



Roads and Bridges Development Corporation of Kerala Ltd (RBDCK)
(A Government of Kerala Undertaking)
2nd Floor, Preethi Building, M.V Road, Palarivattom, Kochi – 682 025
Phone (0484) 2338205, 2338206, Fax (91-484) 2533294

**CONSULTANCY SERVICES FOR DESIGN PROOF CHECKING
AND CERTIFICATION**

REQUEST FOR PROPOSAL (RFP)
No. RBDCK/ DPC/T 293/ 05/2019

Issued on: 19th February 2019

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Part – I

Technical Proposal

**CONSULTANCY SERVICES FOR DESIGN PROOF CHECKING
AND CERTIFICATION**

Ref No. RBDCK/ DPC/T293/05/ 2019

SECTION - 1

REQUEST FOR PROPOSAL

SECTION - 1

Roads and Bridges Development Corporation of Kerala Ltd.(RBDCK)
(A Government of Kerala Undertaking)
2nd Floor ,Preethi Building, M.V.Road Palarivattom.Kochi 682025
Phone (484) 2338205, 2338206, Fax (91-484) 2533294
Email:-rbdckltd@gmail.com, www.rbdck.com, www.etenders.kerala.gov.in

Ref No. RBDCK/ DPC/ T293/05/2019

dated- 19.02.2019

REQUEST FOR PROPOSAL FROM CONSULTANTS FOR DESIGN PROOF CHECKING AND CERTIFICATION	
REQUEST FOR PROPOSAL	
1. Introduction	RBDCK intended to engage consultant for undertaking Design proof checking and certification of designs submitted by contractors as part of Design and Build contract for ROBs as per Annexure A.
2. Invitation for Proposal / Cost of Document	The Managing Director, Roads and Bridges Development Corporation of Kerala Ltd., now invites proposals for Design proof checking and certification of (ROBs) in two packages. The document can be downloaded from www.rbdck.com from 19.02.2019 05.30 PM . Non-refundable document fee of Rs.2500 + 18% GST (Rupees Five Thousand + 18% GST) may be paid on line
3. Minimum Qualification Criteria	The Consultant shall meet the following minimum criteria for pre-qualification. (a) The Consultant should have prepared detailed Design/or proof checked as prime Consultant at least three similar project during the last Seven years. (b) The tendered shall furnish experience certificates for above mentioned projects vide clause 3(a). The certificate should include relevant informations such as Name of the project, Location, Client, Amount, Point of contact with the client etc. (c) Copies of audited financial statement or unaudited statements of accounts with copy of income tax assessment orders/acknowledgment for the last three

	<p>financial years of the company shall be submitted along with the tender.</p> <p>(d) Staff pattern of the organization indicating key personnel. (Details furnished should include both the contract and permanent staff with their relevant qualification and experience.)</p> <p>(e) Similar work shall mean works of similar nature (Road Over Bridges/River bridges/flyovers) with estimated project cost greater than 10 crores at present value. Estimated Value of project for which DPR done in previous year shall be increased at 10 % every year to work out current estimated cost.</p> <p>(f) The consultant should have documented experience in pre-stressed/post-tension design.</p> <p>(g) The Consultant should not have abandoned any of their projects for Government of India, Government of Kerala, PWD or any other public sector undertakings.</p>
4. Form of Contract	<p>The form of contract will be on lump-sum remuneration basis. The proposal forms can be downloaded from the website of RBDCK From 19.02.2019 , 05.30 PM. The applicant shall furnish, a non refundable tender fee of Rs 2500/- +18% GST (Rupees Five Thousand +18 % GST) along with the proposal in the form of DD in favour of Managing Director, RBDCK payable at Ernakulam.</p>
5. Bid Security	<p>The applicant shall furnish as part of its Proposal, a Bid Security of Rs 50,000/- (Rupees Fifty Thousand only) in the in the form of DD in favour of Managing Director, RBDCK payable at Ernakulam. This Bid Security is returnable not later than 30 (thirty) days from the date of Opening of the Financial proposals except in case of the two lowest quoted applicants. Bid Security of the Selected Applicant and the second lowest applicant shall be returned, upon the Selected Applicant signing the Agreement. Any Bid not accompanied by the Bid Security of the required value shall be rejected by the Authority as non-responsive.</p>
6. Performance Security	<p>10 % of each bill will be retained towards the Performance Security. Retention amount will be released by RBDCK, upon expiry of three year from the date of completion of the project.</p>

7. Method of Selection	Cost Based Selection (CBS) Method will be adopted for evaluation of offers from the consultants who satisfies minimum qualification criteria as per Section 3. RBDCK reserves the right to award limited number of projects to any particular consultant at the discretion of the Managing Director.
8. Submission of Proposals	The Proposal shall be submitted to the Managing Director, at Client's office address in two-cover system consisting of Part I; Pre-qualification Documents and Technical Proposal with company profile (Annexure –I)and Part II; Financial proposal.(Annexure-II) from 08.03.2019 11.00 AM
9. Process of Pre-qualification	The Part I shall comprise Pre-qualification bid with documentary evidence of having minimum qualification criteria stipulated in clause (3) above and the company profile. The applicants who satisfy the eligibility criteria as defined above shall be short-listed and financial bid of only such short-listed applicants shall be evaluated further.
10. Submission and Evaluation of Technical Proposals	Part I shall comprise the Technical Proposal which shall include technical details in respect of the Terms of Reference (TOR), a write-up of the applicant's understanding of the Project, the methodology proposed to be followed, composition of the Consultant's Team of Key Professionals with CVs recently signed by the proposed staff, past relevant experience, value-additions that the applicant can impart to the assignment over and above the Terms of Reference, list of relevant equipment and software owned by the applicant and credentials of applicant. The quality of Technical Proposals and responsiveness to TOR will be evaluated for short listed applicants and Part II of only those Consultants who qualify the eligibility criteria decided by RBDCK shall be opened publicly. The applicants may be called upon to give any clarifications to the proposal submitted in Part I during the evaluation. All Part I proposals which are found to be incomplete and/ or ambiguous shall be treated as non-responsive to the TOR and shall be rejected outright. Part II of the offers submitted by the applicants who are not qualified on the basis of submissions of Part I shall be returned unopened.

11. Submission and Evaluation of Financial Proposals	<p>In Part II, the applicants shall submit their Financial Proposal including therein the details of the Consultancy Fee payable in Indian Rupees inclusive of all charges such as remuneration for professional staff, cost of establishment, transportation costs, out-of-pocket expenses and applicable taxes etc., but excluding Goods and Service Tax for the fee.</p>
12. Consultants Shall Provide Full and Detailed Information	<p>In order to assess the suitability and competence of the Consultant, information in respect of the above aspects is required in standard formats attached. Consultants providing full and detailed information would be evaluated for responsiveness. Incomplete and inadequate information would lead to disqualification of the Consultant. It shall be the sole responsibility of the Consultant to provide all the relevant information.</p>
13. Proposal Validity	<p>Proposals shall remain valid for a period not less than 60 (sixty) days after the deadline for submission. In exceptional circumstances, prior to expiry of the original validity period, the Client may request that the Consultant to extend the period of validity for a specified additional period. A Consultant agreeing to the request will not be required or permitted to modify his proposal.</p>
14. Last Date for Submission of Proposals	<p>Proposals must be submitted through Speed Post/Courier, on or before 11.00 AM on 08.03.2019 Late/ delayed proposals will be summarily rejected. Cover-1 of the Proposal constituting the Pre-qualification Documents and Technical Proposal will be opened at 11.30 AM on 08.03.2019. The date of opening of Financial Proposal will be intimated to the qualified Consultants separately.</p> <p>If the Clients' office happens to be closed on the date of receipt of proposal as specified, the proposals will be received and opened on the next working day at the same time and venue.</p>
15. Preproposal Meeting	<p>Queries, if any, required on the TOR shall be received in writing at the office of the Client on or before 25.02.2019, 10.00 AM. A pre-proposal meeting will be held on 25.02.2019 at 11.30 AM at the office of RBDCK at Palarivattom. Minutes of the pre-proposal meeting will be emailed to all participants.</p>

16. Client's Office and Contact Address	Roads and Bridges Development Corporation of Kerala Ltd, M.V Road, Palarivattom, Kochi , Kerala – 682025 Telephone: 91-484-338 205, 338 206, Facsimile: 91-484-533 294 E-mail: rbdckltd@gmail.com
17. The Period of Completion	The period of completion shall as noted in Annexure -A
18. Currency and Payments Schedule	The fee will be paid only in Indian currency. Payments shall be made according to the following schedule: <ol style="list-style-type: none"> 1. Ten (10) percent of the fee for each project shall be paid on Submission of preliminary design evaluation report of tender for each project. (In case of re-tendering no additional fee will be paid). 2. Approval of Detailed Design calculation, design drawings, method statements etc – 40 % 3. Balance 50% fee will be paid in installments in proportion to the work completed against release of RABs to the contractor. <p>The bank guarantee for ten (10) percent of the fee for each project shall be released after 3 years on completion of the construction of respective projects.</p>
19. Client's Right To Reject Any Or All Proposals	The Client reserves the right to reject any or all offers without assigning any reasons thereof. All decisions of the Client in this regard shall be final and binding on all applicants.
20. Tender documents	Can be downloaded from the website www.rbdck.com
21. Document download starting date	19.02.2019, 05.30 PM
22. Last date for submission of queries for pre-proposal meeting.	25.02.2019, 10.00 AM
23. Pre-proposal meeting to be held at the Office of RBDCK	25.02.2019, 11.30 AM
24. Last date and time of receipt of Bids by Speed post/Courier	08.03.2019, 11.00 AM
25. Date and time of opening of online Pre-qualification bid	08.03.2019, 11.30 AM
26. Date and Time of opening of financial bid	Will be published in the web site www.rbdck.com

27. Documents to be submitted through Speed Post/Courier	(i)Cover – I consisting of Eligibility document and Technical Proposal (ii)Cover – II consisting of Financial proposal
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Yours sincerely,

19-02-2019

**Managing Director
Roads and Bridges Development Corporation of Kerala Ltd.**

SECTION – 2

TERMS OF REFERENCE (TOR)

SECTION – 2

Annexure B

TERMS OF REFERENCE (TOR) FOR DESIGN PROOF CHECKING AND CERTIFICATION SERVICES FOR THE CONSTRUCTION OF ROAD OVER BRIDGES

SCOPE OF SERVICES

The scope of consultancy services includes Proof checking and approval of detailed designs submitted by the contractors as part of the Design and Build Contracts of Road Over Bridges. The scope of work shall include but be not limited to the following.

I. DETAILED DESIGN PROOF CHECKING OF ROAD OVER BRIDGES (ROBS)

1.01 General

The Consultants is responsible to carry out proof checking of detailed designs method statements detailed working drawings as noted below.

- i. The consultant shall be responsible for proof checking contractors designs submitted as part of Design build contract in 3 stages.

Stage 1:- Review of preliminary designs submitted by the bidders along with technical Bids and submission of recommendation for acceptance.

State 2:- Proof checking and certification of detailed design calculation and drawings of all structural elements of the ROB/Bridge submitted by the selected contractors including approval of working drawings and setting out drawings.

Stage 3:- Checking and approval of any revision/designs drawing construction and checking approving contractors design and drawing for temporary works like scaffolding, shuttering and proposed for lifting placing etc.

- ii. The design checking shall be in coordination with approved Railway GAD, longitudinal profiles, horizontal alignment etc.
- iii. Checking and certification shall include all structural elements including foundation sub structure super structure, parameters, embankments drains, cross drainage structures etc complete as necessary for the successful completion of the project.

1.02 Design Standards

The Consultants shall review/evolve Design Standards and material specifications primarily based on IRC publications and MoRT&H specifications.

The Design Standards evolved for the project shall cover all aspects of detailed design including the design of geometric elements, pavement design, bridges and structures, traffic safety and materials.

1.03 Geometric Design

The detailed design for geometric elements shall cover, but not be limited to the following major aspects:

- i. Horizontal alignment
- ii. Longitudinal profile
- iii. Cross-sectional elements
- iv. Junctions, intersections and interchanges
- v. Realignment
- vi. Service roads as and when require i.e., built up area

1.04 Pavement Design

The detailed design of pavement shall involve:

- i. Strengthening of existing road pavement and design of the new pavement if any.
- ii. Pavement design

The design of pavement shall primarily be based on IRC publications.

1.05 Design of Embankments

The design of embankments should include the requirements for protection works and traffic safety features.

1.06 Design of Bridges and Structures

The Consultant shall scrutinize the General Arrangement Drawing (GAD) and Alignment Plan showing the salient features of the bridges and structures proposed to be constructed. These salient features such as alignment, overall length, span arrangement, cross section, deck level, founding level, type of bridge components (superstructure, substructure, foundations, bearings, expansion joint, return walls etc.) shall be scrutinized based on geotechnical studies made available cost effectiveness and constructability with respect to the survey of land acquired.

The consultant shall proof check and approve the design calculation and drawings submitted by the contractor as applicable as per IRC and Railways guidelines and working drawings for all components of the bridges and structures. The consultant shall check design and working drawings and issue certified Good for construction drawings.

1.07 The services shall include all preparation of design and drawings for client designed items like drains, cross-drainage, structures, vertical profiles based on as built levels, junctions drawings, pavement design etc.

1.08 Proof checking/Approving and issue of Good for Construction drawings Checking and approving drawings and temporary works including changes

- i) Issue 'Good for Construction' drawings based on the field survey undertaken by the Contractor, taking into account the actual site conditions including data gathered by the Contractor as work proceeds and the drawings submitted by the contractor.
- ii) Ensure all bridge details are complete and direct the contractor to submit revised design drawings wherever required due to founding level variations as a result of the change in the founding strata or design adequacy or any other reason discovered at the time of execution. In case of any such modification being necessary, the Consultant shall check and approve the revised design and drawings .
- iii) Ensure that, in the situations where encountered site problems require revised detailing and design, proper procedure to revise the design is followed including investigation, preparation of design drawings etc, and the Consultant shall also ensure that changes in design do not negatively affect safety and quality.
- iv) Ensure that value engineering proposals, if any by the Contractor do not negatively affect road safety.
- v) Issue of the ' Good for construction' drawings including variations thereof and approval of the setting out of the works by the contractor;
- vi) Prepare and issue any modifications to the ' Good for Construction' drawings that may become necessary due to any reason agreed by the Employer;

1.09 Proof checking and approving design of Temporary works

The consultant shall proof check and approve design calculation and drawings of all temporary works proposed by the contractor for the successful completions of the project like scaffolding, shuttering, form work etc. The consultant shall also check and verify and certify the method statements, safety measures etc submitted by the contractor.

2.00 Third party Design vetting

RBDCK at its discretion may decide the design approved by the consultant to get vetted by suitable third parties. Consultant is not supposed to pay the charges for 3rd party checking.

SECTION-3

Appendix – II

GENERAL CONDITIONS

The Consultants shall render the services as listed separately in Appendix-1. The Client shall be fully informed of the work at every stage of the construction, and the Consultants shall take into account any suggestion/ comments given by the Client in this regard.

1 DEFINITIONS

In the interpretation of this agreement the following expressions shall have the following meanings, unless repugnant to the subject or context:

- 1.01 **“Agreement”** means this agreement, together with its appendices and written amendments, if any.
- 1.02 **“RBDCK”** shall mean the **Roads and Bridges Development Corporation of Kerala Ltd.** and include its successors-in-interest, assignees etc.
- 1.03 **“Consultant”** shall mean the consultant selected for the services and shall include its successors-in-interest, assignees etc.
- 1.04 **“Contractor(s)”** shall mean any person(s), firm(s) or company(s) employed by RBDCK for supply and/or construction and/or erection and/or services required for the **Construction of Proposed Bridge.**
- 1.05 **“As built”** means as constructed after incorporating any changes found necessary during erection/construction.
- 1.06 Words “Project, Assignment, Work” used together or separately means the **Design and Construction of projects mentioned in Annexure-A.**

2.00 CONTACTS AND COMMUNICATION

- 2.01 Any notices or other communication required or called for under this agreement shall be given in writing in the English language and delivered, having addressed as follows or as may be advised by the parties in writing from time-to-time.

(i) In the case of RBDCK, such communications shall be addressed to:

The Managing Director,
Roads & Bridges Development Corporation Kerala Ltd.,
2nd Floor, Preethi Bldgs.,
M.V.Road, Palarivattom,
Kochi – 682 025.
Telephone No: 91-484-2338205, 2338206
Fax No. 91-484-2533294
E-mail : rbdckltd@gmail.com

(ii) In the case of Consultant, such communications shall be addressed to:

.....
.....
.....
.....

2.02 Notices shall be deemed delivered, in the case of personal service, upon delivery and in the case of courier, the recipient's first clear business day at least four complete calendar days after delivery to the courier. Notices may be delivered by confirmed telecopy and shall be deemed delivered on the recipient's first clear business day following the date of transmission, provided that an answer back confirmation is available and received. Notices may also be delivered by electronic mail which shall be deemed delivered on the recipient's first clear business day. Electronic mail may be followed by a facsimile transmission confirming the same and delivered as above.

3.0 GENERAL

- 3.01 The parties hereto agree that Section 1 to 5 shall form integral part of this agreement and this agreement together with Section 1 to 5 shall constitute the contract between the parties.
- 3.02 This agreement shall ensure to the benefit of, and be binding on the parties hereto, and shall not be assignable to any party without the prior written consent of the other party.
- 3.03 Changes in the scope of work shall be worked out by mutual consultation between the Client and the Consultant, provided that all such changes in the scope of work shall be introduced in writing and approved by the parties, along with the terms and conditions agreed upon.
- 3.04 Should any design defect or inadequacy appear within five years of completion, in the part of the work to the extent directly done by the Consultant or any Engineering

Professional engaged by them, then the Consultant shall forthwith perform, free of any cost to the Client at their own initiative, all such actions as shall be necessary to remedy the said defect or inadequacy.

- 3.05 Any deviation from the approved drawings or specification observed by the Consultant during the course of the construction shall be given in writing by the Consultant to the Contractor with intimation to the Client. The Consultant shall get such deviations rectified through the contractor as per methods approved by the Consultant to the satisfaction of the Client
- 3.06 No change shall be made in the approved drawings and specifications at site without the consent of the Client.
- 3.07 No change in scope of work or Time for completion shall be made without the consent of the Client.
- 3.08 The Consultant agree that the various drawings and designs prepared/approval for this work and paid by the Client shall be the property of Client and shall not be used by the Consultants for any other purpose without the consent of the Client.

4.00 TIME SCHEDULE

- 4.01 This agreement shall be effective from the date and shall be valid until the completion of the project or termination if any as per clauses of this agreement
- 4.02 The Consultants and the Client shall agree upon the date of commencement of work and the time schedule before starting the work. Time shall be the essence of the contract, provided that the Consultants/Client will not be responsible for delays, due to force majeure conditions (vide Clause 8) and other delays due to unforeseen reasons beyond the control of either party. The time period for completion of the assignment shall be the time period for the construction of specific project. However time period for various stages of Design Proof checking shall be as noted below.
 - 1. Preliminary design (part of technical bid) checking and certification- Maximum 7 days from the date of issue.
 - 2. Detailed design and drawing proof checking and certification –Maximum 15 days from the date of issue.
 - 3. Any other submission- Maximum 7 days from the date of issue.
- 4.03 In case of any delay, a revised time schedule shall be prepared by mutual consultations.

5.00 RESPONSIBILITY OF THE CLIENT

- 5.01 The Client shall perform all obligations required of it as owner in order to enable the Consultants to successfully perform its obligations under this contract. Obligations of Client shall generally be as follows:
- 5.02 The Client shall ensure free access for the Consultants' personnel to the project area subject to the normal security practices of the Client.

- 5.03 The Client shall act on recommendations made by the Consultant's expeditiously and ensure early settlement of bills of the Consultant accepted by the Client.
- 5.04 The Client shall provide unobstructed access wherever it is required for the services and shall give his decisions in writing within a reasonable time on all matters referred to him in writing.
- 5.05 The Client shall review and approve or communicate their comments on technical documents such as drawings, specifications and materials submitted by the Consultant for this purpose, as early as possible. Any review of documents, if found necessary, shall be conducted in a design conference to be convened by Client/ Consultant at a time and venue as mutually agreed upon from time to time.

6.00 ADDITIONAL RESPONSIBILITIES OF THE CONSULTANT

- 6.01 The Consultant shall return to the Client three sets of all drawings, specifications, schedules, reports and such documents keeping 1 copy with the consultant.
- 6.02 Consultant shall exercise at most skill, care and diligence in the performance of obligation made under the contract
- 6.03 A design proof checking team shall be constituted right from the beginning of the design review by including expert designers in each trade to ensure an integrated design solution.
- 6.04 Consultant shall indemnify RBDCK for any mistakes, lapse or omission from the part of Consultant or its officers in proof checking which may affect the quality/utility of construction or result to financial losses if any incurred shall be recovered from any amount due to the Consultant, provided such losses are duly established with sufficient reasoning retaining the right of the Consultant as per Clause 7.03

7.00 GOVERNING LAW AND ARBITRATION

- 7.01 This agreement and all issues arising there from shall be interpreted and governed in accordance with the applicable Laws of India.
- 7.02 The contract is subject to jurisdiction of courts of Ernakulam and of appellate courts.
- 7.03 All disputes or difference whatsoever arising between the parties, out of or relating to the construction, interpretation and operation or effect of any of the terms in this agreement or the breach thereof and all claims and benefits which arise out of the contract, but which are disputed, shall be settled by arbitration by an arbitrator appointed by the Managing Director of the Client in accordance with the Rules of Arbitration of the Indian

Council of Arbitration as per Indian Arbitration Act and the award made in pursuance thereof shall be binding on the parties.

8.00 IMPOSSIBILITY OF PERFORMANCE

If either party is prevented from or delayed in performing any obligation under this contract as a result of circumstances beyond its control, including but not limited to Acts of God, severe earth quake, typhoon or cyclone, flood, lightning, landslip, fire, explosion, epidemic, strike, lockouts, sabotage, blockade or other acts of workmen(including workmen of contractors), war, riot, invasion, act of foreign enemy, hostility(whether war declared or not), civil war, rebellion, revolution, insurrection, or military or usurped power or confiscation or trade embargo by any public authority, it shall not be deemed to have committed a default or breach of conditions of this contract and the time for carrying out the activity thereby affected, shall be extended for a reasonable period for which the construction is affected due to such cases, provided it shall promptly notify the other of the details of the force majeure and the influence on its activity or obligation under this agreement. The proof of the force majeure shall be provided by the party claiming it to the satisfaction of the other, in case of existence of the force majeure is/ was disputed.

Should either party is prevented from fulfilling the obligations provided for in the agreement due to existence of cause of force majeure lasting continuously for a period of six months or above, the parties hereto shall consult each other in regard to the future implementation of this agreement.

9.00 TERMINATION OF CONTRACT

9.01 Termination shall be effected on successful completion of contract. In the event of any occurrence of development of a situation which may make the carrying out of obligations under the contract unworkable or if the Client is not satisfied with the performance of the Consultant for reasons such as a) unethical means adopted by the Consultant b) misbehavior by the Consultant or its employees leading to gross indiscipline c) breach of contract d) non-deployment of the required number of personnel by the Consultant for effective supervision e) unsatisfactory performance of the Consultant in carrying out the scope of this agreement, or in the event of client not meeting the obligations under this agreement the contract parties shall promptly notify the other in writing about such occurrence. In case of failure to respond to such notices positively within 21 days of receipt thereof, the complaining party shall terminate the contract by issuing termination notice to the other. On termination of part or whole of the contract, as the case may be, the Consultant shall be entitled to payment dues, if any, up to the date of the termination of the Contract only. In such events, the drawings and other documents issued by the Consultant may be utilized by the Client, if desired, for further execution of work

SECTION – 4

TECHNICAL PROPOSAL

SECTION - 4

ANNEXURE - I

(Form-I)

TECHNICAL PROPOSAL

FROM:

TO:

Sir:

Subject: Hiring of Consultancy Service for

Regarding Technical Proposal

I/We _____ Consultant/ Consultancy firm herewith enclose
Technical Proposal for selection of my/our firm/organization as Consultant for

_____.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Form-II)

MINIMUM PRE-QUALIFICATION

List – Structural Design/proof checking done for SIMILAR project completed in
Last Seven Years
Which Illustrate stipulated Minimum Qualification of consultants

The following information should be provided in the format below for each reference assignment for which your firm, either individually or as a corporate entity legally contracted by the client stated below for the Detailed Design/proof checking of similar projects mentioned below within 7 years with status as project constructed and completed or not.

Assignment Name:		Country:
Location within Country :		Professional Staff Provided by your firm:
Name of Client :		No. of Staff :
Address :		No. of Staff Months :
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services: (in current Rs.):
Name of Association Firm(s) if any :		No. of Months of Professional Staff provided by Associated Firm(s)

Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:

Narrative Description of Project:

Description of Actual Services Provided by your company:

Signature of Authorized Representative

(Certificate from Employer regarding experience should be furnished)

(Form-III)

FIRM'S REFERENCESRelevant Services carried out in the Last Seven YearsWhich Best Illustrate Qualifications over and above the minimum qualification

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity was legally contracted by the client stated below:

Assignment Name:		Country:
Location within Country :		Professional Staff Provided by your firm:
Name of Client :		No. of Staff :
Address :		No. of Staff Months :
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in current INR) :
Name of Association Firm(s) if any :		No. of Months of Professional Staff provided by Associated Firm(s)

Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:

Narrative Description of Project:

Description of Actual Services Provided by your Staff:

Signature of Authorized Representative

(Form-IV)

CONSULTANT NAME:

APPROACH PAPER ON METHODOLOGY
PROPOSED FOR PERFORMING THE ASSIGNMENT

The approach and methodology will be detailed precisely under the following topics.

- 1) Composition of the team [not more than ½ of a page]
 - 2) Methodology for services, surveying, data collection [not more than ½ of a page]
and analysis
 - 3) Quality Assurance system for consultancy assignment [not more than ½ of a page]
-

FORMS FOR SUBMISSION OF PROPOSAL

FORMATS FOR SUBMISSION OF CONSULTANTS MANNING SCHEDULE OF KEY PERSONNEL

(Form-V)

Manning Schedule

SI. No	Key Personnel	Total Project Assignment		
		For site visits	At design office (mm)	Total Time Period (mm)
1	Team Leader -cum-Sr. Design Engineer			
2	Sr.Bridge Engineer			
3	Design Engineer			
4	Draft Man			
	Total			

Note: Consultants have to provide a certificate that all the key personnel as envisaged in the Contract Agreement have been actually deployed in the projects. They have to furnish the certificate at the time of submission of their bills to RBDCK from time to time. In any case if the consultant could not complete assignment using the man month mentioned above, the consultant should complete the assignment by engaging additional personnel for additional time without additional cost to RBDCK.

(Form-VI)

Qualification and Experience Requirement of Key Personnel**Team Leader -cum-Senior Design Engineer**

i)	Educational Qualification	
	Essential	(1) Graduate in Civil Engineering (2) M.Tech in Structural Engineering
ii)	Essential Experience	
	a) Total Professional Design Experience	Min. 20 years
	b) Experience in Bridge Design	Min. 15 years design of ROB/Flyover/Bridges
	c) Experience in similar capacity	At least one similar project
iii)	Age Limit	65 years on the date of submission of proposal

(Form-VII)

QUALIFICATION AND EXPERIENCE REQUIREMENT OF KEY PERSONNEL

Sr. Bridge Engineer

i)	Educational Qualification	
	a) Essential -----	a) Graduate in Civil Engineering b) M.Tech in Structural Engineering
ii)	Essential Experience	
	Total Professional Design a) Experience	Minimum 15 years
	b) Experience in Bridge Design projects	Min. 10 years in design of bridge / ROB projects/Flyovers.
	c) Experience in Similar Capacity	Bridge Engineer for design consultancy projects involving design of minimum two Bridges / ROB/Flyover
iii)	Age Limit	65 years on the date of submission of proposal

(Form-VIII)

QUALIFICATION AND EXPERIENCE REQUIREMENT OF KEY PERSONNEL

Design Engineer

i)	Educational Qualification	
	a) Essential	(a) Graduate in Civil Engineering (b) M.Tech in Structural Engineering
ii)	Essential Experience	
	Total Professional Design a) Experience	Min. 10 years
	b) Experience in Bridge Design projects	Min. 5 years on similar projects.
	c) Experience in Similar Capacity	At least 2 projects
iii)	Age Limit	65 years on the date of submission of proposal



Format of Curriculum Vitae (CV) For Proposed Key Staff

1. Proposed Position: _____
2. Name of Staff: _____
3. Date of Birth : _____ **(Please furnish proof of age)**
4. Nationality: _____

5. Educational Qualification:
*(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained). **(Please furnish proof of qualification)***
6. Membership _____ of _____ Professional _____ Societies:
7. Publication:
(List of details of major technical reports/papers published in recognized national and international journals)
8. **Employment Record:**
*(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience **period of specific assignment must be clearly mentioned**, also give client references, where appropriate).*
9. Summary of the CV
(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).
 - A) Education:
 - i) Field of Graduation and year
 - ii) Field of post-graduation and year
 - iii) Any other specific qualification

B) Experience

- i) Total experience in highways: _____ Yrs
- ii) Responsibilities held) _____ Yrs.
 - ii) _____ Yrs.
 - iii) _____ Yrs.
- iii) Relevant Experience: _____ Yrs.

C) Permanent Employment with the Firm (Yes/No):

If yes, how many years :
If no, what is the employment :
Arrangement with the firm?

Certification:

- 1 *I am willing to work on the project and I will be available for entire duration of the project assignment.*
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

Signature of the Candidate _____
Place _____ Date _____

Signature of the Authorized Representative of the firm _____
Place _____
Date _____

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

UNDERTAKING FROM THE PROFESSIONAL

I, (Name, Address and mobile no.) have not left any assignment with the consultants engaged by any Government agency // for any continuing works of any Government agency// without completing my assignment. I will be available for the entire duration of the current project (named.....) . If I leave this assignment in the middle of the completion of the work, RBDCK would be at liberty to debar me for an appropriate period to be decided by RBDCK. I have also no objection if my services are extended by RBDCK for this work in future.

(Signature of key personnel)

UNDERTAKING FROM CONSULTING FIRM

The undersigned on behalf of (Name of consulting firm) certify that Shri.....(name of the proposed personnel and address) to the best of our knowledge has not left his assignment with any other consulting firm engaged by RBDCK or any Government agency// for the ongoing projects. We understand that if the information about leaving the past assignment with RBDCK or any Government agency // without completing his assignment is known to RBDCK, RBDCK would be at liberty to remove the personnel from the present assignment and debar him for an appropriate period to be decided by RBDCK.

(Signature of Authorized Representative of Firm)

ANNEXURE - I

(Form-X)

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS (in the Form of Bar Chart)

Sl. No.	Name	Position	Report Due/ Activities	Months												Number of Months
1															Sub Total (1)	
2															Sub Total (2)	
3															Sub Total (3)	
4															Sub Total (4)	
...																
....																

Field Full : Part Time :

Reports Due:

Activities :

Duration :

(Form- XI)

PROGRAMME OF WORK

A. COMPLETION AND SUBMISSION OF DESIGN PROOF CHECKING REPORTS

S. No.	Reports	Programme
1		
2		
3		
4		
..		
..		

ANNEXURE- A

Consultancy services for design proof checking is invited for following ROBs. The land acquisition for these ROBs are in the final stage. The projects are tendered as design build tender and the contract is expected to be awarded before February 28, 2020. The rates quoted by the bidders shall be valid until 28.02.2020. And the duration assignment shall be the period for tendering and construction which may vary from 12 months to 30 months from the date of award of assignment. The assignment will be awarded for individual projects as and when the tendering is initiated.

LIST OF ROBS

Sl No.	Name of Work
1	Mulamthuruthy ROB
2	Iravipuram ROB
3	Maliyekkal ROB
4	Chirangara ROB
5	Puthukkad ROB
6	Chelari Chettipady ROB
7	Thanur Theyyala ROB
8	Koduvally-Illikkunnu ROB
9	Kottikkulam ROB

SECTION- 5

Financial Proposal

Part – II

Section - 5

Financial Proposal

**CONSULTANCY SERVICES FOR DESIGN PROOF CHECKING
AND CERTIFICATION**

Ref No. RBDCK/ DPC/T 293/05/ 2019

(Part – II - Form-XII)

FINANCIAL PROPOSAL

FROM:

TO:

Sir:

Subject: CONSULTANCY SERVICES FOR DESIGN PROOF CHECKING AND CERTIFICATION

I/We _____ Consultant/consultancy firm herewith
enclose *Price Proposal for selection of my/our firm/organization as Consultant for

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

(Part – II - Form-XII-A)

FINANCIAL PROPOSAL

Name of work: - CONSULTANCY SERVICES FOR DESIGN PROOF CHECKING AND CERTIFICATION

I/We _____ Consultant/consultancy firm offer to complete the works as above in accordance with conditions of Terms of Reference and other conditions accompanying this proposal :

Lump sum fixed fee offered per project Rs.....(Rs.in words)

This offer and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any offer you receive.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

(Part – II - Form-XII B)

Fee and Terms of payment

1. Total lump sum fixed fee payable for the entire scope of services referred above per each project shall be quoted. Goods and Service tax at applicable rates for Consultancy services shall be paid extra. Such payment of fee shall be effected after satisfactory completion of each stage of work as noted below.

Payment schedule for the project is given below.

- i. Submission of Preliminary design evaluation reports of the technical proposal submitted by the bidders with recommendation (In case of re-tendering no additional fee will be paid) –10 % of the fee for the specific project shall be paid.
 - ii. Approval of Detailed Design calculation, design drawings, method statements etc
- 60 % of the total fee of the specific project.
 - iii. 10% fee will be paid on completion of sub structure and foundation of RABs to the contractor.
 - iv. 10% fee will be paid on completion of super structure.
 - v. 10% fee will be paid on completion of all works.
 - vi. 10% of the fee from each installment shall be retained from each bill which shall be released after 36 months from the date of completion.
 - vii. The consultant may submit bank guarantee for the retention amount valid for 36 months in which case the retention will be released.
2. Goods and Service tax as applicable from time to time shall be payable in addition to the fees stated above and be paid along with the respective installments.
 3. The fee shall be quoted in the Form XIIA provided
 4. The fee is including cost of all reports, drawing etc. The fee shall be inclusive of site inspection at critical stages of work for inspection as requested by RBDCK (minimum 10 site visits)

5. The Consultants shall comply with rules & regulations of the local and public authorities and pay all fees and charges, which they may be liable to pay in respect of staff employed by him.
6. The Consultants shall be governed by the tax laws in force from time to time towards deduction of income tax at source and other state and central government levies.
7. The fee shall fixed fees the entire duration of the project including extended period if any.