

**Building Construction Department  
Govt. of Bihar**

*Consultancy Services for supervision of Health Infrastructure  
related Civil Works in the state of Bihar for next 5 years.*

***REQUEST FOR PROPOSAL  
(RFP)***

**Building Construction Department  
Vishwasariya Bhawan, Beli Road, Patna**

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## Letter of Invitation (LOI)

Dear Sir,

**Sub:** Consultancy Services for supervision of Health Infrastructure related Civil Works in the state of Bihar for next 5 years.

### **Introduction**

- 1.1 As mandated by the National Rural Health Mission the Government of Bihar intends to upgrade the infrastructure in the health sector.
- 1.2 The following Civil Construction work is proposed to be taken up for construction in the next few years.
  - a. Construction of around 1500 Sub-Centers per year at a cost of Rs. 9.50 Lakhs per centre in each of the next 5 years.
  - b. Construction of 331 Primary Health Centres (PHC's) per year in each of the next 5 years at a cost of Rs. 53.15 Lakhs each.
  - c. Upgradation of around 200 health facilities each year to the level of Community Health Centre in each of the next 3 years at an approximate cost of Rs. 200 Lakhs each.
  - d. Upgradation of around 76 health facilities to the level of First Referral Units (FRU's) over the next two years at an approximate cost of around 2 Crores each.
  - e. Other civil construction works in the Health Sector including construction of District Hospitals, District Drug Stores etc.
- 1.3 A brief description of the assignment and its objectives are given in the enclosed Terms of Reference.
- 1.4 You are hereby invited to submit technical and financial proposals **along with proof of eligibility** for the package as per your eligibility. The award shall be done on the basis of **Quality and Cost**.

- 1.5 The bidders may seek clarification on any part of bid in the pre bid conference to be hold at the date and venue given in the Data Sheet.
- 1.6 To obtain first hand information on the assignment and on the local conditions, you are encouraged to pay a visit to the client office of PWD(Building) Department and the project site before submitting a proposal and attend a pre-proposal conference. You must fully inform yourself of local and site conditions and take them into account in preparing your proposal.
- 1.7 Financial Proposals will be opened of all qualified consultants in accordance with clause 5.1 hereof. The consultancy services will be awarded to the consultants on the basis of [Quality and Cost](#).
- 1.8 Please note that (i) costs of preparing the proposal and of negotiating the contract, including visits to the Client etc., are not reimbursable as a direct cost of the assignment; and (ii) Client is not bound to accept any of the proposals submitted and reserve the right to reject any or all proposals without assigning any reasons.
- 1.9 The proposals must be properly signed as detailed below:
  - 1.9.1 i. by the proprietor in case of a proprietary firm
  - ii. 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).
  - iii. 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).
  - iv. by the authorized representative in case of Joint Venture.
  - v. Joint Venture shall not have more than two firms.
- 1.9.2 In case a Joint Venture/Association of firms, the proposal shall be accompanied by a certified copy of legally binding Memorandum of Understanding (MOU), signed by all firms to the joint venture/Association confirming the following therein:
  - i. Date and place of signing;
  - ii. Purpose of Joint Venture/Association (must include the details of contract works for which the joint venture has been invited to bid)
  - iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment.
  - iv. Delineation of duties/ responsibilities and scope of work to be undertaken by each firm along with resources committed by each partner of the JV/Association for the proposed services;
  - v. An undertaking that the firms are jointly and severally liable to the Employer for the performance of the services and,
  - vi. The authorized representative of the joint venture/Association

1.9.3 In case of Joint venture, the firm which has submitted experience certificates to meet the eligibility requirements will act as the lead firm representing the Joint Venture. The duties, responsibilities and powers of such lead firm shall be specifically included in the MOU / agreement. It is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the Joint Venture. For a JV to be eligible for bidding, the experience of lead partner and other partner should be as indicated in data sheet.

1.9.4 A firm can bid for a project either as a sole consultant or in the form of joint venture with other consultant or in association with any other consultant. However, alternative proposals i.e. one as sole or in JV with other consultant and another in association / JV with any other consultant for the same package will be summarily rejected. In such cases, all the involved proposals shall be rejected.

## **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 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than 10 days before the proposal submission date. Any request for clarification in writing or by tele-fax must be sent to the Client's address indicated in the Data Sheet. The Client will respond by cable, tele-fax to such requests and copies of the response will be sent to all Consultants who have purchased the RFP document.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Consulting firm, modify the Documents by amendment. The amendment will be notified in writing or tele-fax to all consulting firms who have purchased the RFP document and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

## **3. Preparation of Proposal**

You are requested to submit your proposal in following 2 covers:

- (i) Documents in support of Proof of Eligibility & Technical Proposal
- (ii) Financial Proposal

3.1 Document in proof of eligibility:

3.1.1 Following documents must be furnished in support of proof of eligibility:

- (i) Firm's experience:
- (ii) Firm's turnover for the last 5 years, certified copy of the audit report may be furnished in support of the details.
- (iii) Key Persons employed by the firm doing with their qualification and experience may be furnished. (List of equipment given)
- (iv) Similar nature of works in hand

3.1.2 The experience certificate from clients in support of having under taken supervision work of work the financial order and geographical spread of work indicated in the TOR. Scope of services rendered by the firm should be clearly indicated in the certificate

obtained from the client. However, self certification of details of scope of services by the Consultant will be acceptable.

3.1.3 The minimum essential requirement in respect of eligibility has been indicated in the data sheet, the proposal found deficient in any respect of these requirements will not be considered for further evaluation.

3.1.4 While submitting the proposals, the envelope containing the “Proof of Eligibility” shall also be submitted. The envelope containing the same shall be marked “Envelope contains the ‘Proof of Eligibility’”.

### **3.2 Technical Proposal**

3.2.1 Under the technical proposal, the CVs of the key personnel in the prescribed format as per Appendix-II is to be furnished. It may please be ensured that the format is strictly followed and the information furnished therein is true and correct. The CV must indicate the work in hand and the duration till which the person will be required to be engaged in that assignment.

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

3.2.3 During preparation of the technical proposal, you must give particular attention to the following:

i. Total assignment period is as indicated in the enclosed TOR You shall make your own assessment of support personnel both technical and administrative to undertake the assignment.. It is stressed that the time period for the assignment indicated in the TOR should be strictly adhered to.

ii. No alternative to key personnel may be proposed and only one CV may be submitted for each position in the format given at Appendix-II

iii. The availability of key personnel must be ensured at site during the period finalized in contract.

v. An undertaking from the key personnel must be furnished that he/she will be available for entire duration of the project assignment and will not engage himself/herself in any other assignment during the currency of his/her assignment on the project.

vi. Age limit for supporting staff to be deployed on project is 60 years.

vii. A good working knowledge of English Language is essential for key professional staff on this assignment. Study reports must be in ENGLISH Language.

viii. Majority of key professional staff proposed may preferably be employees of the firm.. A documentary evidence (self certification by the consultant or certificate from Chartered Accountant) in support of this should be enclosed.

ix. It may please be noted that in case the requirement of the ‘Experience’ of the firm/consortium as mentioned in the “Proof of Eligibility’ is met by any foreign company, their real involvement for the intended project shall be mandatory. This can be achieved either by including certain man-months input of key experts belonging to the parent foreign company. in case of key personnel proposed by the foreign company, they should be on its pay roll for at least last six months (from the date of submission).

xi. No alternative to key personnel may be proposed and only one CV may be submitted for each position in the format given at Appendix-II.

3.3 Your technical proposal must include the following information using but not limited to the formats attached in Appendix – II.

(i. )The composition of the proposed Team and Task Assignment to individual personnel.

**(ii.) Original Curriculum Vitae (CV) need to be recently signed in blue ink by the proposed key professional staff and also by an authorized official of the Firm and each page of the CV must be signed. The key information shall be as per the format. Photocopy of the CVs will not be accepted. Unsigned copies of CVs shall be rejected.**

(iii.) Proposed work programme and methodology for the execution of the services illustrated with bar charts of activities, including equipment and procedure, any change proposed in the methodology of services indicated in the TOR, and procedure for quality assurance.

(iv) Comments or suggestion on the TOR, if any.

3.4 The technical proposal must not include any financial information.

### **3.5 Financial Proposal**

3.5.1 The Financial proposal should include the costs associated with the assignment. These shall normally cover: remuneration for staff (foreign and local, in the field, office etc), accommodation, transportation, equipment, printing of documents, etc. This cost should be broken down into foreign and local costs. Your financial proposal should be prepared strictly using, the formats attached in Appendix – III. Your financial proposal should clearly indicate the amount asked for by you without any assumptions of conditions attached to such amounts. Conditional offer or the proposal not furnished in the format attached in Appendix-III shall be considered non-responsive and is liable to be rejected.

3.5.2 The financial proposal shall take into account all types of the tax liabilities and cost of insurance specified in the Data Sheet.

#### **4 Submissions of Proposals**

- 4.1 The Applicants shall submit the details on issued/downloaded Application and in hard bound form with all pages numbered serially and by giving an index of submissions. Applications submitted in other forms like spiral bound form; loose form etc shall be rejected. Copies of Applications shall not be submitted and considered.
- 4.2 You must submit original proposal as indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet. The envelope must be clearly marked:

**Project Name .....**

Do not open, except in presence of the evaluation committee

- 4.2.1 This outer envelope will contain two separate envelopes, one clearly marked 'Technical Proposal' and the second clearly marked 'Financial Proposal' (The two envelopes indicating 'ORIGINAL').
- 4.2.2 The technical and financial proposal must be prepared in indelible ink and must be signed by the authorized representative of the consultants. The letter of authorization must be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals must be initialed by the person or persons signing the proposal.
- 4.3 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves, in which cases such corrections must be initialed by the person or persons signing the proposal.
- 4.4 Your completed Technical and Financial proposal must be delivered on or before the time and date stated in Data Sheet.
- 4.5 Your proposal must be valid for the number of days stated in the Data Sheet from the closing date of submission of proposal.

#### **5 Proposal Evaluation**

- 5.1 A three-stage procedure will be adopted in evaluating the proposal. In the first stage, eligibility of the firm will be ascertained on the basis of experience certificates, firms' turnover and equipments available with the firm as indicated in datasheet. In the second stage, a technical evaluation, which will be carried out prior to opening any financial proposal. The technical proposal should score at least 50 points out of 100 to be considered for financial evaluation. The Building Construction Department, however, reserves the right to make changes in technical requirement if no firm is able to score minimum 50 points. In the third



stage, financial bids will be opened and evaluation will be carried out. Firms will be ranked using a combined technical/financial score, as indicated in the Data Sheet.

## **5.2 Evaluation of Technical Proposal**

The evaluation committee appointed by the Client will carry out its evaluation applying the evaluation criteria specified in the Data Sheet. Each responsive proposal will be attributed a technical score (ST).

## **5.3. Evaluation of Financial Proposal**

For Financial evaluation, total cost of financial proposal will be considered. This, however does not include service tax which are reimbursable.

**5.4** The evaluation committee will determine whether the financial proposals are complete (i.e. whether they have costed all items of the corresponding proposals, if not, then their cost will be considered as NIL), correct any computational errors and correct prices in various currencies to the single currency specified in Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies and other charges imposed under the applicable law & applied to foreign components/resident consultants. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF=100 \times FM/F$$

(F = amount of financial proposal of the Agency whose SF is being calculated.)

## **Combined Evaluation of Technical and Financial Proposals**

5.5 Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores using the weights indicated in the Data Sheet:

$$S = ST \times T + SF \times F$$

Where, T and F are values of weightage for technical and financial Proposals. The value of T and F shall be 0.7 and 0.3 respectively.

## **6. Performance Security**

The consultant will furnish within 15 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee from the Bank (Generally, by SBI or its subsidiaries or any Indian nationalized bank or IDBI or ICICI or ICICI Bank or by a foreign bank through a correspondent bank in India) for an amount equivalent to 10 % of the total contract value to be received by him towards Performance Security valid for a period of three years beyond the date of completion of services. The Bank Guarantee will be released by Building Construction Department, Bihar upon expiry of 3 years beyond the date of completion of services provided rectification of errors if any, found during

implementation of the contract for civil work and satisfactory report by Building Construction Department, Bihar in this regard is issued.

### **7. Penalty**

The consultant will indemnify for any direct loss or damage that accrue due to deficiency in services in carrying out Detailed Project Report. Penalty shall be imposed on the consultants for poor performance/deficiency in service as expected from the consultant and as stated in General Conditions of Contract.

### **8. Award of Contract**

9.1 The firms getting the highest score as per evaluation in Para5.5 above shall be awarded the contract.

9.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

9.3 A total of 3 Consultants shall be chosen and awarded the supervision work in around 13 Districts each. Building Construction Department however reserves the right to select less no. of agencies if sufficient no. of qualified agencies are not shortlisted.

### **9. Confirmation**

We would appreciate you informing us by telex/facsimile:

- i. Your receipt of the letter of invitation
- ii. Whether or not you will submit a proposal.

Thanking you.

Yours sincerely,

Secretary  
Building Construction Department  
Vishwasariya Bhawan  
Bailey Road, Patna

## DATA SHEET

(References to corresponding paragraphs of LOI are mentioned along side)

**1. The Name of the Assignment is:** Consultancy Services for supervision of Health Infrastructure related Civil Works in the State of Bihar for next 5 years.

**2. The Name of the Client is:**

**Secretary,  
Department of Health and Family Welfare  
Govt. of Bihar**

**3. The Description of the Project:** Consultancy Services for supervision of Health Infrastructure related Civil Works in the state of Bihar for next 5 years

- 3.1 As mandated by the National Rural Health Mission the Government of Bihar intends to upgrade the infrastructure in the health sector.
- 3.2 The following Civil Construction work is proposed to be taken up for construction in the next few years.
- a. Construction of around 1500 Sub-Centers per year at a cost of Rs. 9.50 Lakhs per centre in each of the next 5 years.
  - b. Construction of 331 Primary Health Centres (PHC's) per year in each of the next 5 years at a cost of Rs. 53.15 Lakhs each.
  - c. Upgradation of around 200 health facilities each year to the level of Community Health Centre in each of the next 3 years at an approximate cost of Rs.200 Lakhs.
  - d. Upgradation of around 76 health facilities to the level of First Referral Units (FRU's) over the next two years at an approximate cost of around 2.00 Crores each.
  - e. Other civil construction works in the Health Sector including construction of District Hospitals, District Drug Stores etc.

**4. Date and Time of Pre-Proposal Conference**

**Date: 5<sup>th</sup> May (15:00 hours)**

***Venue:***

Secretary  
Building Construction Department  
Vishwasariya Bhawan  
Beli Road, Patna

(Ref. Para 1.5)

**5. The Documents are:**

- i. Appendix-I: Terms of Reference (TOR)
- ii. Appendix-II: Formats for Technical Proposal
- iii. Appendix-III: Formats for Financial Proposal

(Ref. Para 2.1)

**6. The address is:**

Secretary  
Building Construction Department  
Vishwasariya Bhawan  
Beli Road, Patna

Tel: 0612-2545656 2545746(F)

(Ref. Para 2.2)

**7. Tax**

(Ref. Para 3.5.2)

1. The Consultants and their personnel shall pay all taxes (including service tax), custom duties, fees, levies and other impositions levied under the laws prevailing seven days before the last date of submission of the bids. The effects of any increase / decrease of any type of taxes levied by the Government shall be borne by the Client , as appropriate.

2. Deleted.

**8. The number of copies of the proposal required to be submitted: 1 no.****9. The address is ---**

(Ref. Para 4.2)

Secretary  
Building Construction Department  
Vishwasariya Bhawan  
Beli Road, Patna

Tel: 0612-2545656,2545746(F)

The envelopes must be clearly marked:

- i. ORIGINAL PROPOSAL;
- ii. DOCUMENTS IN PROOF OF ELIGIBILITY & TECHNICAL PROPOSAL or FINANCIAL PROPOSAL as Appropriate; and,
- iii. DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE on the outer envelope.
- iv. Project Name :-----
- v. Name and Address of Consultant

10. The date and time of proposal submission are :

-----  
(upto 1100 hrs)

(Ref. Para 4.4)

11. Proposal Validity period (days, date): 120 days

(Ref. Para 4.5)

12. Evaluation criteria:

(Ref. Para 3 & 5)

12.1 First stage evaluation – eligibility requirement.

(Ref. Para 3.1 & 5)

(i) Data sheet for furnishing information on Firm's Experience

S.No	Name of the Projects undertaken in last 5 years	Name & address of Client with tel.no.	Cost of consultancy (in Rs.)	Year of Completion	Brief scope of work	Name of the key persons Deployed

(ii) Eligibility criteria for sole applicant firm or lead partner in case of JV

(ref Para 1.9.3)

S.No	Minimum experience of supervision of consultancy	Annual average turnover
1	Firm should also have experience of supervising civil construction works worth at least Rs. 70 crore in a year for at least one year in last 5 years.	Annual average turnover for last 5 years of the firm should be equal to or more than Rs.3 Crore

(iii) In case of JV, lead partner must fulfill the above requirements.

**(iv) Details regarding work in hand must be furnished in the format given below:**

S.No.	Name of the Project	Name & address of Client with tel.no.	Total length	Cost of consultancy (in Rs.)	Date of Start	scope of work DPR/	Name & position of the key persons deployed

**12.2.1 Second stage technical evaluation :** Second stage evaluation of **only those firms** shall be conducted who fulfill the minimum eligibility criteria laid out in Clause 12.1(ii) above.

The points given to evaluation criteria are:

(Ref. Para 5.1 & 5.2)

**Evaluation Criteria for Technical Proposal**

SL NR.	Description	Points	Break up details in Para 12.2.1
1	Firms Relevant Experience	40	
2	Adequacy of Approach and Methodology	10	
4	Qualification and Relevant Experience of the Proposed Key Personnel	50	
<b>Total</b>		100	

The weightage points given to evaluation sub-criteria for qualifications and competence of key staff are

**Weightage Points for Key Professionals**

<i>Description</i>	<b>Weight (%)</b>	<b>Break up details in Para 12.2.2</b>
General Qualification	<b>25</b>	
Relevant Experience and Adequacy for the Project	<b>75</b>	
<b>Total</b>	<b>100</b>	

**The number of points to be given under each of the evaluation criteria are:**

**(i) Firms relevant experience**

Points

(a) No of years in which supervision Consultancy of work worth more than Rs. 70 Crore Project Cost Value conducted in the last 10 years.

-----20

(b) No. of supervision Consultancy projects in which more than 50 engineers deployed for supervision in a single Project in the last 10 years

----- 20

Total 40 points

**(ii) Adequacy of the proposed work plan and methodology in responding to the TOR**

(a) Understanding TOR 5

(b) Work Programme and Manning Schedule 5

.....

**Total 10**

**(iii) Qualification and competence of the key staff for adequacy of the Assignment 50**

SL. No.	Key personnel	Points
1	Team Leader	40
2	Structural Design Expert-1	20
3	Structural Design Expert - 2	20
3	Quality Assurance cum Material Engineer	20
	Total	100

**12.2.2** The number of points to be given for qualification and competence of the key staff proposed by the consultant for the assignment are:

**(i) General Qualification** 25  
Sub-Criteria

Educational Qualification..... 25

Total 25

Note: The proposed personnel should possess the minimum qualification for the key staff as mentioned at Annexure II of ToR.

**(ii) Adequacy for the project** ..... 75

Sub-Criteria:

(a) Experience in specific positions in similar project in Developed/Developing countries. The duration and nature of experiences shall be taken into account while awarding points. 75

Total Points 75

### **12.3 Third stage – Evaluation of Financial proposal**

Financial Proposals will be opened of all qualified consultants in accordance with clause 5.3 and 5.4 hereof. The consultancy services will be awarded to the consultant scoring highest marks in combined evaluation of Technical and Financial proposals in accordance with clause 5.5 hereof.

Financial proposal of all the firms who pass in technical evaluation will be opened and award will be made based on highest score in combined evaluation of technical and financial proposals in accordance with clause 5.5 hereof.

### **13. Deleted**

**14. Commencement of Assignment (Date, Location):** The Consultants shall commence the services within fifteen days of the date of effectiveness of the contract at locations as required for the project stretch stated in TOR.

\*\*\*\*\*



**Appendix-I**

***Consultancy Services for supervision of Health  
Infrastructure related Civil Works in the state of Bihar  
for next 5 years***

**TERMS OF REFERENCE**

***(TOR)***

***Consultancy Services for supervision of Health  
Infrastructure related Civil Works in the state of Bihar  
for next 5 years.***

- 1.1 As mandated by the National Rural Health Mission the Government of Bihar intends to upgrade the infrastructure in the health sector.
- 1.2 The following Civil Construction work is proposed to be taken up for construction in the next few years.
  - a. Construction of around 1500 Sub-Centers per year at a cost of Rs. 9.50 Lakhs per centre in each of the next 5 years.
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  - c. Upgradation of around 200 health facilities each year to the level of Community Health Centre in each of the next 3 years at an approximate cost of Rs. 200 Lakhs each.
  - d. Upgradation of around 76 health facilities to the level of First Referral Units (FRU's) over the next two years at an approximate cost of around 2.00 Crores each.
  - e. Other civil construction works in the Health Sector including construction of District Hospitals, District Drug Stores etc.

## 2. PROPOSED CONSULTANCY ARRANGEMENT

- 2.1 Under the proposed arrangement each supervision consultant will be required to create office, located at a suitable place broadly midway between the civil construction package constituting the supervision consultancy package. The office will have key personnel/experts performing advisory, supervision and regulatory functions. A set of experts along with the Field Engineers will be deployed for construction package, to carry out the day-to-day supervision of works as well as quality control testing etc. as brought out in the Chart placed subsequently. Some of the experts will have relatively short duration stay, because of their work being more of expert advisory nature.
- 2.2 They may hire the services of a better-qualified and experienced key expert from outside (ensuring their availability for the project duration) to enhance the quality of the team, if such experts are not readily available with them. The majority of the experts should, however, be the permanent employees of the consultants. **The responsibility for the supervision works for the construction packages will, however, firmly rest with the main consultant.**

2.3 The following shall be the team of Engineers and other staff that the consultants shall provide in every District:

S.No	Position	No	Monthly Remunerations	Qualification
1	Executive Engineer	1	Rs. 30000	B.E/B(Tech) in Civil Engineering with an experience of 10 years
2	Assit. Engineer	2	Rs. 20000	Degree in Civil Engineering Minimum 3 years experience
3	Junior Engineer	4	Rs.12000	Diploma in Civil Engineering with Minimum 2 years experience
4	Research Assistant.	2	Rs.8000	Science graduate with Minimum 1 years experience
5	Laboratory Assistant	2	Rs.6000	10+2
6	Laboratory khalasi	2	Rs.4000	Matriculate
	Complete laboratory set up for testing Building materials, mortars & cube test of concrete	One in each division		

**Payment to above personnel shall be as per detail mentioned above and shall be reimbursed to the agency based on actual.**

**The agency shall propose any additional staff in addition to above for other supervision /monitoring and managerial requirements as per ToR.**

### **3. OBJECTIVES**

**3.1** The objectives of the consultants' services are:

- (i) To ensure that high quality construction is achieved and to ensure that all works are carried out in full compliance with the engineering design, technical specifications and other contract documents within the stipulated time period.
- (ii) To demonstrate the efficacy of contract supervision by independent external agencies experienced in this field of work.

#### 4. Deleted

### 5. CONTRACT MANAGEMENT FRAMEWORK

5.1 A Contract Management Framework (CMF) will govern the execution of works. The main features of CMF are described below:

- (i) To administer the contracts, the Building Construction Department, Bihar will be the Employer. There shall be a Project Implementation Unit at the Building Construction Department which will interact with the Supervision Consultants. The consultant firms short listed for the purpose providing Supervision Consultancy shall be called the Engineer.
- (ii) In each district there shall be a District Implementation Unit (DIU) headed by an Executive Engineer of the Building Constuction Department.
- (iii) The Executive Engineer will have authority to give directions to the Supervising Consultant in all routine matters related to the contract management/administration which will include among other things application of correctives for any laxity in respect of slow progress and poor quality level of execution.
- (iv) The Executive Engineer of DIU or any other Engineer designated for the purpose depending on the size of civil work being executed shall be authorized to examine the cases of variation orders including variations in quantities and additional work items recommended by Supervision Consultants.
- (v) The Supervision Consultant will be a part of the C.M.F. and will assist the Employer in all matters pertaining to contract management, as required.
- (vi) The Employer, Executive Engineer of DIU their or his representative may inspect and review the progress of works and may issue appropriate directions to the Engineer for taking necessary action. The Employer or Executive Engineer of DIU their representative may also test check the quality and quantity of the materials brought to the site for incorporating in the permanent works and may also test check the quantity, quality and workmanship of the work executed in the presence of the representatives of the Engineer and the Contractor.

### 6. THE CONSULTANT

6.1 Building Construction Department in its role as “Employer” will employ qualified consultant meeting the international standards by selecting from the short-listed consultants, to undertake supervision and contract management of the proposed construction packages. The Consultants’ firm so selected shall nominate a person to be the “Engineer’s Representative”. This person will reside at the project site on a full-time basis throughout the period of the construction supervision services and will be known as Team Leader. He will be the overall in-charge of the consultants’ firm at site and will interact with the Building Construction Department as well as with the corporate office on routine basis. Team Leader shall discharge all the duties and responsibilities of the “Engineer’s Representative”.

6.2 The supervision team will be composed of highly qualified and experienced key experts. The indicative qualification and experience criteria are furnished in Annex-II subsequently. The criteria indicated are for the guidance of the consultants. The relevant professional experience means, the actual experience in the concerned area of expertise on similar nature projects. The quality of experience will be given due weightage during technical evaluation.

6.3 The consultants are required to develop the proper understanding of the project design and drawings. In situation where it is felt essential to make some changes in the design/drawings, the consultant shall undertake the same by deploying experts. Proof checking of the contractors/manufacturers designs in the case of specialized work will be the responsibility of the supervision consultant.

6.4 The dates of actual deployment of some expatriate experts not provided on full time basis and shall be regulated by the employer on the basis of actual project requirement to ensure that these experts are deployed when needed and not otherwise.

6.5 There are certain positions of key experts like Team Leader, Structure Engineer and Quality Assurance cum Material Engineer etc. where deployment of suitable personnel is considered essential for successful completion of the project. These positions are to be considered for the purpose of technical evaluation. Consultants are therefore advised to field truly competent and experienced experts at these positions.

## **7. DUTIES AND RESPONSIBILITIES OF THE ENGINEER**

7.1 The 'Engineer' as per contract document is the party as stipulated in the "Appendix to Bid" of the contract document of civil works. The 'Engineer' as such is the consulting firm finally engaged by the employer. The consultant is, however, required to appoint a Team Leader to act as the "Engineer's Representative". The consultant shall delegate the responsibilities to this Team Leader to work and act on behalf of the firm to carry out most of the functions related to the project. The consultancy firm may have the internal regulatory and controlling arrangement with this Team Leader and for this purpose a Team Leader might interact and receive the directions from the firm as decided by the firm. The employer may also interact with the firm if required.

7.2 The duties of the \_Engineer\_ will be to properly supervise the works and approve the materials and workmanship of the works in cooperation and in consultation with the Employer to ensure timely completion of the project. The Engineer will administer both the construction works contracts and will ensure that the contractual clauses, whether related to quality or quantities of work, are respected. The \_Engineer\_ shall have no authority to relieve the contractors of any of their duties or obligations under the contracts or to impose additional obligations not included in the contracts. The duties of the Engineer will also include issue of decisions, certificates and orders as specified in details in the construction contract documents.

## **DESCRIPTION OF SERVICES**

### **7.2.1 PROVIDE PRE CONSTRUCTION SERVICES :**

- (a) Preparation of Bidding Document & Inviting Tenders . This activity shall not include preparation of DPRs, estimates or BOQs.
- (b) Assist Employer in I.F.B. Draft Notice of tender will be worked out.
- (c) Assist Employer in the pre-tender conference in handling Contractor's queries. Prepare proceeding of the meeting and hand over to Employer and all attendances.

### **7.2.2 TENDER OPENING SERVICES :**

- (a) Assistance in organising and conducting tender opening meeting. Assist in checking the validity of the tender.
- (b) Arithmetic check will be conducted and exact total bid value arrived.
- (c) A report to be submitted to Employer on tender opening.
- (d) The Employer will hand over one set of the tender documents to Team Leader of evaluation on the same day.

### **7.2.3. BID EVALUATION :**

- (i) Evaluation of Bidding Document & providing assistant in selection of contractors including preparation of technical and financial comparative chart of bids for construction work.

The Consultant would assist the Client with independent evaluation of bids, negotiations (not on price) and contract awards to the extent required by the client. The Consultant would submit their bid evaluation reports as soon as possible, to expedite construction, but in any event not later than 15 days after bid opening.

Depending on the amount of information which Contractors are required to submit in accordance with the Bid Documents. Bid evaluation report would typically cover the following :

- Conformity of bid with requirements :
- Arithmetic accuracy:
- General distribution and applicability of rates and prices (i.e no front end loading)
- Exceptionally high and low rates.
- Adequacy of resources and equipment for the particular type of work.
- Work plan.

- Capabilities and experience of the contractor. In this respect the consultant would take into account the overall need to develop and effective local construction industry by allowing the maximum number of local contractors to gain experience, and. If applicable, benefit from participation in the training programme.
- Financial standing of company.
- Submission of evaluation report in the prescribed format. Evaluate the bids of all Bidders irrespective of the fact whether they are responsive / non responsive.

The analyzed report will be prepared on a Computer in spread sheet from.

#### **7.2.4 Quality Control Management:**

(i) Quality Control Management as per requirement including Evaluation, Monitoring & suggestion to improve the quality of works.

Principal responsibilities will be generally to carry out all the duties of the Engineer as specified in the construction Contract documents, within the limitations specified therein, but not limited to the following. In case of any disparity, the stipulations made in the civil construction contract documents will prevail in the order of precedence mentioned therein.

- (i) to approve the Contractor's key superintendent personnel, construction mobilization programs, temporary land to be occupied by the Contractor
- (ii) to approve the contractor's work program including activity scheduling and resource programming
- (iii) give the order to commence the work;
- (iv) ensure that the construction works are in accordance with the technical specifications, and other stipulation of construction contract documents and the construction methods proposed by the contractor are in compliance with the above stipulations particularly, in relation to Contractor's construction equipment and other resource deployment,.
- (v) to approve setting out of the works
- (vi) to verify and if necessary order correction of the as staked drawings supplied by the Contractor
- (vii) ensure a system of Quality Assurance of works, approve materials and sources of materials, review all bituminous mix designs and concrete mix designs proposed by the contractor and approve/suggest modifications in the mix design, laying methods, sampling and testing procedure and Quality Control measures to ensure required standard and consistency in quality, at the commencement of item

- (viii) check the laboratory and field tests carried out by the contractor and develop a mechanism in consultation with Employer to involve Team Leader/RE to carry out adequate number of independent tests other than the regular testing done by laboratory personnel
- (ix) order special tests of materials and/or completed works, order removal and substitution of improper materials and/or works as required
- (x) to make independent measurements and check all quantity measurements and calculations required for payment purpose and ensure that all measurements and calculations are carried out in a manner and at the frequencies specified in the contract documents
- (xi) to issue a working drawing or modify the existing *drawing ( preferably within one month on request of the contractor)* or to supply a new/supplementary drawing which is not included in the contract, wherever required and to give instructions thereof in this connection to the contractor .
- (xii) to control and appraise the progress of the works to order suspension of works and to authorize with the Employer's approval, extensions of the period of completion of works.
- (xiii) to monitor and check the day to day quality control and quantity measurements of the works carried out under the Contract, keep all measurement records as per the directions of the Employer and issue monthly/interim payment certificates when the quality of the works is satisfactory and the quantities are correct;
- (xiv) to direct the Contractor in all matters concerning construction safety and care of the works (including the erection of the temporary signs at work site) and if required, to request the Contractor to provide any necessary lights, guards, fencing and watchmen;
- (xv) to direct the Contractor to carry out all such works or to do such things as may be necessary in his opinion to avoid or to reduce the risk in any emergency affecting the safety of life or of adjoining property
- (xvi) to direct the contractor to take all necessary steps including those mentioned in the construction contract to protect the environment on and off the site which arise due to construction operations
- (xvii) to inspect the works, during the construction period and at proper interval during the Defects Liability Period and to issue Defects Liability Certificates after the rectification, by the Contractor, of possible defects and issue final payment certificates
- (xviii) issue interim certificates for monthly payments to the contractors, and specify completion of parts of the totality of the works, details of progress. Payments are to be recorded in the measurement book before issue of interim certificate.



- (xix) to verify and correct the as-built drawings supplied by the Contractor
- (xx) to direct contractor to take all necessary steps to maintain the rate of progress of works as per the approved program of the contractor on monthly basis;
- (xxi) to provide adequate Supervision of Contractor's work carried out in more than one shift thus matching the working hours to be the same as that of the contractor(s);
- (xxii) to ensure timely completion of the project without diluting the quality standards envisaged and be fully accountable to the employer in this regard;
- (xxiii) responsibility for maintaining smooth flow of existing traffic on concerned work site.
- (xxiv) Provide assistance to the employer in respect of contract implementation, claims and other matters;
- (xxv) Advise and assist the employer with respect to arbitration, litigation if so required;
- (xxvi) Review and ensure continuity of contractor's services in approved formats
- (xxvii) Prepare quarterly cash flow projects for the employee in a format acceptable to the employer. Cash flow should identify budget estimates for all outstanding work.
- (xxviii) Update cost estimate each year or at quarterly completion (25 percent, 50 percent, 75 percent and 100 percent) of the project whichever takes place early;
- (xxix) Maintain records of all plan labour and material used in the construction of the work

7.2.5 The other responsibilities of the Engineer will be to carry out all such duties which are essential for effective implementation of the construction contract as mentioned in but not limited, the following:

- (i) to prepare, in consultation with the Employer, a Construction Supervision Manual outlining routines and procedures to be applied in contract management, construction supervision and administration. The routines and procedures will be in accordance with the requirements.
- (ii) assist/advise Employer for advance actions required to be taken for handing over of site and in achieving different milestones for completion of projects as per schedule
- (iii) to verify the quantities of all items in the BOQ and suggest modifications to the same if necessary as per the prevailing site conditions, for the approval of the employer
- (iv) assist Employer in proper monitoring/progress of works and implementation of project through computer aided project management technique and Management Information System (MIS)

(v) to write a day by day project diary which shall record all events pertaining to the admission of the Contract, request from and orders given to the Contractor, any other information which may at a later date be of assistance in resolving queries which may arise concerning execution of the works

(vi) prepare and issue monthly progress reports along with detailed quality control test statement in an approved format and also prepare detailed contract completion report

(vii) to advise the Employer on all matters relating to execution of the works, claims from the Contractor and to make recommendations thereon, including the possible recourse to arbitration

(viii) to prepare detailed recommendations to the Employer for contract change orders and addenda, as necessary, to ensure the best possible technical results are achieved with the available funds

(ix) to assist the Employer in taking over from the Contractor of each section, in particular by preparing lists of deficiencies which need to be corrected, and assisting with monitoring of the performance of the works during the defects liability period

(x) assist the Employer in providing clarifications/explanations to observations made, from time to time, by the Auditor

(xi) assist the Employer in co-ordination works with different agencies and hold meetings for proper and timely implementation of the project

(xii) preparation of revised estimate etc., if required

(xiii) modification in design and drawings vide details in Para 6.3 above

(xiv) to carry out any other duties relevant to the project agreed during the negotiations

(xv) Consultant shall review the independent safety Audit and incorporate feasible minor modifications in final drawings & BOQ.

(xvi) Review of design and good for construction drawings prepared by the DPR consultants and preparation of evaluation report of the design work for submission to the employer.

## **8. ACTION REQUIRING SPECIFIC APPROVAL OF THE EMPLOYER OR AUTHORITY DESIGNATED BY EMPLOYER**

8.1 The Engineer will be required to obtain the specific approval of the Employer or authority designated by Employer in the matters as specified in construction Contract Agreement

8.2 The Engineer will seek prior permission of the Employer or authority designated by Employer before taking any of the following actions

- (i) Consenting to the subcontracting of any part of the works
- (ii) Certifying additional cost determined
- (iii) Ordering suspension of work
- (iv) Approving an extension of time
- (vi) Issuing a variation except if such variation would be within the limits as indicated in the civil contract document.
- (vii) Approving new rates either for existing items of work, which arises from variation quantities beyond the limit, defined in the contract or fixing rates of non-priced works involving any extra item and certifying any additional cost determined under the provisions of contract;
- (viii) Issuing the order for special tests not provided for in the contract and determining the cost of such tests, which shall be added to the contract price
- (ix) Issuing/ approving the Technical Specification, if not provided for an item of works in the Construction Contract.

## **9. INTERIM AND FINAL PAYMENTS**

9.1 The Supervision Consultant will process interim and final payments to the Contractor and make recommendation for payments to the Executive Engineer of the DIU. Interim monthly payments shall be based on interim payment certificates processed by the Supervision Consultants following claims filed by the Contractor. Payment shall be released by the Executive Engineer of the DIU. The Engineer/Engineer's Representative will be responsible for ensuring that all measurements are taken as per specifications and drawings for the works and are recorded in presence of the representative of contractor and are countersigned by him. All measurements (100%) will be taken by the Engineer's Quantity Surveyors or any senior Technical staff. In processing contractual payments, the Team Leader of the Supervision Consultant or his representative will certify that they have works checked at least 10% and 3% respectively of the measurements and quality control tests. The Team Leader or his representative shall intimate the details of these check tests to the Executive Engineer of the District Implementation Unit (DIU) before undertaking them, so that the Executive Engineer, DIU or his officers could associate, if they wish to do so. The Team Leader or any of his concerned experts shall do the repeat tests or measurements, if directed by the Executive Engineer of the construction package, in the presence of Executive director or any of his representative. In case of any conflict the Team Leader may do the test recheck in the presence of the Executive Engineer limited to 5% of total measurement/quality control tests.

## 10 LIKELY ADDITIONAL SERVICE

10.1 The consultants may be required to carry out the following in the event of the contingencies arising for them on the request of the employer as per terms negotiated then. No financial cost should be provided against them in the present financial proposal. The events are:

- (i) preparation of reports or additional contract documents for consideration of proposals for carrying out additional work;
- (ii) any other specialist services by the Engineer or by other specialists, pertaining to the works contract supervised by the consultant as may be agreed upon

## 11. REPORTING REQUIREMENTS

11.1 The consultant will prepare and submit the following reports in hard and soft copies to the Employer on the format prepared by the consultants and as approved by the Employer.

### **A. Progress Report and other important issues:**

i)	<b>Progress on Consultant's mobilization</b>	<b>Monthly</b>	<b>10 Copies</b>
ii)	Contract-wise performance reports covering all aspects	Monthly	10 Copies
iii)	Progress summary (Physical and Financial Progress report)	Monthly	10 Copies
iv)	Update of Implementation schedules, cost. tables and financial forecasting.	Quarterly	10 Copies
v)	Bid Evaluation reports	Within 21 days days of bid opening	3 Copies
vi)	Compliance of vigilance/audit remarks etc.	Within 15 days days of receipt of the letter	3 Copies
vii)	Labour reports and other issues	Monthly or as required	6 Copies

### **B. Completion reports & other records**

On completion of works and finalization of accounts, for each contract package. the following record on site should be handed over to the Executive Engineer :

- i) completion drawings of all structures;
- ii) revised estimate (work completion report) as per actual execution with regions for major deviations;
- iii) quality control record and field level books. Measurement books. Correspondence files etc: and
- iv) contractor's claims etc.
- v)

## **11.2 MONTHLY REPORTS**

11.2.1 The Engineer will, no later than 10th of each month, prepare a brief progress report summarizing the work accomplished by the supervision team for the preceding month. The report will outline any problems encountered (administrative, technical or financial) and give recommendations on how these problems may be overcome. Brief work progress summaries will be included for on going building construction works, outlining problems encountered and recommending solutions. The report should record the status of payment of contractors monthly certificates, of all claims for cost or time extensions, and of action required of government and other agencies to permit unconstrained works implementation.

## **11.3 FINAL COMPLETION REPORTS**

11.3.1 The Engineer will prepare a comprehensive final Completion Report for the construction contract, after a stage of substantial completion during the period of the services. These reports must be submitted immediately after the completion of the work by the contractor and before taking over by the Employer. The report shall incorporate summary of the method of construction, the construction supervision performed, as built construction drawings problems encountered & solutions undertaken thereon and recommendations for future projects of similar nature to be undertaken by the employer.

## **12. EXPECTED INPUTS**

12.1 The consultants are required to make their own assessment of the manpower requirement in terms of man months for different category of persons proposed to be deployed to carry out the supervisions works as envisaged in this TOR.

12.2 In case of very low assessment of the man months estimates done by the consultants without reasonable justification, then the Employer at their discretion may consider the proposal as impractical and may reject the same as non responsive.

12.3 Consultants are required to furnish CVs of the experts. The CVs of all the key experts and sub-professionals shall be submitted but the CVs of the Key Experts i.e. Team Leader, Structure Engineer & Quality Assurance cum Material Engineer will be evaluated.

## **KEY EXPERTS**

Team Leader

Structure Engineer

Quality Assurance cum Material Engineer

### **13. STAFFING SCHEDULE**

13.1 The Consultant shall keep the Basic Organisation Structure in every District as provided in the TOR. Besides the basic structure in the TOR the firm shall keep requisite number of staff at the Headquarter and the field to effectively carry out the various responsibilities mentioned in the TOR.

13.2 The Employer can ask the Consultant to deploy staff as per particular time schedule depending on the estimated volume and schedule of work in a particular District .

13.3 The client may ask for mobilization or demobilization of some key personnel with one-month prior notice as per requirement and progress of civil work.

14. Deleted.

### **15. DEFICIENCIES OF SERVICES**

Deficiencies in the services on part of supervision consultants may attract penal provisions in the form of fines, upto a maximum amount of 5% of contract price and/or debarment etc. by the client.

Sample deficiencies may includes

- Not acting impartially or acting in collusion with contractor in award of variation, fixation of new rates etc
- Not keeping proper records regarding quality control, inspection, rejection/rectification of work etc.
- Failure to give proper and timely advice to client/contractor to enable correction during execution
- Delay in design and withholding approvals etc
- Recommending extension to the contractor with a view to extending duration of supervision services
- Refusing to give reasons for decisions when called for by the client
- Not being fully conversant with manuals, specifications, standards, Bihar PWD Code guidelines and requirement of the project to be followed during construction
- Certifying substandard work for payment
- Not exercising required scrutiny/non approval of temporary stretch/works
- Lack of proper coordination with contractors and Employer representative to ensure smooth implementation of projects
- Permitting subletting of any part/major works without authorization

### **16. PERFORMANCE SECURITY**

Supervision Consultant shall be required to submit acceptable Bank Guarantee for an amount equal to 10% of the accepted supervision consultancy cost towards Performance Security proportionately in the currencies of payment asked for in the bid proposal. The validity of the Bank Guarantee (s) shall cover entire duration of consultancy period plus 15 months including 12 months (Defect liability Period). The format of the Bank

Guarantee (s) shall be got approved by the consultant from Employer. The Bank Guarantee (s) shall be released after satisfactory completion of the assignment.

a. Bank Guarantee, in the name of the Employer from following banks would be accepted :

- i. State Bank of India or its subsidiaries
- ii. Any Indian Nationalized Bank
- iii. IDBI or ICICI / ICICI Bank
- iv. A Foreign Bank (issued by a branch outside India) with a counter guarantee from SBI or its subsidiaries or any Indian Nationalized Bank

## **17. CONSULTANTS PROPOSAL SUBMISSION**

17.1 The TOR is prepared to address supervision consultancy package in a general way. The consultants are advised to understand fully the specific requirements of the supervision consultancy work. The consultants are also advised to inspect the concerned project stretch and acquaint themselves with the ground realities.

17.2 The consultant submission should be focused to the project requirements as per the TOR details. The methodology to be submitted should address to the project stretch requirements. All specific issues for which references have been made in the various Paras of this TOR should be addressed effectively. General nature descriptions should be avoided.

**Annex I****Details of supervision consultancy packages for Construction of Service Road**

Consultancy Services for supervision of Health Infrastructure related Civil Works in the state of Bihar for next 5 years, as elaborated in Clause 1.1 of TOR.



**Annexure II****QUALIFICATION AND EXPERIENCE REQUIREMENT OF KEY PERSONNEL*****Team Leader***

<b><i>i)</i></b>	<b>Educational Qualification</b>	
	Essential	Graduate in Civil Engineering/ Management
	-----	-----
<b><i>ii)</i></b>	<b>Experience</b>	
	a) Total Professional Experience	Min. 15 years
	b) Number of Supervision consultancy Projects worth more than Rs. 50 crore in last 10 years	2
	c) No. of supervision Consultancy projects managed in last 10 years deployed more than 50 Engineers	1
<b><i>iii)</i></b>	<b>Age Limit</b>	65 years on the date of submission of proposal

## Annexure II

**QUALIFICATION AND EXPERIENCE REQUIREMENT OF KEY PERSONNEL***Structural Design Expert*

<i>i)</i>	<b>Educational Qualification</b>	
	a) Essential	Graduate in Civil Engineering Masters in Structural Design preferred.
	-----	-----
<i>ii)</i>	<b>Experience</b>	
	a) Total Professional Experience	Min. 15 years
	b) Experience in Building projects	Minimum 10 years in project preparation and design of Building Projects.
<i>iii)</i>	<b>Age Limit</b>	65 years on the date of submission of proposal

**Note : The agency has to suggest 2 Structural design expert in the core team . Each structural design expert carries a weight of 20 points in evaluation of Personnel.**

## Annexure II

**QUALIFICATION AND EXPERIENCE REQUIREMENT OF KEY PERSONNEL**

**Quality Assurance cum Material Engineer**

<b><i>i)</i></b>	<b>Educational Qualification</b>	
	Essential	Graduate in Civil Engineering
	-----	-----
<b><i>ii)</i></b>	<b>Essential Experience</b>	
	a) Total Professional Experience	Min. 15 years out of which 8 years as Material Engineer
	b) Experience in Building projects	Minimum 10 years
<b><i>iii)</i></b>	<b>Age Limit</b>	65 years on the date of submission of proposal

**Appendix-II**

(Form-I)

**TECHNICAL PROPOSAL**

FROM:

TO:

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Sir:

Subject:       Hiring of Consultancy Service for

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**Regarding Technical Proposal**

I/We \_\_\_\_\_ Consultant/ Consultancy firm herewith enclose  
Technical Proposal for selection of my/our firm/organization as Consultant for

---

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

(Authorized Representative)

**Appendix-II**

(Form-II)

**FIRM'S REFERENCES**  
Relevant Services Carried out in the Last Five Years  
Which Best Illustrate Qualifications

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

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by your firm:
Name of Client :		No. of Staff :
Address :		No. of Staff Months :
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services :
Name of Association Firm(s) if any :		No. of Months of Professional Staff provided by Associated Firm(s)
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project :		
Description of Actual Services Provided by your Staff :		

**Signature of Authorized Representative**

**(Form-III)****CONSULTANT NAME:**

**APPROACH PAPER ON METHODOLOGY**  
**PROPOSED FOR PERFORMING THE ASSIGNMENT**

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

- 1) Composition of the team : Description of job responsibility of the 4 key personnel may also be given besides giving an overview of broad structure of proposed organization  
[not more than 2 pages]
- 2) Methodology for services, administrative structure, mode of supervision, quality control and flow of information (MIS)  
[not more than 2 of a page]

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Note: 1) Marks will be deducted for writing lengthy and out of context approach and methodology for the assignment.

**Appendix-II**

**(Form-IV)**

**COMMENTS/ SUGGESTIONS OF CONSULTANT**

**On the Terms of Reference:**

- 1.
- 2.
- 3.
- 4.
- 5.
- ..
- ..

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

- 1.
- 2.
- 3.
- 4.
- 5.
- ..
- ..

**Appendix-II****(Form-V)****Format of Curriculum Vitae (CV) For Proposed Key Staff**

1. Proposed \_\_\_\_\_ Position: \_\_\_\_\_

2. Name of Staff: \_\_\_\_\_

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

4. Nationality: \_\_\_\_\_

5. Educational Qualification:

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

6. Membership of Professional Societies: \_\_\_\_\_

7. Publication:

(List of details of major technical reports/papers published in recognized national and international journals)

8. **Employment Record:**

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

9. Summary of the CV

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

A) Education:

i) Field of Graduation and year

ii) Field of post graduation and year



iii) Any other specific qualification

**Appendix-II**

(B) Experience

- i) Total experience: \_\_\_\_\_ Yrs  
 ii) Responsibilities held :  
     i) \_\_\_\_\_ Yrs.  
     ii) \_\_\_\_\_ Yrs.  
     iii) \_\_\_\_\_ Yrs.

iii) Relevant Experience : \_\_\_\_\_ Yrs.

C) Permanent Employment with the Firm (Yes/No):

If yes, how many years :

If no, what is the employment :

Arrangement with the firm ?

Certification :

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

**Signature of the Candidate** \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Signature of the Authorized Representative of the firm** \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

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

**Appendix - III**

**(Form-I)**

**FINANCIAL PROPOSALS**

FROM:

TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir:

Subject: Hiring of Consultants' Services for

\_\_\_\_\_  
\_\_\_\_\_

Regarding Price Proposal

I/We \_\_\_\_\_ Consultant/consultancy firm herewith

enclose \*Price Proposal for selection of my/our firm/organization as Consultant for

\_\_\_\_\_

Yours faithfully,

Signature\_\_\_\_\_

Full Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

(Authorized Representative)

**\*The Financial proposal is to be filled strictly as per the format given in RFP.**

## Appendix-III

**Format of Financial Proposal****A. District Costs**

<b>S. N</b>	<b>Description of services</b>	<b>Costs/Months (in Rupees)</b>
<b>1.</b>	Fixed cost of remuneration of employees as given in the Clause 2.2 of the ToR.	
<b>2.</b>	Other costs in a District. This would include but not be limited to the following activities:- (i) Remuneration of support staff like Manager, Typist, Computer Operator etc. (ii) Transportation (iii) Office furniture/equipment. (iv) Office establishment costs. (v) Reports/Documents printing (MIS)	Single figure may be mentioned in Sub-Head (2) and not a break up of each item described.
<b>Total Cost</b>		

**B. Headquarter Cost:**

<b>S. N</b>	<b>Description of services</b>	<b>Costs/Months (in Rupees)</b>
<b>1.</b>	All other costs which are not included in District Costs. These would include but not be limited to the following activities: (i) Remuneration of the Key Personnel (ii) Remuneration of support staff like Manager, Typist, Computer Operator etc. (iii) Transportation (iv) Office furniture/equipment. (v) Office establishment costs. (vi) Reports/Documents printing (MIS)	Single figure may be given in this Sub-Head and not a break up of each item described.

**Total cost = 13 x District Cost + Headquarter Costs.**

**Note :-** (i) As mentioned in the tender a total of 3 Consultants shall be shortlisted and shall be allotted around 13 districts each. Thus, for each Consultants the total cost of the Consultancy shall be the costs incurred on 13 Districts and the Headquarter costs.

(ii) All the above costs shall be inclusive of all taxes.