project Manager responsible for the overall performance and administration of the Consultant’s Team at the Project site, work with resident at Jabalpur. The Team Leader will also act as the Engineer's Representative and shall be overall in charge for the Consultant’s Supervision Team for the entire project. Normally replacement of Team Leader will not be allowed. In exceptional circumstances, consultant will have to directly request Engineer in Charge, JSCL, Jabalpur

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with complete CV of the proposed substitute and assigning complete reasons for change. Written approval of Executive Director, JSCL Jabalpur will be necessary before affecting any change. The headquarters of the Team Leader shall be at Jabalpur and he will keep informed of his programme one week in advance to Engineer in Charge, JSCL Jabalpur. Leave cannot be allowed without prior permission of Engineer in Charge, Jabalpur Smart City Limited, Jabalpur. The major tasks for the Team Leader shall include but not be limited to the following:-

1. Establishment of Site Offices and assist in establishment of Laboratories;
2. Assist the Employer with the Review of the Contractors' securities, insurance and safety plans;
3. Scrutiny the Contractor's work programme, and scheme for the deployment of plant, equipment and machinery for approval of the Engineer in Charge, Jabalpur Smart City Limited, Jabalpur.
4. Assist the Employer/ Engineer in Charge, JSCL, Jabalpur in the interpretation of provisions in the Contract documents and technical specification;
5. Assist the Employer/Engineer in Charge, JSCL, Jabalpur in handing over the site and issuing order to commence the works.
6. Liaisoning with the local authorities for shifting of Utilities, wherever required;
7. Liaisoning with the competent authorities for requisite permissions & clearances required for the execution of the project. In case when it is required to travel outside the Jabalpur for such purposes, travelling allowance will be payable equivalent to the Class-I officer of the corporation. Subject to prior approval from the client or their successor.
8. Verify and certify Contractor's Interim Certificates for approval of Engineer in Charge, Jabalpur Smart City Limited, Jabalpur.
9. Assist Engineer in Charge, Jabalpur Smart City Limited, Jabalpur in monitoring Physical and Financial Progress of the works.
10. Prepare quarterly project budgets and estimates.
18. Assist Engineer in Charge, Jabalpur Smart City Limited, Jabalpur in conducting monthly progress meetings.
19. Complete monthly progress reports and prepare Quarterly Reports;
20. Strictly monitor the progress of work for timely completion of the project; Complete Inspections and reports;
21. Verify and Certify Contractor's Statements at completion; Supervise Assistant Resident Engineers and other staff's work performances.
22. Verification of "As-Built" drawings; Prepare Project Completion Report.
23. Liaise with the Employer/Engineer in Charge, Jabalpur Smart City Limited, Jabalpur in all matter concerning the works;
24. Time schedule and management of team's resources; and Advising the Employer and Engineer in Charge, Jabalpur Smart City Limited, Jabalpur in all matters related to the progress of works, with particular reference to delays, possible reasons and mitigating measures.
25. Reinforcement must be checked & approved by Team leader & Engineer in Charge, JSCL.
26. In advance manage the requirements of TL during his leave/Construction engineer, F.E.'s leave. TL should place the additional staff during leave of any staff.

The essential qualification and experience for the TL Candidate are as under:-

1. Education; should be a Post Graduate in Civil Engineering/ Architecture from a recognized University/Institution (higher qualifications and training in Construction Management/Quality Control of Works will be preferable);
2. Membership: Membership of a recognized Professional Society will be preferable;

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

- 3 Experience: should have a minimum of 15 years' experience of Civil Engineering/ Architectural Works out of which 5 years in the field of similar project work architecture, construction and infrastructure development. He must have completed during the last five years, at least one such similar construction project valuing not less than Rs.25 crores as Project Engineer/Resident Engineer of the Construction Supervision Team.
4. He /She should not be removed from earlier services due to negligence / bad performances in any project works.
5. The age of the candidate will not be more than 62 years however this age limit will be relax able in case of qualified, experienced and meritorious candidates.

The Team Leader (TL) shall be responsible for all technical presentations concerning the various facts of the construction works and shall maintain close communication with Engineer in Charge, Jabalpur Smart City Limited, Jabalpur. TL shall be the Consultants Authorized Representative and shall interact with Engineer in Charge, Jabalpur Smart City Limited, Jabalpur on behalf of the Consultants appointed for the services. TL shall be full-time on the job and is supposed to check at least 10% measurements.

**Construction Engineer (CIVIL)**

The age of Construction engineer will not be more than 50 years and has to work with residence at Jabalpur during project period. No replacement/leave of Construction engineer will be permissible without prior approval of Engineer in Charge, Jabalpur Smart City Limited, Jabalpur. Leave cannot be allowed more than 13 days in a year /3 days in one time with prior permission of Engineer in Charge, Jabalpur Smart City Limited, Jabalpur. The major tasks to be carried out by the Construction engineer shall include but not be limited to the following:-

1. Check the safety provisions of contractor before start & during the construction activities otherwise stop the work up to safety compliances.
2. Check the safety provisions of contractor before start of the construction activities otherwise stop the work up to safety compliances.
3. Supervision of Construction works as per drawing-design; All RCC work to be laid in his presence only. Reinforcement must be checked & verified by him,
4. Keep proper records of the Contractor's activities and progress;
5. Ensure that the respective Contractor(s) are properly administered;
6. Assist the Team Leader with the review of the Contractor's Work Programme and scheme for the deployment of plant, equipment and machinery;
7. Strictly monitor the progress of work for timely completion of the project;
8. Supervision, scrutiny, approving the final setting out by the Contractor.
9. Assisting the Team Leader with updating drawings, setting up quantity and quality control procedures and review of contractor's method of construction;
10. Monitoring Contractor's operations including adherence to safety and environmental requirements;
11. Issuing site instructions; guidance's to Field Engineers,
12. Assisting the Team Leader with the preparation of Variation orders;
13. maintaining a record set of working drawings;
14. Maintaining construction records; performing essential tests,
15. Cheking of Measurements given by Contractor/recorded by Field Engineers,

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16. Assisting the Team Leader with the evaluation of Contractor's Claims;
17. Quality control of works; verification of lines and levels, inspection of works, acceptance and rejection of the completed /substandard works (with justification);
18. Verification of Contractor's monthly bills of the completed works and assisting the Team Leader in the preparation of Interim Certificates;
19. Progress monitoring;
20. Conducting and keeping record of minutes of the weekly site meetings;
21. Preparing monthly Progress Reports;
22. Final inspection of works;
23. Verification of Contractor's Statements at completion;
24. Assisting the Team Leader for verification of "As-Built Drawings"; and Preparation of contract Completion Reports.

The Asset. Resident Engineers will assist the Team Leader in identifying the possible reasons for delays and possible mitigative measures.

The essential qualification and experience for the Construction engineer CIVIL Candidate are as under-

1. Education: should be a Graduate in Civil Engineering from a recognized University/Institution or diploma in civil engineering with at least 10 year exp. (higher qualifications and training in Construction Management/ Quality Control of works will be preferable);
2. Membership: Membership of a recognized Professional Society will be preferable;
3. Experience: should have a minimum 7 years' experience of Civil Engineering Works out of which 5 years in the field of similar project work construction/ infrastructure development.
4. He /She should not be removed from earlier services due to negligence / bad performances in any project works.
5. Preference will give to those who are having expense of working in slum development projects.

### **Junior Construction Engineer (JCE)**

The Junior Construction Engineer (JCE) shall be responsible to Construction engineer and Team Leader and their task shall be defined by the Team Leader. Work with residence at Jabalpur. The major tasks to be carried out by the JCE shall include but not be limited to the following:-

1. Check the safety provisions of contractor before start & during the construction activities otherwise stop the work up to safety compliances.
2. Supervision of Construction works as per drawing-design; All RCC work to be laid in his presence only. Reinforcement must be checked & verified by him,
3. Keep proper records of the Contractor's activities and progress;
4. Ensure that the respective Contractor(s) are properly administered;
5. Assist the Team Leader /Construction engineer with the review of the Contractor's Work Programme and scheme for the deployment of plant, equipment and machinery;
6. Strictly monitor the progress of work for timely completion of the project;
7. Supervision, scrutiny, approving the final setting out by the Contractor.



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8. Assisting the Team Leader/Construction engineer with updating drawings, setting up quantity and quality control procedures and review of contractor's method of construction;
9. Monitoring Contractor's operations including adherence to safety and environmental requirements;
10. Issuing site instructions. Record the measurements /verification of 100% measurements.
11. maintaining a record set of working drawings;
12. Maintaining construction records; performing essential tests,
13. Assisting the Team Leader/Construction engineer with the evaluation of Contractor's Claims;
14. Quality control of works; verification of lines and levels, inspection of works, acceptance and rejection of the completed /substandard works (with justification);
15. Verification of Contractor's monthly bills of the completed works and assisting the Team Leader/Construction engineer in the preparation of Interim Certificates;
16. Conducting and keeping record of minutes of the weekly site meetings;
17. Preparing monthly Progress Reports;
18. Final inspection of works;
19. Verification of Contractor's Statements at completion;
20. Assist the Team Leader /Construction engineer in verification of "As-Built Drawings"; and Preparation of contract Completion Reports.

The FE will assist the Construction engineer /Team Leader in identifying the possible reasons for delays and possible mitigate measures.

However the essential qualification and experience for the FE candidates are as under:-

1. Education: should be a Graduate/Diploma in Civil Engineering from a recognized /University/Institution.
2. Min.- 5 year for degree.  
7 years for Diploma Holder
3. Age of Junior Construction Engineer should not be more than 45 years. No replacement of Junior Construction Engineer will be permissible without prior approval of Superintendent Engineer Municipal Corporation, Jabalpur.

### **5.7 COMPLETION**

Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining Completion/ Occupancy Certificate" from statutory authorities wherever required.

Issue two sets of as built drawings including services and structures

**5.8 Bidder/Tenderer has to submit hardcopy(three copies) and softcopy of all DPRs (in .doc), Drawings (in .Dwg file), Estimates (in excel), survey report and other reports in CD or DVD as per payment schedule.**

### **5.9 WORK NOT TO BE SUBLET:**

The work shall not be assigned or sublet without the prior consent of the client.

The payment will be made by cheque of the Bank only. No bank commission charges on realizing such payments will be borne by the corporation.

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

***Payment schedule for consultancy services at following stages.***

The consultant will have to quote fees as percentage of the work Project cost combined for both preparation of DPR and Construction & supervision work as per the format given. The quoted price should be inclusive of all taxes levied by state govt., central govt. etc.

**DPR PREPARATION**

Consultancy Service for preparation of Detailed Project Report for the work prescribed and as directed by JMC.

1	Conducting surveys, Preparation of concept plan, master plan and stage 1 cost estimates.	0.50%
2	Preparation and submission of Draft DPR including all relevant drawings and specifications required for the job.	2.50%
3	After approval of Final DPR from concern authorities.	3.00%
4	Upon client's approval/statutory approvals and preparation of tender documents along with all details required for commencement of work at site.	2.00%
5	On Completion of 25% of the work inclusive of providing any details required during the work.	1.00%
6	On Completion of 50% of the work inclusive of providing any details required during the work.	1.00%
7	On Completion of 75% of the work inclusive of providing any details required during the work.	1.00%
8	On Completion of 100% of the work inclusive of providing any details required during the work.	2.00%
9	On submitting completion report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.	2.00%
	<b>Total</b>	<b>15.00%</b>

***Note- No payment shall be made to the consultant if DPR is already prepared for the work proposed to be executed under the contract. And vice-versa.***

**CONSTRUCTION AND SUPERVISION**

For construction and supervision work payment shall be made in accordance with the work carried out at sanctioned rate after deducting payment proposed / made in DPR stage i.e. 85% of quoted rate.

Deductions of all Taxes be made as per the State Gov. /Central Gov.

All the terms and conditions of the Notice Inviting Tenders (NIT) and the appendices. Annexure referred to hearing before will be binding on the consultants in addition to the condition of the Contract in the prescribed form.

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**DEATH OR PERMANENT INABILITY OF CONSULTANT:**

If the consultant dies during the period of the contract or becomes permanently incapacitated or where the surviving partners are only minor, the contract shall be closed without levying any damages/compensation.

**FUNDAMENTAL BREACH OF AGREEMENT:**

In case of the fundamental breach of this agreement, going to its root, by the consultant, the Municipal Corporation Jabalpur shall be entitled to forfeit the Performance Security Deposit and retain the same as damages and compensation for the said breach, but without prejudice to the right of the Municipal Corporation Jabalpur to recover further sums as damages from any sums due or which may become due to the consultant by Municipal Corporation Jabalpur or otherwise, whatsoever. JMC will be free to obtain the required services from another consultant.

**EXTENSION OF TIME**

Contract period shall be 24 months from the date of issue of work order. However it may be extended after mutual consent.

If the Consultant desires extension of time for the completion of the work on any reasonable ground, he shall apply in writing to the client within 30 days of the date of such cause on account of which he desires such extension and the client with whom he has signed the agreement may, if in his opinion (which shall be final) the grounds as shown in the application are satisfactory, grant such extension for a period not exceeding one month Provided further that, the extension applied so be refused, unless the Consultant has been given an opportunity of hearing in person.

**FINAL CERTIFICATE**

On completion of work to be notified in writing by the client, The Consultant shall prepare complete drawing and estimates as per actual work done and submit it in 8 (eight) copies to the client, one reproducible set along with soft copies, free of cost for the reimbursement of consultancy fee from Gol.

**TIME SCHEDULE**

The consultant shall, in consultation with the client, prepare a time schedule in respect of various services to be rendered and discharge of client's obligations.

**TERMINATION OF AGREEMENT:**

In the event of Consultant firm closing its business, the client shall have the right to employ another Consultant to complete the work. Payment to the previous Consultant's firm as stipulated in this agreement will be made as per actual determination of fact and mutual understanding of Client & Consultant.

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**ARBITRATION**

Except as otherwise provided in this agreement all questions and disputes relating to the meaning of the DPR, drawings and instructions herein before mentioned and as to things whatsoever, in any way arising out of or relating to the agreement concerning the assignment or the completion or failure to complete whether arising during the progress or after the completion or abandonment there of shall be referred to the Sole Arbitration of the Commissioner, Municipal Corporation Jabalpur in writing for his decision within a period of 15 days of such occurrence. Thereupon the Commissioner, Municipal Corporation Jabalpur shall after hearing both the parties would render his decision giving reasons, within a period of 45 days of such request, which shall be binding to both the parties. However, the Commissioner would be at liberty to seek help of independent consultant / expert for resolving complicated technical and legal issues.

The client and Consultant each bind themselves their Partners, Successors, executors, administrators, and assigns to the other party in respect of all convenient to the agreement.

The jurisdiction of the court of law shall be Jabalpur irrespective of the place of signing the agreement by the client and Consultant.

Annexure – 1 to 9.

***Executive Director***  
***Jabalpur Smart City limited***

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**Financial Bid Format**  
**TO BE SUBMITTED ONLINE ONLY**

<b>SL NO.</b>	<b>Scope</b>	<b>Rate (%)</b>
1	Preparation of Detailed project report complete in all respect and Construction, supervision & quality control of various civil engineering works under JMC area.	

**STRUCTURE AND ORGANIZATION**

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1. **Name of the applicant** :- .....
2. **Office Address** :- .....
3. **Telegraphic Address** :- .....
4. **Telephone Number** :- .....
5. **Email** :- .....
6. **Date and location of Establishment** :- .....
7. **The Applicant is** :- .....
  - a. An Individual
  - b. A Proprietary firm
  - c. A Partnership firm (if yes, give name and address of each of the partners).
8. A limited company (Attach the organizational chart showing the structure of the organization including the names of the Directors and position of the officers).
9. Number of year of experience.
10. How many years have your organization been in this business under the present name/What were the fields when your organization was established? Whether anyway fields were added in your organization? And if so, when?
11. Were you ever required to suspend the Consultancy of a work for a period of more than six months continuously after you started / if so give the names of projects and reasons.
12. Have you ever not completed any assignment given to you? (If so, give name of project and reasons for not completing the work)
13. In how many of your project were penalties imposed for delays? Please give details.
14. In how many of your project were penalties imposed for delays? Please give details.

**(Signature of the Applicant)**

**KEY PERSONEL**

Details of key technical and Administrative personnel with the applicant and those if, at would be assigned to the work,

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**A. Details of the Board of Directors / Partners**

- a. Name of the Director/Partners.
- b. Organization.
- c. Address
- d. Remarks

**B. Key Technical and administrative**

- a. Individual Name.
- b. Qualifications.
- c. Present position of Office.
- d. Professional experience and details of works carried out.
- e. Number to years with the applicant.
- f. How the individual would be involved in the contract?

**C. Remarks**

**(Signature of the Applicant)**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**Annexure - 3**

**Details completed Detailed Project Reports applicant's performance record for the last three years.**

- 1 Name of work
- 2 Place
- 3 Total cost of project
- 4 Brief Description of works
- 5 Period of completion
- 6 Were there any penalties / fines / stop / notice / compensations / liquidated damages imposed? (Yes/No) (If yes, give amount and explanation)

**(Signature of the Applicant)**



**Details of Detailed Project Reports work in hand and performance for the last three years on date of submission of bid documents.**

- 1 Name of work
- 2 Place
- 3 Project Cost
- 4 Brief Description of works including principal features and quantum of work.
- 5 Details of work in hand.
- 6 Explain for non-completion of work within the stipulated time, if so.
- 7 Were there any penalties / fines / stop / notice / compensations / liquidated damages imposed? (Yes/No) (If yes, give amount and explanation)
- 8 Were there any fines, Claims or stop notice filled by the Employer / (Yes/No)  
If yes give amount and explanation.

**(Signature of the Applicant)**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**Annexure – 5**

**General Approach of methodology that the applicant proposes for providing the consultancy services.**

**(Signature of the Applicant)**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**FINANCIAL STATEMENT**

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**INFORMATION REGARDING FINANCIAL STANDING OF THE APPLICANT**

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1. Name of the Firm.
2. Name of the Bankers
3. Turnover for the last three years

Attached audited balance sheet and income and expenditure account of the last three years should be certified by the Chartered Account.

4. Solvency certificate from the bankers and limit.

**(Signature of the Applicant)**

**List showing near relative of the applicant working in Jabalpur Municipal Corporation, Jabalpur.**

<b>S.NO.</b>	<b>NAME OF OFFICER</b>	<b>RELATIONSHIP</b>
<b>WORKING IN JMC</b>	<b>WITH THE APPLICANT</b>	
<b>1</b>	<b>2</b>	<b>3</b>

**(Signature of the Applicant)**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANT FOR PROVIDING COMPREHENSIVE ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF NARMADA DARSHAN PATH**

**Annexure - 8**

**8. Information regarding current litigation**

<b>Sno.</b>	<b>Name of the Contract</b>	<b>Year of</b>	<b>Organization Detail of</b>
<b>Contract</b>	<b>Litigation</b>		
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>

**(Signature of the Applicant)**

**9 Additional Information**

(Please give a brief note indicating why the application considers eligible for award of the work.)

**(Signature of the Applicant)**