

**DHANBAD MUNICIPAL CORPORATION, DHANBAD**

**BANK MORE, DHANBAD, 826001.**

E mail ID - [dhanbadmunicipalcorporationadm@gmail.com](mailto:dhanbadmunicipalcorporationadm@gmail.com). Ph – 0326  
2301925, 2306577 (Fax) 2306366

**Notice inviting Tender No. 06/2009-10**

Sealed bids are invited by Dhanbad Municipal Corporation for appointing Project Management Consultant for the work of “BASIC SERVICES TO URBAN POOR” of Dhanbad Municipal Corporation Dhanbad from qualified and reputed consultancy firms having relevant qualification and experience in assisting Government/ Semi Government Offices.

The RFP document can be purchased from office of the Dhanbad Municipal Corporation, Dhanbad on payment of non-refundable demand draft of Rs. 10000/- ( Ten Thousand )in favour of Administrator, Dhanbad Municipal Corporation, Dhanbad. Payable at Dhanbad or it can be downloaded from our website [www.dhanbad.nic.in](http://www.dhanbad.nic.in) a non-refundable demand draft of Rs. 10000/- (Ten Thousand) must be attached while submitting the tender document.

Last date of Purchase of RFP Document	-	up to 3:00 pm on 13-11-2009
Date and Time of Pre-bid Meeting	-	3:00 pm on 16.11.2009
Last date of submission of BID Document.	-	up to 3:00 pm on 20.11.2009
Date and Time of opening of Technical BID	-	3:30 pm on 20.11.2009.

Administrator,  
Dhanbad Municipal Corporation,  
Dhanbad

Dhanbad Municipal Corporation (DMC)

Bank More, Dhanbad,

(Jharkhand)

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**Request for Proposal**

**For**

**Appointing Project Management Consultant (PMC)**

**at Dhanbad Municipal Corporation for**

**Basic Services to the Urban Poor (BSUP) Scheme under JnNURM**

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## SECTION I: PREFACE

1. Dhanbad Municipal Corporation (DMC) is a Govt. of Jharkhand undertaking engaged in systematic planning, infrastructure development, and creation of civic amenities in urban and semi-urban areas in the State of Jharkhand.
2. Govt. of India have introduced the Jawaharlal Nehru National Urban Renewal Mission (JNNURM), BSUP, UIDSSMT and IHSDP Programmes under which identified towns/cities in every state are to be developed by providing Housing and Infrastructure facilities like Sewerage System, Water Supply, Solid Waste Management, Transport System, **Basic Services to the Urban Poor** and creation of other amenities as per the details specified in respective programme guidelines issued by the Govt. of India.
3. In Jharkhand, **Dhanbad**, Jamshedpur and Ranchi have been identified as mission cities under JNNURM. Apart from these three mission/towns/cities other towns/cities in Jharkhand are to be provided Housing and Infrastructure facilities under IHSDP and UIDSSMT Programmes.
4. **Dhanbad Municipal Corporation (DMC)** is the implementing agency for **Basic Services to the Urban Poor (BSUP)** schemes under Jawaharlal Nehru National Urban Renewal Mission (JNNURM) in Dhanbad. Detailed Project Reports for BSUP schemes under JNNURM amounting to **Rs. 156 crores** approx. (as prepared by DMC) & approx **Rs. 91.9 crores** has been approved by the Govt. of India. The work involves construction of G+1, G+2 and G+3 dwelling units, construction of Community Centres, Livelihood Centers, development of infrastructure like construction of small width concrete roads/ pathways, External Water Supply, Sewerage, Septic Tanks, Drainage, Development of Parks on item rate basis and Construction & Maintenance of Bio Gas Plants and distribution system of gas for kitchen use on turn key basis in various identified slums in the city.
5. DMC invites bids from reputed firms /consultants of the country for establishment of the Programme Management Consultancy (PMC) for management, implementation and monitoring of the BSUP scheme under JnNURM programme.
6. The details of the schemes for which the services are required are indicated in the table below.

S.NO.	NAME OF SCHEME	LOCATION OF SLUMS	COST (IN RS.)
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			LAKH)
1.	BSUP SCHEME PHASE-I	Police Line Dompara, Telipara, Refugee Colony, Jharnapara Khatal, Koranga Basti, Housing Colony Dompara, Bekarbandh Dompara, Refugee Market, Gandhi Nagar Dompara	2640.028
2.	BSUP SCHEME PHASE-II	Turi Basti, Das Tola, Laadbani, Bauripara, Bhistipara, Manaitand Basti, Devipara, Prem Nagar, Jharodihi, Ambedkar Nagar, Simaldihi, Stress Compound, Gajuatand, Kabristan Road, Tar Bagan.	5181.113
3.	BSUP SCHEME PHASE-III	Gaddi Muhalla, Bhuda Basti, Thathera Basti, Mahavirshtan, Kumar patti	2885.999
4.	BSUP SCHEME PHASE-IV	Etwari Nagar, Barmasia Basti, Gole Building, Khatik Basti, Ramnagar, Kumar Club, Cheera Gora, Karbala Road, Samshan Road, Dhobi Talab, Chotti Masjid, Chat Talab	1556.845

\* Additional schemes as approved subsequently will be added to the scope of work of the selected agency.

## SECTION II: INSTRUCTION TO THE BIDDERS (ITB)

Dhanbad Municipal Corporation invites bids from reputed firms /consultants of the country for establishment of the **Project Management Consultancy (PMC)** for management, implementation and monitoring the BSUP scheme under JnNURM programme.

### 1. Pre-Requisite for the Consultant

Eligible Consultants/Consultancy firms (Consortium not allowed), having undertaken similar works and fulfilling following requirements shall be eligible to apply:

1. The consultant should have satisfactorily completed/involved in assignments of preparation of Detailed Project Report (DPR) for BSUP scheme under JNNURM of at least Rs 300 crores or more during last three years in India.
2. The Consultant should have an experience of working with any State Government preferably with Jharkhand Government.
3. Company should have an experience as Project Management Consultants for at least one single project during last three years.
4. Preferably empanelled as Independent Review and Monitoring Agency (IRMA) for projects implemented under JNNURM by urban local bodies, parastatals and other state agencies.
5. Should have an average annual financial turnover (gross) of at least Rs. 10 crores during last three years ending 31<sup>st</sup> march, 2008 duly certified by Chartered Accountant.
6. Net worth of the firm should not be less than 3.5 crores as on 31<sup>st</sup> March, 2008.

### 2. Submission of Bids – General Information

- I. The tender document is required to be submitted in two parts in sealed cover separately with label as **‘Technical Proposal’** and **‘Financial Proposal’** (as the case may be). Tender document shall also contain non-refundable documentation fee of Rs. 10,000/- (Ten thousand) in the form of DD in favor of "Administrator, Dhanbad Municipal Corporation" payable at Dhanbad along with technical / financial proposal. Both envelopes should then be placed in one big envelope and marked as

**“TENDER FOR APPOINTMENT OF PROJECT MANAGEMENT CONSULTANT  
(PMC) FOR IMPLEMENTATION OF BSUP PROGRAMME BY DHANBAD  
MUNICIPAL CORPORATION (DMC)”**

- a. The following eligibility criteria will form the **Technical (Part I)** of the bid: (photocopy duly self attested to be compulsorily enclosed)
  - i. Registration Certificate under Service Tax.
  - ii. Audited statement of last three years ending March 31<sup>st</sup> 2008, duly attested by the Chartered Accountant.

- iii. Proof with respect to annual average turnover of Rs. 10 crores for last three years and should be supported by Income tax return of last three years.
  - iv. Company / Agency profile.
  - v. The Technical (Part I) of the bid should not contain anything about the price otherwise the bid will be rejected.
- b. The **Financial (Part II)** of the bid shall consist of only Rates / Price in the Performa supplied in Annexure II on the company's letter head. All the columns and requisite information must be filled in the prescribed format.
  - c. The evaluation of the proposal shall be carried-out in two stages; first the quality, and then the cost (QCS method (80: 20)).
  - d. Evaluation of technical (Part I) of the bid should not have access to the Financial (Part II) proposal unless the technical evaluation is concluded.
  - e. Technical evaluation will be carried out on the basis of responsiveness of the RFP and Invitation of Quotation / Tender enquiry. This may include physical verification for assessing the capacity of the bidder.
  - f. After the evaluation of quality is completed, Price / Financial Part II bid of only technically responsive bidders shall be further opened and considered for evaluation.
- II. Proposals will be received till **20th , November, 2009** up to 3:00 pm at the following address and that shall be opened at 3:30 pm on the same day at the same address:

Administrator,  
Dhanbad Municipal Corporation (DMC)  
Bank More,  
Dhanbad - (Jharkhand).  
Ph: 0326 - 2306577  
Fax: 0326 – 2306366  
Email-Id: dhanbadmunicipalcorporationadm@gmail.com

Proposals received after the due date will be rejected outrightly.

### III. Bid Price

- a. The contract shall be for the full Quantity. Corrections, if any, shall be made by crossing out, initialing, deleting and re-writing with signature and date.
- b. All duties, taxes and other statutory levies payable by the bidder under the bid shall be included in the total price.
- c. The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

### IV. Validity of Bids

Bids shall remain valid for a period of not less than 180 days after the deadline date specified for submission. However, it may be extended with mutual consent / agreement.

## V. Evaluation of Bids

DMC will evaluate and compare the Bids determined to be substantially responsive i.e. whether bid;

- Are properly signed
- Meet the eligibility requirements specified,
- Confirm to the terms and conditions, and specifications; and
- Are accompanied by the required securities and are valid for the period specified in the tender document.

## VI. Criteria for Selection & Award of Contract

The agency would be shortlisted on the basis of marks gained in Technical Proposal, considering their qualification in the sector. Following criteria would be considered for short-listing of prospective agency for opening the financial bids.

Sr. No.	Criteria	Marks Allocated
<b>Technical Weightage 80 %</b>		
1	Firms Experience	10
	• Experience in BSUP project	10
	• Experience as PMC Project	10
	• Experience for working in Jharkhand	10
	• Experience in Community Participation, PPP and Fund Mobilization	20
	• No's & experience of technical experts in firm	
2	Approach & Methodology	20
3	Financial Strength of the Firm	20
<b>Financial Weightage 20 %</b>		<b>100</b>

Consultants who secure at least 50 % score in the Technical Proposal shall only be short listed. Financial Proposals of those consultants who have been short listed shall be opened in the presence of shortlisted consultants who choose to be present.

In the Financial Bid, bidder should propose fee as the percentage of total project cost as Professional Fee Including all taxes for the assignment. The Project cost which is finally paid for the project is taken as the project cost for finally payment of Professional Fee.

For selection of consultant, final ranking will be determined based on the combined total score for each Consultant. This will be done by applying a weight of 0.80 (or 80 percent) and 0.20 (or 20 percent) respectively to the technical and financial scores of each qualifying Technical and Financial Proposals. After such final ranking, the first-ranked Consultant will be invited for contract negotiations.

After successful negotiation, the work shall be awarded to the firm. If the negotiation fails, the next high scorer firm shall be called for contract negotiations.

The decision of DMC will be the final and binding on the bidders.

**VII. Other Terms and Conditions**

- Conditional bids will be rejected. Any conditional discounts by bidder shall not be taken into account for the purpose of evaluation.
- The bidder may be a private firm, Societies, Trusts or registered NGOs, should be in existence for at least three years.
- Any other clauses not specifically mentioned in this bid document but are part of the RFP, shall be applicable ipso-facto.

**VIII. Client’s Responsibility**

- The DMC shall give all required support in terms of information/ data that may be necessary to undertake the assignment.
- The project is likely to be completed in 24 months no extra fee will be paid.

**IX. Disincentives**

- In case of the failure of the agency to make the facility functional within the stipulated timeframe, the offer may be withdraw giving two months prior notice, at the discretion of the DMC.
- If the agency fails to comply with any of the clauses of the agreement after entering into the same with DMC, the agreement will be terminated on two month notice.
- The project will be reviewed minimum once in a month or any time when DMC needs.
- In case of failure of any agency and termination of the agreement, the DMC may allot the work to another empanelled agency.
- selected

**X. Payment Schedule**

Payments to agency would be done by DMC on monthly basis as quoted by the firm / Agency in Financial Proposal. These payments would also be linked to actual deliverables and would be subject to recommendations made by DMC at various point of time during project implementation.

Stage - I	Evaluation of Bid & Selection and Agreement with Selected bidder	5 %
Stage - II	The total fee shall be paid in installments in proportion of work done	75%
Stage III	After complete satisfaction of work, completion of project and handing over all requisite drawing & map etc. to DMC	20 %

Note: Deduction of taxes shall be made from the fee at every stage of payment.

**XI. Risk Involved and Mitigation Measures**

There can be delays in the project implementation due to shortcoming/ bureaucratic delays. The agencies' approach to risk assessment, analysis and management shall be as follows:

- Routine assessment of risks, and plan appropriate action to tackle them.
- Timely and close interaction, coordination and cooperation between the Project team members, the Client as well as all stakeholders to make them aware of the consequences, and plan and implement appropriate solutions for mitigating the risks;
- Suggest alternative designs and appropriate strategies for mitigation of uncertainties.

## SECTION III: SCOPE OF WORK

### 1. Broad Scope of Work of Project Management Consultant

The Project Management Consultant shall be responsible for entire project including implementation of works at site, in coordination with the appointed Consultants, through the appointed contractors, obtaining the requisite statutory approvals related to the entrusted works, handing over the completed works to Govt of Jharkhand or its designated agencies on its completion.

- a) The Project Management Consultants shall also carry out technical audit of the reports, drawing, designs, estimates, BOQ etc prepared by the Consultant such as Site survey, evaluation and analysis including soil investigation Structural design, design of internal and external services , Sanitary, plumbing, drainage, water supply and sewerage, roads, electrification works etc, detailed engineering designs & drawings , detailed cost estimates based on the details available in DPRs and as per site conditions, Bill of Quantities ( BOQ) and working drawings, Good for Construction Drawings. Project Management Consultant should ensure that the designs are got proof checked by the Consultant from a reputed Technical Institution appointed by Architect consultant.
- b) Finalization of complete tender documents for the various works under the project incorporating all statutory / mandatory provisions in respect of labour laws, taxes/ levies etc as per relevant rules, and obtaining approval from DMC and arrange for award of works to contractors through tendering by DMC.
- c) Day to day supervision of execution of construction works at site through contractors, quality control, finalizing the bill of contracts, handing over completed works to designated agencies and attend to CVC/ audit queries & all arbitration / litigation cases w.r.t the project till their conclusion.

### 2. Detailed Scope of Work is as Under

#### Pre-Tender and Approval Stage

- a) Coordination w.r.t the Architectural and engineering designs prepared by the Consultant, regarding its implementation, Project Planning & Site data collection etc.
- b) The Project Management Consultants will get the modifications and additional requirements incorporated through appointed Consultant wherever recommended by the appointed Technical institution, considered necessary in the designs and drawings to improve the performance.
- c) Prepare detailed PERT/CPM charts, analysis of various project related activities with reference to time frame, resource allocation & scheduling etc using latest techniques and software for approval.

### **Tender and Award of Work Stage**

- a) Finalization in coordination with appointed Consultant the draft tender documents including drawings, specifications, detailed estimates, and bill of quantities, General & Special Conditions of Contract etc complete in all respect and adequate enough for inviting tenders if remained at the allotment of PMC work.
- b) Preparation of the necessary report/documents for obtaining approvals of the Government of India for undertaking the project, if any required.
- c) Obtain all necessary clearances/ approvals from statutory bodies and Local authorities for starting the works, execution, completion and use of the completed works.
- d) The Project Management Consultant shall give particular attention on Durability, Water tightness of roofs, walls, sanitary blocks, Ease of construction at various stages, while finalizing the design /details of the building. The Project Management Consultant shall also ensure that all the drawings are coordinated drawings incorporating all services etc required for execution purpose.
- e) The Project Management Consultant will assist DMC to shortlist the agencies for execution of civil works and allied services for the said project, if so desired by DMC, by inviting expression of interest through press notice, analyzing the details furnished by intending agencies/ contractors and submit recommendations to DMC for approval of the shortlist. The Project Management Consultants shall also assist DMC for inviting tenders for works, based on Tender documents approved by DMC, strictly in line with the all prevailing Govt./CVC norms. The Project Management Consultant would, maintain the records of copies printed, sale of tender documents and stock etc. The cost towards advertisement, if any incurred by the Project Management Consultant, shall be reimbursed by DMC on production of bills w.r.t. the same.
- f) The Project Management Consultant shall assist DMC in holding pretender meeting in a pre-determined manner in consultation with DMC and offer clarifications if any, sought by the intending tenderers. The draft minutes of the pre-tender meeting shall be drawn by the Project Management Consultant and got approved by DMC. The minutes of the Pre-tender meeting shall form part of the main contract document for this work.
- g) The DMC shall receive and open the tenders in a pre-determined manner at pre-designated venue on the appointed date and time, in the presence of intending tenderers and Project Management Consultant's representatives. The offers so received, shall be tabulated, evaluated and assessed by Project Management Consultant. After technical evaluations of bids, Project Management Consultant shall submit their recommendations to DMC for approval. On acceptance of the tender by DMC, Project Management Consultant shall assist DMC for issue of letter of Intent/ Letter of award, and on its acceptance by the selected tenderer, execution of contract

agreement between DMC and selected tenderer and take further necessary actions in accordance with the tender conditions.

- h) The Project Management Consultant shall develop a Project Schedule that coordinates and integrates the design efforts/schedule with construction schedules; update the Project Schedule incorporating a detailed schedule for all activities of the Project, including realistic activity sequences & durations, Process/prepare all drawings, bar bending schedule, check and finalize contractor's detailed programme of activities commensurate with the tender provisions, requirement of labor, materials & samples and delivery of products requiring long lead-time procurement including the DMC's occupancy requirements showing portions of the project having occupancy priority.
- i) The Project Management Consultant shall assemble multi-disciplinary construction management team as approved by DMC and have preliminary interaction with the contractor's Project Team on behalf of the DMC to initiate all preliminary actions and mobilization. The Project Management Consultant shall have an office & provide adequate Technical & nontechnical staff as per project requirement and furnish the list of officials who will be posted for the project along with their professional qualifications in line with the stipulations. There should be no legal proceedings against the officials and should not be a terminated person from the Semi-government / Government Department.
- j) The Project Management Consultant shall prepare a Project Budget and cash flow statement as soon as major project requirements have been identified, and update the same periodically for the DMC's approval and suggest corrective actions.

### **Construction Stage**

- a) The Project Management Consultant shall exercise perform all the duties, liabilities, functions and obligations as laid down with reasonable skill, care and diligence. and also ensure that the works are executed at site strictly as per the approval granted by DMC/Jharkhand Govt./Concerned local authorities, the terms and conditions of the Contract Agreement entered between DMC and the respective Contractors, within the given time frame & budget provisions.
- b) The Project Management Consultant will be required, during the construction phase to provide the field supervision and sufficient technical assistance (staff) for check on quality control of the work at site. For this purpose, the Project Management Consultant shall have to post their Engineer-in-Charge at the site of work and provide the agreed necessary and adequate technical staff, for supervision and exercising adequate and constant day to day technical supervision over the construction including giving layout, its checking, checking requirements of materials and equipment and their procurement in time, conforming to approved specifications and accepted standards. Submission of weekly or fortnightly progress report as per the directions of DMC, including maintaining necessary site records, containing data in

support of the same, carrying out field tests on materials, structures etc. and obtaining necessary approvals thereon and maintaining adequate records thereof and certifying the bills for payment to the Contractors including recommendation of extension applications, extra items, variation statements, quality control check for final bills etc., on the forms prescribed by the DMC.

- c) Cropping up of Extra items/ substituted items and deviations should strictly be avoided. However, in unavoidable circumstances extra items/substituted items, deviation the necessary statement duly supported by justification and analysis of rates shall be submitted by the Project Management Consultants as per CPWD formats or any other formats approved by DMC along with Consultant's recommendations for extra/substituted items. The Project Management Consultant should ensure that the case is put up for DMC's approval early enough so that in no case construction work suffers on this account. As regards grant of time extension cases, prior approval of DMC should be obtained by Project Management Consultants.
- d) **The scope under this phase of the assignment shall include, inter-alia, the following :**
- i. Complete day-to-day supervision of contracted building and development work ensuring quality control in accordance with tender stipulations, specifications, drawings and site conditions. The quality control will be exercised at all stages of construction, viz. approval of materials, inspection of equipment, usage thereof in proper proportions and workmanship at all stages of execution of individual items of work.
  - ii. 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, bricks, mortars, concretes etc. Essential gauges, instruments 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 partially or completely erected structures etc. and maintain adequate records thereof.
  - iii. Suggesting modifications, if any, due to site conditions and submit the recommendations along with cost variations on account of the same to DMC for approval.
  - iv. Ensure regular and timely flow of working drawings / instructions so as to complete the works without any delay on account of the same.
  - v. Verification and recommendation for payment by DMC of contractor's periodic or stage wise bills for the work done and material / plant advance, recording joint measurement of work and certification of the bills that the work is in accordance with the design, quality etc and maintain necessary site computerized

measurement records and other site records which are made available to DMC for verification/authentication if required by DMC.

- vi.** Monitoring progress by using modern methods of control such as computerized PERT / CPM, submission of progress reports of work executed monthly. 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 will have to suggest improvements from time to time. Consultants shall inform DMC of the progress of the project vis-à-vis PERT/CPM controls on a fortnightly basis.
- vii.** Complete administration and management of contract till expiry of the contract period.
- viii.** Coordination with other contracting agencies, the agencies like Jharkhand State Electricity Board, other local authorities, etc. which may be expected to be working in the same area.
- ix.** 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 DMC shall be obtained. Nothing extra will be paid to the Consultant for such works. The consultant shall work as conciliator in the event of any dispute arising between the parties before the matter goes to legal forum. Consultant shall deal with all Arbitration / litigation cases either with Arbitrator or with any other Court of Law during the contract period as defined in the agreement till its conclusion.
- x.** Rendering generally as Project Management Consultant, 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 DMC.
- xi.** The Project Management Consultant shall collect and deliver to DMC any specific written warranties or guarantees given by others, including all required trade contractor guarantees and warranties.
- xii.** The Project Management Consultant shall prepare a realistic cash flow/ expenses on budget head for the project on available information and update the same as required on a regular basis to reflect the current status.
- xiii.** In case certain additional works are required to be carried out for obtaining approval of statutory bodies or to make the completed works/ areas operational, Project Manager, on obtaining the approval from DMC shall complete the same before handing over the said completed works to DMC, or to its appointed maintenance agency or to allottee / occupant authorized by DMC.

- xiv.** The Project Management Consultant shall keep DMC apprised of any delays; keep a hindrance register indicating all details of all such delays which will also be furnished with recommendations for approval of DMC for grant of extension of time by DMC to contractors.

**Completion Stage and Handing Over Stage**

- a) Obtain and submit all the records from the Consultant and the records of any changes made in the works during the progress of works and submit adequate number of completion reports and completion drawings for the project, prepared by the contractor/ Consultant incorporating all such changes, duly authenticated as required for obtaining 'Completion/Occupancy Certificate" from statutory authorities, wherever required.
- b) Obtain certification from Consultant and submit "As Built Drawings" prepared by the Contractor at an appropriate scale indicating the details of building, structure and services duly authenticating and supply 8 sets of as built/completion drawings to Project Coordinator DMC also hand over the originals of the completed drawings.
- c) Obtain from the Consultant and submit two soft copies of the entire drawings / documents & two sets of drawings on reproducible paper for the works executed to the Project Coordinator, DMC.
- d) Verification of work on its completion and issuing completion certificates (virtual as well as actual) for the completed works, so as to enable DMC to record completion of the works.
- e) Verification by taking and recording joint measurements of the final bill to be submitted by the contractors, process, certify and recommend as per the terms and conditions of contract agreement for release of final payment by DMC and attend to the observations /queries raised while processing the same for payments by DMC.
- f) Project Management Consultant shall also submit necessary information as required by DMC for finalization of accounts and commits to continue to till the accounts are finalized at agreed upon terms.
- g) The Project Management Consultant shall maintain complete documentation and render all technical services 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 DMC. Project Management Consultant shall obtain statutory approval/approvals of DMC or the maintenance agency appointed by DMC for the said purpose, with respect to the completed works.
- h) The completed works shall be handed over by the Project Management Consultant along with the necessary documentation in pre-determined phases, to the DMC or the appointed agency or any allottee / occupant authorized by DMC. Consultant shall also

promptly attend to any defects/deficiency noticed in the completed works within the scope of work of execution by the said taking over agency without demur.

- i) Preparation of "Maintenance Manual" for buildings and all the internal and external services.

**SPECIAL CLAUSE**

Penalty

1. The PMC should supervise & monitor the work of contractor as per schedule or time frame agreed upon both the parties. If the work is not done as per schedule without proper reason agreed by both the parties. For every fortnight of delay of work, 1% of total fee will be taken as penalty which will be compounded after fortnight delay. The detailed will be ascertained at time of the agreement.
2. For purpose of reward to the PMC it will be considered in later stage when the tender work is allotted to the contractor.

## SECTION IV: ANNEXURES

### 1. Opening of Bids

- You are requested to send your offer on or before **20/11/2009 by 3:00 PM** in the prescribed format in two separate sealed envelopes, one super scribed as Technical (Part – I) & another Financial (Part – II), addressed to the Administrator, Dhanbad Municipal Corporation, Bank More, Dhanbad - 826001.
- Sealed quotations received till then will be opened in the office of DMC, Dhanbad on **20/11/2009 by 3:30 PM** in the presence of the bidders or their representatives who wish to be present.

### 2. Award of Contract

- DMC may award the entire work to the lowest evaluated competitive bidder whose proposal has been determined to be substantially responsive and who has offered the lowest evaluated bid price for Establishment of PMC for three years.
- Notwithstanding the above, DMC reserves the right to accept or reject any bids / quotations and to cancel the bidding process and reject all bids at any time prior to the award of contract. The decision of the DMC shall be final, and no enquiries or application for review shall be entertained.
- The bidder whose bid will be accepted will be notified for the award of contract by DMC prior to expiration of the quotation validity period. However, Bids validity period may be extended by mutual agreement.

### 3. Agreement

Successful bidder shall have to enter into an agreement with DMC before the award of the work within 15 days. Failure to perform the work as per agreement will result in forfeiture of security deposit and Bank guaranteed amount. In case a party fails to perform the work according to agreement it can be given to the substantially responsive second financially lowest evaluated bidder from the panel of substantially responsive bidders.

### 4. Performance Security

- 5 % as performance security of the total bid / contract value will have to be deposited in form of Bank Guarantee / Demand Draft in favor of Administrator, Dhanbad Municipal Corporation, payable at Dhanbad, by the lowest evaluated responsive bidder after the award of work. The performance security will be refunded only after the expiry of Guarantee / Warranty / maintenance period as specified in the bid-document / agreement.

- The performance security deposit shall be forfeited in case any terms and conditions of the contract / agreement are infringed or the bidder fails to complete the work in time.

## 5. Payment

- Payment shall be made in installments which will be strictly on the basis of work done by the contractor and in proportion of the payment released to the contractor

We look forward to receive your proposals and thank you for your interest in this project.

Administrator  
Dhanbad Municipal Corporation  
Bank More, Dhanbad - 826001.  
Ph: 0326 - 2306577 Fax no: 0326 2306366  
Email:dhanbadmunicipalcorporationadm@gmail.com

### **PLEASE NOTE:**

1. RFP document can be collected from **Administrator, Dhanbad Municipal Corporation (DMC), Bank More, Dhanbad** against demand draft of Rs. 10,000 or also can be downloaded from website <http://www.dhanbad.nic.in> and a demand draft of Rs. 10,000 (Ten thousand only) in favor of Administrator, Dhanbad Municipal Corporation, payable at Dhanbad shall be attached while submitting the document as a tender document fee.
2. Last date of purchase of RFP document : up to 3:00 pm on 13-11-2009
3. Last date of submission of bid document: 20/11/2009 at 3 PM
4. Date of opening of Technical Bids : 20/11/2009 at 3.30 PM

## **Formats for Technical Proposal**

### **Sub Annex A - General Information**

All individual agencies/consultants applying for Prequalification are requested to complete the information in this form. Information to be provided for all owners or agencies/consultants who are partnerships or individually-owned firms

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>Agency Profile</b>	
I	Name of the Agency	
ii	Head Office Address with Telephone and Fax numbers	
iii	Local Office Address (if any)	
iv	Contact Person	
V	Place of Incorporation	
Vi	Year of Incorporation	
Vii	Service Tax Registration Number	

Note: All necessary / support documents and other required information to be enclosed with Technical Proposal.

**Signatures and stamp of Applicant**

**Sub Annex B – Annual Turn Over of the Agency**

<b>Year</b>	<b>Total turnover (in Rs. Crores)</b>
2005-06	
<b>2006-07</b>	

<b>2007-08</b>	
<b>Average annual turnover</b> (Last 3 years –2005-06,2006-07 & 2007-08)	

Balance sheets:

Year	Total Turnover (in Rs. Lacs)	Profit (in Rs. Lacs)
2007-08		
2006-07		
2005-06		

\*Certified/ Audited copies of the balance sheets for all three years to be enclosed

\* Copies of Income tax return filed during last three years to be enclosed

**Signatures and stamp of Applicant**

**Sub Annex C – Personal Capabilities: Details of the Key Personnel and staff on roll**

<b>S.No.</b>	<b>Position</b>	<b>Qualification</b>	<b>Total Professional Experience (In years)</b>	<b>Field of Specialization</b>	<b>Date of Employment</b>

**Signatures and stamp of Applicant**

**Sub Annex D – Firms Overall Experiences**

NAME OF THE PROJECT	LOCATION	DONOR/ CLIENT	Sector-wise Experience (Please mark ✓ (Tick) where applicable)				
			Project Management Consultancy	Design, Construction & Project Management	Financial Management & Advisory Services To Infrastructure / Housing Projects	Monitoring & Evaluation	Social Impact Assessment

**Signatures and stamp of applicant**

**Sub Annex E – List of Projects / Assignments undertaken in Sector related to PMC**

<b>Project Sheet No.</b>		
1	Name of the Project	
2	Name of the State / Nodal Agency	
3	Period of Services rendered by the Applicant	
4	Approximate Value of Contract (in Rupees Lakh)	
5	Details of the Assignment	
6	Present Status of the Assignment	

**Signatures and stamp of applicant**

Format for Financial Proposal (Part II)

PRICE BID SUBMISSION FORM

**Project Title:** Project Management Consultancy (PMC) for assisting in Management, Implementation and Monitoring of BSUP Scheme under JNNURM in DMC,Dhanbad.

<b>S. No.</b>	<b>Item</b>	<b>Cost as % of approved cost of tender package</b>
1.	Total Professional Fees for Project Management Consultancy (PMC) for assisting in Management, Implementation and Monitoring of BSUP Scheme under JNNURM in DMC, Dhanbad as percentage of total project cost including all taxes.	

**Signatures and stamp of applicant**