



**CONSULTANCY FOR ARCHITECTURAL, STRUCTURAL &  
ALLIED SERVICES AND INTERIOR DESIGNING INCLUDING  
SUPERVISION AND QUALITY CONTROL MANAGEMENT FOR  
ADMINISTRATIVE SMART OFFICE BUILDING FOR M.P. TRIFAC  
& M.P. AKVN, (BHOPAL) (M.P.)**

## **REQUEST FOR PROPOSAL**

### **Address of communication**

**Managing Director**

**M. P. AUDYOGIK KENDRA VIKAS NIGAM ((BHOPAL))**

**ADDRESS: TAWA COMPLEX, IST FLOOR, BITTAN MARKET, E-5, ARERA COLONY, (BHOPAL)- 462016**

**TELEPHONE (O) 0755 2420301-3, FAX 075524277, WEBSITE :www.mpakvnbhopal.nic.in, EMAIL**

**MPAKVN(BHOPAL)@YAHOO.CO.IN**

**May 2018**

## Office of Managing Director MPAKVN (BHOPAL)

Regd. Office :

NO.

DATE 25.05.2018

### NOTICE INVITING TENDER NO. 07

The MPAKVN (BHOPAL) invites sealed Technical and Financial Proposals for Consultancy for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL) adjoining Gayatri Mandir, opposite Gayatri mandir, (BHOPAL) from eligible Consultants.

Sr. No.	Description	Date/Detail
1	Issue of RFP document	31-05-2018 TO 25-06-2018
2	Date and time for submission of Proposal	25-06-2018 upto 5:30 pm
3	Opening of Technical Proposal	28-06-2018 at 3:00 pm
4	Cost of RFP	10000.00 Rupees
5	Earnest Money Deposit	100000.00
6	Opening of Financial Proposal	11-07-2018 at 3:00 PM

**Note:**

- (1) Detailed NIT will be issued and can be seen during the office hours (from 10:30 Hrs to 5:30 Hrs) from 31.05.2018 to 25.06.2018 and also on website [www.mpakvnbhopal.nic.in](http://www.mpakvnbhopal.nic.in)

Executive Engineer

## **Disclaimer**

The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of MPAKVN (BHOPAL) or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for MPAKVN (BHOPAL), its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. MPAKVN (BHOPAL), its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

MPAKVN (BHOPAL) may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

## Section 1 – Schedule of Bidding Process

M. P. AUDYOGIK KENDRA VIKAS NIGAM (BHOPAL)

ADDRESS: IST FLOOR, TAWA COMPLEX, BITTAN MARKET, E-5, ARERA COLONY, (BHOPAL), MADHYA PRADESH 462016

MPAKVN (BHOPAL) would endeavour to adhere to the following schedule during the Bidding Process:

Sr. No.	Event Description	Date
1	Issue of RFP document	31-05-2018 TO 25-06-2018
2	Last Date of Receiving Queries	13-06-2018 upto 11:30 AM
3	Pre-proposal Conference (Pre bid meeting)	13-06-2018 at 11:30 AM
4	Date and time for submission of Proposal	25-06-2018 upto 5:30 PM
5	Opening of Technical Proposal	28-06-2018 at 3:00 PM
6	Cost of RFP document	Rs.10,000/- (non refundable) payable in the form of Demand Draft in favour of MPAKVN (BHOPAL)
7	Earnest Money Deposit	Rs. 100000/- payable in the form of Demand Draft in favour of MPAKVN (BHOPAL)
8	Opening of Financial Proposal	11-07-2018 at 3:00 PM

**Note:**

- (1) Detailed NIT can be seen and downloaded from the web-site [www.mpakvnbhopal.nic.in](http://www.mpakvnbhopal.nic.in)
- (2) Not more than one Bid shall be submitted by a bidder or by a firm of bidders.
- (3) The Managing Director shall be accepting officer hereinafter referred to as such for the purpose of this contract.
- (4) Bid document consisting of the work details, Scope of services and terms and conditions etc. will be available at MPAKVN website and can be downloaded from Website as mentioned above by making payment of Rs. 10,000/- (non refundable) through DD in favour of , MPAKVN ( BHOPAL) , which shall be kept in Envelope 1.

Executive Engineer

## **Section 1 – Schedule of Bidding Process**

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## SECTION 2 – INSTRUCTIONS TO BIDDERS

MPIAKVN (BHOPAL) has decided to Invite Tender for the proposed **Administrative Building Complex** and invite Architectural consultancy Firms for providing comprehensive architectural and interior designing consultancy services and Supervision quality Control Work for Construction of Administrative Smart Office Building For M.P. TRIFAC & M.P. Akvn, (BHOPAL) (M.P.) adjoining LIC building , opposite Gayatri Mandir , (BHOPAL) on Plot area of 6000 sqmt using permissible Ground Coverage and permissible FAR . Approx 8000 sqm built up area is to be designed to accommodate 300 staff capacity. 150 staff for M.P. TRIFAC, (BHOPAL) and 150 for MP AKVN , (BHOPAL). Parking area is to be designed as per the norms.

### 1) OBJECTIVES

The objective of this **Administrative Smart Office Building** is to house offices of MP TRIFAC (BHOPAL) and MPAKVN (BHOPAL) to align operations at one place, having floor-wise office space to adhere the need of client and having hassle free parking and ample work area considering any future expansions. The **Administrative Smart Office Building** should have a architectural concept and architectural designs accordingly. The selected firm/company shall provide architectural concept and architectural designs. Architect shall be responsible for design of complete building including architecture, structure, landscape, interiors, HVAC, Electrical, fire fighting, Plumbing and drainage, signage etc. at the time of execution, therefore the Architect should incorporate all design consideration at the time of design stage only. MPAKVN (BHOPAL) may go for Green building Concept / Energy Efficient building design. Consulting firm must have proper knowledge of designing green and energy efficient buildings and should have a green building/ energy efficient building expert having minimum 3 years experience for GRIHA/ IGBC LEED certification. Cost of GRIHA/ IGBC LEED certification, if any will be born by MPAKVN (BHOPAL)

The selected consultant shall function as a principle advisor to MPAKVN ((BHOPAL)) and his scope would be extended to provide comprehensive hand holding services, throughout the construction process through extension of its services for the project design, master planning and structuring i.e. from inception to execution of project: Preparation of DPR, to get the approval of DPR, suggesting and assisting in the funding arrangement of the works for which the DPR made, under various Central/State Govt. schemes/policies, bid process management for the selection of contractor/s and supervision and quality control work. The consultant shall take in to consideration the location advantages of the site and industrial developments surrounding to the areas and would attempt various cost effective development options maintaining transparency in the process. A modular approach should be followed so as to accommodate the proposal object and to deliver the result as well developed **Administrative Smart Office Building**.

In addition to above, it will be the responsibility of the consultant to get the project approved under various applicable schemes of central/ state government. Necessary presentations, feedback related to the project, salient features of the project, planning, drawings and designs supported with realistic datas and other related information's and their management shall be in the scope of the consultant. Consultancy work includes 5 years defect liability period .

## **2. SCOPE OF WORK : As per schedule 1**

## **3.REPORTING REQUIREMENTS:**

The Architect shall prepare and submit to MPAKVN (BHOPAL) three copies each of the following reports:

- a) Design Phase: Monthly Progress Report
- b) Construction Phase : Monthly and Quarterly Inspection report covering all aspects such as progress monitoring , Quality assurance etc.

## **4. GENERAL INSTRUCTIONS :**

1. The Proposal would be evaluated on the basis of the evaluation criteria set out in this RFP document in order to identify the successful bidder (“Successful Bidder”). The Successful Bidder is required to enter into a Consultancy Agreement with MPAKVN (BHOPAL) and the draft of the same is set out in **Appendix G**. The fees shall be paid to the Successful Bidder by MPAKVN (BHOPAL) in the manner as set out in the Draft Consultancy Agreement.
2. MPAKVN (BHOPAL) intends to bidding process for selection of Consultant for the Assignment. The scope of services is set out in **RFP**
3. The Proposals received from eligible Consultants shall be evaluated on the basis of the criteria set out in this RFP document. Each Bidder shall submit a maximum of one (1) Proposal for the Assignment, in response to this RFP document. Any Bidder who submits more than one Proposal for the Assignment shall be disqualified.
4. At any time prior to the Proposed Due Date, MPAKVN (BHOPAL) may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP document by the issuance of Addendum.
5. The Proposal shall remain valid for a period not less than 120 days from the Proposal Due Date (Proposal Validity Period). MPAKVN (BHOPAL) reserves the right to reject any Proposal, which does not meet this requirement.

6. Joint Ventures are not allowed.

## 7. Earnest Money Deposit (EMD)

- 7.1 Proposal would need to be accompanied by an Earnest Money Deposit for an amount of **Rs.100000/- (Rupee one lac Only)** in the form of a Demand Draft in favour of **MPAKVN ((BHOPAL))** on any Nationalized/Scheduled bank payable at (BHOPAL).
- 7.2 EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of signing of Consultancy Agreement between **MP AKVN (BHOPAL)** and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon execution of the Consultancy Agreement and furnishing of Performance Security.
- 7.3 EMD shall be forfeited in the following cases:
- a) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; and
  - b) If the successful Bidder fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by **MPAKVN (BHOPAL)**.
- 7.4 No exemption of tender document fees and EMD on any account.
8. A prospective Bidder requiring any clarification on the RFP document may notify **MPAKVN (BHOPAL)** in writing to the address as specified in **RFP**. The Bidders should send in their queries to address mentioned in the **RFP** latest by the **Last Date for Receiving Queries** mentioned in the **Schedule of Bidding Process (Section 1)**. A pre-proposal conference is scheduled at **1130 Hrs on 13-06-2018** in the office of Chief Engineer , **M.P. TRIFAC, BHOPAL**, may, on its own discretion, forward its responses to all Bidders and would include a description of the enquiry without identifying its source at its sole discretion.

## 9. Format and Signing of Proposal

- 9.1 The Bidder would provide all the information as per this RFP document. **MPAKVN (BHOPAL)** would evaluate only those Proposals that are received in the required format and are complete in all respects. Each Proposal shall comprise the following:
- A. Submission I (Envelop A)**
- a. Rs. 10000/- (Rupees Ten Thousands only) receipt to be submitted towards the cost of RFP Document.
  - b. Earnest Money Deposit **Rs.100000/- (Rupee one lac Only)** in the form of a Demand Draft in favour of **MPAKVN (BHOPAL)** on any nationalized / scheduled bank payable at (BHOPAL).
  - c. Covering letter in the format set out in **Appendix -A**
  - d. Details of the Bidder in the format set out in **Appendix- B**



e. **Power of Attorney as per Appendix - C**, authorising the signatory of the Proposal to commit the Bidder.

**B. Submission II (Envelop B)**

f. Technical Proposal comprising Envelop B.

i. Project Data Sheets in the format set out in **Appendix D**, with supporting proof as indicated in **RFP**

ii. **Eligibility Criteria**

**C. Submission III (Envelop C):**

Financial proposal in the format as set out in **Appendix -E**. The Financial Proposal of the Bidder shall be Lump sum fees which the Bidder proposes to charge for undertaking the Assignment. The Financial Proposal is inclusive of all out pocket expenses incurred by the bidder towards travel, documentation and communication. The Financial Proposal shall exclude Goods and Service Tax, which shall be payable extra by MPAKVN (BHOPAL) as applicable. The terms of payment are set out in the Draft Consultancy Agreement.

9.2 The Bidder shall seal the Envelop I Submission and the Envelop II Submission separately in two envelopes.

**10. Sealing and Marking of Proposal**

10.1 Each of the envelopes, both outer and inner, must be super scribed with the following information:

- a. Name and Address of Bidder
- b. Contact person and phone numbers

" Consultancy for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. Akvn, (BHOPAL) (M.P.)

c.

10.2 All envelops shall be addressed to:

[Address] **Managing Director**  
**MPAKVN (BHOPAL)**

10.4 If the envelope is not sealed and marked as instructed above, MPAKVN (BHOPAL) assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such Proposal, may, at the sole discretion of MPAKVN (BHOPAL) be rejected.

10.5 The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.

10.6 It shall be deemed that prior to the submission of the Proposal, the Bidder has:

- a. made a complete and careful examination of terms and conditions/ requirements, and other information as set forth in this RFP document;

- b. received all such relevant information as it has requested from MPAKVN (BHOPAL) and
- c. made a complete and careful examination of the various aspects of the Project.
- d. Made a detailed site visit of proposed area

10.7 MPAKVN ((BHOPAL)) shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

## 11. Proposal Due Date

11.1 Proposals should be submitted before **5.30 PM on Proposal Due Date 25.06.2018** as indicated in the Schedule of Bidding Process, at the address provided in **RFP**, in the manner and form as detailed in this RFP document.

Proposals submitted by either facsimile transmission or telex will not be accepted.

11.2 MPAKVN (BHOPAL) may, in exceptional circumstances, and at its sole discretion, extend the above Proposal Due Date by issuing an Addendum.

## 12. Opening of Proposals and Clarifications

12.1 MPAKVN (BHOPAL) would open the Part I Submission of the Proposals on Due Date as mentioned in the Section 1. Schedule of Bidding Process for the purpose of evaluation. The Part II Submission of the shortlisted Bidders shall be opened after intimation of the date, time and venue of such opening.

12.2 MPAKVN (BHOPAL) reserves the right to reject any Proposal not submitted on time and which does not contain the information/documents as set out in this RFP document.

12.3 To facilitate evaluation of Proposals, MPAKVN ((BHOPAL)) may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

## 13. Evaluation

13.1 The criteria for eligibility, qualification, evaluation and selection of Bidders are set out in **Section 3.**

13.2 As part of the evaluation, the Part I Submission shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.

13.3 The Part I Submission would be considered to be responsive if it meets the following conditions:

- a. It is received / deemed to be received by the Proposal Due Date including any extension thereof.
- b. It is signed, sealed and marked as stipulated in **RFP**
- c. It contains all the information and documents including EMD as requested in the RFP.
- d. It contains information in formats specified in this RFP.
- e. It mentions the validity period as set out in **RFP**.

- f. It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by MPAKVN ((BHOPAL)) without communication with the Bidder. **MPAKVN (BHOPAL)** reserves the right to determine whether the information has been provided in reasonable detail.
- g. there are no inconsistencies between the Proposal and the supporting documents.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- i. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- ii. which limits in any substantial way, inconsistent with the RFP, **MPAKVN (BHOPAL)** rights or the Bidder's obligations under the Agreement, or
- iii. which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

13.4 The responsive Proposals shall be evaluated as per the criteria set out in

**Section 3.**

13.5 In case two successful bidder quotes same rate in such case call all such Bidders for lottery and select the Preferred Bidder on the outcome of the lottery. The selection in such cases shall be at the sole discretion of **MPAKVN (BHOPAL)**.

13.7 **MPAKVN (BHOPAL)** reserves the right to reject any Proposal, if:

- a) At any time, a material misrepresentation is made or discovered; or
- b) The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.

13.8 In the event of acceptance of the Proposal of the Preferred Bidder with or without negotiations, **MPAKVN (BHOPAL)** shall declare the Preferred Bidder as the Successful Bidder. **MPAKVN (BHOPAL)** will notify the Successful Bidder through a Letter of Acceptance (LoA) that its Proposal has been accepted.

13.9 The Successful Bidder(s) shall execute the Consultancy Agreement within one week of the issue of LoA or within such further time as **MPAKVN (BHOPAL)** may agree to in its sole discretion.

**14. Performance Guarantee-**

The Successful Bidder(s) shall furnish a Performance Security equivalent to **5% of the Agreement** Amount in the form of Bank Guarantee as per the format provided at **Appendix H**. The above performance security can be liquidated by the authority i.e **MPAKVN (BHOPAL)**, stating that the amount claim is due by any of loss or damage cost to or suffered the authority by reason of any breach of any terms or conditions confined in the said agreement or by reasons of consultant failure to perform the said agreement. The decision of Managing Director, **MPAKVN (BHOPAL)**, shall be final and binding in this regard.

- 14.1 Failure of the Successful Bidder to comply with the requirements of **RFP** shall constitute sufficient grounds for the annulment of the LoA and forfeiture of the EMD. In such an event, **MPAKVN (BHOPAL)** reserves the right to:
- a. Either invite the next best Bidder for negotiations
  - or
  - b. Take any such measures as may be deemed fit in the sole discretion of **MPAKVN (BHOPAL)** , including annulment of the bidding process.
- 14.2 The performance guarantee shall be forfeited/liquidated in favour of **MPAKVN (BHOPAL)** if the Technical Consultant fails to fix/ finalize the contractor responsible for the development of Administrative Smart Office Building For M.P. TRIFAC & M.P. Akvn, (BHOPAL)and get the work done as per planning with proper supervision and quality control in the required time schedule.
- 14.3 Notwithstanding anything contained in this RFP, **MPAKVN (BHOPAL)** reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

S. No	Evaluation Criteria Submission (Envelop B)	Score
<b>1</b>	<b>Specific experience of the Consultants related to the Assignment</b>	<b>35</b>
a	1) In case of a firm or company shall be an Architect, having 10 years working experience, who is associated with the firm at least since last 5 years. (Valid GST registration, registration with the Council of Architecture, India under the Architects Act, 1972., Registration in IIA)	10
b	They should have satisfactorily given consultancy services for at least two government/ semi government office building project For built up area :- a) Above 8000sqm per building 10 marks b ) Between 3000sqm to 8000sqm to 5 Marks each office building	20
c	The Firm should have an average annual turnover of Rs 100 lacs or more in the last 3 financial years. (Original Copy of CA certification and balance sheet for last three years (2015-16, 2016-17, 2017-18) from the work of consultancy services.	5
<b>2</b>	<b>Submission of conceptual Drawing of project ( 3 alternatives) which include all Floor plans, elevation 3d views, costing, section. Each concept will have ten marks each.</b>	<b>30</b>
<b>3</b>	<b>Qualifications and competence of the key professional staff for the Assignment. (Documents are required to submit as a proof).</b>	<b>35</b>
a	<b>Team Leader cum Chief Architect:</b> Graduation/Post Graduation in Architecture with at least 15 years experience in this field. Should have handled at least two projects of Multi storied complex. Having wide experience in designing and executing all allied services like civil, electrical, fire safety , HVAC, interior etc. Inhouse architect since five year– 5 number, Other – 2.5 number	7.5
b	<b>Structural Engineer :</b> A Post Graduate Civil Engineer ( structure) with minimum experience of 10 years having expertise in design and construction of Multi storeyed buildings. He should have designed at least 2 consulting projects of Multi Storied buildings and allied services like water supply, plumbing, fire safety etc. Per project 2.5 number	7.5

c	<b>Interior Designer : 1 Nos.</b> One no. having degree in Architecture / Interior Designing with minimum 10 years experience of designing and supervising Office / commercial buildings.	5.0
d	<b>Construction manager :</b> Minimum 5 year experience with degree/certificate from construction management institute	5.0
e	<b>Green Building and Energy efficient building Expert :</b> Minimum 5 years experience for GRIHA / IGBC LEED Certification and should have designed at least one project of similar nature.	2.5
f	<b>Electrical , Fires safety &amp; Air Conditioning expert :</b> 5 year experience in relevant field and should have designed at least 2 projects of Multi storied Buildings .	2.5
g	<b>Junior Engineer (Civil / Electrical Engineering/Diploma architect) :</b> 2 No. One having degree 5 yrs or diploma with minimum 8 years experience of executing at least 2 projects of Multi storied building construction including civil, water supply, plumbing , sewage/ electrical work etc services.	2.5
h	<b>Material Engineer (Civil) :</b> 2 No. One having degree 5 yrs or diploma with minimum 8 years experience of executing at least 2 projects of Multi-storied building construction.	2.5
	<b>Total</b>	<b>100</b>

**Minimum qualification marks = 80**

**Office building definition :-** The office building work means architectural consultancy for office building for any Govt or Semi Govt Department including civil , structural , plumbing, electrical , Air conditioning, Interior , Landscape, fire services, management and supervisory personal, checking and approval of items , getting approval from authorities, preparation . Certified documents in support of this must be submitted. The completion Certificate and work order for complete architectural service from both the officer not below the rank of executive engineer/Divisional project Engineer/ SDO/Project Engineer Client for the same shall be included in the Bid as Supporting Documents. Experience of designing green building shall be an added advantage.

**Architectural Services :-** Architectural services means providing comprehensive services including preparation of conceptual plan, civil , structural , plumbing, electrical , Air conditioning, Interior , Landscape, fire services drawings, project management and supervisory personal, checking and approval of items , getting approval from authorities, preparation. Work order in the name of comprehensive architectural services and completion certificate with all above work is to written in the completion certificate is

required.

- 3.1 The Bidders shall submit Project Data Sheets as set out in **Appendix D**. The Project Data Sheets shall need to be accompanied with copies of work orders/advisory and/or consultancy services agreements/service certificates from clients, as applicable, as proof of experience. Projects without proof of experience shall not be considered for evaluation.
- 3.2 The Bidder shall mention clearly the team members to be committed to the Assignment. The Bidder shall provide CVs of only the proposed team members who are their in house employees and CVs of only those team members would be evaluated.
- 3.3 The Bidder is required to achieve a minimum score of 80 marks (Benchmark Score).
- 3.4 The Financial Proposals of only Proposals that have achieved the Benchmark Score will be opened for evaluation (Stage III evaluation).

#### **4. Evaluation Methodology**

- 4.1 The financial bid shall be opened of successful bidders who achieved minimum 80 marks of Evaluation Criteria.
- 4.2 The bidder who quoted the lowest bid will be the successful bidder.

# Appendix



**Covering Letter**

*(On the Letterhead of the Bidder)*

Date:

To:

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

**Ref:** Consultancy for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL)

Dear Sir:

Being duly authorised to represent and act on behalf of ..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (*Name of Bidder*) for the captioned Project in **one (1) original** with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from \_\_\_\_\_ (*insert Proposal Due Date*).

*We also hereby agree and undertake as under:*

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (*Name of Bidder*)

*Duly signed by the Authorised Signatory of the Bidder*  
*(Name, Title and Address of the Authorised Signatory)*

**Details of Bidder**

*(On the Letter Head of the Bidder)*

1.
  - (a) Name of Bidder
  - (b) Address of the office(s)
  - (c) Date of incorporation and/or commencement of business
  
2. Details of individual(s) who will serve as the point of contact / communication for MPAKVN., (BHOPAL) with the Bidder:
  - (a) Name :
  - (b) Designation :
  - (c) Company/Firm :
  - (d) Address :
  - (e) Telephone number :
  - (f) E-mail address :
  - (g) Fax number :
  - (h) Mobile number :

**POWER OF ATTORNEY**

*(On Stamp paper of relevant value)*

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr / Ms.....  
.....(name and residential address) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for “**Consultancy for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL)** including signing and submission of all documents and providing information/responses to M.P. AKVN., (BHOPAL) in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ Day of \_\_\_\_\_ 2008  
For \_\_\_\_\_

(Name and designation of the person(s)  
signing on behalf of the Bidder)

Accepted

\_\_\_\_\_ Signature)  
(Name, Title and Address of the Attorney)  
Date : .....

Note:

1. To executed only if the Bidder is a Company or Partnership firm
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

**Format for Project Data Sheet**

*Name of the Firm:* \_\_\_\_\_

Project Name:		Country:	
Project Location within Country:		Professional Staff Provided by the firm: No of Staff: No. of Person Months :	
Name of Client:			
Start Date (Month/Year):	Completion / under construction Date (Month/Year):	Approx. Value of Services:	
Name of Associated Firm(s) if any :		No. of Person Months of Professional Staff provided by Associated Firm(s) :	
Name of Senior Staff (Project Director/Co-ordinator, Team Leader) involved and functions performed :			
Detailed Narrative Description of Project:			
Detailed Description of Actual Services provided :			

**Format for Financial Proposal**

**(On the letterhead of the Bidder)**

Having gone through this RFP document and Draft Consultancy Agreement and having fully understood the scope of work for the Project as set out in this RFP document; we are pleased to quote the following fees for the Assignment: **Consultancy for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL)**

**Schedule of Items**

<b>S.No</b>	<b>Item</b>	<b>Consultancy cost ( Rs) (Lumpsum amount)</b>
1.	Consultancy for Architectural, structural & allied services and interior designing including Supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL) including all over heads but excluding GST.	
	Total	

Note:

1. The Financial Proposal is inclusive of all out pocket expenses incurred by the bidder towards travel, documentation and communication.
2. The Financial Proposal shall not include GST, which shall be payable extra by MPAKVN , (BHOPAL) (MP) as per applicable rules..
3. In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.

Signature of Authorised Signatory of the Bidder

**(Name, Title and Address of the Authorised Signatory)**

## Approach and Methodology

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. It should be very carefully defined in detail.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

In all the above, the practical approach of the Bidder with proper experience in doing such like jobs will be given weightage. Only theoretical approaches to achieve the required milestones shall be discouraged.

**Sample form of bank guarantee for Performance Security**

To,  
The Managing Director,  
M.P. Audyogik Kendra Vikas Nigam ((BHOPAL)) Ltd.  
(BHOPAL)

**THIS DEED OF GUARANTEE** executed on this the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ (Name of the Bank) having its Head / Registered office at \_\_\_\_\_ hereinafter referred to as “the Guarantor” which expression shall unless it be repugnant to the subject or context thereof include successors and assigns;

In favour of, MP MPAKVN (BHOPAL) having its office at Tawa Complex, First Floor, Bittan Market E 5 Arera Colony Bhopal - 462016 Tel No. 0755-2420301-3, Fax - 0755-2420277 hereinafter referred to as “AKVN, (BHOPAL)”, which expression shall, unless repugnant to the context or meaning thereof include its administrators, successors or assigns.

**WHEREAS**

- A. By the Agreement being entered into between MPAKVN (BHOPAL) and \_\_\_\_\_, a company incorporated under the provisions of the Companies Act, 1956, having its registered office/permanent address at \_\_\_\_\_ hereinafter called the consultant . “the consultant been granted the rights to provide technical consultancy Services for Architectural, structural & allied services and Interior Designing including supervision and quality control management for Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL) (herein referred to as “the Assignment”).
- B. In terms of Clause 17 of the RFP, the Consultant is required to furnish to AKVN, (BHOPAL), an unconditional and irrevocable bank guarantee for an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) as security for due and punctual performance/discharge of its obligations under the Agreement.

At the request of the Consultant, the Guarantor has agreed to provide guarantee, being these presents guaranteeing the due and punctual performance/discharge by the Consultant of its obligations under the Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS:

Capitalised terms used herein but not defined shall have the meaning assigned to them respectively in the Agreement.

1. The Guarantor hereby irrevocably guarantees the due and punctual performance by the Consultant of all its obligations relating to the Assignment during the Agreement Period.
2. The Guarantor shall, without demur, pay to MPAKVN (BHOPAL) sums not exceeding in aggregate Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only), within five (5) calendar days of receipt of a written demand therefore from MPAKVN (BHOPAL) stating that the Consultant has failed to meet its performance obligations under the Agreement. The Guarantor shall not go into the veracity of any breach or failure on the part of the Consultant or validity of demand so made by MPAKVN (BHOPAL) and shall pay the amount specified in the demand notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Consultant or any other Person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof.
3. In order to give effect to this Guarantee, MPAKVN (BHOPAL) shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents or by the extension of time for performance granted to the Consultant or postponement/non exercise/ delayed exercise of any of its rights by MPAKVN (BHOPAL) or any indulgence shown by MPAKVN (BHOPAL) to the Second Party and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non exercise, delayed exercise of any of its rights by MPAKVN (BHOPAL) or any indulgence shown by MPAKVN (BHOPAL) provided nothing contained herein shall enlarge the Guarantor's obligation hereunder.
4. This Guarantee shall be irrevocable and shall remain in full force and effect until \_\_\_\_\_ unless discharged/released earlier by MPAKVN (BHOPAL) in accordance with the provisions of the Agreement. The Guarantor's liability in aggregate be to a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only).
5. This Guarantee shall not be affected by any change in the constitution or winding up of the Consultant/ the Guarantor or any absorption, merger or amalgamation of the Consultant /the Guarantor with any other Person.
6. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorised to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.



IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED

by \_\_\_\_\_ Bank

by the hand of Shri \_\_\_\_\_

its \_\_\_\_\_ and authorised official.

(Signature of the Authorised Signatory)

**(Official Seal)**

**Terms and Reference (Scope of work)**

This Technical Consultancy service should include preparation of DPR including Planning, designing & detailing of architectural , Structural and allied services, Interior Designing , Bid Process Management and Supervision & quality control consultancy of the proposed project etc required to complete the work successfully The nature of services to be rendered are briefly as follows:

1. Taking employer's instructions , site appraisal, conducting field survey and investigations
2. To Visit and coordinate with various Departments desiring space in proposed Administrative Building Complex to incorporate their space requirement in design and to assess facilities required for the project.
3. Submitting PERT CHART/Bar Chart incorporating all the activities required for completion of the project well in time i.e., preparation of working drawings, structural drawings, detailed drawings, calling tenders etc.
3. On the basis of the base line data, Architect shall prepare a single line Conceptual plan, Floor plan, Section and Elevations of building and facilities and a broad cost estimate on plinth level basis. Preparing sketch designs which shall be in accordance with local governing codes / standards etc. including carrying out necessary revisions as per directions of approval authority, so as to enable the employer to take a decision .
4. Modify the sketch designs incorporating required changes and prepare final concept designs and Computer 3D model, physical model on specified scale for the approval along with revised cost (stage 1 )
5. Based on approved concept plan preparing detailed estimate , detailed architectural working drawings , Plans , Elevations, Structural calculations and structural design & drawings , layout drawings for water supply & drainage , electrical , mechanical utilities, PHE, parking, HVAC, landscape etc., required to invite tenders to commence work at site and for the proper execution during construction.
6. Submitting required designs and drawings to Municipality and other local authorities and obtaining their approval .Structural and allied services design should be certified from any Govt. Engineering College.
7. Preparing draft Bid document and approval of draft Bid Document preparing detailed composite tender documents after approval of draft Bid document for various services viz., general builders work and specialist services such as water supply and sanitary

installations , electrical installation , etc., complete with articles of agreement , special conditions, conditions of contract , specification, bill of quantities based on respective SOR including detailed analysis of rates based on market rates if required , time and progress charts , etc and assisting AKVN in finalization of Construction agencies.

8. Preparing for the use of the employer , 4 copies of contract documents including all drawings , specifications and other particulars .

9. Assuming full and overall responsibility for supervision and Quality control for proper execution of all works by contractor who are engaged from time to time including control over quantities during the execution to restrict variation , if any .

10. Review and approve works programme.

11. Identify construction delay and recommend to AKVN (BHOPAL) remedial measure to expedite the progress .

12. Determine any extension of the Project Completion Schedule to which the Contractor is entitled and notify the same to MPAKVN accordingly.

13. To assist the MPAKVN (BHOPAL) in arriving at any cost variation and its impact on design during construction stage , related to drawing and design.

14. To ensure that quality of the material and work is in accordance with contractual specifications .All quality control test and observations shall be recorded in duplication by the contractor, a copy of which will be sent to the Architect for certification. It will be responsibility of Consultancy firm to supervise the work as per specifications and to check the quality as per specifications.

15. No deviations or substitutions should be authorised by the architect without working out the financial implication , if any , to the contractor and if necessary prior approval should be obtained from the AKVN.

16. Working out the theoretical requirement and actual consumption of cement and steel and any other material specified for each bill .

17. Checking measurement of works at site in full and issuing certificate to that effect.

18. Obtaining final building completion certificate and securing permission of Municipality and such other authority for occupation of the building , if applicable .

19. Appearing on behalf of the employer before the Municipal assessor in connection with settlement of the rateable value of the building and tendering advice in the matter to the employer , if applicable .

20. On completion of the project, certify “as made “completion drawings prepared by the Contractor for architectural, structural ,water supply and drainage works, electrical and other services along with a brief report on the project and relevant structural design calculations and

submitting 4 copies of the same for the records of the employer .

21. The architect shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the employer .

22. The architect shall assist the AKVN in all arbitration proceedings between the contractors and AKVN and also defend AKVN in such proceedings .

23. Any other services connected with the works usually and normally rendered by the architect, but not referred to herein above .

24 .Cost for applying GRIHA/ IGBC LEED certification, if any. will be born by MP AKVN (BHOPAL).

25. Approval of Structural drawings from MANIT , (BHOPAL) shall be responsibility of Consultant. Desired fees for approval shall be payable by MPAKVN, (BHOPAL).

26. Soil investigation shall be done by the Consultant for which no separate fees shall be payable.

The consultant shall engage qualified and competent / reputed civil, structural, electrical and fire protection consultants as required to assist them in the preparation of design and details of the services. The service consultants will be appointed with the approval of the AKVN. The fees payable to these consultants shall be borne by the principal consultant out of the fees received by them. The latter shall be however fully responsible for the design and soundness of the activities of various consultants.

In addition to the above, the consultants shall advise and assist the AKVN in preparing suitable replies to the Chief Technical Examiner of Central Vigilance Commission and also in arbitration proceedings if any, in case of need

## **Terms of Reference (Scope of Work) for DPR preparation and Bid process**

### **1. Scope of Services**

The Agency shall perform all works as necessary to fulfill the aim and objectives of the assignment. Any additional scope of work and/or extension of time shall be mutually agreed between the Consultant and the Client. All tasks will be monitored by the Authority and will be considered complete after the consultant has obtained the Authority's approval.

By means of this Request for proposal ("RFP"), MP Audyogik Kendra Vikas Nigam, (BHOPAL) is pleased to invite consultants to provide "Consultancy Services for DPR and Project Management Consultancy (SQC) for construction of Administrative Smart Office Building For M.P. TRIFAC & M.P. AKVN, (BHOPAL)

### **2. Activities/works to be perform by the consultant :**

The consultant has to perform various activities in various stages as detailed below:-

#### **2.1 Introductory Meeting**

An Introductory Meeting session shall be conducted after the award of contract with the Client/ Consultant for the following purpose:

- To introduce the Consultant to the project
- To illustrate the initial thought of the project prior to deliverables
- Data collection

The Project Consultant will develop a document laying out the scope of work, the assumptions, if any, and understanding of the Client vision and the design developed so far for the project. The Consultant would also include any points for which information is needed from the Client for preparation of the DPR. An Introductory Meeting will be conducted at this stage to present, to the Client, the Consultants ideas on how to Progress the proposed project. Upon conclusion of the introductory Meeting, the Consultant shall prepare the Project Brief.

A presentation shall be conducted by the consultant to show the project brief, project methodology and finalize the elements of the concept plan. An inception report will be submitted to the client at this stage.

### **2.2 Pre-Feasibility Analysis and Project Structuring:**

- a. Review of documents available with MPAKVN (BHOPAL) understand the basic characteristics of the projects.
- b. Market demand assessing the location advantage.
- c. Sources and availability of the project input.
- d. Working out the methodology for infrastructure development. Methodology should include phased development utilizing the financial support from State Govt. through loan raised from financial institution. Other options such as funding from Govt. of India should also be worked upon.
- e. Suggest to the authority various mode/methodology on which project can be taken up including estimation of required physical and financial resources.
- f. Preliminary survey, planning, detailing of project component, such as connectivity, source of water supply, source of electrification & development of internal basic infrastructure etc.
- g. Financial appraisal of the project i.e. Project financing pattern, cost profitability, recovery mechanism including sensitivity and analyzing.
- h. Detail database generation inclusive of field investigation and surveys, site analysis, land use characteristics, proposed development plan.

### **2.3 Preparation of DPR (Project Planning, Engineering and Procurement) :**

The Consultant shall prepared DPR consisting of Master Plan, technical, commercial, financial and management aspects of the project. The DPR's would include cluster analysis depicting feasibility, detailed engineering survey i/c land survey, legible contour survey reports and contour plan/maps of the proposed land, Site analysis for elements likes soil analysis, on site features etc. for realistic cost estimates of land development and construction, master plan along with optional drawings and building plan with legends along with giving clear picture of title of drawing and other relevant details, construction cost ..

- a. The Consultant shall provide technical services to MPAKVN (BHOPAL), for carrying out surveys/studies (Soil condition, water source survey, topographical survey, electricity availability, khasra map, geo referencing through DGPS) and getting statutory clearances from concerned government agencies

required before start of project construction as follows :

1. Assistance in preparation of application to State Pollution Control Board for “Consent to Establish” for submission by the AKVN (BHOPAL).
  2. TOR for consultant to be appointed for Environmental Clearance (If applicable) / Other TORs for technical surveys / studies required for the Project.
  3. Preparation of final version of Master Plan and assist AKVN (BHOPAL) in getting requisite approval from local Town and Country Planning, or any other competent Authorities. Consultant with active support of MPAKVN (BHOPAL) will be responsible for all statutory/mandatory clearances.
  4. Preparation of Project Implementation Schedule in line with approval for the Project given.
  5. MPEB approval regarding power connection and any other approval required to complete the project successfully.
- b. Consultant would carry out detailed engineering of the Project including detailed planning based on survey reports, designing of the components involved in the infrastructure development, detailed drawings, preparation of detailed cost estimates of the various infrastructure and other facilities, estimation of item wise quantities (BOQ), preparation of bid documents, bid process management, assisting AKVN (BHOPAL) in selection and appointment of contractors/equipment suppliers, preparation and execution of construction/ supply contracts to facilitate commencement and smooth execution of Project construction as per the Project Implementation Schedule. The detailed engineering design and preparation of tender would include following tasks:
1. Understanding requirements of the AKVN (BHOPAL), preparation of plans
  2. Discussion with AKVN (BHOPAL) on prevailing planning norms, requirements for industrial park, specifications of Core processing facilities, basic infrastructure and other items
  3. Based on the plans and specifications approved by the AKVN (BHOPAL), engineer’s cost estimates would be prepared, based on prevailing Schedule of Rates (SoR) / market rates where SoR rate are not available supported with quotations.
  4. Preparation of cost estimates and tender largely depends upon the flow of information from survey and planning data's done/ collected by the CONSULTANT. Therefore, CONSULTANT shall be responsible for matching the requirements of MPAKVN (BHOPAL) who will provide their requirements to CONSULTANT which enable them to ensure early completion of design, engineering and tendering process.

#### **2.4 Bid Process Management:**

For selection of contractor (who will execute the project), the Consultant shall carry out the Bid Process Management as per the Implementation Model Finalized by the client.

After approval of DPR by the client, Tender document would be prepared by the CONSULTANT and the terms and conditions of the tender would be decided in consultation with the client.

The consultant shall provide assistance to the client in negotiation and finalization of the tender.

The Consultant shall assist the client in the selection of the execution agency for the project and shall carry out the following activities :

- a. Prepare Request for proposal (RFP) document / tender document broadly containing profile of the Project, qualification parameters and technical and financial qualification criteria for selection of bidders. Prepare / Finalize RFP document and Draft Contract Agreement. The technical schedules including scope of the project, technical specifications, construction and O&M requirements, performance targets, penalties etc should form a part of the RFP document / tender document.
- b. Assist the client in carrying out pre-bid meetings with interested bidders and provide clarifications to

bidder's queries.

- c. Carry out evaluation of the submissions of the bidders based on the evaluation criteria set out in the RFP document / tender document. Prepare a report to highlight the findings of the evaluation exercise and suggest bidders qualifying for the financial stage
- d. The issues of legal rights, responsibilities, indemnities and ownership shall be reviewed by the consultant with reference to the relevant laws, Company Acts and legal requirement at the time of execution of agreement between the client & the contractor.
- e. Evaluation of the proposals received from bidders (**execution agency**) based on the evaluation criteria set out in the RFP document / tender document.

**2.5 Representation of Project before AKVN/Others Govt. Authorities or Banking Institutions as per the requirement of AKVN (BHOPAL) :**

Consultant shall represent the project before the AKVN/ others and assist AKVN (BHOPAL) in making presentations/clarifications etc. regarding DPR for seeking Final approval of the Project under various schemes of State/Central Govt.

**2.6 Deliverables :**

**2.6.1 Stage-1:**

1. Inception report (Two Hard Copies & Two Soft Copies)
2. Survey Drawings at 1:2000 Scale or any other scale as directed by the client. (Two Hard Copies & Two Soft Copies)
3. Pre-Feasibility and Project Structuring Report (Two Hard Copies & Two Soft Copies)
4. Draft DPR (Four Hard Copies & Two Soft Copies)

**2.6.2 Stage-2: Final DPR (Six Hard Copies & Two Soft Copies)**

**2.6.3 Stage-3: (Bid Process Management)**

RFP/Tender Document, Tender Document Evaluation Reports and Draft Contract agreement, for selection of the agency responsible for execution of project i.e. contractor (Four Hard Copies & Four Soft Copies of each document).

**2.7 Deployment of Sufficient Resources by CONSULTANT :**

Consultant is required to assemble a team of specialists. He /she will deploy sufficient resources regarding DPR preparation and technical working as well as legal and financial issues, if any. In this regard decision of the MPAKVN (BHOPAL) will be final.

**2.8 Project Team :**

- a) List of **minimum key** personnel / staff is given below:

Sr. No.	Position	Minimum years of professional experience	Qualification and Specific expertise
1.	<b>Team Leader cum Chief Architect:</b>	15	<b>Minimum :</b> Graduation/Post Graduation in Architecture with at least 15 years experience in this field. Should have handled at least two projects of Multi storied complex. Having wide experience in designing and executing all allied services like civil, electrical, fire safety , HVAC, interior etc.
2.	<b>Structure Engineer</b>	10	<b>Minimum :</b> A Post Graduate Civil Engineer (structure) with minimum experience of 10 years having expertise in design and construction of Multi storeyed buildings. He should have designed at least 2 consulting projects of Multi Storied buildings and allied services like water supply, plumbing, fire safety.
3.	<b>Interior Designer</b>	10	<b>Minimum:</b> One no. having degree in Architecture / Interior Designing with minimum 10 years experience of designing and supervising Office / commercial buildings.
4.	<b>Construction manager</b>	05	Minimum 5 year experience with degree/certificate from construction management institute
5.	<b>Green Building and Energy efficient building Expert</b>	5	<b>Minimum :</b> Minimum 5 years experience for GRIHA / IGBC LEED Certification and should have designed at least one project of similar nature.
6.	<b>Electrical , Fires safety &amp; Air Conditioning expert :</b>	5	<b>Minimum :</b> 5 year experience in relevant field and should have designed at least 2 projects of Multi storied Buildings .
7	<b>Junior Engineer (Civil / Electrical Engineering/Diploma architect) .</b>	5/8 Yrs.	One having degree 5 yrs or diploma with minimum 8 years experience of executing at least 2 projects of Multi storied building construction including civil, water supply, plumbing , sewage/ electrical work etc services.

In addition to above Key Personnel, The consultant is required to deploy adequate number of supporting technical & other staff having knowledge of computer/AutoCAD etc.

**2.9 Schedule of Payment against Deliverable (As per AppendixD).**

**2.10 Schedule of Submission for Deliverables (Asper AppendixD).**

**2.11 Custody and Property of Drawings/ Reports/ Data etc.**

Original drawings/Maps/Reports/data/charts/photocopies/ soft copies of classified documents such as topo-sheets etc., and all other documents received from the client, shall be the property of the client and remain in the custody of the Consultant during the period of assignment only and shall be used exclusively in connection with the Services and shall not be made use of for any other purpose. These shall be carefully preserved by the Consultant till the completion of the job and shall be handed over to the client on preparation of final report or on termination of the contract.

**2.12 Assistance of MPAKVN (Bhopal)**

MP AKVN (Bhopal) shall assist in collecting all existing information & all available engineering & other data of the proposed project from concerned government agency.



### **3. Terms of Reference (Scope of Work) for Supervision and Quality Control**

#### **3.1 Scope of Services**

The Agency shall perform all works as necessary to fulfil the aim and objectives of the assignment. Any additional scope of work and/or extension of time shall be mutually agreed between the Consultant and the Client. All tasks will be monitored by the Authority and will be considered complete after the consultant has obtained the Authority's approval.

- i)** The scope of consultancy services shall include but not necessarily be to the following:
- ii)** The Project Management Consultant shall be responsible for Construction Supervision, quality assurance and adherence to approved tender cost of the projects during execution & implementation of works at site. The Consultant shall also be responsible for checking the layouts, taking measurements, checking and certifying contractor's bills.
- iii)** The Consultant shall assist in obtaining the requisite statutory approvals related to the entrusted works, handing over the completed works to AKVN on its completion.
- iv)** The Project Management Consultants shall also carry out scrutiny to ensure sufficiency of the reports, drawing, designs etc prepared by the contractor and assisting AKVN in finalizing extra items, claims of contractor, and approval of the Contractor's key personnel.
- v)** The Consultant shall be responsible for the day to day supervision of construction works at site through contractors, quality control, taking measurements, entering measurements in the Measurement Books certifying and finalizing the bill of contracts, handing over completed works and assist AKVN to audit queries & arbitration cases with respect to the project. The Consultant shall ensure a system of Quality Assurance of works, approve materials and sources of materials, review all concrete mix designs proposed by the contractor and approve/suggest modifications in the mix design, laying methods, sampling and testing procedure and Quality Control measures to ensure required standard and consistency in quality, at the commencement of item.
- vi)** The Field Engineer of the PMC is required to check 100% measurements, the Senior Engineer is required to check minimum 75% measurements and the Team Leader is required to check minimum 50% measurements.
- vii)** The Project Management Consultant shall check and finalize contractor's detailed programme of activities commensurate with the tender provisions, requirement of labor, materials & samples.
- viii)** The Team Leader of the PMC, shall exercise, perform all the duties, liabilities, functions and obligations as "Engineer-in-Charge" as may be laid down in the Contract documents for construction by AKVN, with reasonable skill, care and diligence and also ensure that the works are executed at site strictly as per the terms and conditions of the Contract Agreement entered between AKVN and the respective Contractors, within the given time frame & budget provisions.
- ix)** The Project Management unit shall be responsible for the field supervision carrying out field tests on materials, structures etc. and obtaining necessary approvals thereon and maintaining adequate records thereof. The PMC shall ensure proper establishment of field laboratories/quality control equipments on site by contractors to conduct tests on materials/mixes being used for construction such as cement, steel, sand, aggregates bricks, mortars, concretes etc. Essential instruments, plant etc. should be got calibrated periodically. The Project Management consultant shall maintain necessary site records and obtain data in support of the same. They shall carry out field and laboratory tests on materials of construction as well as

completed work etc. and maintain adequate records thereof.

- x) The Consultant shall suggest modifications, if any, due to site conditions and submit the recommendations along with cost variations on account of the same to AKVN for approval.
- xi) The Team Leader shall be responsible for the planning and monitoring progress by using modern methods of control such as computerized PERT / CPM, submission of progress reports of work executed quarterly. Both financial and physical progress reports with reference to prefixed targets will be prepared. Constant review of progress within present time and cost parameters will have to be done. The consultant shall suggest improvements from time to time.
- xii) The Project Management Consultant shall ensure the contractual obligation such as implementation of Labour laws, environmental/safety management system obligations and other statutory regulations are adhered during the construction to completion stage.
- xiii) The Consultant shall be required to participate in the project review meetings held from time to time by AKVN, as also to participate in emergency meetings held to deal with any emergency, force majeure event or other exigencies.
- xiv) The consultant shall approve the shop drawings, general arrangement drawings submitted by the contractor and visit the site during execution. Any revision in master plan shall also be responsibility of the consultant.
- xv) The Project Management Consultant shall be responsible for assessing, verifying and sending replies to the day-to-day issues raised by the contractors during the execution of work or after completion of the work. However, in case of any claims with financial implication, approval of AKVN shall be obtained. Nothing extra will be paid to the consultant for such works.
- xvi) The Project Management Consultant shall provide all technical services/ guidance/ advice as may in any way relate to or arise out of the construction of the said work as have been entrusted to the Project Management consultant by AKVN.
- xvii) Approve all the records and completion drawings for the project, prepared by the contractor incorporating all such changes, duly authenticated as required for obtaining "Completion Certificate".
- xviii) Verification of work on its completion and issuing completion certificates (virtual as well as actual) for the completed works, so as to enable AKVN to record completion of the works.
- xix) **ACTION REQUIRING SPECIFIC APPROVAL OF THE EMPLOYER**

The Consultant will be required to obtain the specific approval of the Employer in the matters as specified in construction Contract Agreement.

The Consultant will seek prior permission of the Employer before taking any of the following actions-

- a) Consenting to the subcontracting of any part of the works.
- b) Certifying additional cost determined.
- c) Ordering suspension of work.
- d) Issuing the Notice to commence the work.
- e) Approving an extension of time.
- f) Issuing a variation except if such variation would be within the limits as indicated in the civil contract document.
- g) Approving new rates either for existing items of work, which arises from variation quantities beyond the limit, defined in the contract or fixing rates of non-priced works involving any extra item and certifying any additional cost determined under the provisions of contract;

- h) Issuing the order for special tests not provided for in the contract and determining the cost of such tests, which shall be added to the contract price.
- i) Issuing/approving the Technical Specification, if not provided for an item of works in the Construction Contract, similarly; for any change in Technical Specification of any item of work.

### **3.2 Project Team for SQC**

- a) List of **minimum key** personnel / staff of SQC work is given as per assignment.

#### **Deliverables:**

On completion of the project, certify “as made” completion drawings prepared by the Contractor for architectural, structural, water supply and drainage works, electrical and other services along with all record & brief report on the project and relevant structure design calculation and submitting 4 copies of the same for the structural design calculations and submitting 4 copies of the same for the records of the employer.

**Draft Consultancy Agreement**

THIS AGREEMENT (“Consultancy Agreement”) is made on the \_\_\_<sup>th</sup> day of \_\_\_\_, 2018 at (BHOPAL).

BETWEEN:

**MPAKVN, (BHOPAL)**, a govt owned company constituted under the **companies Act. 1956**, which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and assigns) of One Part

AND

\_\_\_\_\_ (the Firm) a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at \_\_\_\_\_(hereinafter referred to as the “Consultant”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns) of the Other Part **MPAKVN, (BHOPAL)**, and the Consultant are collectively referred to as 'Parties' and individually as “Party”.

WHEREAS:

- A. **MPAKVN, (BHOPAL)**, has undertaken consultancy of Administrative building in which all component of such as civil, electrical, HVAC, fire fighting, plumbing . lift , landscape , interior work etc including designs and drawings should be included in DPR. Bid process Management and supervision quality control services shall have to be provided.
  - B. **MPAKVN, (BHOPAL)**, invited detailed proposals from Consultants by open invitations through publishing NIT for empanelment of consultant in various newspapers and then financial offers are invited from empanelled consultants.
  - C. In response thereto proposals were received from several persons including the Consultant. After evaluating them, the Proposal submitted by the Consultant has been accepted and Letter of Acceptance No. \_\_\_\_ dated \_\_\_\_ was issued.
  - D. The Consultant covenants to undertake the Assignment as set forth in the Terms of Reference in Schedule I (hereinafter referred to as “the Services”) and to perform, fulfil, comply with and observe all and singular provisions, conditions and requirements of this Agreement.
  - E. In consideration thereof, **MPAKVN, (BHOPAL)**, will pay to the Consultant fee (hereinafter referred to as “the Fee”) and more particularly described in Clause 2 and will perform, fulfil, comply with and observe all provisions, conditions and requirements to the Agreement.
- NOW, THEREFORE, in view of the foregoing and in consideration of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

**1. RELATIONSHIP BETWEEN THE PARTIES**

Nothing contained herein shall be construed as establishing a relation of employer and employee or agent as between **MPAKVN, (BHOPAL)**, and the Consultant. The Consultant, subject

to this Agreement, has complete charge of personnel performing the Services and shall be fully responsible for the Services performed by it or on its behalf hereunder. The Agreement shall commence on the date it is executed by the Parties. All the provisions and terms and conditions of the RFP documents for empanelment of consultant , financial offer document shall be part of this agreement and shall be binding on both the parties.

## 2. TIME SCHEDULE AND PAYMENT OF FEES

2.1 The key deliverables would be as per the following table :

S. No.	Activity / Deliverable	Elapsed time
<b>1 . DPR and Bid Process Management</b>		
a	Submission of draft DPR	1 month from date of signing of this Agreement
b	Submission of final DPR	1 month from date of approval of draft DPR
c.	Approval of the Project on the basis of DPR, under Applicable Central/State Govt. schemes	
<b>2 . Bid process management for selection of construction agency</b>		
1	Tender Documents, Draft Contract Agreement etc required to invite tender for selection of construction agency.	7 days from date of approval of final DPR
2	Tender Evaluation Report.	3 days after receipt of handing over of bids by MPAKVN (BHOPAL) to Consultant
<b>3. Supervision and quality control consultancy</b>		
1	Supervision and quality control consultancy	As per Time period of construction agency ( approx 18 months) + 5 years defect liability period.

2.2 The Consultant shall submit to **MPAKVN, (BHOPAL)** three (5) hard copies and two (2) soft copies on separate CDs including PDF , autocad ,excel, word etc format. drawings of all reports/documents (designs, drawings, estimates, specifications, tender document, record measurements, test reports, bills, rate analysis , as built drawings etc. ) to be delivered as per agreement.

2.3 The fee payable by MPAKVN (BHOPAL) to the Consultant for the Services shall be a consolidated sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (the Consultancy Fee, as quoted by the consultant in its Financial Proposal) and the same shall be payable as per the following table.

S. No.	Deliverables/Milestones	Percentage	Fee Payable (Rs. Lacs)
<b>1 . DPR and Bid Process Management ( 50% of the tendered cost)</b>			
1	After Submission and approval of draft DPR from competent authority.	30% of 50% of quoted fees	
2	After Submission and approval of final DPR from competent authority.	30% of 50% of quoted fees	
2	On submission of Tender Document, Draft Contract Agreement , Tender Evaluation Report and fixation of all agencies responsible for the project construction	10% of 50% of quoted fees	
3	After providing all good for construction drawings	20 % of 50% of quoted fees	
4	After physical completion of the work	10 % of 50% of quoted fees	
<b>2. Supervision and quality control consultancy ( 50% of the tendered cost)</b>			
Stage 1	On completion of 20% of the work	20% of the total SQC fees for construction work	
Stage 2	On completion of 40% of the work	20% of the total SQC fees for construction work	
Stage 3	On completion of 60% of the work	20% of the total SQC fees for construction work	
Stage 4	On completion of 80% of the work	20% of the total SQC fees for construction work	
Stage 5	On Successful completion of the work	15% of the total SQC fees for	

		construction work	
Stage 6	After successful completion of initial one year defect liability period of construction agency	5% of the total SQC fees for construction work	
	<b>Total</b>	<b>100%</b>	

- 2.4 The Consultancy Fee is inclusive of all out pocket expenses incurred by the Consultant towards travel, site office, documentation, presentation and communication etc.
- 2.5 Upon approval of deliverable by **MPAKVN, (BHOPAL)**, the Consultant shall raise an invoice Against **MPAKVN, (BHOPAL)**. Within 15 days from the date of receipt of such invoice. **MPAKVN, (BHOPAL)** shall make payment to the Consultant as per the schedule given above in 2.3.

### 3. TERMINATION OF THE AGREEMENT

This Agreement shall be effective on the date hereof and shall continue in full force until completion of the Services or terminated earlier as per the Clause , (ii) & (iii) below:

- i The Agreement may be terminated if any Party is in breach of any of its obligations under the Agreement and the breach has not been remedied within fourteen (14) days (or longer period as the notifying Party may allow) of the intimation to the Party in breach requiring the breach to be remedied.
- ii If **MPAKVN, (BHOPAL)** terminates the Agreement as a result of a default of the Consultant, the Consultant shall be liable for the extra costs reasonably incurred by **MPAKVN, (BHOPAL)** in obtaining completion of that part of the Services which remained incomplete as at the date of termination.
- iii If **MPAKVN, (BHOPAL)** terminates the agreement, not as a result of any default by the Consultant, then **MPAKVN, (BHOPAL)** shall compensate the Consultant for the Services performed till the date of notice of termination.

The communication of termination of this Agreement shall be by means of written notice (“Termination Notice”)

### 4. RESPONSIBILITIES AND OBLIGATIONS OF THE CONSULTANT

The Consultant shall :

- a. Provide the Services in accordance with Schedule I: Terms of Reference of the agreement ;
- b. Exercise the degree of skill, care and diligence normally exercised by members of the profession performing services of a similar nature;
- c. Be bound to comply with any written direction of **MPAKVN, (BHOPAL)** to vary the scope sequence or timing of the Services; and

### 5. CONFIDENTIALITY AND PUBLICITY

The Consultant shall treat the details of the output of the assignment and the Services as

confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to **MPAKVN, (BHOPAL)** or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of **MPAKVN, (BHOPAL)**.

## **6. CONSULTANT'S KEY PERSON**

The Consultant shall deploy its team, as per tender document ,

and agree that the persons appointed shall have authority to act on behalf of the Consultant for all purposes in connection with the services and in accordance with all the provisions under the Agreement. The Key Persons should be stationed till the works are completed and shall be readily available for discussions with **MPAKVN, (BHOPAL)** officials.

## **7. OTHER CONDITIONS**

- 7.1 In the event **MPAKVN, (BHOPAL)** desires the Consultant to perform such additional services which are not within the Terms of Reference, the Consultant shall agree to perform such additional services on such renegotiated, modified and new terms and conditions as may be mutually agreed by the Parties.
- 7.2 **MPAKVN, (BHOPAL)** shall provide to the preferred Consultant documents/ information/ reports/ as may be required by the Consultant to enable it to provide the services. **MPAKVN, (BHOPAL)** undertakes and agrees to furnish to the Consultant from time to time such other documents /reports/ information in its possession and/or knowledge as it may consider relevant to perform the Services, as and when such information is received by/ available with the **MPAKVN, (BHOPAL)**
- 7.3 All intellectual property conceived, originated, devised, developed or created by the Consultant, its agents, specifically for the purpose of rendering the Services, shall vest with **MPAKVN, (BHOPAL)** unless otherwise agreed, between **MPAKVN, (BHOPAL)** and the Consultant. **MPAKVN (BHOPAL)** as sole beneficial owner shall be entitled to use such intellectual property for the purpose of the Project
- 7.4 Unless otherwise agreed, **MPAKVN, (BHOPAL)** shall have the copyright on all the reports, documents, drawings, maps etc., authored, prepared or generated during the course of the Services to be provided by the Consultant. For sqc of the project the expert will be required as and when required.
- 7.5 Consultant will deploy sufficient resources regarding DPR preparation and technical working as well as legal and financial issues, if any.

## **8. COMPLIANCE WITH LAWS**

The Consultant shall take due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgements, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of this Agreement applicable to



the Consultant.

## **9. GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by the laws of India. The Courts at (BHOPAL) shall have jurisdiction over all matters arising out of or relation to this Agreement.

## **10. DISPUTE RESOLUTION**

### **10.1 Amicable Resolution**

Any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this Agreement (the "Dispute") shall in the first instance be attempted to be resolved amicably through discussions between the Parties.

### **10.2 Arbitration**

#### **a. Procedure**

Subject to the provisions of Clause above, any Dispute which is not resolved amicably within 30 days, the same shall be referred to the sole arbitration of Managing Director, MP IID , (BHOPAL) whose decision shall be final and binding on both the Parties. Such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 ("Arbitration Act").

#### **b. Place of Arbitration**

The place of arbitration shall ordinarily be /(BHOPAL) but by agreement of the Parties, the arbitration hearings, if required, may be held elsewhere.

#### **c. English Language**

The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and awards shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.

#### **d. Enforcement of Award**

The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the Parties and shall be enforceable in accordance with the provision of the Arbitration Act subject to the rights of the aggrieved parties to secure relief from any higher forum.

#### **e. Performance during Dispute Resolution**

Pending the submission of and/or decision on a dispute and until the arbitral award is published, the Parties shall continue to perform their respective obligations under this Agreement, without prejudice to a final adjustment in accordance with such award.

## **11. SEVERABILITY**

In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

## **12. WAIVER**

Waiver by either Party of any default by the other Party in the observance and performance of any provision of or obligations under this Agreement:

- i Shall not operate or be construed as a waiver of any other or subsequent default hereof or of other provisions or obligations under this Agreement;
- ii Shall not be effective unless it is in writing and executed by a duly authorised representative of such Party; and
- iii Shall not affect the validity or enforceability of this Agreement in any manner.

Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement or any obligation hereunder nor time or other indulgence granted by a Party to the other Party shall be treated or deemed as waiver/breach of any terms, conditions or provisions of this Agreement.

## **13. MODIFICATION**

Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.

## **14. NOTICES**

Unless otherwise stated, notices to be given under this Agreement including but not to a notice of waiver of any term, breach of any term of this Agreement and termination of this Agreement, shall be in writing and shall be given by hand delivery, recognised international courier, mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses mentioned here in above.

## **15. TRANSFER OR ASSIGNMENT**

No Party may assign its interests in the Agreement without the prior written consent of the other Party. Unless specifically stated to the contrary, in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

## **16. VARIATIONS**

MPAKVN (BHOPAL) may, by written notice to the Consultant, direct the Consultant to vary the scope, sequence or timing of the Services with suitable compensation for such variation to be agreed mutually and the Consultant shall be bound to comply with that direction.

## **17. GENERAL CONDITIONS OF THE CONTRACT FOR CONTRACTORS/ CONSULTANTS**

**1: Security Deposit: 5% security deposit shall be deducted from the running bill which shall be release after successful completion of the project having 5 years defect liability period.**

**2: ACTION WHEN WORK IS LEFT INCOMPLETE, ABANDONED OR DELAYED BEYOND THE PERMITTED LIMIT ALLOWED BY THE ENGINEER-IN-CHARGE**

In any case in which under any clause or clauses of this contract the consultant shall have rendered himself liable to pay compensation amounting to the whole of his security deposit, except in the case of abandonment of the work owing to permanent disability due to serious illness, or death of consultant the Engineer-in-Charge on behalf of the Managing Director, MPAKVN Ltd shall give notice, before 15 days and in the event of consultant failing to comply with directions contained in said notice shall have power to adopt and any one or more of the following courses as he may deem best in the interest of the Managing Director, MPAKVN, (BHOPAL)

(a) To determine or rescind the contract (of which rescission notice in writing to the consultant under the hand of the Engineer-in-Charge shall be conclusive evidence and in which case the security deposit of the consultant shall stand forfeited, and be absolutely at the disposal of the Managing Director MPAKVN (security deposit means 5 percent of the probable amount of contract put to tender and 5 % security deposit deducted from running bills.).

((C) After giving notice to the consultant, to measure up the work of the consultant, and to take such part there of as shall be unexecuted out of his hand, and to give it to another consultant to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original consultant, if the whole work had been executed by him (of the amount of which excess certificate in writing of the Engineer-in-Charge shall be final and conclusive) shall be borne and paid by the original consultant and may be deducted from any money due to him by the Managing Director, MPAKVN, (BHOPAL) under this contract or otherwise.

In the event of any one or more of the above courses being adopted by the Engineer-in-Charge, the

consultant shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any agreements, or made any advances on account of or with a view to execution of work or the performance of the contract, And in case the contract shall be rescinded under the provision aforesaid the consultant shall not be entitled to recover or be paid any sum for any work thereto actually performed under this contract unless and until the Engineer-in-Charge will have certified in writing the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified.

### **3: EXTENSION OF TIME:**

If the consultant shall desire extension of the time for completion of the work on the grounds of his having been unavoidably hindered in its execution or any other ground, he shall apply in writing to the Engineer-in-Charge within thirty days of the date of the hindrance, on account of which he desires such extension as aforesaid, and the Engineer-in-Charge if in his opinion (which shall be final) reasonable grounds, be shown therefore, authorize such extension for a period not exceeding three months. Any further extension of the time shall be subject to the previous sanction of the Managing Director MPAKVN Provided always when the Engineer-in-Charge has recommended grant of extension of time/permitted the consultant to carry out work reserving right of the Managing Director, MPAKVN to recover liquidated damages (as provided in agreement) the running bills shall continue to be paid to the contractor. Provided that if any extension applied for is proposed to be refused, the competent authority shall give the consultant an opportunity to be heard before taking final decision.

**4.EXTENSION OF TIME IN CONSEQUENCE OF ALTERATIONS:** The time for the completion of the work shall be extended in the proportion that the altered additional or substituted work bears to the original contract work and the certificate of the Engineer-in-Charge shall be conclusive as to such proportion.

### **5. CLAIM FOR QUANTITIES ENTERED IN THE TENDER OF ESTIMATE:**

Quantities shown in the tender are approximate. No claim shall be entertained for quantities or work executed being either more or less than those entered in the tender or estimate.

**6. CLAIM FOR COMPENSATION FOR DELAY IN STARTING THE WORKS:**

No compensation shall be allowed for any delay caused in the starting of the work on account of acquisition of land or in the case of clearance works on account of any delay in according to sanction to the estimates.

EXECUTED BY MP, AKVN, (BHOPAL)

by being signed by a duly authorised officer in the presence of:

Title:

\_\_\_\_\_

Witness:

\_\_\_\_\_

EXECUTED BY \_\_\_\_\_ by being signed by a duly authorised officer in the presence of:

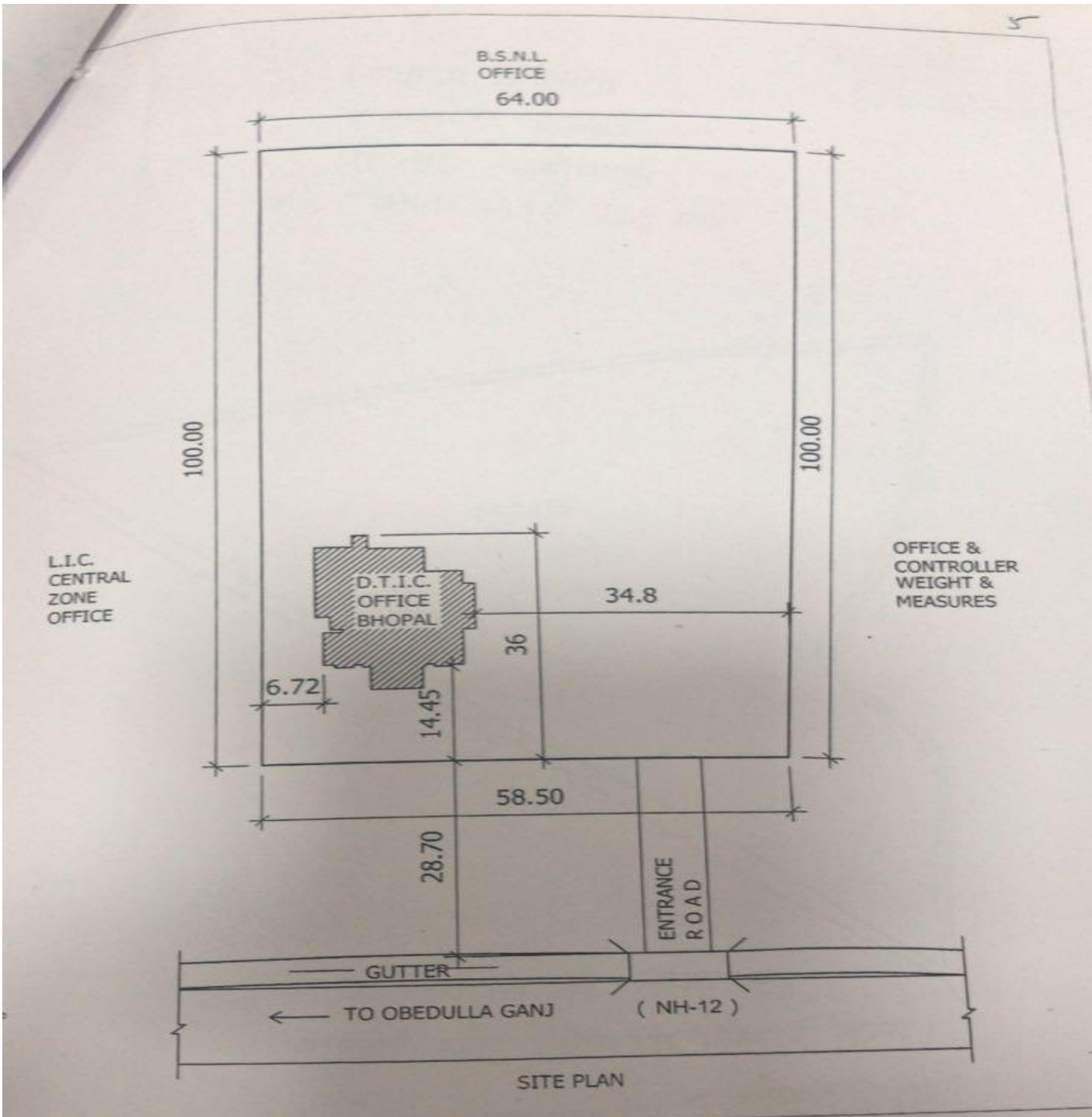
Title:

\_\_\_\_\_

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Witness:

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*Rajesh Vijayavargiya*  
**Rajesh Vijayavargiya**  
 Jr. Engineer

*J. D. Bhatnagar*  
**Assistant Engineer**  
 MPAKVN (B) Ltd. Bhopal

**Provision of sitting arrangement to be made in proposed  
administrative smart office building of  
MP TRIFAC and MP AKVN(BHOPAL)**

S. NO.		Designation	Post for MP TRIFAC	Post for MP AKVN (BHOPAL)
<b>Class - I</b>				
1		Managing Director	1	0
2	(A)	Executive Director	2	1
	(B)	Chief Engineer	1	0
3	(A)	Chief General Manager	8	2
	(B)	Superintending Engineer	2	1
4	(A)	General Manager	14	4
	(B)	Executive Engineer	4	4
	(C)	Company Secretary	1	0
	(D)	Senior Account Officer	1	1
<b>(A) - Total</b>			<b>34</b>	<b>13</b>
<b>Class - II</b>				
5	(A)	Manager (Legal/Revenue/ Planning/ Finance/Account etc.)	35	11
	(B)	Assistant Engineer	4	8
	(C)	Account Officer	1	0
<b>(B) - Total</b>			<b>40</b>	<b>19</b>
<b>Class - III</b>				
6		Assistant Manager	3	17
7		Junior Engineer/Draftsman	0	16
8		Executive Assistant/Senior Account Officer/Senior Computer Operator	9	3
9		Accountant/Computer Operator/ Assistant Grade - 01	28	11
10		Assistant Grade - 02	27	12
11		Cashier	1	1
<b>(C) - Total</b>			<b>68</b>	<b>60</b>
<b>(A)+ (B)+(C) Total Of Post</b>			<b>142+10% (15)</b>	<b>92+20% (19)</b>
<b>Total</b>			<b>157 Nos.</b>	<b>111 Nos.</b>
<b>+ Outsource</b>			<b>25</b>	<b>20</b>
<b>Grand Total</b>			<b>182 Nos.</b>	<b>131 Nos.</b>