# Public Works Department

## OFFICE OF THE SUPERINTANDING ENGINEER, PWD,

## RAIPUR CIRCLE NO.-1 RAIPUR . (C.G.)

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## REQUEST FOR PROPOSAL (RFP)

No. 02/Raipur 2017-18 Raipur, Dated. 14/06/2017

Public Works Department (PWD) invites proposal for Planning,Design, Estimation and related services for the work

1. राज्य में शहीद वीर नारायण सिंह आदिवासी स्वतंत्रता सेनानी संग्राहलय जिला मुख्यालय रायपुर के लिये प्लानिंग, ड्राइंग डिजाईन एवं विस्तृत प्राक्कलन हेतु कंसलटेंट नियुक्ति करने बाबत्।

Situated at RAIPUR.

Probable cost of project Rs. 250.00 Lakh.

Minimum eligibility for participants shall be as below :-

| S.N. | Building project cost | The applicant firms, firms forming Joint venture/ consortium shall be | Earnest money (In shape as per annexure I) Favor of Executive Engineer, PWD Dn. No.-1 Raipur |
|---|---|---|---|
| 1 | For project cost Between 1 to 10 crore | Empanelled as architect in Class **"D"** in C.G. PWD. | Rs. 3,000=00 |

**General condition** :- All the documents & Information as per para 6.4, shall be submitted through speed post/Registered post. so as to reach the office of under signed on or before dated **03.07.2017** by 17.30 hour. Any documents received after the last date and time will not be entertained.

The detailed RFP is available on the website www.cg.nic.in/pwdraipur & **http://cgstate.gov.in/** from where it can be downloaded for submission. CG.PWD reserves the right to reject all or any of the application without assigning any reason. Right to modify the process of Pre-qualification is reserved with CG.PWD.

**Superintending Engineer**
Public Works Department
Raipur Circle No-1 Raipur

# PRE-QUALIFICATION DOCUMENT

The Chhattishgarh Public Works Department invites Request for proposal in prescribed form from architect empanelled by C.G. P.W.D. in Class "D" Application should reach the office of the undersigned through Speed Post or Registered post on or before dated.03-07-2017 by **17.30** hrs.

## 1. CHHATTISGARH PUBLIC WORKS DEPARTMENT (CGPWD) -

For Building works, it is the main state agency to build and maintain the buildings of mainly other departments of state govt. of C.G. (i.e.-Health, Education, Sports, GAD, Tribal dept. etc)

## 2. ECO-FRIENDLY CONSTRUCTION-

Chhattisgarh PWD envisages Eco-Friendly construction with modern infrastructure up to Tehsil and Block levels, in the state of Chhattisgarh. CGPWD is using fly ash bricks in some projects & implementing solar passive technology in major Buildings.

## 3. AIMS AND OBJECTS OF CGPWD FOR BUILDINGS-

(a) To reflect the aims and aspirations of the people of Chhattisgarh, integrating its traditions with modern day aspirations with necessary local level functions such as Institutional, Educational, Health, Residential tribal Hostel etc.
(b) To develop ecologically and environment friendly Buildings.
(c) To provide high standards of modern physical infrastructure, such as efficient transport, communication, water supply and power networks in its development.
(d) To provide a living environment, that permits its citizens to live fuller and richer life, free from physical and social tensions, those are so commonly associated with urban living.
(e) To cause development based on the principles of energy and water conservation.
(f) To make the best use of available resource and boost economic development.

## 4. DEFINITIONS-

4.1 In this document the following words and expressions have meaning here by assigned to them.
4.2 **CGPWD**: means "Chhattisgarh Public Works Department"
4.3 **CONSULTANT/APPLICANT**: Means the firm in partnership, limited company, corporation, a group of firms forming a Joint Venture/Consortium in the field of architecture and structural design and/or multidisciplinary firms of engineering/ planners/structural designers/ landscape/Estimation/ planner, empanelled as architect in C.G. P.W.D.
4.4 Engineer in charge - The Executing Engineer of concern, P.W.D. division.

**5.** The applicant should be a registered partnership firm, or a company registered in India under company Act 1996 or a corporation constituted by central/state govt. in India or a group of firms forming a Joint Venture/Consortium in the

field of architecture and structural design and/or multidisciplinary firms of engineering/ planners/structural designers/ landscape/Estimation/ planner empanelled as architect in C.G. P.W.D.

5.1 In case of Joint Venture, the joint- venture partners should give an undertaking to provide the relevant expertise/consultancy services for the project. Similarly, in case of Consortia, if any member is likely to derive expertise of the parent company, then an undertaking to that effect from the parent company providing such expertise to the Consortium member should be submitted. In addition, all applications submitted shall include the following duly signed information:

(a) Letter of Transmittal.

(b) Certified Copies of documents defining the legal status, structure of organization, place of business of the company or corporation or firm or partnership or in case of a joint venture, of each party constituting the Joint Venture/Consortium in Schedule 'A'.

(c) Report on the financial standing of the applicant in Schedule 'B'.

(d) Information about planning professionals and allied Technical staff in Schedule 'C'.

(e) Details of the experience and past performance of the applicant (or of each party of joint venture/ consortium) on works of a similar nature and details of current works in hand and other commitments in Schedule 'D'.

(f) Any other relevant additional information in Schedule 'E'.

(g) Details of participation in National or International Design Competitions, if any, in the past.

(h) Photographs of any three important projects designed by the architect.

(i) Name and addresses of any three references.

(j) Photocopies of Income Tax return of the firm for the last 3 years.

(k) Affidavit in schedule 'F' duly notarized.

(l) The applicant may be required to make a presentation covering the above aspects.

5.2 (a) The applicant must be a well established consultant having capability and experience in planning, designing, development, Structural designing interior designing of building Projects.

(b) The lead consultant must have experience in the field of architecture and be of repute with proven experience of rendering comprehensive planning, design, estimation and structural services having in-house facilities for all related disciplines including architecture, urban design, structure, electrical, mechanical air conditioning, acoustics, public health engineering, landscaping and interior

design. They must have adequate experienced technical manpower (as per schedule-c) and all modern facilities including computer aided design.

## 6. METHOD OF APPLYING-

6.1 If application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding special power of attorney for the firm in which case a certified copy of the partnership deed and the said power of attorney and current address of all the partners of the firm shall also accompany the application.

6.2 If the application is made by a limited company or a Corporation, it shall be signed by a duly authorized person holding power of attorney for singing the applications in which case a certified copy of the power or attorney shall accompany the application.

6.3 If the application is made by a Joint Venture/Consortium of two or more firms as partners-

a. The application shall be signed so as to be legally binding on all partners.
b. One of the partners shall be nominated as being lead partner and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.

1.The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture /Consortia w.r.t. the competition.
2.A copy of the agreement entered into by the Joint Venture/ Consortium shall be submitted with the Application and complete information pertaining to each partner in the respective forms duly signed by each such partner shall be submitted with the application.

2. 6.4 All the enveloper listed below shall be kept in one envelope in-marked on "submission of proposals for राज्य में शहीद वीर नारायण सिंह आदिवासी स्वतंत्रता सेनानी संग्राहलय संग्राम जिला मुख्यालय रायपुर के लिये प्लानिंग, ड्राइंग डिजाईन एवं विस्तृत प्राक्कलन हेतु कंसलटेंट नियुक्ति करने बाबत्। "(Name of work)"

a) All the requisite documents & information in schedule A to G shall be kept in one envelope, in-marked as "Prequalification document". This shall be opened to prequalify the applicant.
b) Earnest money shall be kept in separate envelope in-marked as "envelop of earnest money".
c) Required plans, along with stage- 1 estimate & C.D. there of shall be kept in separate envelope. In-marked as "Proposal/ Drawings for the work ".
d) Financial offer in schedule H in separate envelope in-marked as "financial offer".
e)* Its mandatory for architect to give the proof design of structure & responsible for stability of allotted structure.
f) *Selected Consultant are entitled for walkthrough.

## 7. AWARD OF WORK-

Procedure for the award of work shall be as follows:
CGPWD shall invite concept plan from amongst the listed consultants, in sealed envelopes. All the concept plans so received shall be placed before a committee, which shall select three best- suited concept plans in order of merit. Financial offer (rates) of firm whose concept plan is adjudged best shall be opened by the Superintending Engineer inviting the tender. Offered rates shall be compared with the rates mentioned in para-8 and which ever is less shall be approved. The work may be awarded to no 3 firm only in case of refusal from firms 1 or 2nd respectively, On the same process as mentioned above. On refusal of approved rate' the earnest money of such consultant shall be forfeited.

## 8. FEES FOR PLANING AND DESIGN OF ALL TYPES OF BUILDINGS-

| S.No. | Particulars | Maximum Rate (% of estimated cost*) |
|---|---|---|
| | For Planning, design, estimation & Structural Consultancy i/e. internal & external services e.g. water supply, sanitary work, sewage disposal, street light, approach road, cross drainage, development of sites and structural designs of buildings, including General Scope of work. | |
| **1.** | FOR PLANNING, DESIGN, ESTIMATION & STRUCTURAL SEVICES, (2+3) Including all types of survey. | **2.5%** |
| **2.** | FOR PLANNING, DESIGN, ESTIMATION SERVICES ONLY INCLUDING ALL TYPES OF SURVEY. | **1.0%** |
| **3.** | FOR STRUCTURAL DESIGN SERVICES ONLY | |
| | (i) Complete structural design work based on one specific bearing capacity. | **1.5%** |
| | (ii) Additional Structural design only for foundation, up to plinth level. (Based on various bearing capacity) | **0.10%** |

* Estimated cost means the final amount of project approved by the concerned Superintending engineer, up to cost Rs. 2 crore and concerned chief engineer for projects costing more than 2 crore.

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(1) The rates shown above are maximum acceptable by the CGPWD.
(2) Consultant's rate shall be inclusive of all applicable taxes such as professional tax, service tax, income tax etc.
(3) The drawings and estimates Submitted by the consultant are the property of CGPWD. No extra payment shall be payable to consultant, in case of repetition/reuse of drawings or estimate etc. in the department.
(4) If the project consists of nos. of same type of block/unit in the same premises, consultancy rates shall only be applicable for estimated cost of one unit/block and for other same type of block/unit separate payment @ 0.25% of estimated cost per block/unit.

## 9. SIGNING OF AGREEMENT-

Agreement shall be drawn in between the Executing Engineer and the consultant. As per annexure -1

The Engineer in Charge, shall have the liberty to postpone or not to carry on any work and the consultant shall not be entitled to any compensation or damages for such postponement or non execution of the work except the fees which are payable to the consultant as per the stages of scope of work on the date of such decision communicated to the consultant.

## 10. GENERAL CONDITION OF CONTRACT-

1. The Consultant on the completion of the work shall prepare free of charge drawings sufficient to show the main service lines and other essential services.
2. Deduction can be made from the Consultant fees on account of penalty, liquidated damages or other reasons in case he does not fulfill his main duties as mentioned in the request for proposal document.
3. The Consultant shall make necessary revision as may be required by the Executive Engineer, PWD PWD Dn. No.-1 Raipur in the drawing and the other documents submitted by him. Once finally approved any substantial changes required by the Executive Engineer, PWD Dn. No.-1 Raipur shall be made by the consultant without any extra cost.
4. The Consultant and his team shall advise the Executive Engineer, PWD Dn. No.-1 Raipur regarding what work under Execution during his visits to the side and reports his observation. The discretion for implementation of this advice shall be that of the Executive Engineer, PWD Dn. No.-1 Raipur
5. The Executive Engineer, PWD Dn. No.-1 Raipur shall take note of all statutory provision. Under the law and act as per its provision at the time of the Payment made to the Consultant.
6. The consultant will have to follow the timelines prescribed in the agreement. In case of non compliance of anyone or more provisions of this agreement a penalty of 1% (one percent) per week aggregating to a maximum of 20% (twenty percent) of the fee(payable amount) shall be deducted .
7. Consultant is bound to submit a certificate regarding structural design that-submitted structural design is economical and safe.

## 11. BROAD SCOPE OF THE CONSULTANCY-

The Consultants broad scope of work shall include the following:-

A- **SURVEY:** Physical and topographical survey of Land, Soil investigation and Water resistivity survey.

B- **PREPARATION OF LAYOUT PLAN :** Preparation of layout plans of Buildings, Roads, Sewerage System, Supply system, External Electrical System, Open Spaces, Garden, Play Grounds, Water harvesting etc. as per the norms and guidelines of Town & Country Planning Department of Chhattisgarh/local by laws.

C- **DESIGNING OF EXTERNAL SERVICES**: Designing external services including water harvesting structures and roads.

D- **PLANNING & DESIGN OF BUILDING**: Designing of all types of buildings.

E- Visiting the site as and when required to clarify any decision or interpretation of the drawings and specifications that may be necessary coordinating at site during execution and attending conferences and meetings as and when required.

F- Advising the Executive engineer, PWD Dn. No.-1 Raipur on any technical matters connected with the construction of the said project.

G- Coordinating with various other agencies such as EPCO, CPA Town and country planning, PHED, Municipal Corporation, Electricity Board and Financing.

## 12. DETAIL SCOPE OF WORK-

### A. SURVEY:

Survey shall be done by any scientific method, using latest instruments. Survey would include: Site evaluations, Analysis and impact of existing and proposed development on its immediate environs.

1. Site survey including adjecent area (Site Plan will be in scale 1:500 or as directed)
2. Soil test: Type of soil, strata and its bearing Capacity.
3. Resistivity survey to find out underground water table.
4. Contour Survey at intervals as specified by the in Engineer in charge.
5. Location of all existing structures like, water bodies, trees, electric line, building etc.
6. Any other features as directed by engineer in charge.
7. Survey plan and contour plan will be in scale 1:500, or as directed

**SUBMISSION**

1. Soil test resistivity survey report.
2. Site Plan, Contour Map, Soil Map, Location map of all under ground water points and other Maps in 1:500 scale (or as directed), in 8 hard copies and one soft copy in CD.

### B. PREPARATION OF LAYOUT PLAN

1. Layout plan should be in 1:500 scale (or as directed) . Layout plan shall include Buildings, Roads, Sewerage System, Water Supply System, External Electricity System, Open Spaces, Garden, Play Grounds etc. As per the norms and guidelines of Town and Country Planning Department of Govt. of Chhattisgarh.

**SUBMISSION**

1. concept plans along with detailed estimate be submitted, each in triplicate, necessary changes shall be made by the consultant and submitted.
2. On approval of the concept plan, detail layout plan as per B (I) above, shall be submitted in 8 hard copies and one soft copy.

### C. DESIGNING OF EXTERNAL SERVICES

1.0 Designing of external Water Supply System shall include:-

(a) Capacity of over head tank and sump well shall be designed for the population of entire Scheme/Project.

(b) Detailed RCC Design of overhead tank and sump well.

(c) Design of external water supply line clearly showing diameter of pipe and type of pipe (GI, CI, etc.) and position of values and operating systems.

(d) Design of pump houses for OHT, sump well and Tube wells including capacity of pumps/motors.
(e) Design of fire hydrant.
(f) Lighting conductor system for overhead tanks.
(g) Design of efficient water - harvesting/conservation system.

**SUBMISSION**

1. All Working drawing in 8 hard copies and one soft copy.
2. Detail estimate including specification of different items of work, in 3 hard copies and one soft copy.

1.1 **Designing of external sewerage system.**

(a) Detail working drawings of external sewerage system including details of Eco friendly final disposal of the waste.
(b) Design of feasible Sewerage Treatment Plant and reuse of treated Water in Garden, Playgrounds and supply of non- potable water to each House hold / blocks / building.

**SUBMISSION**

**1.** All Working drawings in 10 hard copies and one soft copy.
**2.** Detail estimate and brief specification of works, in 3 hard copies and one soft copy.

**1.3 Designing of Cement Concrete/ Bitumen Roads including Culverts and Drainage system. It shall include :-**

a) Levels of Roads, Culverts & Storm water Drains.
b) Sections of Roads/Culverts. Drains.
c) Design of Bitumen/ CC Roads/RCC culverts/drains.

**SUBMISSION**

1 All Detail Working Drawings in 10 hard copies and one soft copy.
2 Detail estimate and brief specification of works in 3 hard copies and one soft copy

**1.4 Design of external electrification.**

(a) Design of external electrification system as per the CSEB Norms**.**

**SUBMISSION**

1 All Detail Working drawings in 10 hard copies and one soft copy.
2 Detail estimate and brief specification of works in 3 hard copies and one soft copy

**1.5 Landscaping, Landscape plan shall include:**

Detail landscape plan, including choice of species etc.

**SUBMISSION**

1 All Detail Working drawings in 10 hard copies and one soft copy.

2 Detail estimate and brief specification of works in 3 hard copies and one soft copy.

**D: PLANING AND DESIGN OF BUILDINGS:-**

i Preparation of plans, elevation and sections for all types of buildings.
ii Detailed structural designs of foundation, superstructure, beams, columns, lintels, chajjas, slab, and all members of building.
iii Preparation of Drawing showing :-

a) Layout/site plan with furniture layout and circulation.
b) Working drawing with details of footing, (as per the type of soil and height of the structure) Plinth level details, super structure details, beams, columns, lintels, chajjas, slab, staircase etc, Building plan of every floor in scale 1:100. Elevation in scale 1:100 RCC Design of Building/House including reinforcement details, Design of internal Water Supply, Design of internal Electrification, Electronic Communication System Design of Sanitary and plumbing system, Design of Doors and windows, Design of Gate, Grills and Railings Design of internal external color schemes, Color scheme on Grills and Railings, water harvesting planning for each house. Elevators, escalator, fire protection and security system, heating, ventilation and air conditioning system (HVAC) and other mechanical system,
c) Electrical layout plan,
d) Water supply layout plan.
e) Various elevation of all sides with perspective views, models etc,
f) Internal and peripheral Landscape plan.
g) Lightning conductors system for buildings.

**SUBMISSION**

1. All Detail Working Drawings in 10 hard copies and one soft copy.
2 Details estimate and brief specification of works in 3 hard copies and one soft copy

**E: INTEROR DESIGNING**

**(i)** Interior designing of building with consultation with engineer-in-charge as per requirement.
**(ii)** Preparation of all relevant working drawings with using latest material & technology.
**(iii)** Planning and designing of lighting works and sound system with all technical parameter i/c its approval from competent authority/Gov. Engg. College/NIT/IIT.
**(iv)** Preparation of detailed cost estimate i/c collections of rates from local market & rate analysis of work item as per relevant clauses.

**SUBMISSIONS:-**

1. All working drawings in 10 hard copies and one soft copy .
2. Detail estimate, rate analysis and brief specification of works, in 3 hard copies and on soft copy.

**Note-** 1. The consultant shall submit model/ 3 D views/ Walk through presentation on a convenient scale of all the plans and designs, as per the requirement.

2. The consultant shall show and incorporate appropriate street furniture in all plans and designs.

Consultant shall design as per exiting relevant codes. Consultant should follow existing norms, rules and regulations of CGPWD, PHE, Nagar Nigam, Town and Country Planning Department, Electricity board and other departments. Consultant shall obtain statutory approval of all submission from the concerned department. Consultant shall visit the site for at -least two days in a month as per the date fixed by the Engineer in charge as and when required at his own cost. Consultant shall prepare Detailed structural design, plans, estimate, and bill of quantities based on current schedule of rates of CGPWD, in consultation with engineer in charge, within the rules and regulation of CGPWD.

**Note**- Drawings and documents required are mentioned in annexure 2 & 3.

## 13. TIME SCHEDULE FOR THE SCOPE OF WORK-

1. **Stage 1–** Submission of drawings as per annexure-2 (A), brief description of specifications, stage-1 estimate and approval of the drawing from competent authorities **within 30 days** of signing of agreement.
2. **Stage 2-** Submission of detailed drawings, all working drawings as per annexure-2(B) and annexure-3, etc; excluding detailed estimates, **within 20 days** from approval of **stage 1.**
3. **Stage 3-** detailed estimates along with detail report and specifications **within 10 days** from approval of **stage 2**.

## 14. MODE OF PAYMENT-

| S.No. | Particular Stages | % of fee payable |
|---|---|---|
| **i** | **Stage I –** After Submission of drawings as per annexure- 2(A), brief description of specifications, stage-1 estimate and approval of the drawing from competent authorities | **20%** |
| **ii** | **Stage II -** After Submission of detailed drawings, all working drawings as per annexure- 2(B) and annexure-3, etc; excluding detailed estimates. | **35%** |
| **iii** | **Stage III -** After Submission of detailed estimates along with detail report and specifications. | **40%** |
| **iv** | **Stage IV** On completion of work, after getting certificate from Engineer in charge. | **5%** |

**Note-** All payments towards Consultancy fee to the selected consultant will be made in Indian Rupees only.

## 15. GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS-

15.1 All information requested for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in separate documents, reference to the same should be given against respective

column. If information is 'Nil' it should also be mentioned as 'Nil' or 'No such case'. If any particular query is not applicable in case of applicant, it should be stated as "Not applicable". The applicants are cautioned that non submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the applications being summarily rejected.

15.2 All the information must be submitted in English.

15.3 The documents should be sent by speed post or registered post. CGPWD will not entertain any application after the prescribed time limit on any grounds.

15.4 The application should preferably be type written. The applicant's name & signature should appear on each page of the application form and other relevant documents enclosed.

15.5 Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialing, marking the date and rewriting. All pages of the application shall be numbered and submitted as a package with signed letter of transmittal.

15.6 References, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.

15.7 The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by the CGPWD. The CGPWD reserves the right to call for additional information and clarification of information submitted from the applicants.

15.8 The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as "Prequalification of consultants for building work" and shall be received by the Superintending Engineer, Public works Department, PWD Raipur Circle No.-01 Raipur Chhattisgarh- 492001 on or before specified date and time of EOI call.

15.9 The cost incurred by applicants in preparing this application providing clarifications or attending discussions/ conferences in connection with this document shall be borne by the applicant and the CGPWD in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

## 16. FINAL DECISION MAKING AUTHORITY-

The SE PWD, Raipur Circle No-1 Raipur Chhattisgarh, reserves the right to accept or reject any application and to abounded the process and reject all application at any time without assigning any reason and without thereby incurring any liability of applicant or without informing the applicants on the grounds for the CGPWD's action. For any discrepancy the appeal can made to Chief Engineer PWD Raipur Zone Raipur, Chhattisgarh Whose decision shall be final.

**17.** Even if an applicant firm Qualification for award of work, it will be subject to disqualification if it has:

i) Made a false representation in the form, statement and attachments required in the Registration document.

ii) Record of poor performance such as abandoning work, not properly completing contact, financial failures or delayed completion.

iii) If it has been convicted by any court of law.

**18. ARBITRATION-**

1. The Executive Engineer, PWD Dn. No.-1 Raipur and the Consultant each bind themselves their partner's successor's executors Administrators and assignees to the other party in respect of all covenants to the agreement. Except as above, neither the Executive Engineer PWD nor the Consultant shall assign, sublet or transfer their interest in this agreement without their written consent of the other party and the Executive Engineer, and the Consultant hereby agree to full performance of the covenants contained herein.

2. In case of any dispute arising of this Agreement the matter shall be referred to a sole Arbitrator to be appointed by the PWD, Chhattisgarh not below the rank of Superintending Engineer and the decision shall be binding on both the parties.

**Superintending Engineer**
Public Works Department
------- Circle --------,
(Chhattisgarh)

***Annexure-1***

## AGREEMENT FOR PLANNING DESIGN, DEVELOPMENT AND STRUCTURAL CONSULTANCY SERVICES

**Engineer in charge:** Executive Engineer, ……..…Division, Public Works Department, Chhattisgarh.

**CONSULTANT:**.....THIS AGREEMENT is made on ..... between the Executive Engineer, PWD, C.G. ……Division, on the one part and ..... ..... (consultancy agency /firm hereinafter called the "CONSULTANT" on the other part whereas the Executive Engineer, PWD Division, ……**Division** desire for planning, development, estimation and Structural design of (Project name of Building/ Campus) ..... ..... And whereas the Executive Engineer, PWD Division ……. has appointed..... as the consultant for the said project including allied works and services in all respects, with the Instructions and conditions as specified in request for proposal.

**The accepted financial offer is -**

| S.No. | Particulars | **Rate** (% of estimated cost) |
|---|---|---|
| | For Planning, design, estimation & Structural Consultancy i/e. internal & external services e.g. water supply, sanitary work, sewage disposal, street light, approach road, cross drainage, development of sites and structural designs of buildings, including General Scope of work. | |
| **1.** | FOR PLANNING, DESIGN, ESTIMATION & STRUCTURAL SEVICES, (2+3) Including all types of survey. | .....% |
| **2.** | FOR PLANNING, DESIGN, ESTIMATION SEVICES ONLY Including all types of survey. | .....% |
| **3.** | FOR STRUCTURAL DESIGN SEVICES ONLY | |
| | (iii) Complete structural design work based on one specific bearing capacity. | .....% |
| | (iv) Additional Structural design only for foundation, up to plinth level. (Based on various bearing capacity) | .....% |

The above offer/rate is here by accepted by me on behalf of the governor of Chhattisgarh.
Note- All terms and conditions are same as in RFP.

**Consultant** **E.E.PWD, division.....**
Address: .....
Place - .....
Date - .....

***Annexure-2***

# List for Planning, design and Development Drawings

## A) STAGE-1 (Concept drawings)

1- Site Plan 1:500(Including all survey details, location of trees, roads, contours etc.)
2- Site plan with locating Propose building.
3- All concept floor plans, Scale -1:00
4- Two main elevations, scale- 1:00
5- 3-D view of all buildings in premises.

## B) STAGE-2 (working drawings)

1- Detail site survey plan 1:500 with existing and proposed buildings, location plan etc. (with all site development and contours etc)
2- two site cross-sections.
3- Landscape Plans and details.
4- Drain line, water harvesting, Groundwater recharge plans etc.
5- Fixing the gradient according to water body based on. Complete reference level survey of the premises.
6- Fixing the gradient at drain and road level according to road surface and located the accurate benchmark.
7-All Floor plans 1:100 with Area calculation Plan and detail.
8- All Flooring Patterns & detail.
9- All side elevations with reference of surface levels.
10- Two cross sections with details.
11- Staircase details.
12- Toilet details and kitchen details.
13- Door-Window & Joinery details.
14- Water supply-line details.
15- Electrical Drawings showing Points and fixtures on plan & Details.
16- Electrical wiring layout Diagrams & details.
17- Electrical load calculations.
18- Details of internal or External Elements of Structure for interior or Elevation features (If necessary or required).

**Note-** All Architectural drawings should be duly signed (with seal) by registered Architect.

***Annexure-3***

## List for Structural drawings (STAGE-2 )

1- Excavation plan & details.

2- Footing / Piles, Foundation design & centre line with detail.

3- Column centre line plan and column detail for each floor.

4- Plinth beam Plan, sections & details.

5- Lintel beam plan, sections &details for each floor. (With details of chhajja, loft etc)

6- Slab beam plan, Section & details for each floor.

7- Every slab level design, Plan & details.

8- Sunken slab details.

9- Design of any other structural elements i.e. elevational features; trusses etc

10-Design of Site development's element i.e. retaining walls etc. if required.

11-Design and details for overhead tank, boundary wall, Culverts or main gate entrance design etc.

12-All structural design calculations & Justification, duly proof checked from approved government engineering colleges/IIT/NIT.

13- Detail Estimate as per current PWD SOR.

14- Detailed working drawings for interior designing works along with detail estimate, rate analysis and brief specifications.

**Note-** All structural drawings and design shall be duly signed and seal by registered structural engineer.

# INFORMATION OF CONSULTANTS

**SCHEDULE-A**

**CORPORATE INFORMATION OF CONSULTANTS**

1 Name of the lead consultant (In full)
Address
Telephone no.
Email address
Website (If any)
Certificate of empanelment as architect by C.G. P.W.D.
Year of establishment
(Certificate of Registration/Incorporation under Companies Act to be furnished)
Place of business

2 Name of members of Consortium/Companies (if any- with certificate of formation deed / partnership deed / registration as applicable)

3 Indicate the area of participation of each member of the consortium or Joint Venture including Sub consultant.

4 Nature of Assignments carried so far
i .....
ii .....
iii .....
iv .....
v .....
vi .....

5 Nature of Assignments in hand

(**Note**: Supporting documents duly signed and attested from client in support of each of the above objects to be furnished)

**(Signature of applicant)**
Including title and capacity
in which application is made.)

**SCHEDULE-B**

**FI NANCIAL STATUS**

**(For each Member of the group)**

a. Name of the consultant and PAN No.-
b. Whether partnership/Limited Company or Corporation/Consortium/Joint Venture.
c. Annual Turnover (for the last 5 years) (Indian Rupees in Lac)
d. Total Number of Employees (for the last 5 years)
   i Technical
      a. Architectural and Engineering professionals.....
      b. Allied professionals.....
   ii. Others..... .....

**NOTE**

1 Data to be furnished by each of the members of the Consortium on separate sheets.
2 All foreign currencies should be converted to equivalent Rupees.
3 Supporting documents from client in support of each of the above objects to be furnished.
4 it should clearly stated whether employee is part time/full time or on contract basis. The proof in this regard should also be enclosed.
5 Architect should be registered with 'council of Architecture' [COA], The Copy of registration should also be enclosed.
6 For structural Engineers. The Copy of registration should also be enclosed.

**(Signature of applicant)**
Including title and capacity
in which application is made.)

**SCHEDULE-C**

**TECHNICAL STAFF**
Information about the "TECHNICAL STAFF"

Each member of the group to furnish information in their respective area of participation

| No. | Field of specialization | No. of persons required | | | | No. of persons in regular employment (fill your in-house detail) | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | category-A | category-B | category-C | category-D | Ph.D. | Post graduate | Graduate | Other Qualification |
| 1 | Architect (COA-registered) | 3 | 2 | 1 | 1 | | | | |
| 2 | Building structure designer (ME/M.tech in structural) | 2 | 1 | 1 | 1 | | | | |
| 3 | Civil Engineer(B.E./ B.Tech) | 3 | 2 | 1 | 1 | | | | |
| 4 | Urban planner | 1 | - | - | - | | | | |
| 5 | Environmental planner | 1 | 1 | 1 | 1 | | | | |
| 6 | Surveyor | 3 | 2 | 1 | 1 | | | | |
| 7 | Landscape planner | 1 | 1 | 1 | 1 | | | | |
| 8 | Infrastructure Analyst & designer | 1 | - | - | - | | | | |
| 9 | Draftsman/ Asstt.draftsman/ tracer | 6 | 4 | 2 | 1 | | | | |
| 10 | Other | | | | | | | | |

(**Note**: Supporting documents i.e. certificates of educational qualification and proof of regular employee be furnished.)

**(Signature of applicant)**
Including title and capacity
in which application is made.)

# Verification

I ---------- S/O ---------- do here by affirm that the contents stated cited above are true to the best of my knowledge and believe and are bases on my/our record.
Verified that this ---------- date of -------20-------at (Place)----------

Self attestation

Deponent
(----------)
Authorized signatory/
for and on behalf of---------
(Affix seal)

**SCHEDULE-D**

**EXPERIENCE**

## APPLICANT'S EXPERIENCE OF RELEVANT PROJECTS (BOTH FINISHED AND ON GOING PROJECTS)

Give information in the following format
(For each member of Group & Project wise)

| | | | |
|---|---|---|---|
| 1 | Project Title | : | |
| 2 | Location | : | |
| 3 | Describe area of participation (Specific Services rendered by the Applicant) | : | |
| 4 | Period of Services rendered by the Applicant | : | |
| 5 | Consultancy Fees of the Applicant ( Indian Rupees in Lac) | : | |
| 6 | Total Project Cost (Indian Rupees in Lac) | : | |
| 7 | Whether the Project was handled in Joint Venture or Consortium (If Yes, specify the JV/Consortium partners and their role (Area of participation) in the project) | : | Yes/No |
| 8 | Whether any Sub Consultant was involved (If Yes, Specify their area of participation in the project) | : | Yes/No |
| 9 | Present status of the Project | : | |

(**Note**: Supporting documents from client in support of each of the above objects to be Furnished)

**(Signature of applicant)**
Including title and capacity
in which application is made.)

## ADDITIONAL/ RELEVANT INFORMATION

**SCHEDULE-E**

A. **Details for consultancy Firms (Partnership / Limited Company or Corporation / Consortium / Joint Venture) :-**

1 Copy of TAN No.
2 service tax detail and income tax returns of last 3 years.
3 Educational Qualification's certificate of all directors / partners of Firm excluding staff or employee.
4 Registration certificate of Architects and Firms.
5 Bank detail. (Name and type of account / Name of Bank's branch, place / Opening date of account in bank)

**Any other information :-**

**B.** .....
.....

**C.** .....
.....

**(Signature of applicant)**
Including title and capacity
in which application is made.)

**SCHEDULE-F**

# Affidavit

I---------- S/O----------
----------Aged---------- Years---------- Resident ----------
---------- Of ---------- (Address----------)
(For and on behalf of ----------), do here by and herewith solemnly Affirm/State on oath that:-

3. All documents and Information's furnished are correct in all respects to the best of my knowledge and belief
4. I have not suppressed or omitted any information as is required.
5. I hereby authorize the PWD Officials to get all the documents verified from appropriate source(S).

Deponent
(----------)
Authorized signatory/
for and on behalf of
----------
(Affix seal)

# Verification

I ---------- S/O ---------- do here by affirm that the contents stated cited above are true to the best of my knowledge and believe and are bases on my/our record.

Verified that this ---------- date of ----------20-------at (Place)----------

Self attestation

Deponent
(----------)
Authorized signatory/
for and on behalf of
----------
(Affix seal)

Note- All the columns shall be filled up as per the documents attached.

# CHECK LIST FOR LISTING OF CONSULTANTS

| S. No. | Name of Applicant (With Total Pages of proposal) | Category Applied | Schedule -A | | | | Schedule - B | | | Sched. - C | Schedule - D | | Schedule - E | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Formation or Working / (Year old) | Certificate of Registration of formation | Name of Lead consultant (Self or Name) | Certificate of Partnershipdeed / Agreement/ P.O.A. | **Status of Applicant** Indi/Prop. Firm/Part.Firm./P.L.Co./J.V.-con. (Also in - Schd. E ) | Annual Turnover of last 5 year (in lac) | Status of Staff (Total) | working Tech. Staff (List of core team & experience) | Designed & Executed In last 5 years one Project's Cost in crore / year | Completion-Certificate Signed by respective clients | Copy of PAN/ TAN | Copy of service tax last 3 years |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| 1 | | | Page No. | Page No | | Page No | -------- and Page no. | ----- and Page no. | | Page no. | | | Page no. | Page no. |

| S. No. | Schedule - E | | | | | | | | | Remarks of Committee dt---------- (to be filled by P.W.D.) | Final Remarks dt.-------- for Qualify and disqualify (to be filled by P.W.D.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Copy of I.T. Return of firm last 3 years | Educational Qualification | Bank detail | Signature on each page (yes/no) | Letter of transmittal | Photograph of 3 projects | Name & address of 3 refrences | Application signed by all partners or power of attorney (enclosed /no) | For J.V. / Consortium-undertaking to provide the relevant consultants | | |
| | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| 1 | Page no. | -------- and Page no. | Page no. | | Page no. | Page no. | Page no. | Page no. | Page no. | | |

**SCHEDULE- H**

## FINANCIAL OFFER :

1. Name of project :- .....

2. Approximate cost of project :- .....

3. Quotation of consultancy fees:-

| S.No. | Particulars | Rate (% of estimated cost) |
|---|---|---|
| | For Planning, design, estimation & Structural Consultancy i/e. internal & external services e.g. water supply, sanitary work, sewage disposal, street light, approach road, cross drainage, development of sites and structural designs of buildings, including General Scope of work. | |
| **1.** | FOR PLANNING, DESIGN, ESTIMATION & STRUCTURAL SEVICES, (2+3) Including all types of survey. | .....% |
| **2.** | FOR PLANNING, DESIGN, ESTIMATION SEVICES ONLY Including all types of survey. | .....% |
| **3.** | FOR STRUCTURAL DESIGN SEVICES ONLY | |
| | (v) Complete structural design work based on one specific bearing capacity. | .....% |
| | (vi) Additional Structural design only for foundation, up to plinth level. (Based on various bearing capacity) | .....% |

**(Signature & seal of applicant)**
Including title and capacity
in which application is made.)

## EARNEST MONEY:

The amount should be deposited in the Treasury/State Bank of India and the chalan should be enclosed with the proposal. If however, instead of depositing the earnest money in cash in Treasury, a consultant wishes to deposit the same in any of the following form, he should be permitted to do so:

(a) Treasury Receipts.

(b) National Savings Certificates.

(c) Treasury Bonds.

(d) Approved Interest-bearing Securities.

(e) Government promisory notes in National Loan Plan.

(f) Post Office cash certificates.

(g) 10 years Treasury Savings/Deposits/Certificates.

(h) 12 years National Saving Certificates.

(i) 10 Years Defense Deposit Certificates.

(j) All Small Savings Securities and Post Office Savings Bank Accounts duly pledged to Government.

(k) National Savings Certificates duly hypothecated in the name of Government of Chhattisgarh.

(L) Units of Unit Trust of India.

(m) Demand Draft of S.B.I. or Scheduled Banks.

(n) Bank Guarantee approved by M.P.F.D. Memo. No. 2501/755/41-N/569, dated 25th October 1969.

(p) Bank drafts issued by big urban banks whose working capital exceed Rs. 5 Crores and by "A" "B" & "C" Class Central Co-operative Banks/Non-Scheduled State Co-operative Banks subject to the condition that the drafts are encashed by accepting authority as soon as they are received and contracts are allotted only after the encashment of draft as per M.P.F.D. No. F/2/18/77/R/5/(iv), dated 13-2-78.