

F.No.: CBTC/UKHRUL/CBTC/180/2016-17

Dated 28/07/2017

**Notice Inviting “Expression of Interest (EOI)”
For Engagement of “Project Management Consultants (PMC)”**

1. Cane and Bamboo Technology Centre (CBTC), Burnihat, Assam intends to engage State/Central Public Work Organization/Undertakings working in the Engineering Procurement and Construction Sector under compliance of revised Rule 133 (2) or Rule 133 (3) of GFR, 2017, for construction of its “Cane and Bamboo Training cum Production Centre” consisting of Work shed, Hostel, Guest House, Boundary Wall and External Service Connections at Hungpung, Ukhrul, Manipur and hereby invites “Expression of Interest (EOI) for Engagement of Project Management Consultants(PMC)” with a price validity of 180 days.
2. The PMC shall render services for a period of 3 (three) years and subsequently extendable as per requirement of the project and as decided by the competent Authority. However CBTC reserves the right to discontinue the PMC at any time without assigning any reason(s) and shall not be liable to pay any compensation on this or on any other account.
3. During the period of its services, the PMC would be required to work on the aforementioned project assigned to it by the Cane and Bamboo Technology Centre. The terms and conditions and fee (PMC Charges) as decided by Cane and Bamboo Technology Centre shall be based on lowest financial **bid (G+1 Hostel & Guest House, Work Shed, boundary wall and external service connections)** in percentage of estimated amount shall be applicable. The total estimated project outlay is Rs. 2.80 Crores inclusive of all cost and charges.
4. Detailed notice inviting “Expression of Interest (EOI)” for engagement including guidelines and Terms & Conditions of engagement may be downloaded from the CBTC website ‘**www.cbtc.org.in**’ or may be collected in person from the office of the undersigned during office hours from 31st July to 21st August, 2017.
5. Last date and time for submitting the EOIs is Monday, 21st August, 2017 upto 1430 Hours at the address I/C Secretary, Cane and Bamboo Technology Centre, 13th Mile, G S Road, Burnhat, Assam, Pin 793101.
6. Expression of Interest received after the above specified date and time, either by post or by hand, shall not be entertained.
7. All bids will be opened on Monday, 1530 hours, 21st August, 2017.

Sd/-

I/C Secretary

Cane and Bamboo Technology Centre
13th Mile, G S Road, Burnihat, Assam 793101.

Detailed Notice Inviting 'Expression of Interest (EOI)'

For Empanelment of PMC Consultants

1. Objectives :

To set up a State-of-Art Cane and Bamboo Training cum Production Centre consisting of Work shed, Hostel, Guest House, Boundary Wall and External Service Connections at Hungpung, Ukhrul District, Manipur for skill and micro enterprise development among the local communities.

2. Role of Project Management Consultant in brief :

The Project Management Consultant will be responsible for supporting CBTC in project administration, design and engineering services, environmental and social safeguards implementation, contracting, management control, material control, inspection and supervision of construction, control of schedule, quality control and commissioning of the project/projects

3. Detailed Scope of Work of Project Management Consultant :

The PMC shall be responsible for complete project management and construction supervision of all the activities of the projects. PMC would be required to perform broadly the following activities at different stages of the project:

The services for the PM Consultant are broadly divided into 3 phases:

- Phase A : Project Preparation
- Phase B : Project Implementation.
- Phase C : Post implementation Service

Phase A (Project Preparation)

Before starting the work of Phase A the PMC shall discuss with Cane and Bamboo Technology Centre for finalization of the project's requirement. PMC will be responsible for Project Formulation and Appraisal including the preparation of Conceptual and Schematic level designs for the project including architectural, structural, mechanical, electrical, plumbing and fire-fighting services.

The services to be rendered under this phase are as under:

- (i) PMC will prepare the topographical and Geotechnical survey after necessary investigation at site
- (ii) PMC will engage experienced and competent Architects registered Under Council of Architecture. The selected Architects will be required to submit the master plan with Design Proposals of all the components of the project. PMC will review the work of Architect and obtain approval of the competent authority of Cane and Bamboo Technology Centre, Burnihat or its authorized representative. Further, the PMC will submit a comprehensive schedule/timeline for the steps to be undertaken as per the requirements of CTC, and indicate the major milestones and work tasks of the project.
- (iii) For implementation of the construction/erection works of the project the PMC shall prepare comprehensive and consistent tender documents with the aim of achieving the most economical tender prices and equitable sharing of risks between the parties to the contract. The tender documents shall also include all the required specifications, construction drawings, Bill of quantities(BOQ) pertaining to civil, plumbing electrical works and other infrastructural works like internal road, sewage disposal structure etc.
- (iv) After the tender documents are approved, the PMC shall issue notice inviting tenders from agencies having sufficient experience in execution of such projects directly.
- (v) The contracting task includes also the following services of the PM Consultant :
 - (a) Participation in the award process and negotiations;
 - (b) Recommendation and assistance in contract finalization;
 - (c) Assistance and guidance during financial negotiations until financial closure;
 - (d) Participate in negotiations and assist in contract finalization etc. with the second best evaluated bidder provided that negotiations with the best evaluated bidder have not been successful.
- (vi) In all the key activities the PMC has to obtain approval from the competent authority of CBTC or its authorized representative.

Phase B (Project Implementation)

- (i) The services for Phase B can be split in 3 sub-phases:
 - (a) Review of the detailed design, Supervision of construction and erection, and contract management by Competent Authority of CBTC
 - (b) Assigning Building Construction Permission from local body/Occupancy Certificate/other mandatory permissions, etc.
 - (c) Receipt of Project Acceptance Certificate (PAC) and Commissioning of Work
- (ii) Phase A are deemed to be fulfilled with the evaluation of bids from bidders. Based on the construction costs of the given proposals, CBTC will decide on whether to proceed with the project or not.

- (iii) The PMC shall supervise the construction work to ensure adherence to the construction drawings, prescribed high standards of quality and timely completion of the project. CBTC shall verify and certify the bills and monitor the progress of the work, complying with the periodic progress report.
- (iv) PMC will make all engineering decisions in consultation with CBTC for successful and timely implementation of the Project.
- (v) PMC will ensure adherence to relevant local body norms, CPWD specifications, BIS codes, CVC guidelines, environment, firefighting, emergency and other regulatory requirements and will also ensure observance of all formalities/documents/day to day activities as defined in CPWD works manual for execution of “Works Contract” and as directed by Cane and Bamboo Technology Centre from time to time.
- (vi) PMC will perform the function as “Engineer-in-Charge” as enumerated in the Works Contract with the exception of the following for which PMC will seek prior approval of the Cane and Bamboo Technology Centre. However, the decision of Cane and Bamboo Technology Centre will be final and binding.
 - (a) Issuing/approving variation order(s) which have additional financial implications, as reasonably determined by the Project Management Consultant.
 - (b) Based on detailed report and justification by the PMC, for existing items of work which deviate in quantities beyond the limits defined in the contract with additional financial implications.
 - (c) Time extension will not be considered except in exceptional scenario without prejudice to levy of penalties. However, any approval for extension of time of completion of the work stipulated in the contract will be without any additional financial implication on Cane and Bamboo Technology Centre.
- (vii) Cane and Bamboo Technology Centre may at its discretion, hire services of an independent agency for quantity audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.
- (viii) The construction work is open to technical/quality audit/financial audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties.
- (ix) PMC shall be fully responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks. The PMC shall make a mandatory provision in the tender documents for third party test of materials and any equipment (s) (preferably from a Government Institute/Agency/Organization.)
- (x) The PMC shall be headed by a sufficiently senior and competent technical person in the entire tenure of PMC, having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart (As per Annexure-IV). The actual composition of technical and financial personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work.

- (xiii) The PMC shall furnish financial & physical progress reports as required by Cane and Bamboo Technology Centre based on predetermined formats & time schedules. Further, the PMC shall hold bi-monthly review meeting with CBTC.
- (xiv) The PMC shall supervise the work on day to day basis to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers and supervisory staff as per sound engineering practice. The PMC shall depute its financial officers as part of the project team for vetting/checking of the bills.
- (xv) The PMC shall check the fabrication drawings, bar-bending schedules and all other architectural/structural details during construction.
- (xvi) The PMC shall carryout quality assurances checks & adhere to maintain quality reports.
- (xvii) The PMC shall provide effective coordination between various stakeholders at project site to ensure un-interrupted construction at site in accordance with the activity chart.
- (xviii) The PMC shall maintain all register/records during execution of works as stipulated in CPWD Works manual.
- (xix) At the end of every financial year and at the end of the project, the PMC shall submit an expenditure and utilization of funds statement as per the format of CPWD/GFR manual as per the prescribed procedure.
- (xx) The PMC shall not make any material deviation, alteration, addition to or omission from the work shown and described in the works contract without the written consent of Cane and Bamboo Technology Centre.
- (xxi) The PMC shall offer timely advice for implementing special measures for effecting cost/quality/time benefit for the project.

Phase –C (Post Implementation Service)

- (i) The PMC shall ensure coverage of defects, liabilities, etc related to works contract during the respective liability periods.
- (ii) The PMC shall settle of all accounts related to the works contract including reconciliation of materials used/procured if any.
- (iii) The PMC shall organize/provide all operation and maintenance manuals through contractors and training to the Cane and Bamboo Technology Centre staff.
- (iv) The PMC shall undertake preparation of Final Report, which shall contain technical & financial information of the project.
- (v) Records related to the PROJECT & maintained by PMC during PROJECT execution shall be handed over to the Cane and Bamboo Technology Centre on completion of the PROJECT.
- (vi) The PMC shall ensure all possible mandatory tests at site.
- (vii) The PMC shall ensure Checking & finalization of final estimates, assisting in the audit/technical observations, etc. (if any).
- (viii) Conduct Arbitration matters between various agencies till final settlements of disputes PMC shall prepare draft replies and get it vetted from Cane and Bamboo

- Technology Centre in replying to the observations made by Audit/Vigilance etc., if required.
- (ix) Any arbitrary matters arising between CBTC and PMC shall be settled within the Jurisdiction of Guwahati High Court

4. Eligibility :

Only those Public Work Organization/Undertakings working in the Prefab Engineering Procurement and Construction Sector under compliance of revised Rule 133 (2) or Rule 133 (3) of GFR are eligible to apply for engagement of Project Management Consultant (PMC).

5. Eligibility Documents required :

The eligible Govt. Organizations has to submit attested copies of following documents compulsorily to get themselves empanelled in Cane and Bamboo Technology Centre for taking up new projects in the role of PMC:

- (i) Memorandum of Association and Article of Association
- (ii) Last three (03) years Audited accounts giving specific detail of turnover on
- (iii) Construction works
- (iv) Financial information: Detail of profit and loss in last three(03) years
- (v) List of permanent engineers/architects along with designation, educational qualification, No of years of experiences, etc.
- (vi) Details of Registered Office and Offices in North Eastern States
- (vii) List of PMC or any equivalent assignment completed in last three (03) years ending 31st March 2017 in North Eastern Region.
- (viii) List of PMC ongoing projects in North Eastern Region
- (ix) Certificate as per Annexure VI
- (x) Solvency certificate from scheduled bank

CONFLICT OF INTEREST

1. An “Applicant” (PSU/Govt. Dept) shall not have a conflict of interest, as defined hereunder that may affect the selection process.
2. The Applicant shall provide professional, objective and impartial advice and at all-time hold interest of Cane and Bamboo Technology Centre paramount, avoid conflicts with next level of assignments for carrying out consultancy. The Applicant shall not accept or engage in any assignment with Cane and Bamboo Technology Centre, that would not be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of Cane and Bamboo Technology Centre.

3. Without limiting the generality of the above, an Applicant shall be considered to have a conflict of interest, if:
- Such applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest, provided that this qualification not apply in cases where the direct or indirect shareholding in a Applicant or a constituent thereof and in other Applicant (s) (or any of its constituents) is less than 5% of its paid up and subscribed capital
- or
- A constituent of such Applicant is also a constituent of another Applicant,
- or
- Such Applicant has the same authorized representative for purposes of this Application as any other Applicant,
- or
- Such applicant has a relationship with the prospective developer (to be engaged by Cane and Bamboo Technology Centre) either directly or through third parties who may bid as developer based on the proposal prepared by Cane and Bamboo Technology Centre empanelled consultant for that particular assignment. The applicant or its subsidiaries shall not take up any assignment which results in conflict with the present assignment.
4. If at any time during evaluation of proposals or during execution of consultancy contract, if any Applicant is found to have a conflict of interest, he shall be disqualified. In the event of disqualification Cane and Bamboo Technology Centre shall forfeit and appropriate the Bid Security compensation and damages payable to Cane and Bamboo Technology Centre for, inter alia, the time cost and effort of Cane and Bamboo Technology Centre including consideration of such Applicants proposal, without prejudice to any other right or remedy that may be available to Cane and Bamboo Technology Centre hereunder or otherwise.

Annexure-I

MEMORANDUM OF ASSOCIATION AND ARTICLE OF ASSOCIATION

Enclosed Copy (duly Stamped)

Annexure-II

**LAST THREE (03) FINANCIAL YEARS AUDITED ACCOUNTS OF TURNOVER ON
CONSTRUCTION WORKS FIGURES FOR NORTH EAST REGION TO BE SHOWN
SEPARATELY**

| Sl | F.Y | Work Details | Cost in Cr | Remarks |
|----|---------|--------------|------------|---------|
| | 2016-17 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 2015-16 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 2014-15 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure-III

FINANCIAL INFORMATION: DETAILS OF PROFIT AND LOSS IN LAST THREE (03) FINANCIAL YEARS

| S/No | Financial Year | Turnover (Rs. In Crores) | Profit/Loss (-) (Rs. In Crores) |
|------|-----------------------------|--------------------------|---------------------------------|
| | | | |
| 1. | 2016-17 (AUDITED/UNAUDITED) | | |
| | | | |
| 2. | 2015-2016 | | |
| | | | |
| 3. | 2014-2015 | | |

NOTE :

Certified copies of audited Balance Sheets / Chartered Accountants “Certificates” to be enclosed for each financial year.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure-IV**LIST OF PMC ASSIGNMENT COMPLETED IN LAST THREE (03) FINANCIAL YEARS ENDING 31 MAR 2016 IN
NORTH EAST**

| S/No | Name of Work/Project with location | Short description of Consultancy assignment | Name and address of Owner client | Cost of Work/Project | Date of Start of Work/Project | | Date of Completion of Work/Project | | Bonus Liquidated damages if any imposed on PMC | Any other Relevant Information |
|------|------------------------------------|---|----------------------------------|----------------------|-------------------------------|--------|------------------------------------|--------|--|--------------------------------|
| | | | | | Stipulated | Actual | Stipulated | Actual | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

NOTE :

*Works/project means Project Management Consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.

**Completion certificate from client (not below the rank of Executive Engineer/Project Manager) shall be submitted in support of claim of completion.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

LIST OF PMC ONGOING PROJECTS IN PROGRESS IN NORTH EASTERN REGION OF INDIA

| S/No | Name of Work/Project with address | Short description of Consultancy assignment | Name and address of Owner client | Cost of Work/project | Date of Start of Work/project | Date of Completion of Work/project | Status/Progress of work | Expected date of completion | Any other Relevant Information |
|------|-----------------------------------|---|----------------------------------|----------------------|-------------------------------|------------------------------------|-------------------------|-----------------------------|--------------------------------|
| | | | | | | | | | |

NOTE :

Work/Project means PMC work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure-VI

**LIST OF PERMANENT ENGINEERS/ARCHITECTS ALONG WITH DESIGNATION,
EDUCATIONAL QUALIFICATION, NO OF YEARS OF EXPERIENCES ETC**

| S/No | Particulars | Qualifications & Experience |
|------|---|-----------------------------|
| 1. | Name of Organization | |
| 2. | Engineers: 1. 2. 3. 4. | |
| 3. | Architects: 1. 2. 3. | |
| 4. | Empanelled Consultants: 1. 2. 3. | |

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure-VII

ORGANIZATIONAL DETAILS INCLUDING OFFICES IN NORTH EAST

| S/No | Particulars | Details to be filled in |
|------|--|-------------------------|
| 1. | Name of Organization | |
| 2. | Address Email Id Telephone No. Fax No. | |
| 3. | Year of Establishment/incorporation | |
| 4. | Status of Firm (PSU/Govt. Dept) | |
| 5. | Empanelment with other Govt. Organizations | |
| 6. | Offices in North East 1. _____ 2. _____ 3. _____ | |
| 7. | Name of Contact Official : Designation : Mobile No : Tel No : Fax No. e-mail id | |

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure – VIII

To be provided on a Non-Judicial Stamp Paper

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our organization_____is having in-house capability of carrying out service as the Project Management Consultant as per the Notice Inviting Expression of Interest (EOI) for **‘Project Management Consultants for Cane and Bamboo Technology Centre Works.’**
2. It is certified that our PSU/Govt. Dept is not black-listed by any other Govt. department.
3. It is certified that our organization is financially sound and technically competent to take up the original works in terms of revised Rule 126 (2)/126 (3) of GFR-2005 from other Govt. Department/Organizations.
4. It is certified that our Organization has Administrative and technical set ups at _____North Eastern Region as shown in Annexure – IV and V.
5. It is further certified that all information/data furnished in the „Application form and Annexure“ for Empanelment are true to the best of our knowledge and belief.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure – IX

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is certify that to the best of knowledge and information

M/s/.....

having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of

Rs.....(Rupees.....

.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature) For the Bank

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp