Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

Executive Engineer,
Education Project Division-1,
PWD (GNCTD), Vikas Bhawan-II,
Civil Lines, Delhi-110054
TENDER DOCUMENT FOR ELIGIBILITY, TECHNICAL & FINANCIAL BID FOR CONSULTANCY SERVICES FOR THE WORK OF:

Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

Issued to

M/s. .................................................................
.................................................................
.................................................................
.................................................................
on .................................................................

To be received up to 1500 Hrs on ----- ** ----- 

This document contains Pages from 1 to 62 Eligibility, Technical Bid pages from 1 to 44 (One to Forty Four Pages) and Financial Bid pages from 45 to 62 (Forty Five to Sixty Two Only.) including this and pre-page.

Executive Engineer,
Education Project Division-1,
PWD (GNCTD), Vikas Bhawan-II,
Civil Lines, Delhi-110054

** To be filled by EE
# INDEX

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Details</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Index</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Data Sheet</td>
<td>4-5</td>
</tr>
<tr>
<td>3.</td>
<td>Press Notice</td>
<td>6</td>
</tr>
<tr>
<td>4.</td>
<td>Letter of Invitation of Bids</td>
<td>7-14</td>
</tr>
<tr>
<td>5.</td>
<td>Instructions for the Architectural/Engineering Consultancy firms</td>
<td>15-16</td>
</tr>
<tr>
<td>6.</td>
<td>TECHNICAL BID</td>
<td>17-18</td>
</tr>
<tr>
<td>7.</td>
<td>Terms of Reference – Annexure-A</td>
<td>19-32</td>
</tr>
<tr>
<td>8.</td>
<td>Format for Technical Proposal – Annexure-B</td>
<td>33-41</td>
</tr>
<tr>
<td>9.</td>
<td>Information for the Consultant</td>
<td>42-43</td>
</tr>
<tr>
<td>10.</td>
<td>Site Plan</td>
<td>44</td>
</tr>
<tr>
<td>11.</td>
<td>Financial Bid Document</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Annexure C1 &amp; C2</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Form of Agreement – Annexure D</td>
<td>48-50</td>
</tr>
<tr>
<td>14.</td>
<td>General Conditions of Contract – Annexure –E</td>
<td>51-60</td>
</tr>
<tr>
<td>15.</td>
<td>Form of Performance Security (Guarantee) Bank Guarantee Bond.</td>
<td>61-62</td>
</tr>
<tr>
<td>16.</td>
<td>Detail Project Report Prepaid By Transaction Advisor M/s Ernest &amp; Young</td>
<td>Annexure F</td>
</tr>
<tr>
<td></td>
<td>Young Pvt. Ltd.</td>
<td>Volume-I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Volume –II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Volume-III</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DATA SHEET

1. Name of work : Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

2. The Name & Address of the Client : PWD, GNCTD.

3. Engineer-in-Charge : Executive Engineer, Education Project Division-I, PWD (GNCTD), Vikas Bhawan-II, Civil Lines, Delhi-110054

4. Department : Public Works Department, Govt. of National Capital Territory, Delhi unless otherwise specifically mentioned.

5. The Documents are :
   Terms of Reference (TOR) : Annexure A
   Format for Eligibility : Annexure B2 to B4 Technical Bid
   Formats for Technical Proposal : Annexure B5 to B7
   Formats for Financial Proposal : Annexure C
   Form of Agreement : Annexure D Financial Bid
   General Condition of Contract : Annexure E
   Report of Ernest & Young Pvt. Ltd : Annexure F Technical Bid

6. Tax liability : No Tax, Cess, and Levy except Services Tax shall be paid to the consultants over their contract amount. In respect of service tax, same shall be paid by the consultant to the concerned department on demand and it will be reimbursement to him by the Engineer-in-Charge after satisfying that it has been actually and genuinely paid by the consultant. Recoveries for Income Tax, education Cess or any other taxes as per prevailing statutory requirements shall be made from the payments made periodically to the consultants.

7. Date of sale of Technical & Financial Proposal : ----**-----

8. The date and time of proposal submission : ----**-----

9. Date of Opening of Technical Bid : ----**-----

** To be filled by EE
10. Date of Opening of Financial Bid: To be intimated in due course to those who qualifies in evaluation of Technical Bid.

11. Proposal Validity period: 120 days from the date of opening of financial bid

12. EMD: An EMD of Rs.50,000.00 (Fifty Thousand only) in the form of receipt treasury challan/ deposit at call receipt of a scheduled bank/ fixed deposit receipt of scheduled bank/ demand draft of scheduled bank drawn in favour of Executive Engineer, B-122, PWD, Delhi and payable at New Delhi, must be submitted along-with the bid document. No other mode / form of payment shall be acceptable.

Assistant Engineer, Education Project Division-1
Executive Engineer, Education Project Division-1

Assistant Engineer (P), O/o CPM (Education), Projects
Executive Engineer (P), Education Project Division-III

Technical Bid document is approved.

Chief Project Manager (Edu), Projects
PWD (GNCTD), Ground Floor, C-Wing,
Vikas Bhawan-II, Civil Lines,
Delhi-110054
PRESS NOTICE

The Executive Engineer, Education Project Division-I, PWD, GNCTD, Ground Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi-110054, on behalf of the President of India, invites tenders in single stage three Bid system from the eligible and reputed Architectural/Engineering Consultancy firms for the work of Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

The Earnest Money : Rs. 50,000/-
Last Date of Receipt of Application : ....**.... up to 3.00 PM
Last Date of Issue of Tender : ....**.... up to 3.00 PM
Date of Opening of Eligibility Bid : ....**.... at 3.00 PM

The tender document along with all terms and condition is available on Govt. of Delhi web site www.delhigovt.nic.in The intending bidders can be seen tender document from the website and bid documents will be issued to applicant from the office of Executive Engineer, Education Project Division-I, PWD,GNCTD, Ground Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi-110054 on payment of Rs.1000/- (cash) towards cost of tender document.

For Bid details refer the website: www.delhigovt.nic.in

Note: Not to be published below this.

Executive Engineer,
EPD-1,PWD,GNCTD,
Ground Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi-54

** To be filled by EE
LETTER OF INVITATION

Sub: Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

1.0 INTRODUCTION:-

1.1 Tenders are invited in single stage three bid system from the eligible and reputed Architectural/Engineering Consultancy firms for the work of Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

1.2 While preparing the basic design concept to be submitted along with the bid, permissible design parameters, bye-laws, statutory regulations and sound engineering practice shall be followed.

To facilitate the preparation of bid, the following documents are enclosed.

i. Terms of Reference (TOR) - Annexure-A
ii. Formats for Eligibility - Annexure-B2 to B4
iii. Format for technical proposal - Annexure-B5 to B7
iv. Format for financial proposals - Annexure-C
v. Form of agreement - Annexure-D

1.3 Information to be furnished by the bidder:

Annexure - B1- Letter of Transmittal  
Annexure - B2- Details of registration of firm  
Annexure – B3-Details of Turnover of firms  
Annexure – B4-Details of similar works experience  
Annexure – B5- Composition of the team personnel and the task which would be assigned to each member.  
Annexure – B6- Format of curriculum vitae (CV) for proposed key team personal  
Annexure – B7- Details of key personnel  
Annexure – B8- Approach paper on methodology proposed for performing the assignment  
i. Approach paper on methodology proposed for performing the assignment.  
ii. Composition of the team personnel, their CV and the task which would be assigned to each team member, details of key personnel & manpower deployment schedule.  
iii. Conceptual scheme

1.4 In order to obtain first hand information about the assignment, the local conditions/constraints and the concept of the project considered, it is essential that the bidders apprises himself with the site conditions, local bye-laws and all other relevant information.

1.5 A pre-bid meeting shall be held on ------**------ in the Chamber of Chief Project Manager (Edu), PWD, on 13th floor, MSO Building, I.P. Estate, New Delhi-110002 for clarifications, if any, in the documents.

1.6 At any time before the submission of proposals, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by an invited bidding firm, modify the Documents by suitable amendment. The amendment shall be sent in writing or by facsimile to all the firms invited to submit proposal and will be binding on them. The Department may at its discretion extend the deadline for the submission of proposals.

** To be filled by EE
2.0 BID DETAILS

2.1 The bid shall be submitted in the prescribed documents.

2.2 The technical proposal and financial bid furnished by the consultant should duly consider the provisions of the TOR and if in the view of the consultant, any further activity/activities are needed, which are essential for accomplishment of the job, the same should also be considered in the technical and financial proposal. Nothing extra will be paid on this account.

2.3 The proposal shall be valid for a period of 120 (One Hundred Twenty) days. The period of validity of the proposal shall be reckoned from date of opening of financial bid and during this period, no change in the quoted price is permissible. No change of personnel proposed to be engaged as per the technical proposal shall be permitted without prior consent of the Department for the entire period of consultancy job.

2.4 Earnest Money Deposit (EMD)

2.4.1 An EMD of Rs.50,000.00 (Fifty Thousand only) in the form of receipt treasury challan / deposit at call receipt of a scheduled bank/ fixed deposit receipt of scheduled bank/ demand draft of scheduled bank drawn in favour of Executive Engineer, B-122, PWD, Delhi and payable at New Delhi, must be submitted along-with the bid document. No other mode / form of payment shall be acceptable.

2.4.2 No interest shall be payable by the department for the earnest money deposit.

2.4.3 No bank guarantee will be accepted in lieu of the earnest money deposit.

2.4.4 The EMD shall be forfeited by the department in the following events:

2.4.4.1 If the proposal is withdrawn during the validity period or during the extension agreed by the consultant thereof.

2.4.4.2 If the Proposal is varied or modified in a manner not acceptable to the department after opening of Proposal during the validity period or any extension thereof.

2.4.4.3 If the bidders tries to influence the evaluation process.

3.0 SUBMISSION OF BIDS

Application supported with prescribed annexure, technical and financial bids shall be placed in separate sealed envelope each marked EMD and Eligibility documents in envelope No.1, Technical bid documents in envelope No.2 and Financial bid in envelope No.3. All the three envelopes shall be placed together in another sealed cover envelope. The bids will be received upto 3.00 pm on **. The envelope No.1 marked “EMD and Eligibility documents shall be opened by the Executive Engineer, Education. Project Division No.1, PWD, Delhi or his authorized representative in this office on the same day at 3.30 pm. The time and date of opening of technical and financial bid shall be communicated to the qualified bidders at a later date.

Completed proposal should be delivered to Executive Engineer, EPD-1, PWD, Delhi by ------- **-------. Any proposal delivered after the above-mentioned due date and time will not be considered. The technical bids will be opened in the presence of intending bidders/their representative on the day and time to be intimated separately. Financial bids of only those, bidders who are found eligible in technical evaluation as per clause 4.0 of this document will be opened, the date & time for which shall be intimated separately.

It shall be the responsibility of the bidder to ensure that the bid is submitted in proper and sealed envelopes. The Technical Bid, Financial Bid without the prescribed EMD will not be opened and is liable for rejection.

3.1 Envelope-I: EMD & Eligibility Bid (Eligibility Criteria).

(i) EMD Rs.50,000/-.

(ii) Should have satisfactorily completed comprehensive consultancy work for atleast one similar projects costing not less than Rs.760.00 crore, or two similar project each costing not less than Rs.570.00 Crores or three similar projects each costing not less than Rs.380.00 Crores during last 7 years upto November 2015.

(iii) Copy of registration of firms/associated firm (as partner or employee) with Council of Architecture.

(iv) Gross receipt of annual fee in each last three years should not be less than Rs.9.50 Crore year ending upto 31.03.2015.
Should have at least one of the team member as LEED-AP or TERI GRIHA or shall have to associate with LEED-AP or TERI GRIHA Evaluator.

### Envelope-II: Technical Bid

#### 3.2.1 The technical bid to be submitted as per format of Annexure-B shall comprise the following:

(i) **Letter of transmittal – Annexure B-1**

(ii) **Composition of technical/managerial staff their CV and task assigned to them.** (Annexure B-5, B-6 and B-7).

**To be filled by EE**

(iii) **Approach paper on the methodology proposed for performing the assignment demonstrating the bidder’s knowledge of the project requirements and bidder’s understanding of the requisite tasks as set forth in the scope of services (Annexure B-8)**

(iv) **Conceptual scheme (Site Plan attached)**

(v) **Additional information (If any).**

#### 3.2.2 Each CV shall be signed in blue ink by the key personnel and countersigned by the authorized officials of the Firm. Photocopy or unsigned / uncontersigned CVs shall be rejected. Digitalized signatures/scanned copy of the signatures on CVs of the key personnel duly countersigned by authorized signatory of the lead consultant shall also be acceptable.

#### 3.2.3 Each CV shall contain the proof of age and qualification as well as an undertaking from the key personnel about his availability for the duration prescribed in the TOR.

#### 3.2.4 The key personnel proposed should not have attained the age of 70 years at the time of submitting the proposal.

#### 3.2.5 The personnel’s proposed should possess good working knowledge of English Language.

#### 3.2.6 At least 25% of the personnel’s proposed for the project should be under employment with firm(s) on the date of submission of the proposal. Necessary proof in this connection shall be submitted.

In case a firm is proposing key personnel from educational / research institutions, a ‘No Objection Certificate’ from the concerned institution shall be enclosed with his CV.

#### 3.2.7 The Concept Scheme of the technical proposal shall include functional layout plan, conceptual drawings, structural concept, utility services concept, finishing, air conditioning details and brief report. The details to be provided by the applicant along with the conceptual scheme should be adequate to understand the entire scheme. The budgetary cost estimate for the proposed scheme shall also be provided in the technical proposal. Size of drawings shall be minimum A-1. The bidders shall be required to make presentations of 30 to 40 minutes duration duly supported by computer generated 3D, animated, “walk through” presentation to the evaluation committee as and when called for, showing the salient features of the proposed scheme. A soft copy of such presentation shall also form part of conceptual scheme.

#### 3.2.8 After award of contract the Client expects all of the proposed key personnel to be available during implementation of the contract. The Department will not consider substitutions during contract implementation except under exceptional circumstances upto a maximum of 25 percent of key personnel (considering equal weightage for each key personnel) and that too by only equally or better qualified and experienced personnel.

### Envelope-III: Financial Bid

#### 3.3.1 Financial offer shall be submitted as per Annexure-C in lumpsum amount for the work, which will not be increased with any escalation in the project cost and would provide fee for all the items of works involved as per the scope of assignment as detailed in the Terms of Reference and other additional activities felt necessary by the consultant. The price bid shall also include the cost of visits of the consultants to site of work; during the finalization of preliminary design/detailed design and construction and commissioning period.

#### 3.3.2 The cost of office supplies, project related travel, attending and arranging meetings with client, local authority, site co-ordination meetings and related expenses, if any, shall be deemed to be included in the financial bid. The expenses to be incurred by the consultant, if any, for obtaining advice of any other agency, for completing the job shall also deemed to be included in the financial bid. The successful consultant/bidders may be required to
visit Singapore for studying similar skilling centers operating there in consultation with Directorate of Training and Technical Education, GNCCTD, as and when required by the Engineer in-charge. The cost of Air –fare to Singapore in economy class for a maximum of two persons and verified by the Engineer-in-charge will be reimbursed whenever such visits are required to make.

3.3.3 Failure to comply with the requirements spelt out in para 3.0 and sub paras thereof shall make the proposal liable to be rejected and the evaluation of financial proposal shall not be undertaken. If individual key personnel makes an averment regarding his qualification, experience, age, and it turns out to be false, or his commitment regarding availability for the project is not fulfilled at any stage after signing of the agreement, he shall be debarred from any future assignment in PWD/CPWD. The firm shall also be liable for its authorized representative counter-signing a CV, which if subsequently found to contain false and misleading statements or claims, shall also be debarred for any future assignment.

3.3.4 Architectural firm should associate with an Engineering firm for engineering jobs and Engineering firm likewise should associate with Architectural firm for Architectural jobs. The Architect should be registered with the Council of Architecture. The consultant has also to associate a proof consultant for independent checking of the structural design prepared by the consultant, for which NO extra payment shall be made by the department. The proof checking shall be got done through a reputed institution as detailed under Annexure B 1.

3.3.5 The Government of Delhi proposes to Develop a World Class Skill Center and Delhi Skill University of international repute through this project. The scope of the work includes inter alia detailed planning and design for workshop, labs, demonstration rooms, practical training facilities, lectures theaters, convention/seminar halls, auditorium and all kind of residential and administration facilities. The financial offer of the bidder shall be in conformity of the report of the transaction advisor for the World Class Skill Centre project. Report of M/s Earnest and Young is Annexure of this document.

3.3.6 The Consultant shall engage the services of others specialized consultants such as kitchens/workshops/ demonstration rooms/Skilling rooms/ tool room detailing experts of experience not less than 5 years in their respective fields. All the cost for the above shall be deemed to have been include in the financial bid.

3.3.7 The lodging and boarding charges for stay at Singapore upto a maximum of USD110 (paid in INR as per current RBI conversion rates as determined by the Engineer-in-Charge) per day per person for maximum of two persons will also be reimbursed.

4.0 EVALUATION OF BIDS
The Eligibility criteria (Envelope 1) only to decide the eligibility of the bidders for participation in the Technical bid and Financial bid. First the technical proposal will be evaluated. The financial bid of bidders, qualifying the technical criteria as declared by the board of assessors will be opened. The overall evaluation of bids shall be done by giving 70% weightage to their technical bid & 30% to their financial bid. Highest scorer will be considered for award of work on approval by competent authority.

4.1 Evaluation of Technical proposal:-
The Board of Assessors duly constituted by the competent authority shall evaluate the technical offers based on following criteria and select best proposals as deemed fit by it.

(i) Experience of key Personnel 30 Marks
(ii) Appraisal of the scheme, methodology of planning and execution of the work. Demonstration of Experience in planning of skilling centres, Presentation of Appropriate concept scheme for the project, Green Building measures, use of Innovative Materials & Technology in the concept scheme and efficiency of space utilization. 70 Marks

(Evaluation of part (ii) shall be done in a presentation before the Board of Assessors.)

Total 100 Marks

The evaluation of bids will be based on the following details:-

Cutting .........................
Overwriting..................
Addition........................
Insertion.....................
AE(P)  EE(P)
### MARKING CRITERIA FOR EXPERIENCE OF KEY PERSONAL

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Field of Specialization</th>
<th>Desired No.</th>
<th>Experience (Max. Marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lead Architect</td>
<td>2</td>
<td>4.00 marks (minimum experience of 10 years)</td>
</tr>
<tr>
<td>2</td>
<td>Architect</td>
<td>2</td>
<td>2.00 marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>3</td>
<td>Structural Engineer</td>
<td>1</td>
<td>2.00 marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>4</td>
<td>Electrical Engineer</td>
<td>1</td>
<td>1.00 marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>5</td>
<td>Fire Fighting and Fire Alarm</td>
<td>1</td>
<td>1.00 marks (minimum experience of 10 years)</td>
</tr>
<tr>
<td>6</td>
<td>HVAC</td>
<td>1</td>
<td>2.00 marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>7</td>
<td>Water Supply and Sanitary Expert</td>
<td>1</td>
<td>1.00 marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>8</td>
<td>Landscape/ Horticulture</td>
<td>1</td>
<td>2.00 marks (minimum experience of 5 years)</td>
</tr>
<tr>
<td>9</td>
<td>Green Building Consultant</td>
<td>1</td>
<td>2.00 marks (minimum experience of 5 years)</td>
</tr>
<tr>
<td>10</td>
<td>Art work</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 5 years)</td>
</tr>
<tr>
<td>11</td>
<td>I.T. Software/Hardware Engineer</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>12</td>
<td>Waste and Disposal management system</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>13</td>
<td>Workshops</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>14</td>
<td>Furniture Designer</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>15</td>
<td>Audio &amp; Audio-Visual Systems</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>16</td>
<td>Solar Energy</td>
<td>1</td>
<td>2.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>17</td>
<td>Mechanical Engineer</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>18</td>
<td>Electronic &amp; Instrumentation Engineer</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>19</td>
<td>Hotel Management &amp; Hospitality Consultant</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>20</td>
<td>Automobile Engineer</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td>21</td>
<td>Interior Designer Consultant</td>
<td>1</td>
<td>1.00 Marks (minimum experience of 8 years)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

The maximum marks in the category are 30.00
Appraisal of the scheme, methodology of planning and execution of the work and presentation of the concept scheme of the proposal (As per details below)
(To be assessed by Board of Assessors)

Appraisal of the scheme, methodology of planning & execution of work and concept of the proposal -
The bidder shall critically examine the total scope of work and furnish their concept scheme with their comments. The appraisal of the scheme shall be as per the (Format B.8). The conceptual scheme shall show the general layout of all proposed buildings, internal roads, and utility services, supporting facilities e.g. Air-conditioning etc., structural concept and other details adequate to understand the whole scheme. The conceptual scheme shall be prepared as elaborated under clause 3.2.7

Note :- If required Board of Assessors may inspect the site to verify the project details submitted by the consultant.

To sum up the following is the criterion for evaluation of ‘Technical Bid’: -

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
<th>FORM to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Envelope II: Experience of key personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Experience of key personnel and employees</td>
<td>30</td>
<td>Annexure B-5 to B-7</td>
</tr>
<tr>
<td>II.</td>
<td>Presentation /Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. General methodology of planning and Execution</td>
<td>5</td>
<td>Annexure B-8</td>
</tr>
<tr>
<td></td>
<td>B. Demonstration of Experience in detailed planning of skilling centres</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Presentation of the Appropriate concept scheme for the project</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Green building measures</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Use of Innovative materials &amp; technology in the concept scheme</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Efficiency of space utilization</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

4.2 Evaluation of Financial proposal:-
The financial offers of only those selected by Board of Assessors shall be opened. The bidder who quotes the lowest amount shall be awarded 100 marks. The other bidders shall be awarded marks on prorate basis.

4.3 The employer shall sort list of all the bidders for opening of financial bid who secure the minimum required 50 % marks in each of the above two groups (I) & (II) under Clause 4.1 and 60% overall.

Highest points basis: On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

Following is an example of the procedure to be followed.
In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical qualifications as 60% and the weightage of the technical bids and financial bids was kept as 70: 30. 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 60. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Evaluated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Rs.120.</td>
</tr>
<tr>
<td>B</td>
<td>Rs.100.</td>
</tr>
<tr>
<td>C</td>
<td>Rs.110.</td>
</tr>
</tbody>
</table>

Using the formula LEC / EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

- A: 100 / 120 = 83 points
- B: 100 / 100 = 100 points
- C: 100 / 110 = 91 points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

- Proposal A: 75x0.70 + 83x0.30 = 77.4 points.
- Proposal B: 80x0.70 + 100x0.30 = 86 points
- Proposal C: 90x0.70 + 91x0.30 = 90.3 points.

The three proposals in the combined technical and financial evaluation were ranked as under:

- Proposal A: 77.4 points. H3
- Proposal B: 86 points. H2
- Proposal C: 90.3 points. H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

5.0 AWARD OF CONTRACT

5.1 The Contract will be awarded to the bidder who obtains highest marks, who will be informed by the Engineer-in-Charge through a letter of acceptance of his offer.

5.2 After issue of such letter of acceptance, the successful bidder shall have to furnish a performance guarantee for an amount to the extent of 5% (Five percent) of the contract amount within 15 Days of issue of Letter of acceptance. This period can be further extended by the Engineer-in-Charge upto a maximum period of seven days on written request of the consultant stating the reason for delay in procuring the Bank Guarantee, to the satisfaction of the Engineer-in-Charge. The work shall be awarded after receipt of performance guarantee. In case the successful bidder does not submit Performance guarantee within stipulated time, the full earnest money deposited by him/them shall be absolutely forfeited.

5.3 The selected consultant is expected to commence the Assignment on the date specified in the Data Sheet.

5.4 Remuneration received as per this contract will be subject to tax deductions at source at the rate as applicable at that point of time.

5.5 Formal agreement will be drawn by the Executive Engineer, EPD-1, PWD (GNCTD) Delhi-110054.
5.6 Department is not bound to accept any or all the proposals submitted and reserve the right to amend selection process at any time prior to the contract award without any liability to the consultants.

5.7 The selected bidder shall provide professional objective and impartial action and hold the client’s interest paramount.

Notes:

(i) The eligibility documents, technical bid (in duplicate) and financial bid should be submitted in hard bound copy. These documents should be duly signed/attested by authorized signatory.

(ii) The department reserves the right to reject any application without assigning any reason thereof and to restrict the list of qualified bidders to any number deemed suitable in case too many bids are received satisfying the laid down criterion.

Executive Engineer,
Education Project Division-1,
PWD(GNCTD), Ground Floor, C-Wing,
Civil Lines, Delhi-110054
INSTRUCTIONS FOR THE ARCHITECTURAL/ENGINEERING CONSULTANCY FIRMS

1.1 Specific Information

Name of Work: Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

This TOR is meant for the following work:

Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

Following points need special attention of the participants:

- Architectural/Engineering Consultancy firms participating in tendering process should have following minimum eligibility criteria.
- Architectural/Engineering Consultancy firms should have minimum experience of 7 years which will be counted from the date of their registration of firm. The bidder shall also submit copy of registration of Architect associated with firm/associated firm (as partner or employee) with Council of Architecture.
- Gross receipt of annual fee in each of last three years should not be less than Rs.9.50 Crores year ending upto 31.03.2015.
- Should have satisfactorily completed comprehensive consultancy work for at least one similar projects costing not less than Rs.760.00 crore, or two similar project each costing not less than Rs.570.00 Crores or three similar projects each costing not less than Rs.380.00 Crores during last 7 years up to November 2015. Similar works mean “Comprehensive Building Project Consultancy (Architectural, Structural, Building Services) including local body approval of drawings before the Commencement of the work” (The documentary evidence to be submitted).

Note: - The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders. (The satisfactorily completion certificate from an authority not below the rank of Executive Engineer or equivalent should be submitted. The certificate should include the value of the project indicating cost of building work, year of completion and time over-run if any)
- Should have at least one of the team member as LEED-AP or TERI GRIHA or shall have to associate with LEED-AP or TERI GRIHA Evaluator.

Relevant supporting documents for eligibility issued by the officers not below the rank of Executive Engineer should be enclosed with the technical bid documents. In absent of all of these documents or not fulfilling minimum eligibility criteria, financial bid of the agency will not be opened.
- Bidder has to submit Earnest Money Deposit (EMD) amounting to Rs. 50,000/- in favour of Executive Engineer BPD B-122, PWD (GNCTD), Delhi and Payable at New Delhi. If rates are quoted without EMD, the Financial Bid will be outrightly rejected.
- Selection shall be made by adopting Quality and Cost Based Selection (QCBS) procedure with weightage of 70% on Technical and 30% on Financial Bid and with strict compliance of following criteria:
- After selection process is completed, agreement in respect of the works shall be drawn with successful bidder and the agreement shall subsequently be operated independently by the Executive Engineer, EPD-1.
1.2 SUBMISSION OF BIDS

Application supported with prescribed annexure, technical and financial bids shall be placed in separate sealed envelope each marked EMD and Eligibility Bid Documents in envelop No.1, Technical bid documents in envelope No.2 and Financial bid in envelope No.3. All the three envelopes shall be placed together in another sealed cover envelope. The bids will be received up to 3.00 pm on ------**------. The envelope No.1 marked “EMD and Eligibility documents shall be opened by the Executive Engineer, Education Project Division No.1, PWD, Delhi or his authorized representative in this office on the same day at 3.30 pm. The time and date of opening of technical and financial bid shall be communicated to the qualified bidders at a later date.

Unsealed price bid shall not be considered for evaluation and sent to the bidder unopened, in condition as received.

A pre-bid meeting shall be held on ------**------ in the Chamber of Chief Project Manager (Edu), PWD, 13th floor, MSO Building, I.P. Estate, New Delhi-110002 for clarifications, if any, in the documents.

1.3 TAX LIABILITY

No other Tax, Cess and Levy except Services tax shall be paid to the consultants over their contract amount. In respect of service tax, same shall be paid by the consultant to the concerned department and it will be reimbursed to him by the Engineer-in-charge after satisfying that it has been actually and genuinely paid by the consultant. Recoveries for Income Tax, Education Cess or any other taxes as per prevailing statutory requirements shall be made from the payments made periodically to the consultants.

1.4 Proposal Validity Period

120 days from the date of Opening of Financial Bid.

** To be filled by EE

2.0 Earnest Money Deposit (EMD) and Eligibility documents

2.1 Requisite Earnest Money Deposit in the form Treasury Challan/ Deposit at Call Receipt of a Scheduled Bank guaranteed by Reserve Bank of India/ Banker’s cheque of a Scheduled Bank/ Demand Draft of a Scheduled Bank/ Fixed Deposit Receipt (FDR) of a Scheduled Bank drawn in favour of Executive Engineer, BPD-122, PWD, Delhi and payable at New Delhi, must be submitted along-with the bid document. No other mode/form of payment shall be acceptable. The EMD shall be returned after receiving the Performance Guarantee.

2.2 No interest shall be payable by the department for the earnest money deposit.

2.3 No bank guarantee will be accepted in lieu of the earnest money deposit.

2.4 50 % of EMD shall be forfeited by the department;

(a) If the proposal is withdrawn during the validity period.
(b) If any modification is made in terms and conditions of this TOR which is not acceptable to the department.

2.5 EMD shall be forfeited in full;

(a) If the consultant does not start the work after award.
(b) If the consultant tries to influence the evaluation process.
3.0 EVALUATION OF BIDS
The Board of Assessors (BOA) constituted by the PWD shall evaluate the technical offers based on following procedure/criterion and select best proposal as deemed fit by it.

3.1 The bidder shall sign and submit the ‘Letter of Transmittal’ as given in Annexure- C1 & C2.
3.2 The bidder shall furnish the ‘Details of Key Professionals/Personnel’ in respect of following fields of specialization in FORMAT “B” (B₅ to B₇):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Field of Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lead Architect</td>
</tr>
<tr>
<td>2</td>
<td>Architect</td>
</tr>
<tr>
<td>3</td>
<td>Structural Engineer</td>
</tr>
<tr>
<td>4</td>
<td>Electrical Engineer</td>
</tr>
<tr>
<td>5</td>
<td>Fire Fighting and Fire Alarm</td>
</tr>
<tr>
<td>6</td>
<td>HVAC</td>
</tr>
<tr>
<td>7</td>
<td>Water Supply and Sanitary Expert</td>
</tr>
<tr>
<td>8</td>
<td>Landscape/Horticulture</td>
</tr>
<tr>
<td>9</td>
<td>Green Building Consultant</td>
</tr>
<tr>
<td>10</td>
<td>Art work</td>
</tr>
<tr>
<td>11</td>
<td>I.T. Software/Hardware Engineer</td>
</tr>
<tr>
<td>12</td>
<td>Waste and Disposal management system</td>
</tr>
<tr>
<td>13</td>
<td>Workshops</td>
</tr>
<tr>
<td>14</td>
<td>Furniture Designer</td>
</tr>
<tr>
<td>15</td>
<td>Audio &amp; Audio-Visual Systems</td>
</tr>
<tr>
<td>16</td>
<td>Solar Energy</td>
</tr>
<tr>
<td>17</td>
<td>Mechanical Engineer</td>
</tr>
<tr>
<td>18</td>
<td>Electronic &amp; Instrumentation Engineer</td>
</tr>
<tr>
<td>19</td>
<td>Hotel Management &amp; Hospitality Consultant</td>
</tr>
<tr>
<td>20</td>
<td>Automobile Engineer</td>
</tr>
<tr>
<td>21</td>
<td>Interior Designer Consultant</td>
</tr>
</tbody>
</table>

Any other key professional / personal required as E & Y Report shall be deployed by the Consultant for specialization of work.

Architectural firm should associate with an Engineering firm for engineering jobs and Engineering firm like wise should associate with Architectural firm for Architectural jobs. The Architect should be registered with the council of Architecture. The Architectural/Engineering Consultancy firms has also to associate a Proof Consultant for independent checking of the structural design prepared by the consultant (As agreed by the consultant in Annexure-B1 for which no extra payment shall be made by the department.

3.3 The bidder shall furnish the ‘Willingness Certificate from concerned Associate Consultant’.
3.4 Information supplied by the bidder as above shall be evaluated. This evaluation shall carry 30% marks of the total allotted marks for evaluation of ‘Technical Bid’.
3.5 The bidder shall critically examine the total scope of work and the functional requirement. The conceptual scheme shall show the general layout of all proposed buildings, internal roads, and utility services, supporting facilities etc., structural concept and other details adequate to understand the whole as mention in para 1.2.2 scheme. A soft copy of such presentation shall also form part of conceptual scheme.

The submission of ‘Approach Paper on Methodology and Concept scheme Proposed for Performing the Assignment’ and appraisal of the scheme shall be as per Annexure-B8

This evaluation shall carry remaining 70% marks of total allotted marks for evaluation of ‘Technical Bid’.
3.6 To sum up following is the criterion for evaluation of ‘Technical Bid’:

(a) Qualification/ Related experience of key personnel to be employed on the job.
   (To be evaluated as per **Clause-4**) - 30 Marks

(b) General methodology of planning & execution,
   Demonstration of Experience in planning of skilling centres,
   Green building measures, Presentation of Appropriate Concept Scheme for the project, Efficiency of space utilization and Use of innovative materials & Technology in the concept scheme.
   (To be evaluated as per **Clause-4**) - 70 Marks

| Total | - | 100 Marks |

The overall evaluation of bids shall be done by adopting Quality and Cost Based Selection (QCBS) procedure with weightage of 70% on Technical and 30% on Financial Bid.
Annexure-A

TERMS OF REFERENCE

1.0 SALIENT FEATURES OF THE WORK

1.1 Name of work: “Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.”

3.1.1 THE SITE
The Campus for World Class Skill Centre and Delhi Skill University at Jonapur Village, South Delhi District, Delhi premises comprising of but not excluding any other building/Area/Block; Training/Academic Area, Administrative Block, Conventional Centre, Hostel Blocks, Guest Rooms, Residential (Hostel Civil & Boys and Staff Residential Quarters) and other amenities on a land of an area about 37.11 Acres (Plot A 22.58 Acres and Plot B 14.53 Acres) (15178.94 sqm).

3.1.2 SCOPE OF WORK:
The proposed WCSC and DSU Jonapur Village is to be constructed on two plots having area 37.11 acres (Plot A 22.58 acres and Plot B 14.53 acres). The proposed buildings are (i) Administrative Block, (ii) Training/Academic block, (iii) Convention Centre, (iv) Hostel Block, (v) Guest-room (vi) Residential Hostel Girls & Boys and Staff Qtr., (vii) Delhi Skill University (Administrative Block) and other amenities such as open Amphitheatre, Auditorium, Library, reading rooms, cafeteria, ATMs, Track Field Indoor and Outdoor sports facilities, Gymnasium, Swimming pool, Medical room, Convenience Centre, Canteens, Pantry, Business centre etc.

The copy of Study Report prepared by transaction advisor M/s Ernest & Young (P) Ltd. containing Detailed Project Report (DPR) (in 3 Volumes) for the World Class Skill Centre is attached with tender documents. The Architect/Consultant may take help of this report in preparing the detailed design as per the general requirements specified there in, however, the requirement is to train 5,000 trainees per annum. The report prepared by M/s Ernst and Young is purely for the purposes of offering only a general guidance to the bidders and does not give the detailed requirements for the project. It is hereby clarified that the contents and recommendations of the report are included in the bid document only to familiarize the bidders with the project idea and is not to be construed as a document of detailed design requirements for the World Class Skill Centre. The successful bidder is required to plan and develop a fresh and original comprehensive design for the World Class Skill Centre and the Delhi Skill University without in any way being limited by the contents of the report. In addition, the consultant shall prepare the detailed designed for the Delhi Skill University which shall also be housed in the same campus. It is proposed to run the following courses at the Delhi Skill University:

1) Electronic Hardware  6) Food supply chain
2) Auto Maintenance & Auto Parts.  7) BFSI
3) Retail  8) Hospitality
4) IT & BPO  9) Health Care
5) Air Conditioning  10) E-Commerce & Management
The project site is divided in two plots (Plot-A 22.58 acre and Plot-B 14.53 acre) shall be joined by making underpass/subway below the existing road. At present world class Skill Centre (WCSC) is running at ITI, Vivek Vihar, New Delhi. For further clarification/requirement firm/bidder may contact Joint Director (Planning), Department of Training & Technical Education, Muni Maya Ram Marg, Pitam Pura, Delhi. The bidders are advised to visit the WCSC at the ITI Campus at Vivek Vihar, New Delhi to further acquaint themselves about the purposed project. Nothing shall be paid to the bidders for such visits.

Consultant shall provide comprehensive Architectural & Structural consultancy including all services like under pass (sub-way) for joining both the plots, water supply, Sewerage, Drainage, Electrical (i.e. internal El, Sub Station, DG Set, L.T. & H.T., Lift, street lighting etc.) Rain water harvesting, development work etc.

The scope of work shall include detailed interior planning and design for all rooms/halls/auditoriums/common areas/workshops/labs/demonstration rooms/training facilities such as workshops/kitchen/automobile pits. The scope of work also includes detailed planning and design for CCTVs, all I.T. Services, equipments/workshop machines, all acoustic treatment, public address system, all art works, all building management and access control systems, LAN, Data networks, Telecom networks, all signages, all fire fighting and fire alarm system, solar heating system, waste management, treatment and disposal system, green building features, HVAC systems, stage lighting, seminar/auditorium/lecture theater/conference room audio and video system including all rooms, all furniture/fittings/fixtures for all rooms/labs/halls/workshops/auditorium/training rooms etc., all equipment for kitchens, workshops, labs, demonstration rooms and training rooms/halls including hostels. The whole campus shall be designed as a Net Zero energy building i.e. entire electrical load may be generated in the campus through Solar PV Cells.

Consultancy work shall include preparation of integrated LOP for both plots and detailed Architectural/Structural Drawings, Preliminary Estimate, Detailed Estimate, Tender Documents for both the plots for obtaining all necessary approvals to integrated LOP and building plans and all required mandatory clearances like fire, Water Supply, Drainage, Building Height, environment clearance etc. from the local bodies & Ministry of Environment. Consultant shall have to obtain completion certificate from local bodies and fire clearance from CFO for whole complex.

2.0 ROLE OF THE CONSULTANT

2.1 The Role of the Consultant is to provide “Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.” and shall be involved for the entire duration of the project till its final commissioning and handing over.

2.2 The consultant shall provide comprehensive consultancy services in project conceptualization covering space utilization, functional requirements, preparation of LOP, Project cost estimation, Detailed Architectural drawings, structural drawings and various services design, Detailed Project Report, Preparation of contract Documents, etc. The Preliminary project report shall cover all project components.
2.3 The consultant shall prepare preliminary estimate based on CPWD PAR 2012 and market rate and submit to the Engineer-in-charge and shall make necessary corrections/modifications as suggested by him and finally get it approved by the Engineer-in-charge. This shall also include preparation of Revised P.E (if required) during execution of the work and making necessary corrections/modifications as suggested and getting it approved by the Engineer-in-charge.

2.4 The consultant shall take all necessary statutory approval from all authorities including DUAC, Delhi Jal Board, Pollution Control Board, Dept. of Forest & environment, GNCTD Delhi Fire Services, NDMA, M.C.D./D.D.A., M.O.E.F., C.G.W.A., Air Port Authority etc. Preparation of all submission drawings / materials/ 3D- walk through as per DUAC norms and models for these approvals will be the responsibility of the consultant. The statutory approvals shall include obtaining Fire Clearance from CFO and completion certificate for the completed building from the local bodies (i.e. DDA/MCD).

2.5 All Environmental Impact and Social Impact Assessment, if required has to be done by the consultant.

2.6 The consultant and his sub consultant shall have constant and regular interaction with the PWD for formulating the design philosophy and parameters, preparation of preliminary estimate, designs/ drawings and specifications.

2.7 The consultant shall have to carry out detailed topographical survey and the survey of all existing services and other constraints existing in and around the site for proper design of all the services.

2.8 The consultant shall also prepare the bid documents for call of tenders for execution of work in suitable packages. The Detailed Estimate showing details of measurement, BOQ, draft tender document, analysis of rates etc. shall be prepared and submitted by the consultant to the Engineer-in-Charge for formal approval. The corrections / observations, if any is made by the department, the same shall be complied by consultant till final approval by the competent authority. The approved tender documents shall also be submitted in hard copy as well as soft copy.

2.9 The Consultant shall have to perform in an efficient, orderly and professional manner and shall deploy necessary qualified and Skilled persons according to the requirement of the services.

2.10 The Consultant and the Sub-Consultants shall visit the works during execution stage to ensure that the works are being executed as per approved scheme and render appropriate advice and carry out all site related modifications in the designs and drawings.

2.11 The consultant shall have to assist Engineer-in-charge in preparing presentations and presentation materials during execution of work.

2.12 The consultant shall have to prepare design philosophy and the design methodology, listing out relevant codes, related references, sound-engineering practices etc.

2.13 The consultant shall have to get the structural analysis/design and drawings checked by the proof consultant. The detailed design notes shall be submitted along with design philosophy to Engineer-in-Charge.

2.14 The Consultant shall comply with all applicable laws, bye-laws, and statutory provisions etc. in the performance of the consultancy assignment and in the execution of the project.

2.15 The Consultant shall comply with the applicable norms of local as well as Central Govt. Bodies.
2.16 The consultancy services shall be provided through a Team Leader supported by experienced professionals. The Consultant will deploy adequate number of professionals and other staff to deliver the requisite services as per time schedule. The Consultant shall have to submit an Organogram giving details of proposed team detailing the roles/work to be performed by each personnel, their tentative duration, inter-relationships of each personnel etc.

2.17 The Consultant shall get the conceptual approval of the Department/client or both through presentations, physical models, computer walk-through etc. Comments and suggestions or alternate proposal of the client and his representatives shall be evaluated and suitably incorporated till the concept design is accepted and frozen.

2.18 The Consultant shall develop the concept drawings for each of the building for submission to all the statutory authorities/bodies, incorporate changes, if suggested by the statutory authorities / bodies and obtain approvals from all regulatory authorities.

2.19 The Consultant shall ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

2.20 The Consultant shall ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included. He shall also ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

2.21 The Consultant shall have to co-ordinate with the department and attend meetings with the department as and when required including meeting with the contractors.

2.22 The consultant shall obtain fire clearance from CFO on completion of the construction work.

2.23 The consultant shall prepare the completion drawing and shall obtain completion certificate from local bodies.

3.0 SCOPE OF SERVICES

3.1 The consultant shall provide Comprehensive Consultancy Services in the following areas. The agency shall appoint specialized consultants for which in-house arrangement is not available:

a). All Architectural Services including building plans/ Landscaping /Signages

b). All Quantity Surveying Services

c). All Civil & Structural Engineering Services including all proof checking work.


e). All Mechanical Engineering Services

f). All Public Health Engineering Services

g) All Waste Water treatment and Management System

h) Green Building Concept (Norms to be followed as per LEED/GRIHA).

i) All furniture /equipments/fixtures/fittings for all buildings including rooms, labs, workshops, kitchens, lecture rooms, amphitheatre, Auditorium etc.
j) All interiors and all acoustical treatments.
k) All art work and signages  
l) All water supply & drainage system  
M) All I.T. Service.  
N) Any other services which are required but not specifically indicated.

3.1.1 The consultant shall provide comprehensive consultancy services broadly described hereinafter. However, it should be clearly understood that the description of services is only indicative and the Consultant shall be required to perform any other services which may be required whether or not expressly mentioned hereinafter for **Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.** to the entire project requirement and satisfaction of the client.

3.2 Preliminary Stage

3.2 (i) Carry out topographical survey and the survey of all existing services and other constraints existing in and around the site.

3.2(ii) Carry out soil investigation of the site to establish the soil characteristics and other parameters required for the foundation design of multi-story buildings. Types of investigation/test and their qualities shall be get approved from Engineer-in-Charge. Soil investigation agency should be experienced, specialized and should be get approved from Engineer-in-charge.

3.2.2 Master Plan/Lay out plan

3.2.2.1 Development and Submission of the Draft Master Plan for **Construction of World Class Skill Centre and Delhi Skill university at Jonapur village, South Delhi District, Delhi.** Modifications of the draft master plan taking into account the comments and suggestions of the client and Engineer-in-charge.

3.2.2.2 Submission of the Final Master Plan to local bodies and incorporating changes, if any, suggested by them and re-submitting the same.

3.2.2.3 Obtaining approval of the master Plan from local authorities.

3.2.3 Concept Design.

3.2.3.1 Interact with the user departments of client and finalize the functional plan.

3.2.3.2 Development of the concept design.

3.2.3.3 Submission of the draft concept design and make presentation of the scheme

3.2.3.4 Modifications of the draft concept plan taking into account the comments, suggestions etc. of the client and the Department.

3.2.3.5 Submission of the final concept design along with models, photograph, 3D-walk through as per DUAC norms etc. to DUAC. The cost of such models, photographs, etc. shall be borne by the consultant.

3.2.3.6 Obtaining approval of the Concept design from DUAC.

3.2.4 Project Report
3.2.4.1 Preparation of Project Report and Project cost estimate covering all project components including any other equipments required etc.

3.2.5 Approval Stage

3.2.5.1 Development of the Submission Plans.

3.2.5.2 Submission of the design, drawing and related document to concerned local authorities

3.2.5.3 Modifications of the design, drawing etc taking into account the comments, suggestions etc. of the local bodies

3.2.5.4 Re-Submission Obtaining approval of the design, Drawing etc from local bodies.

3.2.5.6 Carrying out Environment Impact Assessment, submission of the same and getting approval from concerned authorities.

3.2.5.7 Obtaining necessary approval of the project from DPCC and Ministry of Environment/Department of forest and environment, GNCTD.

3.3 DETAILED DESIGN STAGE

3.3.1 ARCHITECTURAL SERVICES

3.3.1.1 Prepare tender drawings, schedules and specification of materials and workmanship, in sufficient detail to enable to prepare a tender. The tender drawings & documents shall include detailed site plan, detailed drawings for each buildings including floor plans, elevations, door & window schedules, finishing schedules, wall profiles, Staircases, ramp and lift details, details of important building parts / areas, landscape & horticulture details etc. As far as possible standards of quality performance requirement and descriptive names shall be used rather than specific products or brand names.

3.3.1.2 Prepare and issue “Good for construction” drawings. Drawings shall be adequately detailed and shall contain enough information to enable construction, full measurement, pricing and production of bill for payment. The working drawing shall include

3.3.1.3 Layout Plan showing:

- All proposed buildings, play fields, green area, location of tank, STP, Sump, RWH, Elect. Sub-Station etc.
- Blow up of road junction / parking area and other such area as required.
- Coordinated External services

3.3.1.4 Detailed Drawings

- Floor plans, fully coordinated with all services/disciplines
- Elevations
- Sections
- Wall profiles
- Doors & Window details
- Stairs/Ramps/Lifts details
- Details of building parts, areas, critical special treatments.
- Toilet details.
- Flooring pattern and details
- Dado details
- Roof flow, draining including rain water harvesting system under ground
tank

- Detailed designed and drawing of all types of furnitures, all lab equipments, all workshop machineries, all kitchen equipment etc.
- Detailed drawing of art work.
- Any other detailed require by the engineer incharge.

3.3.1.5 Landscape & Horticulture

- Drawings of landscape including blow up of critical areas / landscapes / plant scapes in detailed coordination with all external services
- Horticulture details

3.3.1.6 Any other details required for completion of the buildings/services.

3.3.1.7 Inspect the works and attend meetings during execution to give clarifications, if any, and to modify the drawings as per the site/construction requirements.

4.0 CIVIL & STRUCTURAL ENGINEERING SERVICES

4.1 General

4.1.1 The Consultant shall perform all the Civil & Structural design work necessary by utilizing the most economical, effective and widely accepted engineering concepts/practices and shall at all times show a high degree of professionalism in his work.

4.1.2 The Consultant will be fully responsible for the design of all the Civil, Elect. & structural engineering works. The services to be provided by the Consultant shall include but not be limited to the following:

4.1.2.1 Design Basis

i. Conduct surveys, tests and other investigations as required to determine the basis to accomplish economic and safe designs.

ii. Planning for the structural arrangements with the architectural design.

iii. Co-ordination & finalization of structural arrangement

- Beam & Column location
- Beam & Column size finalization
- Slab profiles
- All other detailing required for the finalization of design

iv. Finalization of design basis & structural systems.

v. Proof checking of structural design / drawings and issuing the “Good for construction” drawings. The consultant shall also submit the structural design / details (input / output) by the structural consultant and the proof checking thereof along with comments etc. of proof consultant.

4.1.2.2 Structural Design Development

- Design of all the structural and non structural elements

4.1.2.3 Drawing Stage

- Foundation plans & details
- Column, walls and beam layout plans
• Floor Framing plans, fully coordinated with all disciplines
• Floor slab structural details
• Column & beam structural details
• Staircases, ramps, lifts shafts and machine room details, rain water harvesting chamber.
• Requirement of Green Building Concept
• All other details and sketches required for proper execution of the works.

5.0 ELECTRICAL ENGINEERING SERVICES

5.1 General

The services to be provided by Consultant shall include (Preliminary & Detailed Estimates, Design and Drawings, Vetting of shop drawings)

• Design of electrical installations including all electrical fittings/fixtures, water supply pumps, d-watering pumps etc., as necessary.
• Power Supply & Distribution system including emergency and backup supply, sub-station etc
• Telephone system, intercom communications facilities,
• Cable TV/dish antenna system
• Lightning protection and Earthing system.
• External Lighting
• UPS back up, if required.
• Building / Energy Management system controlling all essential services.
• Lifts, Escalators.
• Solar Water & Lighting System, if required.
• Any other services required but not specifically indicated.
• Proper coordination with civil engineering / mechanical engineering features / services.
• Liaisoning of other statutory agencies like NDPL/BSES, Delhi Fire Services, MTNL etc. for obtaining the pre construction and post construction clearances. The statutory payments to these agencies however will be paid by the department.
• Air conditioning • D. G. Set
• C.C.TV & Entrance Security System and equipments

Note:- All the Civil, Electrical and mechanical services, as mentioned above and mentioned in para 1.2.2 shall be done by the consultant. No extra payment shall be made, if any modifications are required as per client requirement in above.

5.2 Services

5.2.1 Carry out basic and detailed designs of comprehensive electrical power distribution scheme, indoor and outdoor lighting, lightning protection and earthing systems of all the buildings in accordance with the relevant Indian regulations and Standards. The work shall include, but not limited to the following services:

5.2.2 Design and draw up preliminary schemes on the electrical requirements.

5.2.3 Design the distribution systems and prepare single line diagrams with details of
accessories and equipment.

5.2.4 Specify the details and capacities of HT panels, Transformers, LT panels, standby diesel generators and fuel intake, and to specify the type of supply arrangement for incoming power supply, interlocking arrangement between HT panel, transformer, LT panel & DG sets.

5.2.5 Design the Sub-station comprising of the HT panel room, transformer room, LT panels room, generator room and to specify the necessary switchgear and control ‘Changeover panels, capacitor banks, bus duct, essential and non essential panels as necessary with the appropriate load shedding.

5.2.6 Make detailed specifications of all electrical items, essential and non-essential panels, power control centers, capacitor panels and the corresponding bill of quantities for the various items.

5.2.7 Design and prepare detailed layout drawings for the individual power. Indoor and outdoor lighting, lighting protection and earthing system as required.

5.2.8 **Telephone, Intercom & Communication System**

- Telephone layout and telephone equipment including conduit and accessories layout for the telephone system and any protective devices battery back-up required.
- Design the EPABX room. Prepare conduit layout of cables and terminals inclusive of a fiber optic or other special data transmission cables for system required.
- Intercom layout and intercom equipment including conduit and accessories layout for the intercom system and any protective devices required.
- Prepare the specifications and bills of quantities.
- Check and approve detailed drawings of the suppliers and manufacturers
- Check and approve the suppliers’ / manufacturers’ drawings/documents.

5.2.9 **Cable TV/Dish Antenna System.**

- Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.
- Fixing details of dish antenna.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers’/ manufacturers drawings/documents.

5.2.10 **Lightning Protection and Earthing System**

Lighting protection system shall be an advanced integrated lighting protection system. The work shall include, but not limited to, the following

- Prepare plans showing internal/external earth grid, earth electrodes and lightning protection with size of conductors and details of each electrical and lightning arrestors along-with details of earthing pits.
- Earth system shall be as per relevant Indian Standards and Indian
Electricity rules.

5.2.11 **External Lighting**
- Assess the external lighting requirement for parking, buildings etc.
- Prepare plans indicating the road lighting with circuit details, typical pole detail with type of fixture, cabling, earthing etc.
- Prepare the specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers and manufacturers;

5.2.12 **UPS back-ups**
- Prepare the plan indicating the locations of UPS rooms in the buildings, UPS room layout, Single line diagram/Power flow diagram.
- Prepare specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers/ manufacturers;

5.2.13 **Solar Heating and R.O. System**
- Planning and installation of Solar Heating System and R.O. System for this building.
- Prepare specification and bill of quantities.
- Check and approve detailed drawings of the suppliers/manufacturers.

5.2.14 **Planning & Designing C.C.TV & Entrance Security System & Equipments, D.G. Set & Air Conditioning and other services mentioned in para 1.2.2.**

6.0 **MECHANICAL ENGINEERING SERVICES**

6.1 **General**
The services to be provided by Consultant shall include.

6.1.1 Fire detection, Fire Extinguishing system and automatic alarm system.
6.1.2 Lifts, escalators, water pumps etc.
6.1.3 Proper coordination with civil / electrical engineering features / services.

6.2 **Services**
To carry out basic and detailed design of the required Heating, Ventilation & Air conditioning system. This shall include amongst others the following services:

6.2.1 **Fire Detection & Alarm System**
- Design the FDA Control Room layout.
- Prepare working drawings (Floor wise) indicating the zones, location of the fire alarm sensors, Response Indicator, Manual call points, Hooters, their conduits and wiring and location/details of FDA control panels.

6.2.2 **Lifts, Escalators**
- Specify the capacity and type of lifts/escalators to be provided and prepare layout for the necessary machine areas.
Finalize the design for lifts and escalators installation as per the Statutory/local regulations.
Prepare specifications and bills of quantities.
Check and approve the suppliers'/ manufacturers drawings/ documents.

6.2.3 Water Pumps
- Specify the type of pumps for water supply & d-watering purpose.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers'/ manufacturers drawings/ documents.

6.2.4 Ventilators system (as required)
- Design and estimation of proper ventilation system from fire safety point of view.
- Vetting of soft drawings etc. for the system.

6.2.5 Fire Fighting & Fire Suppression System
- Design and prepare working drawings for internal and external fire protection and suppression system including hydrant, sprinkler system, CO2 flooding system, pressurization system, fire extinguisher system, UG tanks, fire pump rooms etc. in line with the statutory requirements.
- Size all equipment required and prepares detailed specifications and bill of quantities.
- Obtain necessary license/permissions from the statutory/local fire authority/bodies etc. as required.
- Check and approve detailed drawings and data sheet of suppliers/ manufacturers.

7.0 PUBLIC HEALTH ENGINEERING
7.1 All the design and drawings should be well coordinated with Architecture, structure and other services drawings.
7.2 All designs shall be as per the latest Indian Standards, Local bye-laws and Statutory norms/regulation.
7.3 Design of Public Health & Engineering services taking into account various topographical, meteorological, Hydrological etc. reports, identify the source and quality of water, conduct survey of existing water supply system, Sewerage system, Drainage system, Fire-fighting system, other site development works etc. for planning of services. These existing systems are to be augmented with proposed (Required) system.
7.4 The services shall include following major components:
- Water Supply System
- Sewerage System
- Drainage System
- Fire Fighting & Fire Suppression System
8.0 Services

8.1 Water Supply System

- Calculation of water requirements for domestic, non-domestic and other services.
- Design and prepare working drawings of internal and external water supply system including Underground tank, Overhead tank, Water treatment plant, Pumping stations, rising mains, distribution system and internal plumbing, recycling of treated waste water etc.
- Prepare specifications and bill of quantities.
- Check and approve detailed drawings and data sheets of suppliers/manufacturers.

8.2 Internal Sanitary Installations

- Design and prepare working drawings of internal sanitary installations.
- Identify, design and prepare working drawings of handicapped friendly toilets and sanitary installations, if required.
- Prepare specifications and bill of quantities.
- Check and approve detailed drawings and data sheets of suppliers/manufacturers.

8.3 Sewerage System

- Calculation for quantity of waste water generated from different sources and design waste water treatment plant.
- Design and prepare working drawings for internal and external soil/waste disposal systems including sewage treatment plant and treated water usages, etc.
- Obtain approval from statutory and local bodies for waste disposal.
- Prepare specifications and bill of quantities.
- Check and approve detailed drawings and data sheets of suppliers/manufacturers.

8.4 Drainage

i. Design and prepare working drawings for storm water drainage including roof drainage, service area drainage and surface drainage.
ii. Design and prepare working drawings for rain water harvesting system.
iii. Obtain approval from statutory and local bodies for drainage connections and rainwater harvesting scheme etc.
iv. Prepare specifications and bill of quantities.
v. Check and approve detailed drawings and data sheets of suppliers/manufacturers.

8.5 Fire Fighting & Fire Suppression System

- Design and prepare working drawings for internal and external fire protection and suppression system including hydrant, CO2 flooding system, pressurization system, fire extinguisher system, UG tanks, fire pump rooms etc. in line with the statutory requirements.
• Size all equipment required and prepare detailed specifications and bill of quantities.
• Obtain necessary license/permissions from the statutory/local fire authority/bodies etc. as required.
• Check and approve detailed drawings and data sheet of suppliers/manufacturers.

9.0 Site development Works
Design and prepare working drawings (longitudinal & cross section) for roads/footpaths/parking areas etc.
Design and prepare working drawings of irrigation system for horticulture. Prepare specifications and bill of quantities.
Check and approve detailed drawings of suppliers/manufacturers.

10.0 Other Services

10.1 Project Documentation
• Prepare and submit required number of copies of monthly progress accomplishment reports of the project.
• Ensure the preparation of AS-BUILT drawings and record all approved deviations and changes in drawings.

10.2 Provide any other services not explicitly mentioned but reasonably required for project development.

11 Brief Description of Work:

The following proposed buildings shall be planned and designed with complete facilities/services required as per their Trade/Courses:
The proposed buildings are (i) Administrative Block, (ii) Training/Academic block, (iii) Convention Centre, (iv) Hostel Block, (v) Guest-room (vi) Residential Hostel Girls & Boys and Staff Qtr., (vii) Delhi Skill University (Administrative Block) and other amenities such as open Amphitheatre, Auditorium, Library, reading rooms, cafeteria, ATMs, Track Field Indoor and Outdoor sports facilities, Gymnasium, Swimming pool, Medical room, Convenience centre, Canteen, Pantry, Business centre etc.

Provision for bulk services like STP, Pump Room, Elect. Substation, Rain Water Harvesting, development work etc. are also to be made as per MPD 2021.

<table>
<thead>
<tr>
<th>Area Requirements</th>
<th>Tentative Plinth Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Administrative Block</td>
<td>5,000 sqm</td>
</tr>
<tr>
<td>ii) Training/Academic Area</td>
<td>1,50,000 sqm</td>
</tr>
<tr>
<td>iii) Convention Centre</td>
<td>12,000 sqm</td>
</tr>
<tr>
<td>iv) Hostel Block</td>
<td>30,000 sqm</td>
</tr>
<tr>
<td>v) Guest Room</td>
<td>700 sqm</td>
</tr>
<tr>
<td>vi) Residential (Hostel Girls &amp; Boys and Staff Residential Quarters)</td>
<td>8,000 sqm</td>
</tr>
</tbody>
</table>

Note:- The Delhi Skill University (DSU) shall be planned and designed for the following courses:-
1) Electronic Hardware
2) Auto Maintenance & Auto Parts.
3) Retail
4) IT & BPO
5) Air Conditioning
6) Food supply chain
7) BFSI
8) Hospitality
9) Health Care
10) E-Commerce & Management

Parking: Parking to be provided as per norms MPD-2021.

In addition to the above, the scope of detailed planning and design also includes setting up of Open Amphitheatre, Auditorium, Library, Reading Rooms, Cafeteria, ATMs, Track Field, Indoor & Outdoor Sport Facilities, Gymnasium and Swimming Pool, Medical room, Convenience Centre, Canteen, Party, Business Centre etc.

12 Green Building Design

The consultant has to develop a Green building Design as per TERI-GRIHA evaluation procedure in conjunction with ECBC norms and National Building Code as per the requirement of PWD. Nothing extra shall be paid on this account.

13.

The whole campus shall be designed as a Net Zero energy building i.e. entire electrical load may be generated in the campus through Solar PV Cell which shall be grid interactive.
Annexure - B

FORMATS FOR TECHNICAL PROPOSALS
LETTER OF TRANSMITTAL

To
Executive Engineer,
Education Project Division-1,
PWD (GNCTD),
Ground Floor, C-Wing,
Civil Lines, Delhi-110054

Sub: - “Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.”

Sir

I/We have read and examined the complete document including the instructions to bidders, terms of reference and general conditions of the contract and services to be provided during pre-construction stage, construction stage for above-mentioned work.

I/We hereby submit our application on prescribed formats for undertaking the work referred to in the aforesaid documents upon the terms and conditions contained/referred to therein. I/We agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

I/We undertake to commence the work immediately on receipt of the letter of acceptance and to complete the work in the period as stated in terms of reference.

I/We agree to associate anyone of the following proof consultant for this work. The fee of the proof consultant shall be borne by us.

<table>
<thead>
<tr>
<th>Name of the Proof Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deptt. Of Civil Engineering, IIT, Delhi</td>
</tr>
<tr>
<td>2 Deptt. Of Civil Engineering, IIT, Roorkee</td>
</tr>
<tr>
<td>3 Deptt. Of Civil Engineering, Delhi College of Engineering</td>
</tr>
<tr>
<td>4 Any other agency approved by Chief Project Manager (Edu), PWD</td>
</tr>
</tbody>
</table>

The offer is submitted in three separate sealed covers marked as “EMD & eligibility document,” “Technical Bid” (Two copies) and “Financial Bid” (One copy), and these three envelopes are then sealed in another single envelope with name of work super scribed on each envelope.

The “Technical Bid” contains the details as per the formats given in Annexure B and “Financial Bid” contains this bid document along with details as per the formats given in Annexure C duly filled in and duly signed by authorized representative.

By virtue of my/our signature below, I/We confirm that to the best of my/our knowledge and belief the information contained in the specified formats, sections thereof and any annexure thereto and all supporting and explanatory information is truthful and exact.

Signature                                (Authorized Signatory of consultant)
(In capacity of)
Duly authorized to sign                  (Name and Address of Consultant)
The tender on behalf of

Witness
Date:
Address:

By

Date:
Address:

Annexure - B.1

34
## Details of Registration of Firm

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Company / Firm</th>
<th>Type of firm i.e. property, Partnership, Pvt. Ltd. etc.</th>
<th>Date of Inception registration number, date and validity</th>
<th>Registering authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Applicant**
FORM ‘A’

FINANCIAL INFORMATION

I. Financial Analysis: - Details to be furnished duly supported by figures in Balance sheet / Profit and 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).

|-------|---------|---------|---------|---------|---------|

(i) Gross Annual turn-over on consultancy works*

(ii) Profit / Loss

II. Financial arrangements for carrying out the proposed work.

III. The following certificates are enclosed:

(a) Solvency Certificate from Bankers of Applicant.

Signature of Chartered Accountant with Seal                        Signature of Applicant(s)

*Turnover for consultancy work only shall be considered.
Annexure – B.4

FORM ‘B’
DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST
SEVEN YEARS
ENDING LAST DAY OF THE MONTH NOVEMBER-2015

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work / project and location</th>
<th>No. of storeys</th>
<th>Provision of Basement</th>
<th>Owner or sponsoring organisation</th>
<th>Cost of work in lacs</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Litigation / arbitration pending / in progress with details*</th>
<th>Name and address / telephone number of officer to whom reference may be made (for completion certificate)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)
COMPOSITION OF THE TEAM PERSONNEL AND THE TASK WHICH WOULD BE
ASSIGNED TO EACH TEAM MEMBER

(Details of only key Technical & Managerial Staff need to be given)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Position</th>
<th>Task Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY TEAM PERSONAL

1. Proposed Position:
   ______________________________________________________

2. Name of the personal:
   ______________________________________________________

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

4. Nationality: _________________________________________

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

6. Membership of Professional Societies:
   ______________________________________________________

7. 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 locations of assignments. Experience period of specific assignment must be clearly mentioned, also give client references, where appropriate).

8. Summary of experience
   i. Total experience in the field proposed to be assigned: ________________ Yrs.
   ii. Responsibilities held during the experience period as per 8(i)

9. Permanent Employment with the firm (Yes / No)
   If yes, how many years : 
   If no, what is the employment : 
   Arrangement with the firm? : 

10. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

1. I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly described myself my qualifications and my experience.

   Signature of the Person ____________________________
   Date ______________
   Place ______________

   Signature of the Authorized Representative of the firm ____________________________
   Date ______________
   Place ______________

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.
**DETAILS OF KEY PERSONNEL**

(To be deployed for this Project. Only regular employers who have been with the applicant of consultant member of the group for at least 6 months should be included. Information should be given separately for each member of the group in case of a joint venture, consortium or partnership.

### A. Personnel from Consultant's Organization

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Key position</th>
<th>Name of Staff</th>
<th>Qualification</th>
<th>Years of Experience</th>
<th>Field Specialization</th>
<th>Man-Months proposed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Personnel from Sub-consultant's organization.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Key position</th>
<th>Name of Staff</th>
<th>Qualification</th>
<th>Years of Experience</th>
<th>Field Specialization</th>
<th>Man-Months proposed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MANPOWER DEPLOYMENT SCHEDULE :**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of expert</th>
<th>Position in team</th>
<th>Duration - Days</th>
<th>Man Days</th>
<th>Man Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>15 30 45 60 75 90 105 120 135 150...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note :**

1. Show personnel (for all areas as mentioned in TOR)

2. Show duration by solid line for continuous inputs and broken line for staggered inputs considering the present commitments.

3. Associates, consultant/ key personals if not in house, then prior approval of Chief Project Manager (Education) will be required before their engagement.
The approach and methodology will be detailed precisely under the following topics:

1. General methodology of planning and Execution [not more than one page of A-4 size]
2. Demonstration of Experience in Planning of Skilling Centres [not more than one page of A-4 size]
3. Presentation of the Appropriate concept scheme for the project [not more than one page of A-4 size]
4. Green building measures [not more than one page of A-4 size]
5. Use of Innovative materials & technology in the concept scheme [not more than one page of A-4 size]
6. Efficiency of space utilization [not more than one page of A-4 size]

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

1. The Name & Address of the Client : PWD, GNCTD.
2. Engineer-in-Charge : Executive Engineer, Education Project Division-1, PWD, Ground Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi-54.
3. Department : Public Works Department, Govt. of Delhi.
5. Tax liability : No Tax, Cess, and Levy except Services tax shall be paid to the consultants over their contract amount. In respect of service tax, same shall be paid by the consultant to the concerned department on demand and it will be reimbursement to him by the Engineer-in-Charge after satisfying that it has been actually and genuinely paid by the consultant. Recoveries for Income Tax, education Cess or any other taxes as per prevailing statutory requirements shall be made from the payments made periodically to the consultants.

6. Availability of Bid Documents : Available from office of Executive Engineer, EPD-1, PWD (GNCTD) New Delhi during working hours from ----**---- to ----**---- on payment of Rs.1000/- in cash.

7. Date and Time of pre-bid conference
   Date : -----**-----
   Venue : Chamber of Chief Project Manager (Edu), PWD, (GNCTD), 13th Floor, MSO Building, I.P. Estate, New Delhi-110002

8. The date and time of submission of proposal
   Date : -----**-----

9. Method of submission of the proposal : Eligibility, Technical and Financial bid shall be placed in separate sealed envelopes super scribed as Eligibility Bid, Technical Bid (2 Copies) and Financial bid respectively. The earnest money and eligibility documents shall also be placed in separate sealed envelop and marked “Earnest Money and Eligibility Documents”. All these three sealed envelops shall be placed in a Fourth sealed envelop. The envelop marked “Technical Bid” of only those bidders shall be opened whose earnest money and eligibility documents placed in envelop, are found to be in order. All the envelopes shall be super scribed with the name of work.

10. Date of opening of Technical Proposal : To be intimated in due course only to those who are satisfied the eligibility criteria.

11. Date of opening of Financial bids : To be intimated in due course only to those who are shortlisted in the evaluation of Technical Proposals.

** To be filled by EE
12. Proposal Validity period: 120 days from the date of opening of financial bid.

13. EMD: An EMD of Rs. 50,000.00 (Rs. Fifty Thousand only) in the form of receipt treasury challan/ deposit at call receipt of a scheduled bank/ fixed deposit receipt of scheduled bank/ demand draft of scheduled bank drawn in favour of Executive Engineer, B-122, PWD, Delhi and payable at New Delhi, must be submitted along-with bid document. No other mode / form of payment shall be acceptable.

14. Period of Consultancy: 1. Preliminary stage: 8 weeks from the date of commencement.
   2. Approval stage: 8 weeks from the date of submission of preliminary project report.
   3. Detailed design stage: 8 weeks from the date of submission of preliminary project report.
   4. Construction stage: After completion of the detailed drawing stage, intermittent inputs will be required from the consultants in clarifying the technical queries, site visit to make sure that the construction conforms to the design.
   5. Post construction stage: 4 weeks to submit completion drawings after physical completion of work.
   6. 8 weeks for obtaining completion certificate from local bodies.

** To be filled by EE

Executive Engineer,
EPD-I, PWD(GNCTD),
Ground Floor, C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054
SITE PLAN / LAYOUT PLAN ATTACHED WITH HARD COPY
FINANCIAL BID DOCUMENT

Executive Engineer,
EPD-1, PWD(GNCTD),
Ground Floor, C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054
Letter of Transmittal of Financial Proposal

To,

Executive Engineer,
Education Project Division-1,
PWD(GNCTD), Ground Floor,
C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054

Sub: Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

Sir,

Having examined the details given in the Tender document for the above work, I/We hereby submit the Financial Proposal.

1. I/We hereby certify that all the statements made in the financial proposal and information supplied in the enclosed Form C-2 and accompanying statements are true and correct.

Enclosures:

Seal of applicant

Date of submission.

Signature of Applicant
FINANCIAL OFFER

I/We have read and examined the bid document relating to Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

I/We hereby offer to provide consultancy services as per terms and condition in the bid document in consideration for a lumpsum amount for work mentioned below:

(1) Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

(Rs……………………………………………………………………………………………………………………………).

I/We agree to keep the offer valid for 120 days from the date of opening of financial bid documents.

I/We declare that we shall treat these documents and other documents connected with the work confidential and shall not communicate the information derived there from to any person other than a person to whom we are authorized to communicate.

I/ We confirm that no escalation will be claimed over and above the agreed sum due to any increase in the cost of the Project due to delay in execution or providing some additional services, if required in the aforesaid Project.

Signed for and on behalf of the firm

Dated

(Authorized signatory of the firm)

Witnesses:

1………………………………

(Name & Address)

2………………………………

(Name & Address)
The agreement made on this………………………….. (day ) of ……………. (month) Two Thousand Sixteen (year) between the President of India, represented by Executive Engineer, Education Project Division-1, PWD (GNCTD) on the one hand hereinafter known as the President, which shall include his duly authorized representatives and officers of the CPWD/PWD, Government of Delhi and (name of consultant) on the other hand, hereinafter known as the Consultant, a firm carrying the business of rendering consultancy services from the premises located (address of consultant), which includes its authorized representatives, and legal heirs, joint venture partners each of which will be finally and severally liable to the President for all the obligations under this contract.

1. In consideration of the payment to be made by the department to the consultant, the consultant hereby agrees with the Engineer-in-charge to perform the service in the best professional manner and in conformity with the terms of reference and conditions of this agreement.

2. The following documents shall be part of this agreement

(a) Annexure D-1
(b) Annexure D-2
(c) Annexure E
(d) Financial bid /offer – C-2

For the work of:- Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

Date .............

(Consultant) Executive Engineer,
Education Project Division-1,
PWD(GNCTD), Ground Floor,
C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054

(For & on behalf of the President of India)

1. Witness: 2. Witness:
UNDERTAKING

I/We have read and examined the Eligibility, Technical and Financial Bid documents.

I/We hereby tender for the execution of the work: Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi within the specified time frame for various activities in all respects and as per terms and condition of agreement and as per instruction given by Engineer-in-Charge.

We agree to keep the tender open for One Hundred (120) days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs. 50,000.00 (Rupees Fifty Thousand only) has been deposited in receipt treasury challan / deposit at call receipt of a scheduled bank / fixed deposit receipt of scheduled bank / demand draft of a scheduled bank as earnest money. If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely. Further, If I/We fail to commence work as specified, I/WE agree that the said President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein. Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/we am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the state.

Dated ------------------------

Signature of Consultants
Postal Address

Witness:
Address:
Occupation:
ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of Rs. .......................... (Rupees..................................................) with a break up of amounts as shown below for work Providing Consultancy Services for Comprehensive Planning for Construction of World Class Skill Centre and Delhi Skill University at Jonapur village, South Delhi District, Delhi.

(Rs..........................................................)

...).

The letters referred to below shall form part of this agreement:-

i) 
ii) 
iii) 

For & on behalf of the President of India

Signature..........................................

Dated ............

Executive Engineer,
Education Project Division-1,
PWD(GNCTD), Ground Floor,
C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054
GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITIONS

1.1 For the purpose of this Agreement, the following words and expressions shall have the meaning hereby assigned to them, except where the context requires otherwise.

1.1.2 The Engineer-in-Charge means the Engineer Officer who shall supervise and be in-charge of the work and who shall sign the contract on behalf of the President of India.

1.1.3 “Consultant” shall mean the person, firm and/or company whose offer for consultancy works is/are accepted by the employer which includes its authorized representatives, and legal heirs, engaged by the Consultant for undertaking the design.

1.1.4 “Approved” shall mean approval granted by the Engineer-in-Charge in writing or accepted by him for incorporation in the works.

1.1.5 Client means PWD, GNCTD.

1.1.6 APPLICANT / BIDDER / CONSULTANT: Means the individual, proprietary firm, limited company, clearly indicating the lead member and distribution of scope of services amongst the members.

1.1.7 "Department" means Public Works Department through Engineer-in-Charge until and unless stated otherwise.

1.1.8 "YEAR" Means "Financial Year" until and unless stated otherwise.

2.0 PERFORMANCE GUARANTEE

i. The contractor shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the agreed contracted amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provision in the contract) within 15 days of issue of letter of acceptance. This period can be further extended by the Engineer-in-Charge up to a maximum period of seven days on written request of the consultant stating the reason for delay in procuring the Bank Guarantee, to the satisfaction of the Engineer-in-Charge. This Guarantee shall be in the form of Deposit at Call receipt of any Schedule bank/Banker’s Cheque of any schedule bank/Demand Draft of any scheduled bank/Pay Order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Schedule Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to the government as part of the performance guarantee and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the consultant and the consultant shall forthwith on demand furnish additional security to the Government to make good the deficit.

ii. The performance Guarantee shall be initially valid upto the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. The performance guarantee shall be returned to the consultant, without any interest on approval of completion drawings by the local bodies.

iii. The Engineer-in-Charge shall not make a claim under the performance guarantee except for amounts to which the President of India is entitled under the contract (not
withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:

a) Failure by the consultant to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.

b) Failure by the consultant to pay President of India any amount due, either as agreed by the consultant or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of this effect by Engineer-in-Charge.

iv. In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the President of India.

3.0 SECURITY DEPOSIT

3.1 An amount equivalent to 5% (five percent) of bill amount shall be deducted from each bill of different work of the consultant till a total Security Deposit equivalent to 5% of agreed fee is reached for fulfilling the terms and condition of contract faithfully and honestly. Such deductions will be made and held by Government by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of Government securities or fixed deposit receipts. In case a fixed deposit receipt of any bank is furnished by the consultant to the Government as part of the security deposit and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the consultant and the consultant shall forth with on demand furnished additional security to the government to make good the deficit.

3.2 The security deposit shall be refunded after the consultant obtain the completion certificate of whole project including services for competent authority/local bodies. Before refund of security deposit, it will be ensured that extension of time, if any, for agreement of consultant is decided by the competent authority.

4.0 ABANDONMENT OF WORK

4.1 If the Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Consultant as aforesaid, the Engineer-in-Charge may make full use of all or any of the drawings prepared by the Consultant and that the Consultant shall be liable to pay such damages as may be assessed by the Engineer-in-Charge subject to a maximum of 10% (Ten percent) of the total fee payable to the Consultant under this agreement. The department may make full use of all or any of the drawings prepared by the consultant and proceed from the stage from where the consultant left the work.

4.2 If at any time after acceptance of offer of consultancy, department decide to abandon or reduce the scope of work for any reason whatsoever, the department shall give notice to the consultant in writing to that effect and he shall act accordingly. The consultant have no claim to any payment of compensation or otherwise whatsoever. The consultant shall be entitled to all such fee for the services rendered and liable to refund the excess payment, if any made to him over and above what is due in terms of this agreement.

5.0 DETERMINATION OR RESCISSION OF AGREEMENT

The Engineer-in-Charge without any prejudice to its right against the Consultant in respect of any delay by notice in writing absolutely determine the contract in any of the following cases:

I. If the Consultant being a firm/company shall pass a resolution or the court shall make any order that the firm/company shall be wound up or a receiver or a
manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitles the court to make up a winding order.

II. If the Consultant is in breach of any terms of agreement.

When the Consultant has made himself liable for action under any of the cases aforesaid the Employer shall have power:

a) To determine or rescind the agreement.

b) To engage another Consultant to carry out the balance work debiting the Consultant the excess amount if any so spent.

III. On such determination/rescission of the agreement, the agreement, the earnest money deposit, security deposit already recovered and performance guarantee under this agreement shall be liable to be forfeited and shall be absolutely at the disposal of the Government.

6.0 DISPUTE RESOLUTION

6.1 Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the works or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

(i) If the consultant considers any work demanded of him to be outside the requirements of the contract or disputes on any drawings, record or decision given in writing by the Engineer-in-charge on any matter in connection with arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the CPM (Education) in writing for written instruction or decision.

Thereupon, the CPM (Education) shall give his written instructions or decision within a period of one month from the receipt of the consultant’s letter.

If the CPM (Education) fails to give his instructions or decision in writing within the aforesaid period or if the consultant(s) is dissatisfied with the instructions or decision of the CPM (Education), the consultant may, within 30 days of the receipt of CPM (Education) decision, give notice to the CPM (Education) again for appointment of arbitrator failing which the said decision shall be final, binding and conclusive and not referable to adjudication by the arbitrator.

(ii) Except where the decision has become final, binding and conclusive in terms of sub- Para (i) above disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Chief Project Manager (Edu) in charge of the work or if there be no Chief Project Manager (Edu), the administrative head of the PWD. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason, whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it wall left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection by the Chief Project Manager (Edu) of the appeal.

It is also a term of this contract that no person other than a person appointed by such Chief Project Manager (Edu) in-charge of the work or the administrative head of the
PWD, as aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.

It is also a term of the contract that if the consultant does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 120 days of receiving the intimation from the Engineer-in-Charge that the final bill is ready for payment, the claim of the consultant shall be deemed to have been waived and absolutely barred and the Department shall be discharged and released of all liabilities under the contract and in respect of these claims.

The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds Rs. 1,00,000/-the arbitrator shall give reasons for the award.

It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties.

It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fee of the arbitrator, if any, shall be paid before the award is made by both the parties on fifty percent each basis. The cost of the reference and of the award shall be at the discretion of the arbitrator who may direct of the parties any by whom and in what manner, such costs or any part thereof shall be paid and fixed or settle the amount of costs to be so paid.

7.0 RIGHTS & RESPONSIBILITY

7.1 The responsibilities about the efficiency of the proposal shall rest with the Consultant.

7.2 All plans, designs and data collected for this project shall be the property of Department. The Consultant shall have no right to them in any way without the written consent of the Engineer-in-Charge (PWD). The entire information as furnished to the Consultant as well as that gathered by the Consultant in the process of inspection shall be kept strictly confidential and not passed on to any unauthorized person. The Consultant shall also indemnify Department from and against all claims and proceedings for or on account of infringement of any patent rights, etc. in respect of each and every part of the work. Such indemnity shall be furnished to the Engineer-in-Charge upon acceptance of quotation and before any payment is made.

7.3 The proof checking, if any, got done by a third party by the client shall not absolve the lead consultant of any of his responsibilities. All reports including design/drawings submitted by them shall bear the signature of the Team Leader/authorized representative of the consulting firm and the consultants shall be fully responsible for the soundness, correctness and feasibility of the design prepared by them.

8.0 COMPENSATION FOR DELAY

8.1 The time allowed for carrying out the work shall be strictly observed by the consultant and shall be deemed to be the essence of the contract on the part of the consultant. The work shall, throughout the stipulated period of the contract be proceeded with all diligence and in the event of failure of the Consultant to complete the work within time schedule, as specified in the document or within the validity of extended time period, the
consultant liable for a compensation at the rate of 1.5% of agreed fee per month of delay to be computed on per day basis subject to maximum of ten percent of agreed fee shall be levied on the consultant. The decision of Superintending Engineer of concerned project as to the period of delay on the part of the consultant and the quantum of compensation for such delay shall be final and binding on the consultant.

9.0 EXTENSION OF TIME

If the consultant is unavoidably hindered in carrying out the designs/ drawings on account of delayed decision or the approval by the departments which are necessary to carry out further work, he shall be allowed suitable extension of time by Engineer-in-Charge, whose decision shall be final and binding on the consultant. No claim by the consultant shall be made against the department for such delayed approvals/ decisions by the department, except for grant of suitable extension of time.

10.0 ADDITIONS AND ALTERATIONS

10.1 The employer, shall have the right to request in writing changes, additions, modifications in the scheme to request in writing additional work in connection therewith and the Consultant shall comply with such request. If the Employer deviates substantially from the original scheme which involves extra services, expenses and extra labour on the part of the Consultant for making changes and modifications or other documents rendering major part or the whole of his work in fructuous the Consultant may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement, unless such changes, alterations are due to Consultants own omission and / or discrepancies including changes proposed by the Consultant. The decision of the employer shall be final and binding on whether the deviations and additions are substantial and required any compensation to be paid to the Consultant. However, for the minor modification or alteration which does not affect the entire design, planning etc. No extra amount will be payable.

10.2 No extra payment shall be made if total additional / alteration results is increase in plinth area of project up 10% beyond 10%, the extra payment shall made based on agreed consultancy fee in this agreement for earlier plinth area based in which the consultant quoted his fee. The decision of CPM (Education) shall be final and binding in this regard w.r.t the fee payable for additional work done resulting in enhancement. Plinth area beyond 10% of earlier plinth area. Similarly lies the principle for reduction in scope of work.

11.0 NUMBER OF DOCUMENTS AND COPY RIGHT

11.1 All the documents/drawings, designs, reports and any other details envisaged under this agreement shall be supplied in five copies. All drawings as required for submission to all the local bodies and other authorities shall be submitted as per the requirement of local body. All the drawings for the comments, discussion and approval of employer shall be submitted in triplicate. Six copies of all the final drawings shall be submitted to the Engineer-in-Charge along with one reproducible in A-1 or large size along with a soft copy in CD. If there is any revision in any drawing/document for any reason, six copies of drawing/document shall be re-issued along with soft copy in CD without any extra charges. All these drawings will become the property of the Engineer-in-Charge. The Engineer-in-Charge may use these drawings in part or full in any other work without any notice to the consultant and without any financial claim of the consultant.

11.2 The drawings cannot be issued to any other person, firm or authority or used by the Consultant for any other project. No copies of any drawings or documents shall be issued to anyone except the Engineer-in-Charge and / or his authorized representative.
12.0 GENERAL CONDITIONS

12.1 The Architectural Consultant shall be fully responsible for the technical soundness of the proposal including those of specialists engaged if any, by him.

12.2 The Engineer-in-Charge will have the liberty to supervise and inspect the work of Consultant and/ or his sub-Consultants at any time by any officer nominated by him who shall be at liberty to examine the records/documents.

12.3 The Proposals shall be based on National code of practice, local bye-laws, environmental regulations and design norms and sound engineering practices.

12.4 The Consultant shall render every assistance, guidance and advise in general to the Engineer-Charge on any matter concerning the technical aspects of the project.

12.5 The Consultant shall promptly notify the Engineer-in-Charge of any change in the constitution of his firm. It shall be open to the Engineer-in-Charge to terminate the Agreement on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or introduction of a new Director not promptly informed in writing to the Engineer-in-Charge. But until its termination by the Engineer-in-Charge as foresaid, this Agreement shall continue to be in full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or introduction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance of all the terms and conditions of this Agreement.

12.6 The Consultant shall during the period of this assignment, and till the satisfactory completion of the project, act as consultant and give related advice regarding the project.

12.7 The professional fees of the Consultant shall be inclusive of all cost related to visits to the site, attending meetings, conferences and making suitable presentations.

12.8 Consultant’s professionals fees are also inclusive of responsibilities of carrying out modifications in design and drawings

12.9 The Consultant shall exercise all reasonable Skill, care and diligence in the discharge of duties hereby agreed to be performed by them.

13.0 RESPONSIBILITY OF ACCURACY OF PROJECT PROPOSAL

13.1 The consultant shall be responsible for accuracy of the data collected and the designs, drawings and construction drawings prepared by him as a part of the Project. He shall indemnify the department through a performance guarantee against any action arising out of such inaccuracies in the work, which might surface at any time at a later date of implementation of the project.

13.2 The bank guarantee shall be valid for the entire period of the consultancy contract including extensions, if any. The bank guarantee shall be released on successful completion of consultancy work and on finding the accuracy of data/design/drawings by the department including data supplied by the consultant in the technical bid.
14.0 TIME FOR COMPLETION

14.1 The time of completion of the consultancy for detailed design (excluding the services to be rendered during the construction stage) is 24 weeks (Twenty Four Weeks) from the date of the letter of intimating acceptance of offer for consultancy services.

14.1.1 Tentative schedule of the work within the stipulated period is indicated below which should be adhered to. However it should be noted that the total period for all activities mentioned below should not exceed 40 weeks. The consultant shall engage check consultant immediately after award of work and no separate activity schedule has been worked out. The consultant must ensure the proof checking job progresses simultaneously so that final results from the check consultant are complete.

15.0 APPROVAL AND LIABILITIES

15.1 The Consultant shall inform the Employer about the name, professional qualifications and experience of sub-consultants proposed to be engaged by him, if any, and obtain prior written approval of the Employer for such engagement. However, the Consultant shall be responsible for the correctness and accuracy of designs and drawings prepared by sub-consultants.

15.2 The Consultant shall be responsible for technical soundness of the services rendered by him or his sub-consultants.

15.3 The Consultant shall supervise the said work to ensure that the work is carried out generally in accordance with the drawings, specifications, and his own concept. Appointment of Employer’s own supervisory staff shall not absolve the Consultant of his responsibility of supervision.

15.4 It shall be responsibility of the Consultant and his sub-consultants to prepare all design and drawings in accordance with the relevant BIS codes of practice and bye-laws.

15.5 The Consultant hereby agrees that the fee to be paid as provided in this agreement shall be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the Employer in respect of any proprietary rights or copy rights relating to the plans, drawings, and specifications on his part or on the part of any other party.

15.6 The drawings, design, related details, and specifications prepared and acquired by the Consultant for the work entrusted to him under this agreement shall become the property of the Employer. The drawings, design, plans related details, and specifications shall not be issued to any other person, firm or authority or used by the Consultant for any other project without the prior permission of the Employer.

15.7 The Consultant shall not assign, sub-let, transfer any obligation or right of the Consultant under this agreement without the written consent of the Employer.

15.8 The Consultant shall indemnify and keep indemnified the Employer against any claim regarding drawings, designs, plans, related details and specifications prepared and acquired for the work entrusted to him under this agreement by any other party and against all costs and expenses incurred by the Employer in defending themselves against such claims.

15.9 The detailed estimate for the work prepared by the consultant should be accurate. It is a term of the agreement that on completion of work, the final cost of work should not deviate more than 10% of the estimate prepared by the consultant. It is also a term of the agreement that quantity of individual item on completion of work should not exceed
more than 30% of the quantity worked out by the consultant in the detailed estimate. If
the over all deviation, due to default / wrong estimation of the consultant is more than
10% or deviation of any individual item is more than 30%, than the consultant is liable to
pay a compensation @ 2% of such deviation (beyond agreement quantity). The
maximum compensation payable on this account will be 10% of the total fee payable to
the consultant. The decision of SE whether the deviation are due to default of the
consultant or due to genuine reason on account of authorized deviation by Engineer-in-
Charge shall be final and binding on the consultant.

15.10 The detailed estimate prepared by the consultant for call of tender should be complete in
all respect to achieve the completion of project as conceptualized. However in case
during execution of works it is observed that a certain essential items which are required
to complete the work as conceptualized, are missing which force Engineer-in-Charge to
get them executed through extra item to executing agency or through separate work order /
agreement, then the compensation @ 5% of cost of such missing items shall be levied
on the consultant. The decision of the CPM (Education) with respect to missing items
shall be final and binding on the consultant.

15.11 The compensation lavish on consultant in different clause mentioned herein above are
laviash independently.

16.0 TIME FRAME:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activities</th>
<th>Cumulative Period from the date of commencement (weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PRELIMINARY STAGE</td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>Submission of System Plan incorporating the strategy for the total project delivery.</td>
<td>02</td>
</tr>
<tr>
<td>A.2</td>
<td>Submission of design methodology</td>
<td>03</td>
</tr>
<tr>
<td>A.3</td>
<td>Submission of Conceptual drawings, Layout Plan</td>
<td>04</td>
</tr>
<tr>
<td>A.4</td>
<td>Submission of preliminary project report including preliminary cost estimate of all project components.</td>
<td>08</td>
</tr>
<tr>
<td>B</td>
<td>APPROVAL STAGE</td>
<td>Total Period from the date of submission of Preliminary Project Report (in weeks)</td>
</tr>
<tr>
<td></td>
<td>Preparation of submission plan, model, reports, EIA Study, submission and approval from local bodies and Environmental clearance.</td>
<td>8 weeks</td>
</tr>
<tr>
<td></td>
<td>Detailed Design stage</td>
<td>Cumulative Period from the date of submission of Preliminary Project Report (in weeks)</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>C.1</td>
<td>Submission of preliminary architectural drawings for Structural design and service drawings</td>
<td>01</td>
</tr>
<tr>
<td>C.2</td>
<td>Submission of preliminary structural design and drawings with the input from Proof consultants and submission of all services drawings</td>
<td>02</td>
</tr>
<tr>
<td>C.3</td>
<td>Submission of Detailed Estimate &amp; Details of measurement, Analysis of rate, tender drawings, specification and draft tender document.</td>
<td>03</td>
</tr>
<tr>
<td>C.4</td>
<td>Submission of final tender documents for call of tender etc.</td>
<td>04</td>
</tr>
<tr>
<td>C.5</td>
<td>Submission of Detailed Architectural &amp; Service Drawings “Good for Construction”.</td>
<td>06</td>
</tr>
<tr>
<td>C.6</td>
<td>Submission of structural design and drawings “Good for Construction”.</td>
<td>08</td>
</tr>
<tr>
<td>D.</td>
<td>CONSTRUCTION STAGE</td>
<td></td>
</tr>
<tr>
<td>D.1</td>
<td>During execution of project and after completion of the detailed drawing stage, intermittent inputs will be required from the consultants in clarifying the technical queries, site visit to make sure that the construction conforms to the design.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>POST CONSTRUCTION STAGE</td>
<td></td>
</tr>
<tr>
<td>E.1</td>
<td>Submission of completion drawings after physical completion of work.</td>
<td>04</td>
</tr>
<tr>
<td>E.2</td>
<td>Obtaining completion certificate from local bodies.</td>
<td>08</td>
</tr>
</tbody>
</table>
# 17.0 PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activities</th>
<th>% of total fee payable</th>
<th>Cumulative %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PRELIMINARY STAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>On Submission of Conceptual drawings, Layout Plan to Local Body.</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>A.4</td>
<td>On Submission of preliminary project report including preliminary cost estimate of all project components.</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>B</td>
<td>APPROVAL STAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>On approval from local bodies and Environmental clearance.</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>C</td>
<td>DETAILED DESIGN STAGE *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.1</td>
<td>On Submission of preliminary architectural drawings, structural and service drawings.</td>
<td>10</td>
<td>35</td>
</tr>
<tr>
<td>C.2</td>
<td>On Submission of Detail Estimate &amp; Details of measurement, Analysis of rate, tender drawings, specification and draft tender document.</td>
<td>10</td>
<td>45</td>
</tr>
<tr>
<td>C.3</td>
<td>On Submission of tender documents for call of tender.</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>C.4</td>
<td>On Submission Detailed Architectural, structural &amp; Service Drawings</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>C.5</td>
<td>On issue of “Good for Construction” drawings</td>
<td>10</td>
<td>70</td>
</tr>
<tr>
<td>D</td>
<td>CONSTRUCTION STAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.1</td>
<td>On completion of construction (50% work)</td>
<td>10</td>
<td>80</td>
</tr>
<tr>
<td>D.2</td>
<td>On completion of construction (100% work)</td>
<td>10</td>
<td>90</td>
</tr>
<tr>
<td>D.3</td>
<td>On submission of completion drawings to the local bodies.</td>
<td>5</td>
<td>95</td>
</tr>
<tr>
<td>D.4</td>
<td>On approval of completion drawings by the local bodies.</td>
<td>5</td>
<td>100</td>
</tr>
</tbody>
</table>

Signed for and on behalf of consultant.

Signed for and on behalf of President of India.

Executive Engineer,
Education Project Division-1,
PWD(GNCTD), Ground Floor,
C-Wing, Vikas Bhawan-II,
Civil Lines, Delhi-110054
FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND

In consideration of the President of India (hereinafter called The Government) having offered to accept the terms and conditions of the proposed agreement between ……………………….. and ………………………………………………….. (Hereinafter called the said contractor(s) for the work

(Hereafter called the said agreement) having agreed to production of a irrevocable bank guarantee for

Rs. ………………… (Rs. …………………………………………………….… only) as a security/ guarantee from the contractors (s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We ……………………………………. (Hereinafter referred to as the Bank) hereby (Indicate the name of the bank) undertake to pay to the Government an amount not exceeding Rs. …………………. only on demand by the Government.

2. We ……………………………………………….…………….. do hereby undertake to pay the amounts due …………………………………….…………….. (indicate the name of the bank) and payable under this guarantee without any demure, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractors(s). Any such demand made on the bank shall be conclusive as regards the 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. …………………. only

3. We, the said bank further undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We……………………………………………………………………………………………………………………………………………………………………… further agree that the guarantee herein (indicate the name of the bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We……………………………………………………………………………………………………………………………………………………………………… further agree with the Government that (indicate the name of the bank) the Government shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s).

7. We _______________________________ lastly undertake not to revoke this

(Indicate the name of the bank)

Guarantee except with the previous consent of the Government in writing.

8. This guarantee shall be valid up to__________ unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.__________________ (Rupees ______________ only) and unless a claim in writing is lodged with us within Six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Dated the ____________ day of ________________ for _____________________________

(indicate the name of bank)

Dated:

Signed for and behalf of the firm

Witnesses:

(Authorized signature of the firm)

1. ____________________________

(Name and Address)

2. ____________________________

(Name and Address)