

Price : Rs. 500-00



National Institute of Design

Autonomous Institute Upper DIPP

Ministry of Commerce & Industry

Govt. of India

Paldi, Ahmedabad - 380 007.

Phone : 079 26623692 - 97 Web Site : www.nid.edu

Tender Document (Two Bids)

for

Competitive Bidding as a PROJECT MANAGEMENT CONSULTANT

For the Construction of Phase-2 PG Campus, Gandhinagar

- The form duly filled in should be submitted before 4.00 p.m. on **31st December 2009** so as to reach the Secretary & Head, General Administration, National Institute of Design, Paldi, Ahmedabad - 380 007.
- The tender document consists of total fourteen pages, including this cover page.



TENDER NOTICE

National Institute of Design has awarded the contract to construct its Post Graduate Campus Phase - 2 at Gandhinagar - Gujarat, for which it invites competitive bids from the reputed Project Management Consultants.

The work when awarded involves, total supervision (Day - to - Day supervision / quality control / reporting / recording of measurements etc. of each activity) of civil, electrical, drainage - plumbing, interiors, landscaping, LAN. networking, air conditioning, HVAC, Co-ordination with Consulting Architects, Contractors, other Consultants related to the said project etc. and to ensure the best workmanship with quality materials of the entire construction project in all respect is completed within stipulated time limit and handed over to the institute. The estimated cost of the entire project is approx Rs. 700 lakhs.

Reputed and experienced Project Management Consultants who have been associated with similar task (Preference may be given to the agency who has done similar kind of PMC for educational institute projects) of a single project of more than Rs. Ten Crore during last three years, only may kindly send their bids latest by 31st December by 4.00 p.m. to The Secretary & Head, General Administration, National Institute of Design, Paldi, Ahmedabad 380007 - Gujarat.

National Institute of Design reserves the rights to select or reject any or all offer(s) without assigning any reason.

- 1. BACKGROUND :-** The NID has its Past Graduate Campus near infocity in Gandhinagar. Under the Phase-II expansion, contract to construct the academic block and other amenities has already been awarded to the civil contractor in Nov-09. The agency as already commenced the works (Civil, Plumbing, Drainage etc.) in the last week of Nov.-09. Electrical, Fire Services, HVAC, Interiors, etc. contracts will be awarded subsequently. The present contract of civil works for approx. 5000 sq. mtr. at a tender cost of approx. Rs. 4.84 crores has already been awarded and the construction activities, mobilization etc. have commenced.

The institute is looking for a professional and efficient Project Management Consultant to provide professional services as elaborated in the “Scope of Services” in the tender document. The on going civil works, w.e.f. Dec.-09 will get over within 11-12 months. Billing, Electricals, Interiors, Fire, LAN/WAN, etc works may take additional 2-3 months our hence it is estimated to hire the PVC for about 15 months for the said project.

2. MODE OF SUBMISSION OF TENDER DOCUMENTS

- a) Sealed offers, in a big sealed envelop consisting of two Envelopes viz. Envelope No: 1 and Envelope No: 2. shall be addressed to The Secretary & Head, General administration, National Institute of Design, and super scribed “**Tender for PMC Work for Phase 2, Gandhinagar Campus**” and sent so as to reach his office not later than on the date and time indicated in the advertisement and tender document.
- b) **Envelope no:1** shall contain the information as per Annexure - I alongwith a DD of Rs. 60,000/- as EMD issued in favor of “National Institute of Design” payable at Ahmedabad. The DD should be of nationalized bank only.
- c) **Envelope No:2** shall contain the financial bid as per Annexure - II

3.0 MODE OF OPENING OF TENDER

- a) Envelope No:1 of the tenders will be opened at 4.15 P.M. on the due date of submission in the office by The Secretary & Head, General administration, NID or any other officer designated for this purpose by him. The tenderers or their authorized representatives may remain present.
- b) Contents of envelope No: 1 will be examined by the Institute to ensure that the tenderer fulfills the criteria and in Institute’s opinion, is competent to carry out the work as specified.
- c) After examination of the contents of the envelope No:1, the Institute may, if required, seek further clarifications from tenderer in a joint and/or separate meetings and / or by written communications.
- d) The Institute will then finalise the list of acceptable shortlisted tenderers and intimate them, the time and date of opening of Envelope No.2.
- e) National Institute of Design reserves the rights to select or reject any or all offer (s) Without assigning any reason.

4. SCOPE OF WORK

The scope of work will include the following activities

- i. Site investigation and survey
- ii. Civil and structural works
- iii. Water supply, sanitary, drainage and sewer installation
- iv. Electrical installation with fixtures and fitting
- v. Fire detection, alarm and fire fighting system
- vi. Water and sewage treatment, rain water harvesting system
- vii. HVAC system, lightning arrestor system
- viii. Lifts if required.
- ix. Landscaping
- x. Interiors for all the buildings..

SCOPE OF SERVICES

PLANNING, PROGRAMMING, SCHEDULING, MONITORING AND REPORTING

PLANING

PMC will prepare a detailed implementation plan and time frame for the project in consultation with Architects, Specialty Consultants and the selected contractors.

PROGRAMMING

PMC will scrutinize the programmes of construction submitted by the various contractors, get these modified by them, if necessary, so as to have a workable and mutually acceptable plan of implementation as detailed under. PMC shall administer the contracts, interpret the contract documents, evaluate the various items and advise the Employer thereon..

MASTER NETWORK

Based on accepted programme of construction of each agency, PMC will prepare a competerised master network, which will include schedule of the major activities of various trades and their interdependence and broad schedule of procurement of prime cost items to be supplied by the Employer, and identify activities of various contract packages falling on the critical path including procurement of critical material.

SUB-SCHEDULES

PMC will have the contractors prepare computerized detailed sub-schedules of different disciplines and trades identified in the Master Network. These will be prepared taking into account the contractor's equipment, methodology of construction, availability of resources, the time constraints, labour and supervisory staff and other prevalent conditions.

CASH FLOW

Cash flow for budgeting of funds will be prepared and updated monthly and the Employer kept informed.

MONITORING

PMC will prepare the agenda and the minutes of the Project Coordination Committee for circulation to members and for ensuring proper coordination. Meetings will be held weekly/fortnightly, as required between representatives of different disciplines to co-ordinate as well as ensure the progress of works.

PMC will also monitor and keep the Employer informed of

- (i) The project cost parameters and recommend steps for effecting proper cost control,
- (ii) The project of work on the basis of established programme and the action initiated to correct delays,
- (iii) Shortfalls, hold-ups, bottlenecks, if any, will be identified and action taken to remove these as expeditiously as possible to complete the project within the time frame as provided in this Agreement,
- (iv) At suitable intervals, Master network, sub-schedules, etc. will be reviewed and if necessary, renewed, revised and updated by PMC.

REPORTING

The progress of the project as compared to the agreed schedules, will be reported periodically by PMC to the Employer in comprehensive form, highlighting the deficiencies and bottlenecks, if any, with suggestions for remedial measures for speedy execution of the works. PMC will also advise the Employer about project status through monthly status reports. The PMC would be responsible for keeping all required records to be presented before CTE / CVC if required necessary.

CO-ORDINATION

PMC will ensure proper co-ordination between design office and site Office for issuance of “Good for Construction Drawings”, duly stamped And signed and clarifications / modifications required as per sit conditions.

SYSTEM

PMC will perform the co-ordination role for all activities involving Architects,

Architects, Engineering Consultants, Employer and Contractor, PMC will

Set up a system to co-ordinate the work of each discipline and each trade. Drawings and details required at site will be identifies ahead of time by the PMC. PMC will also be a member of the Project Co-ordination Committee to be set up by the Employer.

MATERIALS

PMC shall prepare well in advance material supply projection statements, recommended for purchase, to expedite procurement of controlled and long delivery items. PMC will also help in timely procurement of such materials including prime cost sum items to be procured by the Employer.

INTER-DEPENDENT ACTIVITES

Activities of inter-dependent trades will be identified and co-ordinated by the PMC for smooth operation.

DETAILED DESIGN AND WORKING DRAWINGS

PMC will study and scrutinize the designs, working and detailed drawings prepared by the Architects, Specialty Consultants and monitor the cost implications to avoid cost over-runs.

SITE SUPERVISION

PMC will provide full time day-today supervision for monitoring the quality and progress of work to ensure trie required progress. Testing and quality control will

also be carried out by the PMC through facilities provided by the contractors at site. The broad deployment and qualified staff at site by the PMC shall be as agreed mutually.

QUALITY CONTROL

PMC will set up procedures to control and accept materials and workmanship at site. A system of “check-lists” and “check-cards” for RCC works will be introduced. Other procedures to establish acceptance norms of quality and work margin shall be strictly enforced for effecting proper control in monitoring the quality and workmanship.

IN SITE LABORATORY WORK

A site laboratory will be set up by the Contractors as per PMC/Contract requirements to test sand, coarse aggregate, some properties of cement and concrete cubes. PMC will oversee operations of this laboratory.

Guidance will be given to the contractors to design concrete mix of the requisite strength and water cement ratio and modify them from time to time.

A system of making, storing, testing and recording strength of concrete cubes will be introduced and enforced.

OFF SITE LABORATORY WORK

PMC will identify tests to be performed from outside testing laboratories at the Contractor’s cost on different construction materials to ensure conformity to specifications and interpret results of these tests.

CHANGE ORDERS

PMC will advise the Employer to issue the necessary change orders to the Contractors, whenever such a need arises due to any design change, extra work or reduction of work, with the approval of the Architects and Employers.

UPDATING OF ESTIMATES

Whenever there is a change in design in the scope of work due to any unforeseen reason, PMC will advise the Employer with reasons thereof and provide all assistance in updating schedule of quantities and cost estimates, to the Architects.

CLAIMS

PMC will be responsible to keep claims/extra items to the minimum possible for effective cost control. If, there are any extra claims by the contractors, PMC and the Architects will study, analyse, check, review and verify the claims taking into account the actual prevalent conditions, fairness of the claims, additional efforts involved and make their recommendations, after ascertaining admissibility of the

same, to the Employer. PMC will also be responsible for answering CTE observations/queries.

MEASUREMENT CERTIFICATION OF BILLS

PMC jointly with the contractor's representative, shall take and record the actual measurements of the work done and certify quality of material supplied and quality of work done. PMC will also scrutinize and check all

RA bills received from the Contractors for work in progress and after scrutiny, processing and verification, issue the certificates of payment and forward the same along with corrected running and final bills to the Employer, with a copy to the Architects for certification on quality and adherence to design.

The Architects should submit comments if any, within a week of the receipt of the copy. The final bill will however, be sent to the Employer, through the Architects only. This will not in any way diminish the responsibility of the PMC for quality and quality verification and control at site.

FINAL INSPECTION AND ACCEPTANCE OF WORK

As part of the quality control and inspection functions, PMC shall ensure that prior to the contractors leaving the job site and prior to the final payment, all works have been completed all previously observed

Deficiencies have been corrected and no outstanding work or corrective items remain. PMC shall review the safety programme developed by the contractors as required by the contract document, prepare/obtain all completion drawings/documents "as built" drawings and maintenance manuals from all agencies and after checking and authentication, submit to the Employer for record and future reference.

DEFECTS LIABILITY PERIOD

The employer shall bring to the notice of PMC defects in construction, if any, PMC shall also identify defects during the defects liability period and get these rectified by the contractors and after completion of the defects liability period, certify release of Contractors' balance payments. PMC will also give all necessary technical advice, and guidance to the Employer during the said period.

ARBITRATION

In the event of any difference or dispute, between the Employer and the Contractors, PMC shall assist the Employer in arbitration and setting disputes during the construction period and after virtual completion of construction. If there is a dispute arising between the Contractors after the expiry of 12 months of completion of construction, the PMC shall assist the Employer in Arbitration on mutually agreed terms.

COMPLETION CERTIFICATE

The Project Management Consultants for the project, shall be solely responsible for obtaining all clearances, completion certificates and NOC's from local authorities, including fire clearance, pollution control, urban authority for occupation of the building by the Employer.

5 TERMS OF SERVICE OF PMC

5.1 FEES

It is agreed and understood that the estimated duration of the project implementation is 15 months made up as follows:

Additional fees may be payable to the PMC in the event of the construction period of the project getting extended months beyond the 15 months for the reasons not contributing the lack of efficiency of the PMC agency, on requirement of work force of the PMC for the extended period, on mutually agreeable terms stipulated above.

5.2 Mode of Payment

- | | |
|---|---|
| 5.2.1 Monthly payment during construction
And post-construction period | 95% of the monthly fees due as per the agreement entire into. |
| 5.2.2 Final payment after completion and
Finalisation of all bills and completion
of the defect liability period. | Balance 5% of the total monthly fees paid. |

5.3 TDS as per rules shall be deducted.

5.4 Service tax as applicable of the fees will be paid over and above the agreed fees.

6 EXECUTION OF SERVICES

It is hereby agreed and accepted that the Employer shall have the right to terminate this contract at any stage, without being liable for any damages, by giving 30 days' written notice to PMC, if they find that PMC is not performing the agreed and stated services. PMC shall also have the right to termination of this contract with a notice period of 30 days to be rendered in writing to the Employer giving sufficient cause.

7 FACILITIES TO BE PROVIDED TO THE CONTRACTORS

PMC will be provided with adequate site office and other facilities, like water, light and telephone by the main Contractor.

8 DURATION OF SERVICES

This Agreement is based on the assumption that the Employer's project will be completed on all respects in 15 months, as given in clause 5 above. In case the project is delayed beyond 15 months, for reasons attributable to any agency other than the PMC and / or the Architects, extra fees as per terms to be mutually agreed upon, but not exceeding the monthly equated payment vide Clause 5 above and based on actual staff requirements, shall be made by the Employer to the PMC for the extended period.

9 MISCELLANEOUS

This contract shall not be assigned / transferred / sub contracted by the PMC to any party without the written consent of the Employer.

10. PENALTY

The penalty to the PMC, if the entire civil, electrical etc work does not complete within the stipulated time limit of 15 months, due to reasons attributed by the PMC agency it would be Rs. 50,000/- per week.

The decision of the Building Committee of the institute, in this regard, would be final.

ANNEXURE-I
TECHNICAL BID

GENERAL INFORMATION / PROFILE OF THE FIRM

- 01 Name of PMC :
- 02 Address :
- Email ID :
- 03 Telephone No. :
- 04 Type of Organization : Sole Proprietorship
- Partnership
- Private Limited Co.
- Public Limited Co.
- 05 Name of Proprietor / Partner / Directors with Educational Qualifications (Bio-data of each Technical partner should be enclosed) : 1.
- 2.
- 3.
- 4.
- 06 Registration No.
- 07 Date of Establishment (Please also give the first date of establishment of the parent firm giving the history to the present state)
- 08 Contractor's Registration No. (License No.) :
- 09 Permanent Income-Tax Account No.
- 10 Names & Addresses of the Bankers
- 11 If registered with Govt./ Semi-Govt. / Corporate bodies, give details of classification :
12. Attach a separate statement giving details on following heads **on hand / under execution** projects having project cost more than Rs. ten crores or more.
a) _Name of Project (b) Location (c) Name of Works (d) Name of Client (e) Tender Cost (f) Date of Starting (g) Stipulated date of completion (n) Name, designation and contact no. of the official of the client

13. Attach a separate statement in above format showing projects of Rs. 10.00 crore or More **completed in the last three financial years** :
(a) _Name of Project (b) Location (c) Name of Works (d) Name of Client (e) Tender Cost (f) Date of Starting (g) Date of completion (h) Name designation and contact no. of the official of the client

14.0 References

Please give at least two names and addresses with contact persons' name, designation and contact phone numbers of clients / architects / engineers for whom you may have executed the works:

[1] _____	[2] _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15. Additional Details :

- 1 Please give details of qualified civil / electrical - supervisors, engineers, project managers with their names, contact details and qualifications, working in your firm.
- 2 Please give details of testing laboratory, equipment you would establish at site / lab.
- 3 Please give details of the relevant licensed software owned by the firm.

ANNEXURE - II
FINANCIAL BID

I /We have read the tender document alongwith the detailed scope of work. I / We quote consolidated monthly fees during the project period, considering following technical team viz. site engineers / experts from the PMC agency.

- (1) Project Engineer
- (2) Civil Engineer
- (3) Building Supervisor / Electrical Engineer / Interior Designer / Service Engineer etc. or any other technical services related to the project as and when required.

Our monthly fees will be Rs. (Please quote the fees in figure as well as words.)

Date :

Place :

person, Name & Signature of the Authorised

With the seal of the firm.

Note : Please submit this financial bid in a separate sealed envelope, in a big envelope alongwith the technical Bid (Annexure - 1) in separate sealed envelope as mentioned i the tender document.