

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF ARTS & CULTURE:::SHILLONG::MEGHALAYA**

No.DAC/ARCH/GIA/4/2019/212

Dated: Shillong the 22nd May, 2019

EXPRESSION OF INTEREST

Applications are invited from experienced and reputed architect consultants/consultant firms desirous of association with the Department of Arts & Culture, Government of Meghalaya for the purpose of assignment of project Management Consultant for designing and project management consultancy service for setting up the Tribal Research Institute at Babadam, West Garo Hills District, Meghalaya at an estimated cost of Rs.41.86 crores.

Architects/consultant firms having experience of similar nature of works with sound financial capacity as per eligibility criteria may submit application with all supporting documents on or before 10/6/2019 upto 2.00 p.m. by post or by hand. The brochure containing eligible criteria, scope of work, terms of reference, prescribed forms and other details can be purchased from the office of the Director Arts & Culture, Meghalaya on payment of Rs.5,000/- (Rupees five thousand) only (non-refundable) in cash or in the form of Demand Draft payable to the Director Arts & Culture, Government of Meghalaya.

An Earnest money deposit of Rs.50,000/- (Rupees fifty thousand) only in the form of Demand Draft in favour of the Director, Arts & Culture, Meghalaya payable at SBI, Meghalaya Secretariat Branch, Shillong must be enclosed along with Technical Qualification bid. The Technical qualification bid without earnest money deposit shall be summarily rejected. In case the Technical bid document is downloaded from the website <http://megartsculture.gov.in>, the applicant shall also enclose a Demand Draft of Rs.50,000/- (Rupees fifty thousand) only and Rs.5,000/- (Rupees five thousand) only (non-refundable) being cost of purchase of Tender documents. Earnest money deposit shall be refunded in case not selected.

Medium, Small Enterprises (MSEs) registered with National Small Industries Corporation (NSIC) are exempted from payment of Earnest Money Deposit to the extent of Monetary Limit in their Registration Certificate.

**Director
Arts & Culture,
Meghalaya**

BID DOCUMENT
(RFQ- cum-RFP)

FOR

**APPOINTMENT OF DESIGN & PROJECT MANAGEMENT
CONSULTANT FOR TRIBAL RESEARCH INSTITUTE AT
BABADAM, WEST GARO HILLS DISTRICT, MEGHALAYA.**

GOVERNMENT OF MEGHALAYA
ARTS & CULTURE DEPARTMENT

**APPOINTMENT OF DESIGN & PROJECT MANAGEMENT
CONSULTANT**

NO: DAC/ARCH/1/2019/214

Dated: Shillong, the 22nd May, 2019

CONTACT POINT FOR CLARIFICATIONS/ DETAILS:

**DIRECTOR
ARTS AND CULTURE
GOVERNMENT OF MEGHALAYA**

APPOINTMENT OF DESIGN & PROJECT MANAGEMENT CONSULTANT

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APPOINTMENT OF DESIGN & PROJECT MANAGEMENT CONSULTANT

1. GENERAL CONDITIONS

Purpose of the Assignment

The purpose of this assignment is to procure architectural consultancy services from reputed and experienced architect / consultant / consultancy firm for Design & Project Management Consultancy Services for the following work:

S. No.	Assignment	Estimated Cost (Rs. Crores)
1	Design & Project Management Consultancy services for setting up of the Tribal Research Institute at Babadam, West Garo Hills District, Meghalaya.	41.86

Information on the Assignment

In order to obtain any first hand information on the assignment and the local conditions, it is considered desirable that a representative of the consultants / consultancy firms visit the office of the **Director, Arts & Culture, Meghalaya** before the proposal is submitted. Representatives of the architect / consultants / consultancy firm can meet the following official for further information, if any:-

**(1) Director,
Arts & Culture,
Meghalaya**

**(2) Smt.K.P.Koch, Archaeologist,
Directorate of Arts & Culture,
Government of Meghalaya, Shillong**

Please ensure that advance intimation regarding the visit is sent to enable/make appropriate time arrangements.

Bid Format

The proposal is two parts - Technical Qualification Bid and a Financial Bid- must be submitted in the prescribed formats.

Earnest money deposit

Earnest money deposit of **Rs.50,000/-** (Rupees fifty thousand only) in the form of demand draft in favor of **Director, Arts & Culture, Meghalaya** payable at **SBI, Meghalaya Secretariat Branch, Shillong** must be enclosed along with Technical Qualification Bid. The technical qualification bid without earnest money deposit shall be summarily rejected. The consultant shall also enclose a demand draft of **Rs.50,000/-** (Rupees fifty thousand) only favoring **Director, Arts & Culture, Meghalaya** payable at **SBI, Meghalaya Secretariat Branch, Shillong** along with Technical Qualification Bid, in case bid document is downloaded from the website. Earnest money deposit shall be refunded to the consultants who are not selected.

Medium, Small Enterprises (MSEs) registered with National Small Industries Corporation (NSIC) are exempted from payment of EMD to the extent of Monetary Limit stated in their Registration Certificate. Such MSEs should also produce documentary evidence showing that the firm is registered with NSIC for the work tendered for.

Security money

The successful consultant shall have to submit the security money of **Rs.1.00 crore** (Rupees one crore) only in the form of Demand Draft /Bank guarantee in favor of the **Director, Arts & Culture, Meghalaya** for due performance of the assignment. The earnest money deposit shall be adjusted against security money.

Submission, Receipt and Opening of Bids

1. Both the Technical Qualification Bid and Financial Bid must be submitted in a physical format (hard copy).
2. Both the Technical Qualification Bid and Financial Bid shall be prepared in Undeletable ink. They shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself and any such corrections must be initialed by the person or persons, who sign the bids. An authorized representative of the firm is required to initial on all pages of both the Bids - Technical Qualification Bid and Financial Bid. The representative must be an "authorized signatory."
3. Physical copies (one copy each) of both the Bids must be submitted at the address specified in the Data Sheet. The original copy of the Technical Qualification Bid shall be placed in sealed envelope clearly marked "Technical Qualification Bid." The Financial Bid on Form F-9, in accordance with TOR marked "Financial Bid". Both separate envelopes – Technical Qualification Bid and Financial Bid- shall be placed into another (an outer) envelope and sealed.

This outer envelope shall bear the submission address and other information indicated in the Data Sheet.

4. Bids must be delivered (by post / courier / hand delivery) at the submission address up to **14.00 Hrs on 10th June, 2019.**
5. Any Bid received after the closing time for submission of bids shall not be accepted.
6. The proposal (first envelope containing Technical Qualification Bid only) will be opened by the **Director, Arts & Culture, Meghalaya** or his authorized representative in his office at **12:00 noon on 11th June, 2019** in the presence of such consultants or their authorized representative who may choose to be remain present. It may please be noted that the second envelope containing the detailed Financial Bid will not be opened until evaluation of technical qualification bid has been completed and the result approved by the competent authority.
7. In preparing the Proposal, Consultants are expected to examine in detail the Bid Document. Material deficiencies in providing the information requested may result in rejection of a Proposal.

Qualification Criteria

A. Technical Criteria – 5 Marks

1. Architect/Firm should have an existence of 10 years.
2. Average Annual Turnover of the bidder should not be less than Rs.2.00 crores as per the audited annual balance sheet in preceding three financial years as on due date of submission of bids.
3. Proprietor/director of the firm/company should be a qualified graduate Architect with 15 Years of experience & should have valid registration with COA. (In case of private limited company any one of the Directors should be an Architect).
4. Architect/Firm should be GST Registered.
5. The applicant should not have been debarred or blacklisted by any State/ Central Government authorities. The applicant would furnish an Affidavit duly attested by Notary public to this effect.

B. Project Experience – 10 Marks.

Experience of having successfully completed similar works during the last 7 years ending previous day of last date of submission of tender:

1. One (01) Architectural Consultancy/Project Management Consultancy work costing not less than Rs. 33.49 Crores for Government/ Semi Govt. / PSU's.

OR

2. Two (02) Architectural Consultancy/Project Management Consultancy works each costing not less than Rs. 25.12 Crores for Government/ Semi Govt./ PSU's.

OR

3. Three (03) Architectural Consultancy/Project Management Consultancy works each costing not less than Rs. 16.75 Crores for Government/ Semi Govt. / PSU's.

- Similar Projects: Institutional Building / Exhibition Spaces / Museum / Viewing Gallery /Campus Development.
- Ongoing projects shall be considered subject to the completed cost of work at site meets the qualification criteria.

C. Additional Qualifying Criteria: 5 Marks

The bidder should have undertaken:

1. Building project with a minimum Built up area of 15,000 Sq. Mtr. OR project cost above Rs.50.00 crores for Government / Semi Govt. / PSU's during last 7 years ending last day of the month previous to the one in which application are invited.

&

2. Experience of handling projects in hilly terrain with a minimum built up area of 15,000 Sq. Mtr. OR Project cost above Rs. 30 Crores.
3. Additional marks will be awarded for International Awards received for the projects executed.

D. Key Resource Personnel – 20 Marks

S. No.	Designation	Minimum Qualification	Experience (Years)
1	Team Leader	Graduate (B. Arch)	15
2	Structural Engineer	Graduate (B. Tech - Civil)	15
3	Electrical Engineer	Graduate (B. Tech - Electrical)	15
4	Environment Consultant	Post Graduate (Environmental Science)	10
5	HVAC Expert	Graduate (Mechanical)	10
6	Life & Fire Safety Expert	Graduate (Mechanical)	10
7	Plumbing Expert	Graduate (Mechanical)	10
8	Landscape Consultant	Post Graduate (M. Arch - Landscape)	10
9	Lighting Consultant	Graduate (B. Tech - Electrical)	08
10	Urban Designer	Post Graduate (M. Arch - Urban Design)	06

1 mark for each category, if any bidder does not have staff with minimum qualification / experience as above then marks for that category will be awarded as zero. Letter of Association needs to be submitted in case key resource personnel is not on the rolls of the organization.

E. Presentation – 40 Marks

Power point presentation of the concept for the project relating to firm's usefulness before Technical Committee.

F. Financial Bid – 20 Marks

1. The weightage to Technical Qualification and Financial bid would be 80 percent and 20 percent respectively. For this purpose, the highest technical qualification would be awarded 80 marks and the lowest financial bid would be given 20 marks.
2. Technical Qualification Bid: The total marks as follows obtained out of 100 marks in the technical qualification bid shall be scaled down to a maximum of 80 as follows which shall henceforth be the total marks obtained by the bidder against the technical qualification bid:

$$\text{Marks (Max 80) on Technical Qualification Bid (T) =} \\ \frac{\mathbf{80 \times \text{Technical Qualification Bid under evaluation}}}{\mathbf{\text{Highest Technical Qualification Bid}}}$$

3. Financial Bid: The financial bid would be awarded marks out of maximum 20 based on following formula:

$$\text{Marks (max 20) on Fin. Bid (F)=} \\ \frac{\mathbf{20 \times \text{Lowest Financial Bid}}}{\mathbf{\text{Financial Bid under evaluation}}}$$

$$\text{Total Marks} = \mathbf{T+F}$$

4. The bidder scoring Maximum Total Marks would be recommended for selection and called for negotiations.
5. During negotiations the consultant must be prepared to furnish the detail cost breakup and other clarifications to the proposal submitted by him, as may be required to adjudge the reasonableness of his price proposal. If the negotiations with this consultant are successful, the award will be made to him. If negotiations fail, and if it is concluded that the contract with reasonable terms cannot be concluded with this consultant, the consultant with second highest score may be invited for negotiations. This process may be repeated until an agreed contract is concluded.

NOTE-

- Concept design has to be part of technical bid.
- Conceptual Plan should be presented before the Technical Committee on date and time fixed by the client.

Validity of the Proposals

The Proposals submitted by the Consultants must be valid for 180 days from the date of submission without changing the personnel proposed for the assignment and the proposed Price. The **Director, Arts & Culture, Meghalaya** will make its best efforts to select a consultant firm within this Period.

Cost of preparing the Proposal

Cost of preparing a proposal and of negotiating a contract including visit to site, if any, is not reimbursable as direct cost to the assignment.

Commencement of the Assignment

Assuming that the contract can be satisfactorily concluded in two weeks after finalizing the consultant, it is expected that the works shall commence within two weeks.

Conflict of Interest

In case a manufacturing of construction firm is associated with a consultant firm, it will not be eligible for award of construction works at a later point of time.

Taxes etc.

The rates quoted by the bidders shall be inclusive of all taxes and duties however it will not include GST. GST will be paid in addition as per the prevailing norms.

FORCE MAJEURE

Force Majeure Event

Force Majeure shall mean any event or circumstance or combination of events or circumstances set out below that materially and adversely affects any Party in the performance of its obligations in accordance with the terms of this Document, but only if and to the extent that such events and circumstances pertains to or has a direct effect on the use of the Project Site, which are not within the affected Party's reasonable control, and/or the effects of which the affected Party could not have prevented through prudent business practices or, through reasonable skill and care, including through the expenditure of reasonable sums of money;

Earthquake, flood, inundation and landslide, storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbance.

Fire caused by reasons not attributable to the Lessee or any of the employees of the Lessee for purposes of the Project;

Acts of terrorism; strikes, labor disruptions or any other industrial disturbances not arising on account of the acts or omissions of the Lessee war, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, Ionizing radiation, contamination by radioactivity from nuclear fuel, any nuclear waste, radioactive toxic explosion, volcanic eruptions, any failure or delay caused by the events mentioned in this sub article for which no offsetting compensation is payable early determination of this Deed by Authority for reasons of national emergency or national security.

Exclusions from Force Majeure Event

Force Majeure shall expressly not include the following conditions, except to the extent resulting from a Force Majeure:

1. Unavailability, late delivery or changes in input costs;
2. A delay in the performance of any service provider or supplier;
3. Non-performance resulting from normal wear and tear typically experienced in a project of this kind; and non-performance caused by, or connected with, the non-confirming party's (a) negligent or intentional acts, errors or omission (b) failure to comply with any of the Laws of India, or (c) breach of, or default under this Deed.

2. INFORMATION TO THE CONSULTANTS

Introduction

1. Selection of most suitable consultant among those consultants who would submit the complete bid will be done in accordance with the method of selection.
2. The consultants are invited to submit a Technical Qualification Bid and Financial Bid for Appointment of Design & Project Management Consultant. The bid will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
3. The Consultants must familiarize themselves with local conditions and take them into account in preparing their bids. To obtain first hand information on the consultancy and on the local conditions, consultants are encouraged a visit to the site before submitting a bid.
4. The client will provide the inputs, assist the firm in obtaining licenses and required to carry out the services and make available relevant project data as per availability
5. Government policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignment that would be in conflict with their prior or current obligations to other Clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Clients.

Language for preparing the Technical Qualification Bid and Financial Bid

Consultants are requested to submit a bid written in English language.

3. DATA SHEET

1.	Name of work	:	Appointment of Design & Project Management Consultant.
2.	Name of client	:	Arts & Cultural Department, Government of Meghalaya.
3.	Address of the client	:	Director, Arts & Culture, Government of Meghalaya.
4.	Type of brief submission	:	The original copy of the Technical Qualification Bid shall be placed in sealed envelope clearly marked “Technical Qualification Bid”. The Financial Bids shall also be placed in a separate envelope clearly marked “Price Bid”. Both the envelope shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet.
5.	Language of submitted bid & Reports	:	English
6.	Bid document cost	:	Rs. 5,000/-
7.	Earnest money deposit	:	Rs. 50,000/-

8.	Contract Period	:	As indicated in the time frame in the ToR
9.	Last Date of submission	:	10th June, 2019 at 14.00 hrs
10.	Opening date of Bids (Technical Qualification Bid)	:	11th June, 2019 at 12.00 hrs
11.	Bid validity period	:	180 Days from the date of opening of Price Bid.
12.	Bid opening	:	Technical Qualification Bid shall be opened first. After scrutiny of Technical Qualification Bid, the Financial Bid of those bidders who satisfy the qualifying criteria shall be opened.
13.	Minimum key persons to be provided.	:	As mentioned in the Qualification Criteria.
14.	Consultancy services to be provided	:	As per ToR given in Technical Qualification Bid.
15.	Financial Bid	:	As per ToR and FORM F-9

Objectives of the Consultancy

The consultancy services are invited from the reputed and experienced architects / consultants / firms for Appointment of Design & Project Management Consultant for the following projects in the state of Meghalaya:

S. No.	Assignment	Estimated Cost (Rs. Crores)
1	Design & Project Management Consultancy services for setting up of the Tribal Research Institute at Babadam, West Garo Hills District, Meghalaya.	41.86

SCOPE OF WORK

The consultants shall provide full and complete architectural services relating to planning, design of buildings and services etc., that will include but not limited to structural design & drawings, MEP design & drawings, landscape & site planning as well as periodic supervision of the construction work in respect of the development work of TRI.

1. Concept Stage

The Consultant shall:

- a) Take employer's instructions regarding the requirements of the project, hold meetings with the employer regarding the functional requirement of various buildings and services to be provided as per scope of work of this agreement.
- b) Visit the site
- c) Prepare, in agreement with the employer details of facilities to be provided in the buildings. The Consultant shall also prepare the outline details of various services in the like manner.
- d) Examine legislations, codes and standards as applicable.
- e) Prepare preliminary draft sketches and notes sufficient to explain the Architect's general understanding of employer's requirements of the client and outline the plan in the best possible way of fulfilling them.
- f) Discuss the draft sketches and notes with the client and make such modifications as may be necessary to satisfy the client that their requirement will be fulfilled.

2. Preliminary Drawing Stage

The Consultant shall:

- a) Make site evaluation and analysis.
- b) Prepare site plan for services/ facilities The Consultant shall prepare general layout of buildings and all services as per the brief provided by the client. The Consultant shall

also prepare preliminary sketches and designs with drawings but not limited to details of useful areas, services and circulation areas and total plinth areas etc.

- c) Undertake preliminary planning and prepare conceptual design of TRI with due consideration to all internal and external services like but not limited to telecommunication services, water supply, sanitary, sewerage, storm water drainage, landscaping, development plan showing roads, paths, parks, paved areas, compound walls, internal & external lighting, electrical sub-stations, fire fighting, HVAC, pump houses, underground sumps overhead tanks including scope and specifications.
- d) Submit copies of preliminary drawings and conceptual designs as mentioned in paragraph 3.2 & 3.3 for obtaining approval of client, make suitable modifications/ changes as directed by client. Further submit such modified drawings showing details alongwith specifications, sufficient enough to prepare a preliminary estimate of cost for obtaining administrative approval of competent authority.
- e) Submit preliminary estimate in the format, manner and copies as desired by the client. The client shall provide the necessary formats to the architects.
- f) Submit the required number of copies of drawings to local authorities to obtain the approval of the competent authorities / statutory bodies, as necessary according to the local building bye laws, regulations etc. Further make suitable changes as desired by such authorities and re-submit the modified drawings to the authorities / statutory bodies. The above approvals shall include those from any statutory bodies constituted by state/district including Municipal Corporations, specially constituted committees (if any) and local Fire authorities. The client shall provide the necessary list of competent /statutory authorities from where approval shall be obtained.

3. Working Drawings Stage

The Consultant shall:

- a) Prepare specifications, designs, and detailed working drawings not limited to architectural, structural drawings, plumbing services, electrical services, landscaping etc. as per the requirements of the client. The above specifications, design, detailed working drawings shall be modified by the Architect, as per the requirements of the client / site conditions if so desired; in view of structural necessities or for any other reason client considers the same to be necessary.
- b) Prepare detailed estimates alongwith technical specifications, rate analysis as per the latest schedule of rates of the state.
- c) Prepare necessary specifications, designs and detailed working drawings in respect of services, pumps, external water supply, external sanitary and sewerage, storm water drains, landscaping, development plan showing the roads, paths, parks, paved areas, drains, compound walls, internal & external lighting and other

electrical services not limited to sub-stations, pump houses underground sumps, overhead tanks etc. The above specifications, design, detailed working drawings shall be modified by the Architect, as per the requirements of the client / site conditions if so desired; for any reason the client considers to be necessary.

- d) Offer all cooperation to the client for scrutiny of structural design (submitted by the Architects), of buildings and structures by attending meetings and supplying all necessary information in this regard. The Architects shall supply all the designs and drawings relating to all the buildings and structures. The Architects shall incorporate them in their detailed working drawings and full details of the project wherever required for execution and satisfactory completion of the work and for obtaining the approval of the local authorities wherever necessary.

4. Tender Drawings

The Consultant shall:

- a) Prepare detailed BOQ for inviting tenders.
- b) Tender drawings shall be prepared in respect of all disciplines including Architecture design, MEP, Structure, Fire and Life Safety.
- c) Prepare technical specifications indicating applicable codes and standards, Quality Assurance and Quality Control procedures related to materials and processes, execution processes, acceptance standards, tolerances, modes of measurement
- d) NIT & other documentation necessary for tendering process as desired by the client and assist the client in call & award of tenders. The client shall provide necessary formats of the NIT alongwith the analysis of rates.

5. Project Management

The Consultant shall:

- a) Issue working drawings good for constructions of each component of work to the Contractor for execution, properly supervise the works, approval of the materials and workmanship for the works in consultation with Engineer-in-charge.
- b) Administer all the construction works contracts and will ensure that the contractual provisions, whether related to quality or quantities of the work are duly implemented.
- c) Issue of drawings, details as approved by Competent Authority, as contract documents and co-ordination of the individual supervision teams to ensure that technical policies are correctly and consistently implemented on all the construction contracts.
- d) The principal responsibilities of the Consultant will be but will not be limited to, the following:
 - Giving the layout of the work as per the approved drawings.
 - Preparing the Daily, Weekly and Monthly reports and submitting them to the Engineer-in-charge for appraisals and orders in the matter
 - Construction supervision, Project Management, Quality Control and Assurance during the implementation of works.

- Ensure that high quality construction is achieved and all works are executed in full compliance with the Engineering Design, technical specifications and other stipulations of the contract documents and within the specified time.
- To prepare, in consultation with the employer a construction supervision manual defining routines and procedures to be adopted in contract management, construction supervision and administration of the contracts and a maintenance manual for defects liability period and beyond.
- To assist/advise the employer in handing over the sites and in establishing milestones (if any) for completion of contracts
- To prepare in consultation with the employer guidelines to be adopted by the employer during the defect's liability period.
- To verify the list of items and quantities of all items in the BOQ and propose modifications to the same, if necessary, for the approval of the Employer.
- To assist the employer in monitoring the progress of the works and in project implementation through computer aided project management techniques and Management Information Systems (MIS)
- To assist the employer in taking over of completed works from the contractors, in particular by preparing lists of defects to be corrected by the contractors;

6. As built & Completion drawings

The Consultant shall:

- a) Shall prepare as-built drawings including elevations and cross sections etc. the details of the buildings and services as completed and supply duly stamped four sets of completion drawings to the client. Architects shall also hand over the soft copies of such drawings in two sets of CDs.
- b) Submit the required number of copies of drawings to local authorities to obtain the approval of the competent authorities / statutory bodies. The above approvals shall include those from any statutory bodies constituted by state/district including Municipal Corporations, specially constituted committees (if any) and local Fire authorities. The client shall provide the necessary list of competent /statutory authorities from where approval shall be obtained.

CLIENT RESPONSIBILITIES

The following shall be responsibilities of the client:

- a) Provide detailed requirement of the project to the design consultant.
- b) Furnish the latest state PWD schedule of rates applicable.

DELIVERABLES

- a) **Inception Report:** The Consultant shall submit an Inception report with preliminary site analysis on historical, social, cultural and other physical features. Further the Consultant shall explain the Approach and Methodology on studies, surveys and work plan to be conducted with way forward supported with broad cost estimate. This should also describe the requisite compliances with due diligence to applicable regulations, development guidelines such as FSI applicability, ground coverage, set-backs, building heights, development constraints, environment controls etc.
- b) **Concept Designs:** The consultant shall submit preliminary concept for all the relevant components supported by 3D visualizations along with a preliminary cost estimate. The consultant shall also define components/program of development with due consideration to on social, cultural and historical values of the region.
- c) **Preliminary Drawings:** The consultant shall prepare site plan, general layout of buildings and all services as per the brief provided by the client. The Consultant shall also prepare preliminary sketches and designs with drawings but not limited to details of useful areas, services and circulation areas and total plinth areas etc.
- d) **BOQ & Costing:** Prepare and submit preliminary cost estimates based on stipulated norms taking into consideration the specifications, areas and construction techniques which are recommended to be used but not limited to schedule of quantities, analysis of rates, and preparation of detailed estimates (BoQs) in respect of all disciplines.
- e) **Working Drawings (GFC):** The consultant shall prepare technical specifications, designs, detailed working drawings of all components but not limited to architectural, structural drawings, plumbing services, electrical services, landscaping etc. as per the requirements of the client supported with detailed cost estimates as per latest State schedule of rates alongwith rate analysis of the proposed non-standard items that feature in the design.
- f) **Tender Drawings and Documentation:** The consultant shall prepare tender documents incorporating detailed design and working drawings, specifications, datasheets, bill of quantities along with detailed cost estimates and technical specifications of all the disciplines that may be necessary for the client to invite bids for the execution of the works. The drawings shall be good for construction and shall consist of structural and architectural drawings (plan, elevation and cross sections), plumbing, sanitary and electrical layout drawings.
- g) **Project Management during Construction:** The consultant shall prepare the layout of the works as per the approved drawings for execution. Prepare and submit the Construction Supervision Manual, Daily, Weekly and Monthly reports during the construction, Maintenance Manual for DLP and beyond.

STAGES OF PAYMENTS

S. No.	Stages	Milestones	Percentage of Fees
1	Stage – 1	Upon Submission of the Inception Report stating Preliminary site analysis of project, approach and methodology.	10 %
2	Stage – 2	Upon Submission of the concept designs supported by 3D visualizations and preliminary cost estimates.	10 %
3	Stage – 3	Upon Submission of preliminary set of drawings comprising of site plan and general layout of buildings as per the brief provided by the client but not limited to submission of drawings for approval from competent authorities to obtain approval supported by a preliminary cost estimate.	15%
4	Stage – 4	Upon submission of Tender Documents incorporating general arrangement drawings, specifications, datasheets, detailed cost estimates / BOQ along with detailed technical specifications of all the disciplines that may be necessary for the client to invite bids for the execution of the works.	15 %
5	Stage - 5	On submission of initial set of working drawing (GFC) that will include the complete set of architecture and structure drawings that will enable start of construction	10%
6	Stage-6	During Execution (Pro-rata of 5% each spread over the period of execution from the date of start of construction).	30 %
7	Stage-7	On Submission of balance detailed drawings (GFC).	5%
8	Stage-8	On Submission of as-built drawings and completion drawings	5%

EFFECTING PAYMENT TO THE CONSULTANT

- The design fee shall be payable to the consultant on actual cost of works on completion. However the payment due at various stages shall computed on the following basis:
 - At Stage – 1, 2&3 - On preliminary estimate of cost submitted at that stage.
 - At Stage – 4 to 8 - On detailed estimated cost / accepted tender cost

STANDARD FORMS FOR TECHNICAL QUALIFICATION BID

- | | |
|-----------------|---|
| Form F-1 | Technical Qualification Bid Submission Letter |
| Form F-2 | Similar nature of consultancy work |
| Form F-3 | Completed consultancy works other than similar nature |
| Form F-4 | Current/ongoing consultancy works other than similar nature |
| Form F-5 | Award winning consultancy work. |
| Form F-6 | Annual financial turnover of last three years |
| Form F-7 | Team composition and task assignments. |
| Form F-8 | Format of curriculum vitae (CV). |

STANDARD FORM FOR PRICE BID

- | | |
|-----------------|----------------------|
| Form F-9 | Format of Price Bid. |
|-----------------|----------------------|

FORM F-1

TECHNICAL QUALIFICATION BID SUBMISSION LETTER

FROM: (Name of Firm)

To,

**Director,
Directorate of Arts & Culture
Govt. of Meghalaya
Shillong.**

Date:- /06/2019

Sub: Appointment of Design & Project Management Consultant.

Dear Sir,

We the undersigned, offer to provide the consulting services for the above in accordance with your notice inviting Bid dated (Date) and our attached proposal. The Bid, which we hereby submitting includes a technical proposal.

If selected to implement the service during the validity period, we undertake to negotiate the contract on the basis of the proposed staff. Our Bid is binding upon as a subject to the modification resulting from contract negotiations.

We undertake that you are not bound to accept any Bid you receive.

We remain,

Yours Sincerely,

Authorized Signature
Name and designation of
Signatory
Name of firm
Address

Seal of the consultant /firm

FORM E-2

CONSULTANCY WORK OF SIMILAR NATURE

A. Brief Description of the firm / organization.

A1 – Basic Information

A2 – Staff Strength & Key Professionals and

A3 – Office Infrastructure.

B. Outline of recent experience on consultancy of projects of similar nature:

S. No.	Name of Consultancy	Name of Project	Name of the Employer	Cost of consultancy	Date of commencement	Date of completion/ Likely date of completion	Description of consultancy provided
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employers (clients) for documentary proof of experience. (Issued by the competent authority). The project, for which requisite certificate from the client is not attached, shall not be considered in experience.

FORM F-3

**CONSULTANCY WORKS OTHER THAN SIMILAR NATURE
SUCCESSFULLY COMPLETED DURING LAST 07 YEARS**

A. Outline of recent experience on consultancy of projects other than similar nature:

S. No.	Name of Consultancy	Name of Project	Name of the Employer	Project Cost	Date of Commencement	Date of Completion	Was Consultancy Satisfactorily Completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employers (clients) for documentary proof of experience. (Issued by the competent authority). The project, for which requisite certificate from the client is not attached, shall not be considered in experience.

FORM F-4

**CURRENT/ONGOING CONSULTANCY WORK OTHER THAN
SIMILAR NATURE**

A. Outline of recent experience on consultancy other than similar nature:

S. No.	Name of Consultancy	Name of Project	Name of the Employer	Project Cost	Date of Commencement	Likely date of Completion	Description of Consultancy provided
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employers (clients) for documentary proof of experience. (Issued by the competent authority). The project, for which requisite certificate from the client is not attached, shall not be considered.

FORM F-5

LIST OF AWARD WINNINGS ENTRIES

B. Outline of award winning projects:

S. No.	Name of Consultancy	Name of Project	Name of the Employer	Project Cost	Date of Commence-ment	Likely date of Completion	Nature and Institution of award
1	2	3	4	5	6	7	8

FORM F-6

**ANNUAL FINANCIAL TURN OVER OF LAST THREE YEAR
OF THE FIRM/CONSULTANT**

S. No.	Year	Turnover
1.	2017-18	
2.	2016-17	
3.	2015-16	

FORM E-7

TEAM COMPOSITION AND TASK ASSIGNMENTS

S. No.	Name	Position	Task
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FORM F-8

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
KEY PROFESSIONAL STAFF**

Proposed Position

Name of Firm

Name of Staff

Profession

Date of Birth

Years with Firm / Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Key Qualification:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use about half a Page.)

Education:

(Summarize college / university and other specialized education of staff member, giving names of schools, dates attended and degree use about one Quarter of a page).

Employment Record:

(Starting with present position, list in reverse order every employment held. List of positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and location of assignments. For experience in last ten years, also give type of actives performed and Client references where appropriate. Use about three quarter of a page).

Languages:

[For each language indicate proficiency: excellent, good, fair or proof in speaking, reading and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly described me, my qualification and my experience.

_____ Date _____

[Signature of staff member and authorized representative of the Firm]

Day/Month/Year.

Full name of Staff member: _____

Full name of authorized representative: _____

Note: It is advised to attach summary sheet of CV for key staff indicating (A) qualification (B) Total Experience (C) relevant experience in No. of months.

FORM F-9

FINANCIAL BID

(TO BE QUOTED BY THE CONSULTANT SEPARATELY)

CONSULTANCY FEE

Appointment of Design Consultant

..... % (in figure)(in words) of the
Cost of components of the works. GST shall be paid extra.



Dated

Authorized Signature
Name and designation of Signatory:
Name of firm:
Address:

Seal of the consultant /firm