

**INSTITUTE FOR PLASMA RESEARCH
NEAR INDIRA BRIDGE, BHAT,
GANDHINAGAR – 382 428 (GUJARAT)**

TENDER DOCUMENT

TECHNICAL BID

APPOINTMENT OF CONSULTANT FOR PROJECT MANAGEMENT CONSULTANCY SERVICES, QUALITY ASSURANCE & DAY TO DAY SUPERVISION FOR PROPOSED ADDITIONAL OFFICES BUILDING AT IPR, BHAT, GANDHINAGAR

Tender Notice No : **IPR/TN/CIVIL/10/2011**

Issued To : _____

Address : _____

Phone No : _____

Issued On : _____

Issued By : _____

Tender Sale Period : **From 25-03-2011 to 08-04-2011**

Last Date For Submission : **15-04-2011 up to 1:00 PM.**

Date of Opening of Technical Bid : **15-04-2011 at 2:30 PM.**

Address of Tender Inviting Authority: Acting Chief Administrative Officer
Institute for Plasma Research
Near Indira Bridge,
Bhat- Gandhinagar –382 428

Phone No: 079- 23962000
Fax No. : 079-23962277

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1. TENDER NOTICE:

INSTITUTE FOR PLASMA RESEARCH

Near Indira Bridge, Gandhinagar Highway, Bhat Village, Gandhinagar – 382 428 (Gujarat)
Phone : 079-2396 2096/95 Fax: 079-23962277

Notice no. IPR/TN/CIVIL/10/2011 (Two Part Tender)

Institute invites Sealed tenders in “Two part” from the Consultants who fulfill the following eligibility criteria for appointment of a consultant for providing Project Management Consultancy (PMC) services relating to Project Supervision, Quality Assurance, etc., for construction of the proposed Additional Offices Building works of the Institute as detailed in the tender document,

Following are the Eligibility Criteria:

- 1) The Firm / Company should have full fledged establishment /office in Ahmedabad or Gandhinagar and facilities like telephone, Computers, Printers, Fax, e-mail facilities & Softwares like MS Office, MS Project, Autocad etc.
- 2) The Firm / Company should have a minimum of 5 Years standing as on 1-03-2011.
- 3) The Firm / Company should have rendered services pertaining to construction Management & Supervision for Civil, Electrical, HVAC, Interior & Mechanical works for Government / Semi Government/Reputed corporate clients.
- 4) Should have rendered PMC Services for at least one project in Gujarat State costing not less than Rs.2.80 Crores including Civil, Electrical, HVAC, Mechanical & Interior during pervious 5 Years for Government / Semi Government/Reputed corporate clients.

The Tender Document can be viewed and downloaded from our website www.ipr.res.in/purchasetenders.html The hard copy of the same shall be available from 25-03-2011 to 08-04-2011 during 10.00 am. To 4.00 pm. on working days (Monday to Friday) on payment of Rs. 500/- (non-refundable) by pay order or demand draft in favour of the "Institute For Plasma Research" payable at Ahmedabad from the Acting Chief Administrative Officer at the above address. The duly filled and signed bid shall have to be submitted along with the supporting documents regarding proof of eligibility at the above-mentioned address. The Bidders who has downloaded the document from website should attach along with the bid document a pay order or Demand Draft of Rs. 500/- (Non Refundable) in favour of “Institute For Plasma Research” payable at Ahmedabad.

The Offers should be submitted in two sealed covers one superscribed “ Technical Bid” and other “Price Bid”. Both covers shall be put in another sealed cover superscribing the envelope with “Tender for Project Management Consultancy Services for construction of proposed Additional Offices Building, Notice No. and due date”. The last date of submission of bid is **15-04-2011 on or before 1.00 pm.** The Technical bid will be opened at **2.30 pm.** on the same day in the presence of attending tenderers or their authorized representatives.

After opening of Technical bid, the capability and suitability of the bidders shall be evaluated and Price bid of the qualified bidders shall only be opened in the presence of the attending bidders. The date of opening of Price bid will be informed to the qualified bidders.

The Director, IPR reserves the rights to accept or reject any or all tenders without assigning any reason thereof.

2. INSTRUCTIONS TO THE TENDERERS:

1. Institute for Plasma Research, Bhat, Gandhinagar desires to appoint Consultant for Project Management Consultancy Services for Construction of proposed Additional Offices Building requirements for IPR Gandhinagar. This Document contains tentative preliminary requirements for Buildings/ facilities & Terms & Conditions for Project Management Consultancy Services, & Supervision and details required from consultants.
2. The tenderers should submit the entire documents (Technical bid and Price Bid) with all the pages of document duly signed.
3. The Tenderers should attach the supporting documents regarding proof of eligibility along with Technical Bid.
4. If any clarification is required should be obtained before filling Tender Document.
5. If any discrepancy is there between figures and words for quoted percentage, the quoted percentage in words will be considered as correct.
6. The tenderers who do not fulfill all or any of the tender conditions or if the tender is incomplete in any respect, will be summarily rejected.
7. The Institute is not bound to accept the lowest tender.
8. The Offer should be submitted in two sealed covers one superscribed “ Technical Bid” and other “Price Bid”. Both covers shall be put in another sealed cover superscribing the envelope with “Tender for Project Management Consultancy service, Notice No. and due date”. The last date of submission of bid is **15-04-2011 on or before 1.00 pm**. The Technical bid will be opened on **15-04-2011 at 2.30 pm**. on the same day in the presence of attending tenderers or their authorized representatives.
9. After opening of Technical bid, Technical bid shall be evaluated and Price bid of the qualified bidders shall only be opened in the presence of the attending bidders. The date of opening of Price bid will be informed to the qualified bidders only.
10. Filled in Tender document with Counter terms & conditions may be rejected.
11. The tender shall be firm and the rates shall be valid for a period of 90 days from due date of submission.
12. The Director, Institute for Plasma Research reserves the right to accept or reject the tenders in full or part without assigning any reason thereof.

3. Details to be filled-in / provided by the Consultant:

1. OFFICE SET UP OF THE FIRM:

Sr No.	Particulars	Details to be filled by Contractor
1	Name of the Firm	
2	Address Name of Contact person	
3	Details of other Branch office/s (If any)	
4	Phone No.	
5	Fax No.	
6	Email ID	
7	Name of Contact Person with Designation	
8	Type of Firm: Proprietary / Partnership / Pvt. Ltd.	
9	Eligibility Criteria	
A	The Firm / Company should have full fledged establishment /office in Ahmedabad or Gandhinagar and facilities like telephone, Computers, Printers, Fax, e-mail facilities & Softwares like MS Office, MS Project, Autocad etc.	
I	Office Address (Ahmedabad / Gandhinagar)	
II	Telephone no.	
III	Fax No.	
IV	E-mail address	
V	Details of Office set up Carpet area of Office (Sqm)	
VI	Whether office is Rented / Owned (Kindly attach copy of Property Tax bill or lease agreement)	

VII	Details of IT Hardwares available at your local Office	
VIII	Details of Project Management Software available at your local office	
IX	Any Other Facilities available in the office	
B	The Firm / Company should have a minimum of 5 Years standing as on 1-03-2011.	
I	Year of establishment of firm (Kindly attach registration certificate)	
II	Since when your firm is providing Project Management Consultancy services	

C	The Firm/Company should have rendered services pertaining to construction Management & Supervision for Civil, Electrical, HVAC, Interior & Mechanical works for Government / Semi Government/Reputed corporate clients.					
I	Details of Projects (as per following format) Completed during past Five years (those works only carried out by firm) for which you have rendered Project Management Consultancy services including Supervision, Kindly attach copy of Work Order/PO & Completion certificate received from client.					
Sr.No.	Name of work Location Name of Client	Your scope of work as PMC Kindly attach supporting Documents such as 1. WO / PO for Consultancy services	Year of Start Year of Completion of Project	Cost of work (in lakhs) for which you have rendered PMC services	Have you attached copy of Work Order / PO Copy	Have you attached copy of Completion certificate from client

II	Details of Projects (As per following format) In Progress (those works only being carried out by firm) for which you are rendering Project Management Consultancy services including Supervision. Kindly attach copy of Work Order /PO received from client.					
Sr.No.	Name of work Location Name of Client	Your scope of work as PMC Kindly attach supporting Documents such as 1. WO / PO for Consultancy services	Year of Start	Cost of work (in lakhs) for which you are rendering PMC services	Have you attached copy of Work Order / PO Copy	Present Status of work (completion status in Percentage)

D	Should have rendered PMC Services for at least one project in Gujarat State costing not less than Rs.2.80 Crores including Civil, Electrical, HVAC, Mechanical & Interior during pervious 5 Years for Government / Semi Government/Reputed corporate clients	Kindly attach copy of detailed work order and Completion certificate received from client
I	Name of Work	
II	Scope of work	
III	Client's Name and Address	
IV	Completion cost of work for the services rendered by you	
V	Final value of your services	
VI	Stipulated time period	
VII	Date of issue of Work order	
VIII	Stipulated Start date	
IX	Stipulated Completion date	
X	Actual Start date	
XI	Actual Completion date	
XIII	Reasons for delay (if any)	
XIV	Copy of Completion certificate received from client attached: Yes/NO	
XV	Copy of Work order received from client attached or not: Yes / No	
XVI	Any Penalty/ Bonus	
XVIII	Details of Any Arbitration / Legal Proceeding	
	Additional Information	
E	Annual Turnover of the firm for the last 3 financial years i.e. 2007-08, 2008-09, 2009-2010	Kindly attach copy of Income Tax return and Audited balance sheets
	Annual Turnover (Rs. In Lakhs)	
	FY 2007- 2008	
	FY 2008-2009	
	FY 2009-2010	

F	Details of Organizational setup of the firm, Details of Technical and Administrative staff:				
Sr. No.	Name of the Person	Designation	Qualification	Experience	Since when associated with firm

Any other detail you would like to intimate in support of your application for appointment :

Signature of the authorized Person with seal of the firm

(Note: Attach separate sheet for furnishing information in case the space in the format is insufficient)

4. **Tentative description of Proposed Project:**

PROJECT:

Construction of proposed Additional Offices building at IPR, BHAT, Gandhinagar.

TENTATIVE DETAILS OF WORK:

1. Additional Building approx. **3200.00 sqm.** built up area.
2. External development works, water supply etc.
3. Estimated cost of the project is approx. **Rs. 3.50 Crore.**
4. Project completion time – 12 months (including monsoon period)

ARCHITECTURAL DESCRIPTION: Please refer attached Annexure –

1. Schematic plan and elevation of the buildings. (Refer Schedule I)

Brief Description: The building is two-storeyed block for Offices. It is designed as an RCC frame structure with R.C.C. Columns and beams. The clear floor heights are conventional 3.15 mts. All walls are primarily masonry walls. There are two R.C.C. staircases, toilets, pantry and other utilities. The approx. Total height of the building is about 7mts and the numbers of floors are 2 only. The building is located in an empty plot within IPR Campus.

5. Terms & Conditions for Consultancy Services for Project Management, Quality Assurance & Supervision

Terms & Conditions for Consultancy services for Project Management & Day to Day supervision for Construction of proposed Additional Offices Building for IPR, Bhat, Gandhinagar (viz. Civil, Structural, Plumbing, Electrical, HVAC, General Developments, Mechanical etc.).

DEFINITIONS

CONSULTANT means	The firm that applies for Appointment/ the one retained for consultancy.
INSTITUTE means	Institute for Plasma Research Bhat, Gandhinagar – 382 428 represented by the Dean/ Associate Dean / Acting Chief Administrative Officer / Engineer-In- Charge/ Coordinator or any authorized representative.

Consultancy services for Project Management & Supervision services including Day to Day Supervision services for the purpose of availing service / consultancy by providing comprehensive services of complete day to day supervision, monitoring and management of the works, project, etc., for construction of proposed Additional Offices Buildings for IPR, Bhat, Gandhinagar, adhering to the respective contracts execution of work as per the approved drawings, specifications duly following extant procedures of Institute for Plasma Research/government procedures and also subject to such further variations and modifications as the Institute may decide from time to time. The Consultant has to provide all services with respect to all activities for administering/ management of the contract for the works/ projects.

The various activities broadly involved in the above said services are:

1. Planning and Co-ordination

- 1.1 Planning, scheduling and implementing construction programs to complete the project in time.
- 1.2 To co-ordinate with the Engineer in charge / Co-ordinator/ Architect / Consultant for the necessary drawings.
- 1.3 To Study & scrutinize Drawings and point out discrepancies, if any, as also to ensure incorporation.
- 1.4 Documentation of all project related matters, including minutes of different meetings.
- 1.5 Preparation of periodical reports relating to time, cost and quality.
- 1.6 Advise contractor for better systems/ machinery to be brought at site for speedy and proper construction.
- 1.7 Ensure that the Contractor abide by the Conditions of Contract.
- 1.8 CONSULTANT should give the Budget requirement for every three months.

2. Construction Supervision

- 2.1 Shall physically verify all dimensions of site and ensure that they are as per drawings. Discrepancies shall be notified to Institute immediately. Shall be responsible to maintain the dimension at site as per the drawing.
- 2.2 Shall Study all drawings, Contract Agreement, Specifications etc. and ensure implementation at site.
- 2.3 Shall be responsible for overall monitoring of the construction and shall be available at site EVERYDAY (including nights if the contractor carries out work in shifts to achieve the project completion schedule) for Supervision & co-ordination of site work with the Institute and

Contractors.

- 2.4 Shall be responsible to deploy requisite number of qualified and experienced Engineers (Civil, PH, Electrical, HVAC and safety) at site on full time basis to supervise the day to day works and also shall be responsible for monitoring of the progress of work as per approved drawings, construction procedures and practices and to ensure quality in day to day work as per specifications and standards.
- 2.5 Shall be responsible to maintain the checklist of day-to-day works
- 2.6 Shall be responsible for checking the levels, steel reinforcement, centering, shuttering and scaffolding, etc.
- 2.7 Shall be responsible to supervise the day to day works like earth work, PCC, RCC, brick masonry, joinery, floorings and all Civil, PH and Electrical works (Internal and External), HVAC and all other items as stipulated in the bill of quantities in Agreement with contractors.
- 2.8 Checking all the measurements recorded in the bill prepared by contractor at site with respect to approved drawings and to certify the accuracy. If in case, it is necessary to take measurements at site and record and finalize the bills, the CONSULTANT shall also do so to make timely payment for the works done.
- 2.9 (a) The CONSULTANT shall check the bills submitted by the contractor and certify the accuracy within three to four days from the date of receipt of bill from contractor.
(b) If bills / measurements not submitted by the contractor, the CONSULTANT shall take measurements jointly with contractor's representative, record them in measurement books (MBs) supplied by Institute and obtain contractor's signature in token of acceptance & Prepare Bills. Hidden measurements, which cannot be recorded in future shall be recorded before covering up the work.
(c) If contractor's representative fails to attend at the measurements or Contractor fails to countersign after giving reasonable notice to the contractor, CONSULTANT should take measurements and prepare bills and send for payment.
On completion of work, the CONSULTANT shall have the responsibility to finalize the final bills for the work as per actual execution.
- 2.10 The CONSULTANT should settle the Final Bill within six months after completion of Project.
- 2.11 Shall be responsible to maintain the day to day consumption of cement in the work and shall see that the cement used in work is as per the theoretical requirement.
- 2.12 Shall be responsible for completion of project as per scheduled time stipulated in agreement with the contractors.
- 2.13 Shall preserve field books and measurement books in safe custody and shall return the same to Institute after completion of project or as advised by Institute.
- 2.14 Shall maintain cement register, steel register, daily labour register, drawing register, hindrance register, register for payment of advances and recoveries, register for reconciliation of materials to facilitate recoveries, register for movement of field books / measurement books, site instructions book, diary of work, Quality Assurance (QA) records etc., and any other register as advised by Institute and shall return all registers referred above after completion of the project or as advised by Institute.
- 2.15 Shall ensure that contractors have complied with registration under Contract Labour (Regulation and Abolition) Act, 1970 and Central Rules, 1971 and abide by laws pertaining to labour including payment as per Minimum Wages Act and any other Act or enactment relating thereto and rules framed there under from time to time. The CONSULTANT shall ensure compliance by the contractors of all labour laws and relevant Statutory Acts including Labour License, Minimum Wages Act, etc.
- 2.16 Shall ensure that contractors have taken requisite "All Risk Insurance Policies" to cover workman under Workman Compensation Act, loss / damage caused by natural calamities / accident / accidental collapse of partially completed work, materials and plant at site and for third party claims for injury / damages. CONSULTANT shall ensure that all such policies remain in force through out the execution of project.

- 2.17 Shall ensure that all instructions to the contactors will be issued in the form of letter written to the contractor or site instructions to the contractor written by Institute or his representative in site instructions book. They shall maintain the record of all such instructions for verification at any time. It will be CONSULTANT responsibility to regularize all verbal instructions given by competent authority in unavoidable circumstances by obtaining written confirmations/rectifications. CONSULTANT shall ensure that extra/deviated items are not executed unless approved by Institute and rates are finalized. CONSULTANT shall maintain a register for extra/substituted items.
- 2.18 Shall ensure that all observations made during the periodical visits by the Consultants, Structural engineer, any other associate consultants appointed by the consultant attended by the contractors.
- 2.19 Shall ensure safety of structure by taking all necessary precautions and by not allowing excessive construction loads on floors and shall avoid such other factors, which will endanger the safety of structure during construction.
- 2.20 Shall take custody of objects of value and antiquity found on site during excavation or otherwise and hand over to Institute official.
- 2.21 Shall keep a track of permissions required from local authorities and get revalidated whenever necessary.
- 2.22 Shall ensure that safety of personnel working at site/inspecting the site by taking precautions by putting barricades, night lamps near trenches, pits, open shafts, lift shafts, edge of floors, terraces and such other places and to insist on compliance of safety code such as use of helmets, etc, on work site.
- 2.23 The CONSULTANT shall make their own arrangements at no extra cost for instruments/equipments such as theodolites, leveling instruments, prismatic compass, chain, measuring tapes, plain tables and ranging rods, such other equipments / instruments including tents for shelter for the staff of CONSULTANT, etc.
- 2.24 Suggest modification, if any, due to site conditions and advice reasoned justification of cost variations on account of resultant extra items and excess supported by proper analysis.
- 2.25 Conduct weekly/fortnightly site meetings and as when required by the Institute coordination meetings with Consultants & contractors to review/monitor progress and to resolve issue related with work & prepare Minutes of Meetings.
- 2.26 Shall ensure that Material is procured by contractor as per material procurement schedule.

3. Quality Control

- 3.1 Monitor the quality of the work and control the quality as per specification, relevant codes and as per Sound Engineering practices.
- 3.2 Maintain the registers for mandatory tests to be conducted for all materials before incorporation in work. The guidelines may be taken from the Engineer in charge/ Co-ordinator regarding the registers to be maintained.
- 3.3 Inspect and approve the materials at site as per specifications before they are used in work.
- 3.4 Shall be responsible for obtaining good workmanship with respect to lines, levels, plumb, finish, etc. Shall check all centerlines, dimensions, levels and plumb at all stages of work with reference to working drawings and shall ensure correct dimensions of all elements.
- 3.5 Shall ensure that work proceeds as per tender conditions and specifications. All material brought to site shall be of approved quality and make, rejected material is removed from site and work executed is of high standard, good workmanship and desired quality.

4. Site co-ordination

- 4.1 Shall attend periodic site meetings / meetings in Institute office and discuss site conditions bottlenecks faced likely hindrances, time overruns, cost overruns and any other important matter along with solutions proposed. CONSULTANT will be required to submit periodic reports concerning quality standard and progress of the project.

- 4.2 To co-ordinate between the Institute and Contractors in all matters relating to obtaining construction drawings from consultant/Architect & instructions etc.
- 4.3 To arrange issue of preliminary completion report, defect liability completion report, final job completion report by the EIC.
- 4.4 Any other construction management task not specifically mentioned but relevant to the realization of the project.
- 4.5 Shall help Institute in settling all the bills of all agencies.
- 4.6 Shall advise alternatives to the Institute for avoidance of Extra items, to the extent possible, assessing/justifying need of extra items, negotiating extra items rates, analyzing extra item rates and seeking prior approval of the Institute for quantity/rates for extra items.
- 4.7 The CONSULTANT shall in accordance with and as required by the terms of Agreement or agreements entered or to be entered into between Institute on one part, and the contractor or contractors on the other part certify after the verification that the work measured and stipulation in the specifications, drawings and Bill of Quantities prescribed in the contract agreement entered into with the contractor(s) are in order. In the matter of approving such bills, the CONSULTANT shall confirm adherence to the rules and instructions issued by Institute and intimate to the Institute, guarantee and correctness of all such certificates and shall hold themselves responsible for the correctness of all bills and certificates issued, scrutinized or checked by them, as to the quality of the work concerned as well as the quantities of various items of works. Before certifying any bill CONSULTANT shall ensure that the work being certified is, in general in accordance with the designs.
- 4.8 Shall check periodically the quantities recorded for various items and keep watch on excess / shortage. CONSULTANT shall account for all variations in tender quantities with respect to execution drawings and submit a report. He shall assess impact of excessive quantities on the cost of project and wherever felt necessary by Institute, prepare a Running Summary of Cost for perusal of Institute. CONSULTANT shall obtain approval from Institute if the quantities put to tender are likely to exceed by 10% prior to giving green signal to contractor to go ahead with the work.
- 4.9 Shall prepare “Running Summary of Cost” for the project once in six months or as desired by Institute and ensure that there will be no cost overrun. CONSULTANT shall help Institute in preparing a note of revised sanction for the project.
- 4.10 CONSULTANT shall ensure that following are not recommended for payment in interim bills/final bills.
 - i) Extra items / deviated items not approved by Institute.
 - ii) Payments beyond financial sanction and
 - iii) Payment for the work done in extended period without sanction for the time extension.
- 4.11 Shall co-ordinate with all agencies working at site, liaison with local authorities for proper permissions / commencement certificate / completion certificate, etc.
- 4.12 Shall ensure that work proceeds smoothly and not hampered for want of decisions / drawings / clarifications.
- 4.13 Shall submit physical and financial progress reports once every month or as desired by Institute in standard proforma approved by Institute.
- 4.14 Shall anticipate time overruns, well before completion date and obtain requests for extensions from contractors. CONSULTANT shall submit contractor’s request for extension of time along with his recommendations well within time. Bill for work done in extended time, yet to be sanctioned, shall not be recommended. CONSULTANT will note that only competent authority in Institute namely Director/ Dean/ Associate Dean / Acting Chief Administrative Officer /Engineer in charge/ Co-ordinator only have authority to grant permissions for extensions.
- 4.15 Shall prepare reply and advise Institute with regard to extra claims / disputes / Chief Technical Examiner’s observations /arbitration cases between Institute and the Contractors, if any and assist Institute in case of any dispute till the cases are resolved either by mutual negotiation or through arbitration or court, as the case may be.

- 4.16 Shall suggest modifications, if any, due to site conditions and advise reasoned justification of cost variations on account of resultant extra items and excess supported by proper analysis.
- 4.17 Shall maintain prepare deviations/details of actual execution at site on the drawings by the consultant and then arranging to have two sets of as-built drawings for the entire work including services on reproducible paper or any improved version thereof from Architect/Consultant/contractors and certifying the same.
- 4.18 Obtain and verify updated as built drawings from contractor & handover these along with other records of documentation for record.
- 4.19 CONSULTANT will be responsible for all site operation such as full/ complete supervision of all works at site, preparation and maintenance of all records, data, books, files etc. related to site.

5. Personnel

- 5.1 CONSULTANT is expected to ensure that men of proven ability and adequately qualified are only employed at site and they work diligently. In case, Institute finds any Engineer/s not upto the mark, CONSULTANT will have to withdraw him / them from site and replace him / them by posting new one/s in his / their position. Institute reserves the right to remove such personnel and ask for a substitute of required caliber. In case an Engineer/s resign from their employment, CONSULTANT shall immediately provide a substitute of equivalent caliber. CONSULTANT shall not make any changes in the personnel deployed by them on work site without prior permission.
- 5.2 The CONSULTANT shall furnish the list of Engineers and Supervisors (Civil and Electrical) with details of their qualifications, experience, etc., to the Institute.
- 5.3 The Institute undertakes no responsibility in respect of any life, health, accident, travel and any other insurance for the personnel deployed by CONSULTANT.
- 5.4 The CONSULTANT shall be responsible for any damage or loss on account of neglect of professional duty or conduct on the part of such staff or Engineers or others. To this effect, the CONSULTANT shall indemnify Institute.
- 5.5 The CONSULTANT shall not have any objection to Institute maintaining any Engineering staff at its own cost at the site of work to carry out work and duties allotted to them by Institute, in respect of all the work at site or other areas outside the scope of CONSULTANT works for overall surveillance, security and verification.
- 5.6 CONSULTANT shall provide manpower at site timely and only experienced persons will be provided at site.
- 5.6.1 It will be compulsory for CONSULTANT to place following full-time qualified adequate Engineers on site through out the execution of work. Prior to posting these personnel to work site / office, CONSULTANT shall submit their Bio-data and obtain approval of Institute. The deployment of staff for this project shall be as below.

Resident Engineers (RE)- Civil	One full time (Senior Engineer) Graduate having minimum 5 Years practical Experience
Junior Engineers (Jr. E) – Civil	One full time Diploma holder with 3 years minimum practical Experience
Electrical / HVAC Engineers	Electrical and HVAC Each either Graduate or Diploma holder with sufficient practical experience -As and when required
Safety Officer	Having relevant Experience -As and when required

- 5.6.2 The above requirement is the visualized minimum. However, more Engineers and other categories of staff may have to be appointed, if necessary, for satisfactory supervision and co-ordination, It is specifically agreed that the Institute shall have no responsibility for any

Staff / Officers / Engineers engaged by the CONSULTANT and the said CONSULTANT alone shall be responsible ..

- 5.7 In case the Resident Engineer / Senior Engineer employed by the CONSULTANT are required to travel to any other station outside work station, in connection with the discharge of the duties relating to project, he shall get his tour program and mode of travel approved by Institute and will be paid actual fair charges to and fro, incidentals in the form of actuals for conveyance used, stay in reasonably good hotel, and daily allowance of **Rs.400/-** subject to production of document in proof of expenditure. However, prior approval from Institute shall be obtained for any such tours without which such payment will not be reimbursed.

6. CONSULTANT's responsibility after completion of project and defects liability period

- 6.1 CONSULTANT shall carry out detailed inspection on completion of project and get rectified all defects noticed during inspection. CONSULTANT shall also carry out detailed inspection during defects liability period and get rectified all defects noticed during such inspection before the end of defects liability period.
- 6.2 Any defect or inadequacy occur in the work carried out because of the services performed by the consultant prior to the date of final acceptance of the work by the Institute, the consultant shall be under legal obligation to perform at his own initiatives and free of cost without any additional liability to the Institute, all such services as shall be deemed necessary to remedy such defects or adequacy. The decision of Engineer-in-charge/ coordinator regarding defect or inadequacy in the work so carried out and services rendered shall be final and binding. In case, despite the specific request by the Institute to the consultant to rectify or remedy the defect or inadequacy so pointed out and brought to the notice of the consultant, if the consultant fails and neglects to rectify the same, within the time frame given by the Institute, then the Institute had every right to rectify the same from the third agency at the costs and risk of the consultant. Institute has every right to deduct/recover the said expenses incurred to rectify the same by Institute from the third agency from the payment due and payable to the consultant.
- 6.3 CONSULTANT shall advise Institute and prepare reply and attend all proceedings with regards to extra claims or disputes / arbitration cases between Institute and the contractor/s, if any, and assist in case of any dispute till the cases are resolved either by mutual negotiation or through Arbitration or Court as the case may be.
- 6.4 CONSULTANT should collect the Guarantee Bond for Water Proofing & Anti Termite Treatment and As Built drawings and it should be handed over to the Institute.
- 6.5 Defect Liability period shall be one year after the completion or shall pass one rainy season which ever is later.

7. Professional Misconduct

- 7.1 If at any time, it is noticed that deliberate attempt has been made by the CONSULTANT to cause over payments to the contractors by over-measurement or over estimation of rates or sub-standard work is accepted and recommended for payment, the amount shall be recovered from the payment due to the CONSULTANT not only from this contract but also from any other contract awarded by this Institute. The matter will be viewed as a professional misconduct and strict action as per the laws of country will be taken and recoveries shall be made from CONSULTANT.

8. Sub-letting of professional services

- 8.1 No sub-letting of services shall be permitted by the Institute. Under no circumstances the CONSULTANT shall sublet the services.

9. Third Party Liability

9.1 The Institute shall not be liable for any injury / death, caused to any official, employee, representative or agent of the CONSULTANT or their consultants working at the site or damage to their properties for any reason whatsoever and Institute shall not entertain any claim from any person on that behalf. It would be the responsibility of the CONSULTANT to get their officials, employees, representatives, agents or their consultants insured against the possible risks involved in the discharge of their duties at the work site.

10. Confidentiality

10.1 Except with the prior written consent by the Institute, the CONSULTANT and their representatives shall not any time communicate to any person or entity any confidential information disclosed to them for the purpose of the services. The CONSULTANT shall not publicize any information pertaining to Institute, which is discussed with them during course of execution of work in the interest of project completion.

11. All management, design, development, Work and workmanship supplied by Consultant or for which Consultant is responsible, shall be subject during normal business hours to inspection, examination and testing by Institute, Institute's Representative, or Institute's designated Consultants and/or other representatives, at any and all times during management, design and development and at any and all places where such management, design and development are carried on, provided such inspection, examination and testing shall, to the extent possible, be carried out in conjunction with Consultant's similar activities and, if not, upon prior consultation with Consultant in order to avoid any unreasonable delay in the performance of the Work. In furtherance of the foregoing, Consultant shall arrange for Institute to have access to all places where design and development are being carried out.

12. Institute shall have the right to reject any portion of the Work, which is defective, deficient, not within specifications or otherwise of inferior quality or faulty workmanship and requires its reperformance or replacements. Rejected and other defective or deficient management or workmanship shall be satisfactorily redone. For reasons solely attributable to Consultant, the cost associated with such reperformance shall be on the sole account of Consultant and not reimbursable. After completion of the necessary performance, the relevant work shall be subject to further inspection and examination by Institute. If Consultant fails to proceed within reasonable time with the correction or reperformance of defective management or workmanship, Institute may, by contract with third parties or otherwise, correct such management or workmanship or reperform the work.

13. Consultant will be promptly & timely reply all the queries / Questions raised by all Audits / Central Vigilance Commission/ Technical Audits / Institute and Consultant shall be fully responsible / answerable to all Audits / Central Vigilance Commission/ Technical Audits / Institute regarding said work.

FEES AND TERMS OF PAYMENT

The Institute shall pay the consultants fees quoted by consultant for their Project Management & Supervision as under,

- a) Total Fees quoted by them for Project Management & Supervision which shall be percentage of completion cost of final bill value of work (Civil, PH, Electrical works, HVAC, etc) for which they have rendered Project Management & supervision services as said above. The final bill value does not includes cost of land, payment made to the statutory bodies, consultant fees, etc.,

However the running payments shall be based on work done value in the particular month by the contractors, to be adjusted after completion of work.

- b) Payment in Monthly installment - 80% of fees payable, worked out based on Work done value in the particular month by Contractors
- c) On completion of Work - 10% of fees
(i.e., after finalization of final bills of construction contractors)
- d) On completion of rectifications and completion of Arbitration proceedings / court case Institute between Institute & contractor (if any)- balance 10% of fees

(Arising out of inspection for handing over / taking over & facility handing over to Users and completion of defect liability period/ Arbitration /court cases between Institute & contractor (if any).

The above professional fees is inclusive of all taxes excluding service tax / professional tax which will be reimbursed as per actual. CONSULTANT will be required to submit their Service Tax Nos. No extra claims on any other taxes and statutory payments if any, shall be borne by the Institute.

Payment beyond stipulated time

Completion time of the project shall be as indicated in agreement entered into by the Institute with the contractors. In case work gets delayed and cause of the delay is not attributable to the performance of CONSULTANT and thus it would be totally beyond the control of CONSULTANT, the CONSULTANT will be paid extra compensation on monthly basis as per the following formula for its staff posted at the site beyond three months after scheduled completion period for the extended period of contract only.

Monthly payment to CONSULTANT =
$$\frac{60\% \text{ of total professional fees payable}}{\text{Original scheduled contract period for the project in months}}$$

CONSULTANTS OFFICE AND TELEPHONE FACILITY

Consultant shall make their own arrangements for Temporary office/s at site & facilities for their staff, furniture, telephone / fan, Computer, e-mail facility, Fax etc. The CONSULTANT at their cost will install PCs with requisite software for Project management on site. Water & Electricity for Lights, Fan, PC. etc. for the site office will be provided free of cost by Institute.

OTHER TERMS AND CONDITIONS

1. It shall be open to the Institute to abandon or give up at any stage of the construction of any of the site buildings or any part thereof. In the event of such abandonment or giving up or in the event of termination of the agreement, the CONSULTANT shall be paid fees upto duration worked by them.

2. Termination of Contract:

If the CONSULTANT fails to perform any of its obligations under this agreement or if Institute is dissatisfied with the services of the CONSULTANT, Institute may issue seven days written notice intimating the CONSULTANT of their failures or deficiencies and calling upon CONSULTANT to rectify within such time as may be specified in the notice and if the CONSULTANT fails to perform such obligation or make good such deficiencies as pointed out to the CONSULTANT in the notice, Institute may terminate the services of CONSULTANT under this agreement.

Institute may also terminate the CONSULTANT's services hereunder:

- a. if the firm is adjudged a bankrupt or
- b. if the firm make a general assignment for the benefit of their creditors or
- c. if a receiver is appointed on account of their insolvency or
- d. They disregard law, ordinances, rules, regulations or orders of any public authority having jurisdiction on the works.

The termination shall be without prejudice to all rights, liabilities and remedies that have arisen or accrued till date of such termination or that may arise on account of such termination and Institute may get the project completed by whatever method they may deem expedient. In such case, the CONSULTANT shall not be entitled to receive any further payment, if due, until the loss damage or expense incurred by Institute due to breach of this agreement by CONSULTANT have been settled by them.

3. In case the CONSULTANT abandons the work during the course of the project, the Institute has the right to appoint an alternate CONSULTANT or make an arrangement for carrying out the work of CONSULTANT, at the risk and cost of the CONSULTANT.
4. Travelling / daily allowances shall not be payable to the CONSULTANT, its representatives, officials and consultants engaged by it for their visit to construction site, offices of local authorities, Institute's office or any other place in Gandhinagar/Ahmedabad.
5. The scope of work broadly described herein and assigned to CONSULTANT, as their area of responsibility is inclusive of all consultancy and other services required in connection with the completion of work whether specifically mentioned herein or not and rendering such consultancy services will not entitle the CONSULTANT to charge any additional fees in as much as the same are included in the overall professional fees payable to them.

- 6 Liquidated Damages:
If any delay in execution of the works is attributable to the acts of omissions and commissions and poor management of CONSULTANT, Institute shall be entitled to recover liquidated damages at the rate of 0.5% of the total fees per week of delay limited to maximum of 10% of the total actual fees payable.
7. Professional indemnity:
CONSULTANT warrant that it shall exercise high degree of care and diligence in rendering the services pursuant to this - and those services shall be of a high quality and standard satisfactory to Institute. The CONSULTANT shall indemnify Institute from any damage or loss arising from such lack of care and diligence or arising out of any unsatisfactory performance of service by CONSULTANT. For this purpose, CONSULTANT shall subscribe to a professional liability insurance policy with a nationalized insurance company for an amount equivalent to 20% of the total fee payable by Institute to the CONSULTANT. CONSULTANT shall provide adequate evidence to Institute, if asked for, showing that such insurance has been taken and being maintained and that all the premium thereon have been paid.
8. DISPUTE SETTLEMENT
- a) In case of any dispute or difference arising between the parties during the progress of or after construction or abandonment of the work as to the meaning of construction of this contract or touching or relating either to the said buildings or works, or to any other matter or thing arising directly or indirectly under this contract, then and in such an event the same shall be referred to DIRECTOR, INSTITUTE FOR PLASMA RESEARCH who shall alone consider and determine the same, whose decision / award shall be binding and conclusive upon both the said parties and this clause shall be deemed a submission within the meaning of Arbitration and Conciliation Act 1996 or Statutory modification or re-enactment there of.
 - b) It is specifically agreed that the CONSULTANT shall continue to render its services provided herein with all due diligence, professional skill and tact not withstanding that any matter, question or dispute has been referred to arbitration.
 - c) The venue of Arbitration proceedings shall be Institute for Plasma Research, Gandhinagar.
 - d) It is further agreed between the parties as hereto that the Gandhinagar Courts alone shall have the exclusive jurisdiction.

Signature of the Consultant

Date :

**INSTITUTE FOR PLASMA RESEARCH
NEAR INDIRA BRIDGE, BHAT,
GANDHINAGAR – 382 428 (GUJARAT)**

TENDER DOCUMENT

PRICE BID

APPOINTMENT OF CONSULTANT FOR PROJECT MANAGEMENT CONSULTANCY SERVICES, QUALITY ASSURANCE & DAY TO DAY SUPERVISION FOR PROPOSED ADDITIONAL OFFICES BUILDING AT IPR, BHAT, GANDHINAGAR

Tender Notice No : IPR/TN/CIVIL/10/2011

Issued To : _____

Address : _____

Phone No : _____

Issued On : _____

Issued By : _____

Tender Sale Period : From 25-03-2011 to 08-04-2011

Last Date For Submission : 15-04-2011 up to 1:00 PM.

Date of Opening of Technical Bid : 15-04-2011 at 2:30 PM.

Address of Tender Inviting Authority: Acting Chief Administrative Officer
Institute for Plasma Research
Near Indira Bridge,
Bhat- Gandhinagar –382 428

Phone No:079- 23962000

Fax No. :079-23962277

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1. Price bid for Consultancy services for Project Management consultancy (PMC)

<p style="text-align: center;">Description</p>	<p>Professional fee for the Consultancy Services for Project Management & Supervision as detailed in Technical Bid as a percentage of Completion cost as per final bill value of the project (In figures and words)</p>
<p>Professional fees on the cost of the project, based on completion cost as per final bill value as per the Terms & Conditions for Project Management & Supervision as stipulated in the Technical Bid.</p> <p>Consultancy Services for Project Management & Supervision</p> <p>This includes Consultancy Services for Project Management & Supervision for execution, of total project during the period of execution including all activities of planning for execution of work, scheduling, implementing construction program, coordinating with all concerned, documentation of related matters, preparation of periodical reports; supervision of all construction agencies at site; taking and recording measurements and preparation of bills of work as per CPWD works manual as also standard practices & Agreement, executed by all agencies and recommending payments ensuring that construction agencies are duly following contractual, technical, quality, safety, procedural and statutory requirements of the execution of Civil and allied works project contracts, including day to day work supervision, etc which mainly involves to provide all services for realization of project in time duly ensuring desired quality and performance of project etc complete more clearly indicated in the Technical Bid.</p>	<p style="text-align: center;">% (Percentage)</p> <p style="text-align: center;">Price Not to be Quoted</p>

Fees in Words: _____ **Percentage only**

Note: **Fees shall be quoted on percentage basis only**
Running payments shall be made as detailed in Technical Bid.
Service Tax on Consultation fees shall be paid extra at the prevailing rates.

Seal & Signature of the Consultant
 Date: