

**OFFICE OF THE GENERAL MANAGER
BRIDCUL**

**Bridge, Ropeway, Tunnel & Other Infrastructure Development Corporation
of Uttarakhand Ltd.**

(A GOVT. OF UTTARAKHAND UNDERTAKING)

**Earlier-Uttarakhand State Infrastructure Development Corporation Ltd.
Oppo. Govt ITI, Majra, Niranjanpur Saharanpur Road, Dehradun – 248001**

E-mail - bridcul@gmail.com

Tele/Fax - 0135- 2522941

RFP Document

For Appointment Of

Project Management Consultant (PMC)

For

**Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi
River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along
Indo-Nepal Border in Uttarakhand State.**



Head Office : Oppo. Govt ITI, Majra, Niranjanpur Saharanpur Road, Dehradun-248001

Tel/ Fax : +91 135 2522941

Email : bridcul@gmail.com

Website : www.usidcl.com

Table of Contents

S.No.	Description	Page No.
1.	NIT	3
2.	Section I – Declaration by Bidder	4
3.	Section II - Letter of Invitation	5-14
4.	Section III- Data Sheet	15-17
5.	Section IV – TOR	18-28
6.	Section V- Task Assignment for key personnel	29-32
7.	Annexure I - Format for CVs	33-34
8.	Annexure II- Criteria for technical Evaluation of Key Personnel	35-36
9.	Annexure III - Format for Financial Proposal	37-38
10.	Annexure IV - Form of Bank Guarantee for performance security	39-41
11.	Annexure V - Previous Experience of the PMC	42
12.	Annexure VI - Comments And Suggestions	43
13.	Annexure VII - Formats for submission of firms credentials for qualification	44
14.	Annexure VIII - Composition of the team personnel	45
15.	Annexure IX - Time schedule for professional personnel	45
16.	Annexure X - Activity (works) schedule	47
17.	Annexure XI- Particulars of litigation/arbitration cases	48
18.	Annexure XII - UNDERTAKING on Rs. 100 Stamp Paper	49
19.	Annexure XIII- AFFIDAVIT (on Rs 50/- Stamp Paper)	50

NIP

1.1 BRIDCUL invites proposals from Project Management Consultants for following work.

NIP No. : BRIDCUL/HQ-DDN/01/2017-18

Name of Work: PMC services for Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

(a) Particulars

1.	Location	Champawat, Uttarakhand.
2.	Tentative cost of the project	Rs 2722 Lac
3.	Earnest Money	Rs. 1.5 Lac in form of FDR issued from any Scheduled/ Nationalized bank
4.	Performance Guarantee	10% of Contract Amount as Bank Guarantee/ FDR issued from any Scheduled/ Nationalized bank
5.	Cost of Document	Rs. 5000/- +14.5% VAT (non-refundable and non-adjustable).
6.	Venue of Pre-bid meeting	Opposite Govt. ITI, Majra, Niranjanpur, Saharanpur Road, Dehradun-248001

1.2 The important dates are given below for submission of online bids.

1	Date of Publication	09.05.2017
2	Document Download Start Date	15.05.2017 1500 Hrs
3	Document Download End Date	16.06.2017 1500 Hrs
4	Pre Bid Meeting Date	03.06.2017 1230 Hrs
6	Last Date of submission and analysis of prequalification documents	13.06.2017 1500 Hrs
7	Last date of Online request for purchase of tender document.	13.06.2017 1530 Hrs.
8	Bid Submission End Date (online)	16.06.2017 1530 Hrs
9	Date of Technical Bid opening	16.06.2017 1600 Hrs
10	Date of submission of hard copy of Tender document	19.06.2017 upto 1500 Hrs

**General Manager (C), Garhwal
BRIDCUL**

Section - I

Declaration by Bidder

I/We have read and examined the bid document, terms and Conditions of bid and other documents and Rules referred to in the bid and all other contents in the bid documents for the Project Management Consultancy.

I/We hereby submit bid for providing **Project Management Consultant's Services for Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km. 29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State**, within the specified time schedule.

I/We agree to keep the bid open for 120 days from the due date of submission thereof not to make any modifications in its terms and conditions.

I/We hereby declare that I/We treat the bid documents, drawings and other records connected with the consultancy as secret/ confidential documents and shall not communicate information/ derived there from to any person except to whom, I/We may be authorized to communicate the same or use the information in any manner prejudicial to the interest of the company.

If I/We fail to commence the consultancy specified I/We agree that the said BRIDCUL shall without prejudice to any other right or remedy, be at liberty to forfeit the said Bid Security/ Performance Guarantee absolutely otherwise the said Performance Guarantee shall be **retained by the BRIDCUL** as security against consultancy referred to in the bid documents as per terms and conditions contained therein and to carry out such deviations as may be ordered.

Seal of the consultant

**Signature of the
consultant**

Place :

Date:

Section - II

**Bridge, Ropeway, Tunnel & Other Infrastructure Development Corporation
of Uttarakhand Ltd.**
(A GOVT OF UTTARAKHAND UNDERTAKING)

LETTER OF INVITATION (LOI)

Sub: PMC for the Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

INTRODUCTION:

- 1.1 You are invited to submit your technical and financial offers for PMC of the assignment as detailed in TOR. Your proposal could form the basis for future negotiations and ultimately drawing a contract between your firm and BRIDCUL, Uttarakhand as the Client.
- 1.2 To obtain first hand information on the assignment and on the local conditions, you are requested to pay a visit to the project site and to the client, local BRIDCUL and district officers, before submitting a proposal. You must fully acquaint yourself of the local conditions and take them into account in preparing your proposal.
- 1.3 Please note the following :
 - 1.3.1 Costs of preparing the proposal including visits to the Client and the project area, are not reimbursable as direct cost of the assignment.
 - 1.3.2 Client is not bound to accept any of the proposals submitted.
 - 1.3.3 A "Pre-Bid Meeting" shall be arranged at the office of General Manager(C), Garhwal (date given in the NIP) to clarify the issues and to answer questions on any matter that may be raised at that stage. Any modifications to the bid document, which may become necessary as a result of pre-bid meeting, shall be notified by issuing any amendment to the bid document through the minutes of the pre-bid meeting.
- 1.4 The proposals must be properly signed as detailed below :
 - 1.4.1 By the proprietor in case of a proprietary firm.

1.4.2 By the partner holding the power of attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the proposal).

1.4.3 By a duly authorized person holding the power of attorney in case of a Limited Company or a Corporation (A certified copy of the Power of Attorney shall accompany the proposal).

Bid shall be signed so as to legally bind all the partners, jointly and individually, and every bid shall be submitted with a copy of the agreement providing the joint and individual liability with respect to the contract.

2. DOCUMENTS:-

2.1 To enable you to prepare a proposal, please find and use the attached documents listed in the Data Sheet.

2.2 At any time before the submission of proposals, the Client may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited PMC firm, modify the Documents by amendment. The amendment will be uploaded on the website www.tenderwizard.com/USIDCL to all invited consulting firms and will be binding on them. The client may at his discretion extend the deadline for submission of proposals.

3. PREPARATION OF PROPOSAL:

PMC is requested to submit a technical & financial proposal. The proposal shall be in English Language.

Technical Proposal

3.1.1 You are expected to examine all terms and instructions included in the Documents. Failure to provide all or any of the requested information will be at your own risk and may result in rejection of your proposal.

3.1.2 During preparation of the Technical proposal you must give particular attention to the following :-

(i) Total assignment period indicated in the Terms of Reference (TOR). You should feel free to make your own assessment considering the requirement of the work output as per the requirement of the TOR including your assessment of support personnel both technical and administrative and submit your proposal accordingly. However consultant will have to deploy minimum number of key persons as indicated in Para of TOR. The consultant shall have the complete responsibility for the timely completion of works and no additional fee on any account shall be paid for.

(ii) Majority of key professional staff proposed may preferably be permanent employees of the firm.

- (iii) No alternative to key professional staff may be proposed and only one C.V. may be submitted for each position.
- (iv) The availability of key personnel must be insured at site during the execution of the work as per schedule.
- (v) A good working knowledge of English and Hindi language is essential for key professional staff on this assignment.
- (vi) All reports must be in the English language.
- (vii) Past performance of the consultant in the Authority will be accounted for. Unsatisfactory performance may render the consultant disqualified from participating in financial bidding.

PMC should have minimum average annual financial turnover (receipt from consultancy fee only) during last three years of Rs.1.00 Crore or more.

For this purpose PMC should submit details of the similar work done in last 3 years, certified financial turnover of last 3 years. Similar works for which the PMC has received a payment of more than 80%, shall be considered as complete.

3.1.3 Your Technical Proposal shall include but be not limited to the following:

- i. Firm's Organisation structure and relevant experience (including details of the previous experience in the enclosed (Annexure-V & VII)
- ii. Any comments or suggestions on Terms of Reference and data.
- iii. Description of methodology and work plan for performance of assignment.
- iv. Details of equipment, vehicles, office infrastructure, communication facilities, their respective numbers and details of licenses for equipment and software proposed to be used for the assignment. It should be clearly understood that equipment and other facilities as may be indicated here will have to be deployed on work.
- v. The composition of the proposed team and task assignment to individual members: The general description of qualifications, experience and tasks to be performed by the various experts are given in Section-V. The task to be assigned to each member of the proposed team should conform to but not be limited to the generalized task given in Section-V. The consultant should take into account the various stipulations in the TOR and assign tasks to individual members of the team.
- vi. Curriculum Vitae (C.V.) recently signed with date by the proposed key professional staff and also an authorized official of the firm. The key information shall be as per format given in Annexure-I.
- vii. Proposed work programme for the execution of the services, illustrated with bar charts of the activities, Critical Path Method (CPM) or Program

Evaluation Review Technique (PERT) type graphics. The composition of the team, the assigned tasks and their timings should be brought out clearly using bar chart and flow diagrams.

a) Financial Proposal

- 3.2.1 The financial proposal shall be submitted in the format given in Annexure-III. The proposal shall be on Percentage basis (%) of the Project Cost (27.22 Crores). Payments shall be made as per Payment Schedule mentioned in the TOR.
- 3.2.2 Financial proposals shall also include detailed estimate of the percentage quoted in terms of wages of key personnel, supporting staff, vehicles as required, office requirement and shall also include for requirement of services during DLP of the contractor as well.
- 3.2.3 The financial proposals shall be prepared to cover the tasks mentioned in the TOR.
- 3.2.4 The financial proposal shall take into account the tax liabilities and cost of insurance, if any, specified in the Data Sheet.
- 3.2.5 BRIDCUL, Uttarakhand shall make the payment in Indian Rupees through online transfer/Check/draft. The commission/draft charges etc. shall be borne by the consultant.

4. SUBMISSION OF PROPOSALS.

- 4.1.1 PMC must submit one original proposal and the number of copies indicated in data sheet. Each proposal will be sealed in an outer envelope, which will bear the address and information indicated in the Data sheet.
- 4.1.2 The proposal shall contain Pre-Qualification documents referred to as the PQ documents, the Technical and Financial proposal. The list of PQ documents is as follows:
 - i) Original demand draft towards the cost of bid document.
 - ii) EMD amounting to Rs. 1.5 Lacs in favor of Managing Director, BRIDCUL.
 - iii) Original affidavit regarding correctness of information furnished with bid document, non abundant/blacklisted of firm as per provisions of bid document. (Format given in Annexure XIII)
 - iv) Undertaking regarding validity of tender document till the prescribed validity period duly signed on Rs. 100/- revenue stamp paper and revenue ticket of Rs. 1/- affixed thereon. (Format given in Annexure XII)

These PQ documents shall be submitted in hard copy by 27.05.2017, 1500 Hrs.. Copy of Pre Qualification documents must also be submitted along with online bid to this office prior to last date and time of bid submission i.e. .02.06.2017, 1500 Hrs.

Technical proposal shall include:

- i) CV's of Key Personnel as per the format given in Annexure I.
- ii) Details of BE, AME & FE as per format given in Annexure II, for technical evaluation.
- iii) Experience of firm in last years in the format given in Annexure V.
- iv) Audited balance sheets of last three years.
- v) Firm's Credentials & turnover of last three years as per the format given in Annexure VII.
- vi) Annexure VI, VIII, IX, X & XI.

Financial proposal shall include:

- i) Percentage in figures and words as per the format given in Annexure III.
- ii) Detailed justification of the percentage quoted.

Last date for online submission of bids is 02.06.2017, 1500 Hrs. Hard copies of the same shall be submitted in the office of GM (Civil) Garhwal, by 04.06.2017 upto 1500 Hrs.

Hard copies of bid will contain two separate envelopes, first clearly marked "*Technical Proposal*" and the other "*Financial Proposal*".

- 4.1.3 The technical and financial proposal must be prepared in indelible ink and must be signed by the authorized representatives of the consultants. The letter of authorization must be confirmed by a written Power of Attorney accompanying the proposals. The person or persons signing the proposal must initial all the pages of the Technical and Financial proposal.
- 4.1.4 The proposal should not contain any inter lineation or overwriting except as necessary to correct errors made by the Consultant's themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.
- 4.1.5 Your completed Technical and Financial proposal must be delivered on or before the time and date mentioned in the data sheet.
- 4.1.6 Your proposal must be valid for **120 days** as stated in the Data sheet from the closing date during which you must maintain the professional staff proposed for the assignment.
- 4.1.7 The PMC must submit Earnest Money for an amount as **Rs. 1.50 Lacs**. The Earnest money shall be pledged in favor of Managing Director, BRIDCUL, Dehradun in one of the forms mentioned below :-
 - a. BG of any scheduled Bank.
 - b. Fixed/Term Deposit receipt of any Scheduled Commercial Bank

- 4.1.8 The proposal/s not accompanied by proper Earnest Money will not be opened and shall be returned unopened.
- 4.1.9 Earnest Money of unsuccessful consultants will be returned within 28 days of the end of the validity period of the offer or one week after agreement with lowest bidder, whichever is earlier.
- 4.1.10 The earnest money of the successful consultant will be discharged when consultant has signed the agreement and furnished the required performance security.
- 4.1.11 The Earnest Money may be forfeited :
- i. If the consultant withdraws the offer after submission during the period of tender validity.
 - ii. In the case of a successful consultant, if the consultant fails within the specified time limit to sign the agreement and furnish required performance security.

5. Proposal Evaluation:-

A two stage procedure will be adopted for evaluation the proposals;

- (i) a technical evaluation, which will be carried out prior to opening the financial proposals and will hold a **80% Weightage** in overall evaluation.
- (ii) a financial evaluation and will hold **20% Weightage** in overall evaluation.

5.1 Evaluation of Technical Proposal :-

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria as under:-

Technical Evaluation Criteria

- 5.1.1 The Technical Proposal for the Project would be evaluated on the following basis and a Technical Score(S_T) will be given to each bidder:

- A. Previous Experience of the PMC : **30 marks**
- B. Qualification and Competence of the key Staff for the assignment : **60 marks**
- C. The Quality of Methodology and Work Plan proposed : **10 marks**

The information required to be submitted in the Technical Proposal for the Project should be as per format provided in Section 5.

(A) **Previous Experience of the PMC :**

SI No	Description of Item	Score		Maximum Marks
		No. of Projects	Marks	
1.	Experience as PMC in Bridge Projects (Only Projects with estimated cost of Rs. 10 crores and above shall be considered) during last 10 Financial years starting from FY 2007-2008.	More than 5 Projects	30	30
		5 to 4 Projects	20	
		4 to 3 Projects	10	
		Less than 3	0	

(B) **Qualification and Competence of the key Staff for the assignment:** the Consultant shall provide CV's of those personnel's which it proposes to employ for the Project.

Key Personnel	Educational Qualification	Length of Profession Experience	Experience on Eligible Assignment	Marks
Bridge Engineer (One)	B.Tech in Civil Engineering preferably with Master's degree in the field of Structural Engineering.	Atleast 10 years after Master's degree or 14 years after graduation level degree.	2 Similar Projects with an estimated project cost exceeding Rs. 10 crore each. However, Worked as Project Manager/Bridge Engineer in any One of the projects for a duration of atleast 1 year.	30
Assistant Material Engineer (One)	B.Tech in Civil Engineering	Atleast 5 years	Worked as Quality Cum Material Expert in atleast 2 Similar Projects.	15
Field Engineer (Two)	Diploma in Civil Engineering. B.Tech in Civil Engineering shall be preferable.	Atleast 3 years	Worked as Engineer in atleast 1 Bridge project	7.5 each

(C) The Quality of Methodology and Work Plan proposed

SI No	Description of Item	Score		Maximum Marks	Remarks
1	Quality of Approach and Methodology	Understanding of the project, issues and proposed approach to solve them	1	6	
		Approach for investigation, surveys, design reviews and authentication of drawings	1		
		Proposed approach to determine the value of work done	1		
		Proposed Quality Control & Quality Assurance Plan	1		
		Proposed measures to have effective control on Completion Schedule, Change of Scope & Project Costing	2		
2	Comments and Suggestion on ToR	Max Marks	2	2	
3	Work Programme and Manning Schedule	Optimization of manning schedule with respect to time and cost	1	2	
		Proposed work plan	1		

5.1.2 The Financial Proposal of those Consultants would be opened who secure at least 75 marks in their Technical Proposal.

SI. No.	Description	Marks
1	Total Maximum Marks	100
2	The Minimum Marks for getting Technically qualified is	75

Note: Marks scored by technically qualified bidders (out of 100 above) shall have a weightage of 80 %, for consideration in overall evaluation.

The Format for Criteria of Technical Evaluation of Bridge Engineer, AME & FE's is attached in Annexure - II. Scoring marks are out of 100 and it is Mandatory for each Personnel to score a minimum of 75 marks to qualify. In case the firm qualifies overall but any of the Personnel is not able to qualify individually, the firm shall be given a week's time to re-submit the CV of an alternate Personnel who is able to get minimum qualifying marks i.e 75. It is to be noted that overall marks scored by the firm in technical evaluation shall not change upon submission of an alternate CV.

5.2 Evaluation of Financial Proposal :-

Here, percentage quoted by each bidder shall be converted to amounts for calculation of score. The evaluation committee appointed by BRIDCUL, Uttarakhand shall examine the financial proposal and assign a Financial Score (S_F) out of 100. The criteria of evaluation shall be as follows:

The bidder who quotes least amount in his financial bid shall be awarded a full 100 marks. The score of other bidders shall be calculated applying the following formula:

Financial score (S_F) of other bidders =

$$\frac{\text{Amount quoted by the lowest bidder}}{\text{Amount quoted by the bidder}} \times 100$$

Note: Marks scored in financial evaluation by respective bidders (out of 100 above) shall be given a weightage of 20%, for consideration in overall evaluation.

The competent authority reserves all rights to accept or reject any or all proposals without assigning any reason for his decision.

6. Negotiations:-

Negotiation may be conducted with the lowest bidder, if required.

7. Award of Contract:-

7.1 The contract will be awarded to the consultant who scores the maximum combined score calculated as below:

$$\text{Combined Score, } S = 0.8S_T + 0.2S_F$$

Where,

S_T = Technical Score

S_F = Financial Score

The successful consultant shall sign the agreement with the client in the prescribed form.

7.2 The selected Consultant is expected to commence the assignment on the date and at the location specified in the work order.

8. PAYMENT SCHEDULE

8.1 Payments to PMC would be done by BRIDCUL on monthly basis as per the percentage quoted with respect to the estimated cost of the project. PMC should generate bills monthly and submitted it to the Engineer in-charge who will make the payment provided PMC fulfills conditions as mentioned in the Section IV of Tender document.

8.2 In case no bill is generated by the contractor for any particular month, the PMC will be paid 50% of the monthly bills raised by him in his

financial quote, provided other conditions mentioned in the TOR are fulfilled.

- 8.3 BRIDCUL can instruct the PMC at any time to reduce man power for a certain period due to unforeseen circumstances. In such a condition payment shall be made for the expenses of revised man power present during the period (salary as mentioned in the offer) plus actual overhead charges (Office setup, vehicle hiring, etc.) incurred.
- 8.4 Pending bill amount of the PMC, if any, shall be adjusted in the future monthly bills. The PMC's cumulative gross billed amount shall not at any time exceed the percentage (quoted by the PMC) amount of the contractor's cumulative gross billed amount.
- 8.5 The Construction Works of the Project is likely to be completed in 18 months but if the same continues beyond 18 months, the PMC will have to provide the services accordingly in the extended period also as well as during the DLP of the contractor, if required, according to the payment terms and conditions mentioned above.

9. Contact Persons:-

1. Mr. Pradeep Gairola

General Manager (C), Garhwal, BRIDCUL, Dehradun.
Mobile: 07464900020

2. Mr. Sanjay Kumar Jain

Project Manager (Officiating), BRIDCUL, Unit Haldwani
Ph. No. 05946264331 , Mobile: 09456590713

DATA SHEET
Request for Proposal (RFP)

1. Reference

1.1 The name of the assignment is:

PMC for the Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

1.2 The name of Client is : BRIDCUL, UTTARAKHAND.

1.3 The Method of Selection is: Quality and Cost Based Selection (QCBS)

1.4 The pre-bid conference shall be held:

Date: 03.06.2017

Time: 1230 Hrs

Venue: Office of the General Manager (C), Garhwal,
BRIDCUL.

Avasthapna Bhawan, 583-TH, Opposite Govt. ITI, Niranjapur,
Saharanpur Road, Dehradun.

1.5 The Name(s) and Address(es) of the Official(s) is (are)

1. Mr. Pradeep Gairola

General Manager (C), Garhwal, BRIDCUL, Dehradun.

Mobile: 07464900020

2. Mr. Sanjay Kumar Jain

Project Manager (Officiating), BRIDCUL, Unit Haldwani

Ph. No. 05946264331, Mobile: 09456590713

2. Tax and insurance:

The consultants and the personnel shall pay the taxes, duties, fees, levies and other impositions levied under the existing, amended laws during life of this contract and the Client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

3. Limitations of the consultant's liability towards client:

(A) Except in case of gross negligence or willful misconduct on the part of the consultants or on the part of any person or firm acting on behalf of the consultants in carrying out of the services, the consultants, with respect to

the damage caused by the consultants to the client's property, shall not be liable to client:-

1. for any indirect or consequential loss or damage, and
 2. for any direct loss or damage that exceed: (a) the total payments for services made or expected to be made to the consultant hereunder, or (b) the proceeds consultant may be entitled to receive from any insurance maintained by the consultant to cover such liability, whichever of (a) or (b) is higher.
- (B) The limitation of liability shall not affect the consultant's liability, if any, for damage to third parties caused by the consultants or any person or firm acting on behalf of the consultant in carrying out the services.
- (C) The PMC or their personnel, if found to be involved in the gross negligence or willful misconduct, which cause damage to the interests of the Uttarakhand Govt., shall be liable to the damages jointly with the works contractor.
4. Insurance to be taken out by the PMC:
The risk and coverage shall be as follows:-
- (a) Third party motor vehicle liability insurance as required under Motor Vehicles Act 1988 in respect of motor vehicles operated in India by the consultants or their personnel or any sub consultant or their personnel for the period of the consultancy.
 - (b) Employer's liability and worker's compensation insurance in respect of the personnel of the consultant and of any sub consultant, in accordance with relevant provisions of the applicable law, as well as, with respect to such personnel any such life, health, accident, travel or other insurance as may be appropriate; and

5. Time frame:-

1. It is estimated about 18 months or date of completion of the project whichever is later of services will be required for the assignment as per the TOR. It is to be noted that PMC might be required during the DLP of the contractor as well.
2. Proficiency is required in the language. English
3. Reports must be written in the language(s) English
4. Correspondence English/Hindi

In elaborating the proposed work plan and methodology, consultants should also indicate the number of the support personnel in different areas and categories.

However the consultant will have to deploy minimum number of key persons as indicated in Para 5.3 (Table - 1) of T.O.R.

6. The number of copies of the proposals are:

Technical Proposal: One original copy

Financial Proposal: One original copy

7. **The address is:** General Manager (C), Garhwal,
BRIDCUL, Avasthapna Bhawan, 583-TH, Opposite Govt. ITI, Niranjapur,
Saharanpur Road
Dehradun.
8. The envelopes must be clearly marked:
 - a) Outer envelope to be addressed to General Manager (C), Garhwal with name of work and NIP number.
 - b) Technical Proposals envelope placed in outer envelope be marked as Technical Proposal for consultancy Package (name of work)
 - c) Financial Proposal envelope placed in outer envelope be marked as Financial Proposals for Consultancy Package (name of work)
9. The date and time of proposal submission are: **16.06.2017, 1530 Hrs.**
10. Validity Period 120 days from the date of receipt of offer.
11. Commencement of the Assignment (date, location): The PMC shall begin carrying out services within 15 days of the date of effectiveness of the contract at the locations as required for the project stated in the TOR.

General Manager (C), Garhwal
BRIDCUL

TERMS OF REFERENCE (TOR)

PMC for the Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

Terms of reference for PMC

1. Background of Project:

1.1 General

BRIDCUL proposes to execute the construction work of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

1.2 It is proposed to engage qualified consultants with proven relevant experience of implementing the projects of similar nature and size, for the supervision of quality control of proposed civil works. The proposed civil works involve construction of bridge works.

1.3 The BRIDCUL, Uttarakhand will be the Employer and Executing Agency of this project.

1.4 Works

The PMC shall supervise the works of the construction contract in this consultancy package. The work involves Bridge works and may require modern machinery and techniques.

1.5 Broadly speaking, the works may consist of the following activities, in addition to the details of construction mentioned above:-

Bridge work:

- (i) Open foundation
- (ii) RCC in substructure
- (iii) Pre stressed box girder bridge in superstructure
- (iv) Any other work as required by client.

1.6 Similar Projects

‘Similar projects’ refers to Pre-Stressed Box Girder Bridge of span 40 mts and above.

1.7 Project Preparation

Detailed Project Reports have been prepared by reputed consultants.

2. Objective

The objectives of the proposed PMC are:

- (i) Proper management of civil works contract as ‘Engineer’ in terms of civil works contract including field measurements and quality assurance work.
- (ii) Comprehensive supervision of project implementation activities carried out by the Contractor to ensure complete compliance with the drawings, technical specifications and various stipulations contained in the Contract Documents.
- (iii) Efficient construction supervision by personnel who are experienced in the modern methods of construction supervision and contract management.
- (iv) Ensure high standards of quality assurance in the supervision/execution of work.
- (v) Completion of the work within the stipulated period of completion. Consultants will specially be responsible for quality and early completion.

3. Contract Management Framework (CMF)

The main features of Contract Management Framework (CMF) formulated for the execution of the proposed construction of works are:

- (i) The General Manager (C), Garhwal will administer the project as Agents for BRIDCUL, Uttarakhand in accordance with the provisions in rules with modifications.
- (ii) For administration of the Contract under the Project the BRIDCUL, Uttarakhand will be the Employer. The Employer has a Project Manager which is the Engineer in charge for the works, who is assisted by appropriate professional and support staff.
- (iii) The PMC shall nominate a Representative who shall be called the Bridge Engineer, and will act as ‘Engineer’. The Engineer shall have a team of experienced professional and support staff for the execution of the Service under the Contract.
- (iv) The PMC will make the necessary measurement and control the quality of works. The PMC shall make all engineering decisions required during the implementation of the Contract. However, the PMC shall seek prior approval of the Employer with regard to the following:
 - a. Any variations or deviations with financial implications.
 - b. Variation in work quantities for fixation of rates.
 - c. Sanction of additional items, sums or costs and variations of rates and prices.

- d. Approve the subletting of any part of works.
- e. Approve any extension of contractual time limits.
- f. Change in specification and deviation from approved drawing.

4. Scope of PMC

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

4.1 Engineering and Administration

1. To assist Employer in contract administration and management of the project.
2. Act as 'Engineer' for the purpose of civil works contract.
3. Interpretation of the Technical Specifications and Contract Documents.
4. Scrutinize the Contractors detailed work programme, suggest modifications if any, after a careful study keeping in view the overall interest of the project and recommend the same for approval of the Engineer in-charge. Work programme should be scrutinized within 10 days of the submission of the programme and after obtaining approval of the Engineer in-charge. The programme will be issued to the contractor within 20 days of submission of work plan.
5. Scrutinize and/or review contractor's superintendence, personnel and suggest modification, if any.
6. Initiate advance actions for handing over of site and/or issue of drawings, and/or advise Employer.
7. Scrutinize the Construction Methods proposed by the Contractor for carrying out the works to ensure that these are satisfactory with particular reference to the technical requirements, project implementation schedule and environmental aspects as well as safety of work, personnel and the general public.
8. PMC is to approve the working drawings/detailed drawings prepared by DPR consultant or any other agency and also setting out data and issue the same to the contractor within 3 days after getting the required approval from Engineer-in-charge.
9. Prepare working drawings wherever necessary for both permanent and temporary works.
10. Prepare, scrutinize and approve the drawings for temporary works as required under the Contract.

11. Liaisoning and co-ordination with the local authorities for shifting of utilities wherever required.
12. Certify 'As constructed' drawings for each component of the works furnished by the Contractor.
13. Review and ensure conformity of Contractor's securities in approved formats.
14. Maintain a day-to-day diary recordings all events relevant to the works.

4.2 Construction Supervision

1. 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.
2. Carry out regular inspection of the Contractor's equipment plant, machinery, installations, 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.
3. 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 reasonable practicable.
4. Supervise the Contract in all matters concerning safety and care of the work including environmental aspects and labor welfare.
5. Inspect the Works on substantial Completion before taking over and indicate to the Engineer in-charge any outstanding work to be carried out by the Contractor during the defect liability period.

4.3 Quality of Materials and Works

1. 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. The sampling methods and the acceptance criteria shall be based on statistical methods and the recommendations of the relevant codes. The supervision consultant will get the RCC works laid in his presence and the samples for the same shall be collected as per norms. Any other aspects for proper quality control shall be finalized between the Consultant and the Employer.
2. Inspect the performance of works with regard to workmanship and compliance with the specifications, order/supervise/perform tests on materials and/or work and approved/disapprove the Contractor's plant and equipment.

3. 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.
4. Associate with the work test being carried out by the contractor and undertake additional tests as necessary to assess the quality of works.
5. 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 third party tests as necessary to establish their quality.
6. In the event any material or item of work is found to be substandard and unacceptable, the PMC 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 if it is notices 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 defects rectified by the contractor.
7. 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.

4.4 Measurement and Payment

1. Make field measurement of all items of works and of quantities of materials incorporated in the work 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.
2. Maintain up to date records of remaining quantities to be incorporated in the work and monitor the expected project cost based upon the remaining quantities. General records of all labor and specified materials used in the works including copies of orders, delivery notes and invoices for such materials and details of wage rates paid by the contractor shall be maintained.
3. Prepare a schedule for placing the order for specified materials, in consultation with the contractor, to minimize the financial effects of escalation in the price of those materials.
4. Furnish the certificate to the Engineer in-charge that the items included in the Contractor's bills satisfy the required quality of works and are

acceptable with regards to the standards and specifications prescribed in the Contract.

5. Check and certify all requests for payments, all monthly bills, interim bills final bill of the contractor.
6. Scrutinize and advise the Engineer in-charge upon the claims raised by the contractor, if any.
7. To perform repeat test or check measurements, if directed by the Engineer in-charge. These repeat test or measurements may be conducted in the presence of Engineer-in-charge or his representatives as may be directed.
8. In case of conflicts, perform tests or measurements of any or all of the items in presence of Engineer in-charge.
9. Advice to Engineer in-charge during Arbitration proceedings, if any.

4.5 Progress of Work

1. Implement a system for monitoring the progress of work based on computer based project management techniques.
2. Systematically check the progress of the Works and order the initiation of the work, which is part of the Contract.
3. Maintain an up-to-date status of all construction activities against the original schedule for completion of works.
4. Shall investigate and initiate early action with regard to the delays in the execution of works. The Bridge Engineer of the PMC's 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 reports prepared by the PMC's 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 PMC shall be fully responsible for the timely completion of the works.

5. PMC's Team and Expected Input

- 5.1 The consultant will engage the staff as detailed in Table-1. The qualification, Experience and task assignment of the staff will be as per Section- V.
- 5.2 The team given in Technical Proposal will have to be employed on to the work.

- 5.3 The implementation of the project is organized in terms of single Construction package. The period of construction of works contract shall be 18 months including rainy season or period of completion of the project whichever is later and shall also include the DLP of the contractor as well. The composition and duration for services for the supervision team is given in table below.

Table-1

S.No.	Team composition	Numbers	Appropriate months of inputs
1	Bridge Engineer	One	18 months
2	Assistant Material Engineer	One	18 months
3	Field Engineer	Two	18 months
4	Clerical Staff	One	18 months
5	Class IV	One	18 months

Note 1:

CVs of Bridge Engineer, Assistant Material Engineer and Field Engineers should be submitted along with the Technical Bid.

- 5.3.2 The PMC shall have the complete responsibility for the timely completion of works and no additional fee on any account shall be paid.
- 5.3.3 The composition of team will be as per Table 1 above. However, the consultant will be free to engage more personnel if required subject to the conditions of agreement. PMC should acquaint himself with the sites and assess their actual requirement before submitting financial proposals.

6. Facilities to be provided by the consultant

The PMC shall make their own arrangements for transport (Vehicle) at the project site. The consultant shall compulsorily provide transport facility to team members that shall include **1 Jeep and a Motorcycle.**

The PMC firm shall depute some Sr. Engr. Of Management level at least once in two months to discuss the progress, performance of the team and other issues with General Manager (C), Garhwal, Dehradun, and the payment of whom shall be borne by the PMC.

7. Reports

7.1 All reports and documents prepared by the PMC shall be professionally precise and objective. The report formats shall be finalized in Consultation with the Employer's officials. The PMC shall provide two copies/sets each of the following reports to Engineer in-charge

- 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) 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 Indicate the date of visit, name of road, test conducted and result thereof.
- VI. Final report at the completion of services.

7.2 The commencement Report shall contain the details of all meetings held with the client and the Contractor and decisions taken therein, the resources mobilized by the Contractor and the PMC's perceptions for the management and supervision of the project. The report shall also include the Master Work Programme and Resource Mobilization for the Project.

7.3 The Progress reports (monthly and Quarterly) shall contain details of all meetings, decisions taken therein, mobilization of resources, physical and financial progress and the projected progress for the forthcoming periods. The report shall clearly bring out the delays, if any, reasons for such delay(s) and the recommendations for corrective measures. The report shall also contain the performance data for Contractor's plant and equipment. The broad scope of progress reporting is as given below-

Reports on progress of work for each activity stating.

- Percentage progress of the activity;
- Deviation from the schedule;
- Status of the activity (critical, sub-critical);
- Status on material procurement of stock;
- Cash flow for each item of works as well as for the total project
- Monthly summary of percentage progress; and monthly summary of cash flow.

Projections

- Monthly projections of percentage progress and monthly projections for cash flow
- Monthly projections for cash flow

Critical Activity

- Report on the progress and status of critical activities;
- Change of status from non/sub-critical to critical activity due to slippage;
- Statement on slippage and remedial actions taken; and
- Effectiveness of the remedial action(s) taken in the previous month.

Review

- Review the progress achieved in the previous month and revised schedule, if any: and
- Review of any changes required in the schedule due to extraneous reasons beyond the control of the Contractor.

7.4 The primary objective of the Supervision Manual will be to evolve guidelines for administration, supervision and management of the project. Such a manual is neither intended to be a contractual document nor it is to take precedence over the specifications. The manual will merely act as a guide and reference to the various staff in the management and supervision of the project in discharging their duties in a smooth and systematic manner.

7.5 The Quality Assurance (QA) Document shall be evolved on the basis of the relevant IRC, MOST AASHTO and BIS publications and recommendations contained in the widely used international practices on quality of construction materials and completed works. The Document shall contain all relevant data formats for QA and QC and the acceptance criteria for materials and works. The document shall also contain the methods for the analysis of quality control (QC) testing.

8. Action when the key personnel not provided

As per clause 5 of TOR, the PMC is required to provide the key personnel with qualification and experience as laid down in Section-V. The team given in Technical Proposal will have to be employed on the work. The change of Bridge Engineer under extreme circumstances will only be allowed by prior approval from General Manager (C), Garhwal and the replacement shall be of same or better experience.

If services of required staff are not made available at proper time and in the specified number deduction at the following rate shall be made.

Bridge Engineer	-	Rs. 5000/day.
AME	-	Rs. 2000/day.
Field Engineer	-	Rs. 1500/day

In addition action under other clauses of the contract which may ultimately result in the termination of the contract may be taken.

8. **Leaves and Holidays:-**

The firm shall submit their company policy on leaves and holidays. All members of the PMC team shall take prior approval for a leave from its next higher official. The bridge Engineer shall take sanction from Engineer in Charge of BRIDCUL before taking a leave on the approved format by BRIDCUL. In case, the Bridge Engineer has to go on a planned leave or any emergency situation for more than a week, he shall hand over his charge to a similar or better replacement for that period. Bridge Engineer and the AME shall not be granted leave for the same period. At the end of each month, the complete team of PMC shall get their attendance verified by Engineer in Charge. Only after verification of attendance shall the bills of PMC be cleared. It is to be noted that Un-Authorized leaves shall be liable for deduction in pay of the team member.

9. PMC's services can be temporarily stopped by BRIDCUL under conditions like natural calamities, floods, non-availability of funds, work completely stopped by contractor or any other reason.

It will be at sole discretion of BRIDCUL to decide upon such situations and stop the PMC's services temporarily by written orders and ask him to De-mobilize the staff for the period.

Payment to the PMC for the above period shall be made as per Clause 8.4 of Section – II.

10. **Performance Security:-**

The amount of security deposit shall be 10% of the estimated consultancy fee. PMC shall be required to submit above security at the time of agreement in the form of FDR or Nationalized Commercial Bank or Bank Guarantee in the format given in Annexure-IV in favour of **Project Manager, BRIDCUL, Unit Haldwani.**

The validity of the Bank Guarantee(s) shall cover entire duration of consultancy period including DLP of the contractor plus 1 month. The Bank Guarantee(s) shall be released after satisfactory completion of the assignment including DLP of the contractor.

11. Penalties:-

Without prejudice to the provision in clause 8 of this TOR, in case of delay in satisfactory completion of the project occurs due to PMC beyond the stipulated period, the PMC shall be liable to pay penalty @ 0.05% (one twentieth percent) per calendar day subject to maximum of 2.5% (Two and half percent) of contract sum. For delays in satisfactory completion of work beyond 3 (three) months, the amount of performance security in part or full as decided by BRIDCUL, Uttarakhand is liable to be forfeited.

12. Extension in time:

If the completion of services is delayed due to reasons beyond the control of the PMC, suitable extension of time for completion of services shall be granted upon receipt of express request accompanying full justification.

TASK ASSIGNMENT FOR KEY PERSONNEL

Bridge Engineer

The Bridge Engineer shall be Project Manager responsible for the overall performance and administration of the PMC's Team at the Project site. He will also act as the Engineer's Representative and shall be overall in charge of the PMC's team for the entire project. **The Headquarters of the Bridge Engineer shall be at his office in Tanakpur and he will keep engineer in-charge enclave informed of his tour programme one week in advance.** The major tasks for the bridge engineer 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 Contractors' work programme, and scheme for the deployment of plant, equipment and machinery for approval of the Engineer in-charge.
4. Assist the Employer in the Interpretation of provisions in the Contract documents and technical specification;
5. Assist the Employer 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. Modify and issue of detailed drawings to the Contractor.
8. Approve the working drawings prepared by the Contractor.
9. Regular supervision of works.
10. Evolve and implement quantity and quality Control procedures.
11. Evolve criteria for the acceptance of works.
12. Prepare and issue variation orders after the approval of the Employer.
13. Assist the Employer in the evaluation of Contractors' claims.
14. Verify and certify Contractors' Interim Certificates for approval of engineer in charge.
15. Assist Engineer in charge in monitoring Physical and Financial Progress of the works.
16. Prepare quarterly project budgets and estimates.

17. Assist the Employer in conducting monthly progress meetings.
18. Complete monthly progress reports and prepare Quarterly Reports.
19. Strictly monitor the progress of work for timely completion of the project.
20. Completion Inspections.
21. Verify and Certify Contractors' Statements at completion.
22. Supervise AME & FE for the compilation and verification of "As-Built" drawings.
23. Prepare Project Completion Report.
24. Liaise with the Employer in all matter concerning the works.
25. Time schedule and management of/team's resources.
26. Advising the Employer in all matters related to the progress of works, with particular reference to delays, possible reasons and mitigating measures.

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

- 1) He will be a qualified Civil Engineer preferably with Master's degree in the field of structural engineering. He will have relevant professional experience of more than 10 years. The candidate must be familiar with modern methods of construction of bridges, design standards, technical specifications and statistical quality control/assurance procedures for construction of different component of bridges. He should have handled in similar capacity at least two major bridge projects (minimum cost - 10 crores). He should be able to communicate in English. He should not be more than 65 years of age.
- 2) The Bridge Engineer shall be responsible for all technical presentations concerning the various facets of the construction of works and shall maintain close communication with BRIDCUL, Uttarakhand. He shall be the PMC's Authorized Representative and shall interact with BRIDCUL, Uttarakhand on behalf of the PMC's appointed for the services.
- 3) Membership: Membership of a recognized Professional Society will be preferable.

Assistant Material Engineer (AME)

The Assistant Material Engineer (AME) shall be responsible for all testing and engineering evaluation of all materials and quality of completed works for the entire project. **The age of AME will not be more than 62 years. No replacement of AME will be permissible without prior approval of engineer**

in-charge. Field Engineer shall assist the AME. The major tasks shall include but not be limited to the following.

1. **Supervision of works; All RCC work to be laid in his presence only.**
2. **Strictly monitor the progress of work for timely completion of the project.**
3. Assisting the Bridge Engineer with the training of the other member's technician in the testing and reporting procedure.
4. Assisting the Bridge Engineer in reviewing contractors work. Programmers and performance of Contractor's plant, equipment and machinery.
5. Monitoring complete construction method.
6. Review and acceptance of quarry sites for arrangement quarry spall, sand borrow material etc.
7. Review and acceptance of test results for aggregates, quarry spall, sand borrow material etc.
8. Review and acceptance of test results for manufactured materials required for road and structure works such as steel, cement, bitumen etc.
9. Maintaining record of all materials at site and review the contractors work programme as per schedule, issuance of Instructions to the Contractors for correcting the same, if deemed necessary.
10. Assist the Bridge Engineer in issuance of 'site Instructions for the approval and rejection of materials at source and at site.
11. Setting up of control sections for the evaluation of Contractors' proposed methods. for the construction of embankments.
12. Review and acceptance of mix design proposals for sub-base, base asphalt and concrete mixes.
13. Maintaining records of all test results and approvals or rejection of completed works.
14. Quality control testing of all materials and completed works and ensuring that all materials and completed works are as per the technical specifications.
15. Verity manufacturers' certificates.
16. Attend weekly and monthly site meetings.
17. Assisting the Bridge Engineer with the preparation of project completion reports.
18. Assisting the Bridge Engineer with Final Inspections of works.

19. Assisting the Bridge Engineer with the contractors' Final Statements and the preparation of the Defects Liability Reports.

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

1. Education: should be a Graduate in Civil Engineering from a recognized /University/Institution (higher qualifications and training in Quality Control of works will be preferable).
2. Membership: Membership of a recognized Professional Society will be preferable.
3. Experience: should have a minimum of 5 years experience in the field of bridge engineering and must have completed at least one Bridge construction project -as AME/Materials Engineer of the Construction Supervision Team.

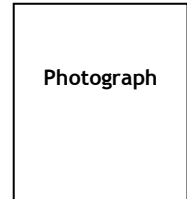
5. Field Engineer (FE)

The Field Engineer (FE) shall be responsible to AME and Bridge Engineer and their task shall be defined by the Bridge Engineer. However the essential qualification and experience for the candidates are as under

1. Education: Should be atleast Diploma in Civil Engineering from a recognized / University / Institution.
2. Experience: should have a minimum of 3 years experience of execution of Bridge/highway or similar projects.
3. Age of field engineer should not be more than 60 years. No replacement of field engineer will be permissible without prior approval of ENGINEER IN-CHARGE.

APPENDIX B-5:

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF



Proposed Position:

Name of Firm.....

Name of Staff

Profession.....

Date of Birth:

Years with Firm/Entity:

Nationality:

Membership of Professional Societies

Detailed Task Assigned

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page]

Note:

- a) Personnel are to affix his recent photograph on first page of CV.
- b) Complete address and phone number of the Personnel is to be provided.
- c) Document for proof of age is to be enclosed.
- d) Document for proof of qualification is to be enclosed.
- e) Age of the personnel shall not be more than 65 years.

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

[For English language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification by the Candidate

I, the undersigned, (Name and Address) certify that I have not left any assignment with the consultants engaged by BRIDCUL/ contracting firm (firm to be supervised now) for any continuing work of GoUK/BRIDCUL without completing my assignment. I will be available for the entire duration of the current project, PMC services for Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.If I leave this assignment in the middle of the completion of the work, BRIDCUL would be at liberty to debar me from taking any assignment in any of the BRIDCUL works for an appropriate period of time to be decided by BRIDCUL. I have no objection if my services are extended by BRIDCUL for this work in future.

.....

Date:
(Day/Month/Year)

Certification by the firm

The undersigned on behalf of -----(name of consulting firm) certify that Shri ----- (name of the proposed personnel and address) to the best of our knowledge has not left his assignment with any other consulting firm engaged by BRIDCUL/ Contracting firm (firm to be supervised now) for the ongoing projects. We understand that if the information about leaving the past assignment is known to BRIDCUL, BRIDCUL would be at liberty to remove the personnel from the present assignment and debar him for an appropriate period to be decided by BRIDCUL.

.....
.....

Date:
(Day/Month/Year)

[Signature of staff member or authorized representative of the Firm]

Criteria for technical Evaluation of Key Personnel

S.No	BRIDGE ENGINEER					100 Marks	
1.	Qualification					Max. Marks (25)	Marks
	<ul style="list-style-type: none"> Master degree Structural/Bridge Engineering Advance courses/certifications in the field of Bridge Engineering 						
Note: Provide details in brief here and attached relevant supporting documents (self attested copies)							
2.	Experience					Max. Marks (50)	Marks
	<ul style="list-style-type: none"> Give details of 2 Similar projects of minimum cost- 15 Crores each- 						
a)	As PM/ Bridge Engineer						
	1	2	3	4	5		
i)	Any type of bridge	Any type of bridge > 40mtr. Span	PSC of 40mtr. and above	PSC box girder bridge < 40mtr.	PSC Box girder of span 40 m and above		
ii)	Cost of Project						
	15-30 Cr.			>30 Cr.			
Note: Please tick against relevant box and attach self attested copies of relevant documents for same.							
b)	As a Team Member						
	1	2	3	4	5		
i)	Any type of bridge	Any type of bridge > 40mtr. Span	PSC of 40mtr. and above	PSC box girder bridge < 40mtr.	PSC Box girder of span 40 m and above		
ii)	Cost of Project						
	15-30 Cr.			>30 Cr.			
Note: Please tick against relevant box							
	Whether experience of similar project in state of Uttarkhand, under similar conditions/area/location						
	1	2	3	4			
	Outside UK in non similar conditions	within UK in non similar terrain	outside UK under similar terrain	within UK under similar terrain			
Note: Please tick against relevant box and attach self attested copies of relevant documents for same.							
3.	Association with Firms					Max. Marks (15)	Marks
	Give past details of association with organization/ company/ contractor along with no. of years with each.						
	1	2	3				
	Exp. 10-14 year	Exp. 14-20 Year	Exp. 20 year above				

Note: Please tick against relevant box and attach self attested copies of relevant documents for same.			
4.	General	Max. Marks (10)	Marks
	Practical knowledge		
	Technical Knowledge		
	Management skills		

S.No	AME	Max. Marks (100)	Marks
a)	Advance Courses /Certifications in quality control/Master degree		
b)	Experience of quality control in similar type of works		
	1	2	3
	Experience 3-5 years	Experience 5-8 years	> 8 years
C)	Give details of 2 similar projects of minimum cost-5 crore each		
	1	2	3
	Any type of Bridge	Any type of bridge > 40mtr. Span	PSC box girder bridge

Note: Please tick against relevant box and attach self attested copies of relevant documents for same.			
	FE	Max. Marks (100)	Marks
a)	B.tech in Civil Engineering.		
b)	Give details of 1 similar project of minimum cost-5 crore		
	1	2	3
	Any type of Bridge	Any type of bridge > 40mtr. Span	PSC box girder bridge
C)	Experience in similar work.		
	1	2	3
	Experience 3-5 years	Experience 5-8 years	> 8 years

Note: Please tick against relevant box and attach self attested copies of relevant documents for same.

FINANCIAL PROPOSAL SUBMISSION FORM

**General Manager (C), Garhwal
BRIDCUL, Dehradun.**

Subject: Financial Proposal for engagement as PMC services for Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.

We, the undersigned, offer to provide the PMC services for the above Project in accordance with your Request for Proposal dated Our attached financial Proposal is as under:

Amount of Total Fees in figures	Amount of Total Fees in words

Our financial Proposal is all inclusive i.e Staff requirements as given, office requirements, vehicle costs and other relevant expenditures as well as all applicable taxes except applicable Service Tax, which will be reimbursed by the Concessionaire on production of proof of payment by us.

Our financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, i.e., [.....](120 days after the last date of submission).

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand and hereby confirm that you are not bound to accept any Proposal you receive for the above.

We remain,
Yours sincerely,
Managing Director/Head of the firm *
Name of the firm
Address

Note:

- *On the Letterhead of the firm and to be signed by the PMC.*

- *In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.*

Signature of .
Witness
authorised by the firm

Signature of Person (Name & Address)

Note: - The consultant has to fulfill the following conditions while quoting the financial offer, the cost of which should be included in the offer: -

1. **Personnel:** - Staff to be engaged as per TOR and with the qualifications /experience expressed for each category of personnel.
2. **Office Accommodation:** - The office accommodation shall be of plinth area of about 800 to 1000 Sqft. It should have adequate furniture to suit with the requirement for number of personnel to be engaged.
3. **Computer facility:** - The computer facility shall include minimum one Pentium computer with Processor 500 MHz with 32MB SD RAM, 10.2 or higher GB HDD, multimedia system having 52 x or above CD ROM drive, having Fax modem 56 kbps internet accessibility with window based operating system as Windows 2000, MS Office, MOSS compatible, Auto cad along with printer etc.
4. **Transportation:** The consultant shall have to arrange vehicles for team Bridge Engineer, AME and field engineers to facilitate visits from headquarter to project sites and meetings with the Employer.
5. **Others:** - The Consultant shall provide for any other cost associated with the completion of the services and give a break-up for the same.

Signature of Consultant

ANNEXURE-IV

PROFORMA FOR PERFORMANCE GUARANTEE (ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

B.G No.:

DATE:

To,
Project Manager,
BRIDCUL,
Project Unit,
Haldwani, Uttarakhand-263139

1. In consideration of you, “Bridge, Ropeway, Tunnel & other Infrastructure Development Corporation of Uttarakhand Limited (BRIDCUL)” having its head office at Opposite Govt. ITI, Majra, Niranjapur, Saharanpur Road, Dehradun -248001, (hereinafter referred as the “Corporation”, which expression shall, unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of Rs. (Rupees only) from M/s, (hereinafter referred to as the “Bidder” which expression shall, unless it be repugnant to the subject or context thereof include its, successors and assigns) for **PMC Services for Construction of 690.00 Mtr pre-stressed box Girder bridge over Chalthi River between Km.29.875 to 30.600 of Tanakpur-Jojibi motor road, along Indo-Nepal Border in Uttarakhand State.** (hereinafter referred to as “the Project”) pursuant to the RFP Document dated issued in respect to the Project and other related documents hereinafter collectively referred to as “Bidding Documents”),

We, (Name of the Bank) having its registered office at, and one of its branches at(hereinafter referred to as the Bank) at the request of the Bidder do hereby in terms of clause 9 of Section IV of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Bidding Documents (i.e the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Corporation an amount of **Rs. (Rupees.only)** as performance guarantee (hereinafter referred to as the “Performance Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents.

2. Any such written demand made by the Corporation stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or

protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Corporation is disputed by the Bidder or not, merely on the first demand from the Corporation stating that the amount claimed is due to the Corporation by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Bidding Documents. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs.**
(Rupees. only).

4. This Guarantee shall be irrevocable and remain in full force for a period of(.....) months from the date of signing of the contract agreement inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the Corporation and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
5. We, the Bank, further agree that the Corporation shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents and the decision of the Corporation that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Corporation and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
6. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
7. In order to give full effect to this Guarantee, the Corporation shall be entitled to treat the Bank as the principal debtor. The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents.
8. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
9. We undertake to make the payment on receipt of your notice of claim on us addressed to name of Bank along with branch address and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
10. It shall not be necessary for the Corporation to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Corporation may have obtained from the said Bidder or any other person and

which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Corporation in writing.
12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

(Signature of the Authorized Signatory)
(Official Seal)

Previous Experience of the PMC:

- i. Experience as PMC of Bridge Projects during last 10 years.

Sr. No.	Particulars	Response
1.	Project Name	
2.	Date of Commencement of the Project Services	
3.	Date of Completion of the Project Services	
4.	Type of Services Rendered	
5.	Sole Consultant / Prime Consultant of Joint Venture / minor consultant of Joint Venture /	
6.	Description of the Project	
7.	Value of Project	
8.	Value of Services Rendered by PMC	
9.	Value of Services Rendered by PMC as on March 31, 2017.	
10.	Fee in INR (Applicant's share in case of Joint Venture)	
11.	Status of the Project	
12.	Client (with complete address contact person, Telephone Nos. and Fax Nos.)	

Note :

1. The PMC should provide aforesaid details for all the projects
2. Only those projects, to be included in the table for which clients certificates from the concerned authorities or certificate from statutory auditor are enclosed with the Proposal.

ANNEXURE-VI

A. Comments And Suggestions Of Consultants On The Terms Of Reference And On Services And Facilities To Be Provided By The Employer

On the Terms of Reference (not more than one page):

- 1.
- 2.
- 3.
- 4.

....

On the services and facilities to be provided by the Employer (not more than one page)

- 1.
- 2.
- 3.
- 4.

....

B. APPROACH PAPER ON METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(Not more than six pages)

ANNEXURE-VII

FORMATS FOR SUBMISSION OF FIRMS CREDENTIALS FOR QUALIFICATION

The Proposal should contain the following information in enclosed format attached at Appendix A

APPENDIX A

The following information related to the firm should be provided in the Proposal.

- i. Year of establishment of firm *

Year of Establishment	Type of Organization			
	Individual	Partnership	Corporation	Other

Note: Copy of Certificate of incorporation shall be submitted.

- ii. Registered Office Address :
- iii. Address for Correspondence :
- iv. Telephone nos./Fax No. :
- v. Narrative description of firm (Not more than 2 sheets) :
- vi. Name of two (2) principals who may be contacted with title and telephone number/fax number :
- vii. Financial Statement of the last 3 years:
1. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

S.No.	Gross Annual turn Over (In lakh Rs.)	2014-15	2015-16	2016-17

Signature of
Authorized
Signatory of
Bidders (s)

Signature of Chartered Accountant with seal

Note: Audited balance Sheet/ Auditor Certificate of last 3 years (2014-15, 2015-16 & 2016-17) shall be submitted as evidence of Annual Turnover.

ANNEXURE-VIII

COMPOSITION OF THE TEAM PERSONNEL, AND TASK(S) OF EACH TEAM MEMBER

1. Technical/Managerial Staff

Sl. No.	Name	Position	Task
1			
2			
3			
4			

2. Support Staff

Sl. No.	Name	Position	Task
1			
2			
3			
4			

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

A. Manning Schedule

Sl. No	Name	Position	Month wise Program (in form of Bar Chart) [1st, 2nd, etc. are month from the start of assignment]																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Number Of Months	
1																					Subtotal(1)	
2																						Subtotal (2)
3																						Subtotal (3)
4																						Subtotal (4)
-																						-
-																						-

ANNEXURE-X

ACTIVITY (WORKS) SCHEDULE

A. Activity Schedule

Sl. No	Item of Activity (Works)	Month wise Program (in form of Bar Chart) [1st, 2nd, etc. are month from the start of assignment]																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																			
2																			
3																			
4																			
-																			
-																			

B. Completion and submission of Reports

Sl. No.	Reports:	Programme: (Date)
1	Monthly reports (Design and Construction)	
2	Monthly reports (Operation & Maintenance)	
3	Quarterly Reports	
4	Various other reports as provided in the Concession Agreement	

PARTICULARS OF LITIGATION/ARBITRATION CASES

S. No.	Name of the project under Litigation	Period of Litigation	Outcome of Arbitration/ Court	Remarks

Signature of Authorized
Signatory of Bidder(s)

UNDERTAKING on Rs. 100 Stamp Paper

I the undersigned do hereby undertake that our firm M/S _____
_____ agree to abide by this bid for a period of 120 days for the
date fixed for receiving on line the same and it shall be binding on us and may be accepted at
any time before the expiration of that period.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

DATE

AFFIDAVIT (on Rs 50/- Stamp Paper)

1. I, the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ has abandoned any work in India nor any contract awarded to us for such works have been rescinded and that our firm has not been blacklisted in India during last five years prior to the date of this bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/Project implementing agency.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

DATE