

OFFICE OF THE COMMISSIONER  
ASSAM STATE HOUSING BOARD ::: R.G.BARUAH ROAD,  
GUWAHATI-5.

Email : [ashb@nic.in](mailto:ashb@nic.in)

Ph -0361-2201636

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No.ASHB/Tech/1030/2017/5

Dated, Guwahati, the\_\_\_\_\_2017.

**Request for Proposal (RFP)**

Request for Proposal (RFP) is invited from reputed consultant for selection of Project Management Consultant for construction of multistoried office cum commercial complex at Guwahati.

The RFP document can be availed by making non-refundable cash payment of Rs.10,000.00 (Rupees ten thousand) only from 30/05/2017 to 13/06/2017 during working hours on all working days.

The RFP document can also be downloaded from [assam.gov.in](http://assam.gov.in)

Commissioner  
Assam State Housing Board,  
R.G.Baruah Road, Guwahati-5

Memo No.ASHB/Tech/1030/2017/5

Dated, Guwahati, the\_\_\_\_\_2017.

Copy to:

1. The Director of information & public relation, Assam, Dispur, Guwahati-6, He is requested to arrange for publication of the advertisement in The Assam Tribune and The Times of India (One issue only). Certified bill may be sent to the undersigned for payment.
2. The Chief Accounts Officer, Assam State Housing Board, Guwahati-5 for information.
3. Office Notice Board.
4. Concerning File.

Commissioner  
Assam State Housing Board,  
R.G.Baruah Road, Guwahati-5

# *REQUEST FOR PROPOSAL (RFP)*

**FOR**

**SELECTION OF  
PROJECT MANAGEMENT CONSULTANT FOR  
CONSTRUCTION OF MULTISTORIED OFFICE  
CUM COMMERCIAL COMPLEX AT GUWAHATI,  
ASSAM, INDIA.**

**Issued By-**

**Commissioner  
Assam State Housing Board  
R.G.Baruah Road, Guwahati-781005**

**RFP for Selection of Project Management Consultant for construction of multi-storeyed Office cum commercial complex at Guwahati**

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**RFP for Selection of Project Management Consultant for construction of multi-storeyed Office cum commercial complex at Guwahati**

**Important Information Sheet**

S. No.	Particulars	Details
1.	Document Reference No.	ASHB/Tech/1030/2017/5
2.	Start date of issue of RFP	30/05/2017
3.	Last date of issue of RFP	13/06/2017
4.	Pre bid meeting date	22/06/2017
5.	Last date and time for receipt of proposals	13/07/2017 up to 2.30 p.m.
6.	Date and time of opening of Proposals	14/07/2017 at 11.00 A.M.
7.	Date and time of opening of Technical Proposals	14/07/2017 at 11.30 a.m.
8.	Date of Technical Presentation	28/07/2017 at 11.00 a.m.
9.	Opening of Financial Bid	To be intimated by e-mail
10.	Earnest Money Deposit (EMD)	Rs. 50.00 Lakh (Rupees fifty lakh) only
11.	Office Address	Contact Person:
	Commissioner, Assam State Housing Board, R.G. Baruah Road, Guwahati-781005 E-mail- <a href="mailto:ashb@nic.in">ashb@nic.in</a> Ph-0361-2201636	Commissioner Assam State Housing Board

Assam State Housing Board

**RFP No.**

**Dated:**

**Request for Proposal (RFP) for Selection of Project Management Consultant for**

## construction of multi-storeyed Office cum commercial complex at Guwahati, Assam.

### 1. Overview

#### 1.1 Definitions

- i. **"Employers"** means the Assam State Housing Board Government of Assam, India
- ii. **"Contract"** means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- iii. **"Project Specific information"** means such part of the Instruction to Bidders used to reflect specific project and assignment conditions.
- iv. **"Day"** means calendar day.
- v. **"Government"** means the Government of Assam, India
- vi. **"Consultant"** means Project Management Consultant.
- vii. **"Personnel"** means professionals and support staff provided by the bidder or by any implementing agency and assigned to perform the Services or any part thereof;
- viii. **"Bid"** means the Technical Bid and the Financial Bid.
- ix. **"Assignment / Job"** means the work to be performed by selected bidder pursuant to the contract.
- x. **"Bidder"** means participating organisations in RFP process.
- xi. **"Successful Bidder"** means the bidder selected for award of Assignment/job.
- xii. **"Implementing Agency"** means any agency, contractor or entity who will execute the project.
- xiii. **"Terms of Reference"** (TOR) means the details included in the RFP specifically in Para 2 or otherwise as well as the contract which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the selected bidder, and expected results and deliverables of the Assignment/ job.

1.2 **Introduction:** Assam State Housing Board, a Government of Assam undertaking invites bids from eligible Bidders for selection of Project Management Consultant for construction of Multistoried office cum commercial Complex at Guwahati, Assam, India. The proposed Complex will comprise of Steel framed multistoried Building / Buildings.

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### 2. Terms of Reference and Scope of Works:

2.1 **Terms of Reference:** Terms of reference of the selected Bidders will broadly include Pre-construction; Construction and Post-construction activity including the following:-

- i. Preparation of Detailed Project Report (DPR) for construction of Multistoried Steel framed Commercial Building/Buildings in Guwahati, including detailed designs, drawings, specifications, estimates, and BOQ for various construction works in consultation with the stakeholders;
- ii. Bid process management for selection of the implementing agency(contractor) as per Annexure-IX, Clause-2.
- iii. Monitoring, supervision and facilitation of the implementation of the project,

- including fulfillment of all statutory ~~and legal~~ requirements;
- iv. Submitting report of progress of the project from time to time to the Assam State Housing Board.
- v. Any other item of work that is incidental to and essential for completion of the project (to be included in the Form of Contract after due consultation between both the parties.
- vi. Handing over/ taking over of the Commercial Building/ Buildings–

2.2 **Brief scope of work:** Construction of multistoried Steel framed office cum Commercial Building in Guwahati.

The Assam State Housing Board (Client) desires to construct a Multistoried Steel framed Building/Buildings in the heart of Guwahati City to house its own office complex along with other commercial offices on a plot area of 1.02 Acres of land. The Client desires this building to be of iconic nature. The detailed scope of work has been referred in the Concept Note enclosed (**Annexure-IX**). Work also involves the geo-technical investigations, surveys, approval, third party certifications, interaction with statutory authorities etc.

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### 3. **Eligibility:**

The Bidders should meet the Financial and Technical eligibility criteria (Quality Evaluation Criteria) as per parameters laid down here under:

Sl. No.	Criterion	Minimum requirement
<b>A</b>	<b>ORGANIZATIONAL STRENGTH</b>	
(i)	Presence of in-house professionally qualified staff in the Central/State Bidders in following indicative categories	
	• Civil Engineer	<b>(Min. Qualification B.Tech 100 Engineers</b>
	• Electrical Engineer	<b>(Min. Qualification B.Tech 50 Engineers</b>
	• Architects on roll/ on approved panel	<b>(Min. Qualification - B.Arch) 3 Architects</b>
	• Mechanical Engineer	<b>(Min. Qualification B.Tech) 50 Engineers</b>

	• Instrumentation / Automation Engineer/Electronics/ Computer Engineer	<b>(Min. Qualification B.Tech) 10 Engineers</b>
<b>B</b>	<b>RELEVANT EXPERIENCE</b>	
	<b>Value of projects (exceeding Rs. 250 crores) in last five years.</b> Projects of similar nature will be considered such as Hospitals/Teaching Institutions/Residential Complexes/Townships/Commercial Complexes/Hospitality projects/Stadiums/Industrial Projects etc.	Rs. 1500 Crores (in five years)
<b>C</b>	<b>FINANCIAL CAPABILITY</b>	
	<b>Net Worth in Last Financial Year</b>	<b>More than 100 Crores</b>
	<b>Annual Business Procurement in Last Financial Year or Current Financial Year</b>	<b>More than 1300 Crores</b>

**N.B.:- Consortium bids, Joint Venture shall not be considered.**

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4. Clarifications on RFP Document:

- 4.1 The prospective Bidders requiring any clarification on this document shall notify the Assam State Housing Board in writing/e-mail at the mailing address/ e-mail ID indicated in Para 9.5 below, latest by 01/06/2017 Clarification sought, if any, are to be asked in the following format:

S.No	Clause No. of the RFP	Query/Clarification sought

- 4.2 Pre-Bid conference will be held at **11:00 Hrs on 22/06/2017 in the Office Chamber of Commissioner, Assam State Housing Board.** All efforts will be made to furnish clarification during the pre-Bid Conference. In exceptional cases, the same will be furnished subsequently. In both cases, the minutes of the pre-Bid meeting containing clarifications shall be circulated by e-mail among the prospective Bidders.

- 4.3 Any clarifications issued by Assam State Housing Board shall be an integral part of this document and shall amount to an amendment to the relevant clauses of this document.

5. **Documents / details to be submitted in the Offer:**



- 5.1 The Bidder is required to furnish the following details / documents duly signed and stamped on each page by the authorized signatory of the Bidders:-
- i. Technical Details about the Bidders and other relevant information in the formats prescribed at Annexure I to VI including documents in the details provided therein. (Such information shall form the basis of technical evaluation).
  - ii. **Certificate of Incorporation / Registration.**
  - iii. Copy of aims and objectives of the Bidders as indicated in the Memorandum of Association and Articles of Association of the Bidders.
  - iv. Annual reports and audited statement of account for the last five years (2012-13 to 2016-17). Certificates in support of turnover, PBDIT from the statutory auditors of the company certifying the turnover and PBIDT.Net Worth certificate in the prescribed format for the last five years or solvency certificate for the last six months.
  - v. Copy of Certificates for Services Tax and copy of PAN and TAN.

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- vi. Copy of RFP & clarification issued by Assam State Housing Board to this RFP, if any, as a mark of acceptance of all conditions of the RFP.
- vii. A certificate from the Chairman/ Company Secretary of the Bidders certifying the details of the signatory authority and attestation of such authority's signature or Power of Attorney in favor of the signatory authority for the purpose of signing bid documents.
- viii. A detailed write-up on the Bidders Approach and Methodology to perform the assignment based on the TOR.

**Note:**

- a. All papers which are a photo copy and submitted as part of the proposal shall be duly attested by the company's CS/CA or Authorized signatory.
- b. Each of the pages of the proposal submitted will be signed and stamped by the authorized signatory of the Bidders.
- c. Each page of the proposal should be duly numbered and total number of pages in the proposal should be clearly mentioned in the proposal. Index of the documents submitted in the RFP should be given and location of the documents submitted should be clearly mentioned in the index so that the tender evaluation committee is able to easily locate them.
- d. All monetary figures should be INR.

e. Only proposals complete in all respects and containing all requisite documents/ information/ data shall be accepted and evaluated. Proposals which are incomplete or lacking in any manner shall be declared "not responsive" and summarily rejected and no requests for condonation / acceptance of information after the final date for submission of tender documents shall be entertained.

## 6. **Availability of RFP / processing Fee**

6.1 Documents and Processing Fee (non refundable) : Copy of the RFP can be downloaded

From [assam.gov.in](http://assam.gov.in) . Demand Draft / Banker Cheque of Rs. 10000.00 (Rupees Ten Thousand only) drawn in **favour of the Commissioner, Assam Housing Board.** Payable at Guwahati towards the cost of RFP and processing fee shall be enclosed by the Bidders with the technical bid. Bids not accompanied by the cost of RFP document downloaded from the website with processing fee will not be considered and will be summarily rejected.

RFP document can also be availed by making cash payment of Rs.10,000.00 from the Office of the Commissioner, Assam State Housing Board.

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## 7. **Earnest Money Deposit:**

0 To safeguard the interests of the ASHB, each bid will be accompanied by an Earnest Money Deposit of Rs. 50.00 Lakhs (Rupees Fifty lakhs only). Earnest Money can be Deposited along with the technical bid by means of Bank Guarantee **(in the prescribed format enclosed as Annexure VII)** drawn in favour of the **Commissioner, Assam State Housing Board.** Payable at Guwahati. The Earnest Money Deposit shall have to be valid for at **least six** months. Technical bids not accompanied by Earnest Money or Earnest Money in deviation from above shall be summarily rejected. No interest shall be payable by the Employer for the sum deposited as EMD.

7.2 Earnest Money will be returned to all unsuccessful Bidders without interest as soon as practicable after a decision on Bids.

7.3 The Earnest Money shall be liable for forfeiture in the following events:

- I. If proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- II. If the proposal is varied or modified in a manner not acceptable to the employer after opening of proposal during the validity period or any extension thereof.
- III. If the bidder tries to influence the evaluation process.
- IV. If the first ranked bidder withdraws his proposal prior to signing of contract or fails or refuses to furnish the performance security in accordance with instruction to the

Bidders.

- V. For contravention of any of the conditions of the RFP not acceptable to the employer.

8. **Performance Security Deposit:**

- 8.1 Successful Bidders shall within one month from the date of conveying acceptance of the tender in his favour in writing, have to deposit sum equal to five per cent of the total estimated cost of the PMC work agency charges for the proposed construction work as security for the fulfillment of the contract in the form of a Bank Guarantee **(in the prescribed format in Annexure VIII)** drawn in favour of the **Commissioner, Assam State Housing Board** The Performance Security Deposit shall have to be valid up to a period of 60 days beyond the defect liability period of the facilities created under the project.

9. **Submission of Proposals:**

- 9.1 **Two Bid System:** The original Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL BID for engagement of Consultant for Construction of Multistoried Steel framed Commercial Building in Guwahati.**". Similarly, the original financial proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL BID for engagement of Consultant for Construction of Multistoried Steel framed Commercial Building in Guwahati.**". The envelopes containing the Technical bid, financial bid, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and "**Bid for engagement of Consultant for Construction of Multistoried Steel framed Commercial Building in Guwahati.**". It will also mention the name of the Bidders with address and stamp. **Assam State Housing Board** shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and /or marked as stipulated. This circumstance may be reason for rejection of the bid. If the financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

**A bidder can submit only one proposal.**

9.2 **Technical Bids** will consist of –

- i. Copy of RFP & clarifications issued by **Assam State Housing Board** to this RFP, if any, duly signed and stamped on each page by the authorized signatory of the BIDDERS as a mark of acceptance of all conditions of the RFP
- ii. Cost of the RFP and processing fee of Rs. 10000/- through bank draft / bankers cheque.(Non - refundable)
- iii. Prescribed Earnest Money Deposit (EMD)
- iv. All Documents as more specifically mentioned in Para 5.1 of this RFP
- v. Information in Annexure I to V. Technical bids not meeting this requirement or incomplete in any respect will not be considered and summarily rejected.

- 9.3 **Financial Bids** will consist of the Agency Charges to be quoted by the BIDDERS in the prescribed format at **Annexure-VI**. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily.

9.3.1 **Taxes:** The Bidders shall fully familiarize themselves about the applicable Domestic taxes (Such as: value added or sales tax, service tax or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. Service tax/Swaach Bharat cess/Krishi kalyan cess must be excluded by the Bidders in the financial proposal.

9.4 While Technical Bids will be opened on the date and time given in para 10.1 below, financial Bid of only technically qualified BIDDERSs will be opened later for which separate date and time will be informed by e-mail.

9.5 The proposal from the interested eligible BIDDERSs shall be accepted at the following address up to **14:30 Hrs** (Indian Standard Time) on **13/07/2017**.

The proposal shall be addressed to:  
Commissioner, Assam State Housing Board.  
RG Baruah Road,  
Guwahati, Assam 781005  
Tele 0361 220 1636

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9.6 The proposal may be sent by post or delivered in person on the above mentioned address. The responsibility for ensuring that the proposals are delivered in time would vest with the Bidders. Assam State Housing Board shall not be responsible if the proposals are delivered late or elsewhere.

9.7 Any proposal received by the Employer rather by post or courier service or in person after the specified date and time will not be opened and shall be returned unopened. Assam State Housing Board, at its discretion, may extend the deadline for the submission of the proposals prior to the time of opening of Technical Bids, as it may deem appropriate.

9.8 Validity of the Bids: The bids submitted by Bidders shall remain valid for a period of 180 days from the deadline date for submission of bids.

## 10. **Opening of Proposals:**

10.1 Assam State Housing Board shall open the technical Bids at **11.30 a.m. on 14/07/2017** at the address stated in para 9.5 above in the presence of authorized representatives from participating Bidders, who choose to attend. In case the date fixed for opening of the proposals is subsequently declared as holiday by the Government, the proposals will be opened on the next working day with the time and venue remaining unaltered.

## 11. **Evaluation:**

11.1 The duly constituted Tender Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, specified in the RFP. In the first stage of evaluation, a proposal shall be rejected if it is found deficient as per the requirement indicated in the RFP for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The proposals will be evaluated, based on the eligibility criteria and submission of all the requisite information /documents as asked for in this RFP in Clause No.3

11.2 Presentation by the eligible bidder: A detailed presentation by the eligible Bidder who meets the technical eligibility criteria as per Clause No.3.. Date and time of the presentation at 11.00 a.m. on 28/07/2017. Presentation shall broadly include:

- i. Understanding of the Terms of References.
- ii. Technical approach and methodology,
- iii. Work plan including timelines;
- iv. Maintenance of quality;
- v. Experience of working for similar projects with infrastructure.

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vi. Organization and staffing including suitability of the key personnel for the project and any suggestion made by the bidder to improve the terms of reference.

This is an illustrative list of items, but not exhaustive. Special attention will be paid to clearly define the inputs and facilities required from the employer to ensure satisfactory implementation of the Assignment/job.

11.3 Evaluation shall be made **under Combined Quality cum Cost Based System (CQCCBS)**. Under CQCCBS, the **technical proposals will be allotted weightage of 80%** and only Bidders securing a minimum of **60%marks** in technical evaluation shall be considered technically qualified. Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified to be notified, **in the presence of the Bidders representative who choose to attend. The name of the Bidders, their technical score (if deemed necessary by the employer) and their financial proposal shall be read aloud. Financial proposals will be allotted weightage of 20%.**

11.4 Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial score that are inversely proportional to their prices.

11.5 The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

11.6 **Highest points basis:** On the basis of the combined weighted score for quality and cost, the BIDDERS shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H1 followed by the proposals securing lesser marks as H-2, H-3

etc. In case H-1 bidder withdraws, second highest bidder H-2 will be considered.

## 12. **Agency charges.**

- 12.1 Assam State Housing Board shall approve designs which shall be prescribed for each construction work and the detailed working drawings/preliminary/estimate/detailed estimate/structural designs will be uniform. The Bidders will have to quote the agency charges proposed to be charged by them in the financial bids. Such agency charges will be applicable on the actual cost of execution of the work and shall be substantiated with the help of documentary evidence establishing the amount of cost incurred by the Bidders towards the said construction(s), but in no case agency charges will exceed than the original cost of the project. In nutshell Agency charges will be payable on the original project cost or actual cost of the project whichever is less.
- 12.2 Assam State Housing Board will not reimburse any charges to the successful bidder towards legal fees, advertisements, third party certification fees, proof checking agency charges, travel expenses, incidental expenses or any other expenditure incurred for the execution of the project other than the statutory fees paid by the bidder to the statutory authorities.

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## 13. **Award of Contract**

- 13.1 After Completing the evaluation and consultation as laid down in para 11.6, the employer shall issue a Letter of intent to the selected Bidders and promptly notify all other Bidders who have submitted proposals about the decision taken.
- 13.2 The selected Bidders through its authorized representative will sign the contract after fulfilling all the formalities within 15 days of issuance of the letter of intent.
- 13.3 Terms of Payments: Terms of payments will be included in the form of contract after due deliberation with the successful Bidder.

## 14. **Confidentiality.**

- 14.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidders of confidential information related to process may result in the rejection of its proposal and may be subject to the provision of the Government's antifraud and corruption policy.

## 15. **Disclaimer**

- 15.1 The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of Assam State Housing Board, or any its employees or advisers, is provided to applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

15.2 This RFP is not an agreement. This RFP provides interested parties with information that may be useful to them in formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Assam State Housing Board, in relation to the construction work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Assam State Housing Board, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Assam State Housing Board, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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15.3 The Assam State Housing Board, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection Process.

15.4 The Assam State Housing Board also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

15.5 The Assam State Housing Board, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

15.6 The Assam State Housing Board reserves right to accept or reject any or all proposal (s) or to annul the RFP process and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Bidders on the ground of such action.

15.7 The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Assam State Housing Board, or any other costs incurred in connection with or relating to its Proposal. All such costs and

expenses will remain with the Applicant and the Assam State Housing Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the Selection Process.

- 15.8 Any effort by a Bidders to influence the proposal comparison / evaluation / work award decision by way of overt/covert canvassing shall result in non-consideration / rejection of its proposal.
- 15.9 The Assam State Housing Board reserves the right to change the schedule of dates / time stated in this RFP. Changes, if any, will be displayed on the website of Assam State Housing Board and it shall be the responsibility of the Bidders to keep themselves abreast of such updates. As such the Bidders are requested to regularly check the website of Assam State Housing Board
- 15.10 In case of any dispute, jurisdiction of courts in Guwahati will apply.

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- 15.11 The responsibility of giving truthful information without concealing any facts is that of the Bidders. In case, at any stage, it is found that any information given by the Bidders is false / incorrect / concealed, then Assam State Housing Board shall have the absolute right to take any action as deemed fit including but not limited to dropping the bidding Bidders from consideration for award of work / blacklisting etc. without incurring any liability to the affected Bidders on the ground of Assam State Housing Board's action.

**16. Tentative cost of the project**

- 16.1. Cost of the construction of the project: Rs 100 Cr
- 16.2. Cost of the Procurement items: Rs 5 Cr

Kindly note that while quoting the agency charges as %age of the project cost only Cost of construction as mentioned at 16.1 above, is to be considered.

**17. Project Life Cycle**

- 17.1 The construction phase of the project will last 30 months, starting from the date of signing of the agreement between the successful bidder and the Assam State Housing Board

**18 Project Site :**



18.1 The Project Site is located at the following address:  
 Office of the Commissioner,  
 Assam State Housing Board,  
 R.G.Baruah Road, Guwahati-781005, Assam, India.

18.2 The bidders are advised to visit the site at their own expenses prior to submission of Proposal.

**Annexure I**

**Proposed Quality Evaluation Criteria  
 {Total weightage 100 marks for Bidders}**

<b>S. No.</b>	<b>Criterion</b>	<b>Evaluation Criteria</b>
<b>A</b>	<b>ORGANIZATIONAL STRENGTH</b>	<b>10 marks</b>
(i)	Presence of in-house professionally qualified staff in the Bidders in following indicative categories.	
	<ul style="list-style-type: none"> <li>Civil Engineer</li> </ul> <p><b>3 marks</b></p>	<p><b>Civil Engineer            (Min. Qualification - B. Tech.)</b></p> <ul style="list-style-type: none"> <li>&gt;100 : 3 marks</li> <li>&gt; 50 to &lt; 100 : 2 marks</li> <li>&gt; 25 to &lt;50 : 1 mark</li> <li>&lt;25 : 0 mark</li> </ul>

	<ul style="list-style-type: none"> <li>Electrical Engineer</li> </ul> <p><b>2 marks</b></p>	<p><b>Electrical Engineer</b> (Min. Qualification - B.Tech.)</p> <ul style="list-style-type: none"> <li>&gt; 50 : 2 marks</li> <li>&gt; 25 to &lt;50 : 1 mark</li> <li>&lt;25 : 0 mark</li> </ul>
	<ul style="list-style-type: none"> <li>Architect on Roll</li> </ul> <p><b>3 marks</b></p>	<p><b>Architect</b> (Min. Qualification - B.Arch)</p> <ul style="list-style-type: none"> <li>&gt;10 : 3 marks</li> <li>&gt;6 to &lt;10 : 2 marks</li> <li>&gt;4 to &lt;6 : 1 mark</li> <li>&lt;4 : 0 mark</li> </ul>
	<ul style="list-style-type: none"> <li>Mechanical Engineer</li> </ul> <p><b>1 marks</b></p>	<p><b>Mechanical Engineer</b> (Min. Qualification - B.Tech)</p> <ul style="list-style-type: none"> <li>&gt; 50 : 1 mark</li> <li>&lt;50 : 0 mark</li> </ul>
	<ul style="list-style-type: none"> <li>Instrumentation /Automation Engineer/Electronics/ Computer</li> </ul> <p><b>1 marks</b></p>	<p><b>Instrumentation Engineer</b> (Min. Qualification - B.Tech/Dip with Three years' experience)</p> <ul style="list-style-type: none"> <li>&gt; 10 : 1 mark</li> <li>&lt;10 : 0 mark</li> </ul>
<b>B</b>	<b>RELEVANT EXPERIENCE</b>	<b>20 marks</b>
(i)	<p><b>Value of projects (each exceeding Rs. 100 crores) in last five years</b></p> <p><b>5 marks</b></p>	<ul style="list-style-type: none"> <li><b>i. &gt; Rs.2000 Cr 5 Marks</b></li> <li><b>ii. &gt;Rs. 1750 to &lt;=2000 4 Marks</b></li> <li><b>iii. &gt; Rs. 1500 to &lt;=1750 3 Marks</b></li> <li><b>iv. &gt; Rs. 1250 to &lt;= 1500 2 Marks</b></li> <li><b>v. &gt;= Rs. 1000 to &lt;= 1250 1 Mark</b></li> </ul> <p><b>Details of projects to be furnished by the bidder in a separate Annexure to be enclosed with this.</b></p>

(ii)	<p>No. of projects (each exceeding Rs. 250 crore awarded in last 5 years)</p> <p>5 marks</p>	<p><b>i. &gt; 20                    5 Marks</b>  <b>ii. &gt; 15 to &lt;= 20        4 Marks</b>  <b>iii. &gt; 10 to &lt;= 15       3Marks</b>  <b>iv.    &lt;= 10                0 Marks</b></p> <p>Details of projects to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</p>
(iii)	<p>Steel Intensive Structure (Industrial / Commercial) .  Erection of more than 1,50,000 tones of steel in single PMC work order during last seven years reckoned from bid due date</p>	<p>5 Marks</p>
(iv)	<p>Green Building Experience:  Obtaining 4 Star / Gold Rating for two or more projects from accreditation agency</p>	<p>5 Marks</p>
C	<p>FINANCIAL CAPABILITY</p>	<p>10 marks</p>
I)	<p>Annual Business Turnover (10 Marks)</p>	<p>Average Annual Turn-over in the last 3 years:  i. &gt; 345 Cr. 10 Points  ii. &gt; 245 to &gt;= 345 Cr. 8 Points  iii. &gt; 145 to &gt;= 245 Cr. 5 Points  iv. &gt; 75 to &gt;=145 Cr. 2 Points</p>
D	<p>APPROACH AND METHODOLOGY</p>	<p>50 marks</p>

	<b>Consultant Approach and Methodology to perform the Consultancy assignment / job based on the TOR</b>	<p>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by the Bidders on the following parameters:</p> <p>i. Understanding of the Terms of Reference : 7 marks</p>
		<p>Architectural Vision : 10 <b>marks</b>          Technical approach and methodology: 10 <b>marks</b>          Work plan including timelines: 5 <b>marks</b>          Maintenance of quality : 5 <b>marks</b>          Steps to be taken for timely completion of the project, Plan B or alternate methods to complete the project in any eventuality: 5 <b>marks</b>          Experience of working in steel intensive industrial / institutional / commercial projects : 5 <b>marks</b>          Organization and staffing including suitability of the Key personnel for the Project : 3 <b>marks</b></p>
<b>Total (A to D): 100 Marks</b>		
<b>E</b>	<b>LITIGATION / ARBITRATION / DISPUTE CASES</b>	<b>MARKS</b>
		<b>(Marks in negative for E (i, ii, iii))</b>
<b>(i)</b>	No. of litigation / arbitration / dispute cases during the last ten years only with client (from 2006- 07 to 2015-16) in connection with construction works	<p>&gt;20 :5 marks          &gt; 10 to &lt;= 20 Cases: 3 marks          &gt;= 1 to &lt;= 10 Cases: 1 marks</p>
<b>(ii)</b>	No. of projects executed during the last ten years (from 2006-07 to 2015-16) where time lines have been exceeded by more than 1 year	<p>&gt;20 :5 marks          &gt; 10 to &lt;= 20 Cases: 3 marks          &gt;= 1 to &lt;= 10 Cases: 1 marks</p>

<b>(iii)</b>	No. of projects executed during the last ten years (from 2006-07 to 2015-16) where project costs have been exceeded by 30%	<b>&gt;20 :5 marks</b> <b>&gt; 10 to &lt;= 20 Cases: 3 marks</b> <b>&gt;= 1 to &lt;= 10 Cases: 1 marks</b>
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Signature of Authorized Signatory  
Name of Authorized Signatory  
BIDDERS Stamp

**Annexure II****Details about Bidders**

<b>S. No.</b>	<b>Particulars</b>		
1.	Full name of the Bidder (in capital letters)		
2.	Full address of the Bidder		
3.	(A) Telephone No. (B) Fax No.		
4.	Names and details of the Authorized Signatory of this RFP (Address, contact telephone number, Mobile number, Fax No., Email ID)		
5.	Has the bidder been black listed by any organization. If so, attach the details of the same.		
6.	PAN :		
	TAN :		
8.	Service Tax registration No.:		
	No. of full time employees with the bidder	Graduate Engineers	Supporting Staff (Technical)

**Financial strength of the organisation for the last 5 years :-**

Year	Turnover	Net Profit
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		

9. It is hereby certified that.....(The Bidder herein)  
has never been black-listed by Central / State Governments / PSUs.

10. It is hereby submitted that all the terms and conditions of this RFP are acceptable to  
the Bidder..

I hereby certify that the above-mentioned particulars are true and correct.

Signature of Authorized Signatory.  
Name of Authorized Signatory  
Bidders Stamp

**Details of personnel**

<b>S. No.</b>	<b>Category</b>	<b>No. of persons</b>
1.	Engineers	
	- Civil	
	- Electrical	
	- Architect	
2.	Supporting Staff (Technical)	
	Total	

Signature of Authorized Signatory.  
Name of Authorized Signatory  
Bidders Stamp



**Details of Network offices**

<b>S. No.</b>	<b>Location</b>	<b>No. of Personnel</b>		<b>Details of Office Space</b>	<b>Details of Infrastructure</b>
		<b>Engineers</b>	<b>Supporting Staff (Technical)</b>		

Signature of Authorized Signatory.  
Name of Authorized Signatory  
Bidders Stamp

**Annexure V**

**Details of works / Projects executed during last ten years (2006-07 to 2015-16)**

S. No	Name of Client Department	Name of Project	Exact Location/ Site of the Project	Approved cost of project	Date of commencement	Timeline fixed for completion	Actual Date of completion	Final cost of project	Is there any dispute/ legal case/ Arbitration case pending in respect of the project	Remarks

Signature of the Authorized Signatory

**FINANCIAL BID**

**Annexure VI**

<b>Percentage (%) Agency charges</b> (To be quoted by the Bidders in digits / figures)	<b>Percentage (%) Agency charges</b> (To be quoted by the Bidders in words)

Charges quoted should be excluding Service tax and Swacch Bharat/Krishi Kalyan cess.

Signature of Authorized Signatory.  
Name of Authorized Signatory  
Bidders Stamp

**BID SECURITY (BANK GURANTEE)**

WHEREAS \_\_\_\_\_ (name of bidder)  
(hereinafter called "the bidder") has submitted his bid dated  
\_\_\_\_\_ (Date) \_\_\_\_\_ for  
\_\_\_\_\_ (Name of Contract) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that we \_\_\_\_\_  
(Name of bank) of \_\_\_\_\_ (name of country) having  
our registered office at \_\_\_\_\_ (hereinafter called " the Bank")  
are bound unto \_\_\_\_\_ (name of  
employer) ((hereinafter called " the Employer") in the sum of  
\_\_\_\_\_ for which payment well and truly to be made to the  
said Employer the bank binds itself, his successors and assigns by these presents.

SEALED with the common seal of the said Bank this \_\_\_\_\_ day  
Of \_\_\_\_\_ 20\_\_\_\_\_ .

THE CONDITIONS of this obligations are:

- (1) If after Bid opening the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid;  
Or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of bid validity;
  - a. Fails or refuses to execute the Form of Agreement in accordance with the  
instruction to Bidders, if required; or
  - b. Fails or refuses to furnish the Performance security, in accordance with the  
instruction to Bidders, or
  - c. Does not accept the correction of the Bid Price.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or

conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_\_ days after the deadline for submission of Bids as such deadline stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension (s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK  
\_\_\_\_\_ WITNESS  
\_\_\_\_\_ SEAL

(Signature, name and address)

\_\_\_\_\_  
\_\_\_\_\_

1. The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees.
2. 28 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the Bidding documents are issued.

To: \_\_\_\_\_ (Name of Employer)  
\_\_\_\_\_ (Address of Employer)

WHEREAS \_\_\_\_\_ (name and address of consultant) (hereinafter called "the consultant") has undertaken, in pursuance of contract

\_\_\_\_\_ No

\_\_\_\_\_ (date) \_\_\_\_\_ to execute \_\_\_\_\_ (name) \_\_\_\_\_ of contract and brief description of works (hereinafter called " the contract").

AND WHEREAS we agreed to give the contractor such a Bank Guarantee;

NOW THEREFOR we hereby affirm that we are the Guarantor and responsible to you, on behalf of the contractor, up to a total of \_\_\_\_\_

\_\_\_\_\_ (amount of guarantee) \_\_\_\_\_ (in words) such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification or he terms of the contract or of the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release US from any liability under this guarantee, and we hereby waive notice .of any such change, addition or modification.

## Annexure IX

### Concept Note with Detailed Infrastructure and Scope of Work.

#### 1. INTRODUCTION

The Assam State Housing Board (Client) desires to construct a Multistoried Steel framed Commercial Building/Buildings in the heart of Guwahati to house its own office complex along with other commercial offices on a plot area of 1.02 acres of land. The Client desires this building to be of iconic nature.

In brief the scope of works is as follows which includes all activities starting from concept to commissioning, handing over and post commissioning activities for one year.

##### 1.1. Broad Scope of Work:

- (i) Preparation of detailed estimates for 'Construction',
- (ii) Preparation Project Report including Master plan, concept plan, architectural design & drawing, structural design & drawings with calculations duly approved by third party, site development e.g. roads, boundary wall, parking, security services, rain water harvesting & landscaping, plumbing, firefighting including smoke detectors and fire alarms, drainage, PHE, external development, Public Address System, Fire Alarm, Internal and external electrification, IT, HVAC, including all statutory and local bodies approvals/clearances. Preparation of tender documents with BOQ and detailed specifications and selection of vendors etc.
- (iii) Provide supervisory consultancy for implementation of the proposed "Multistoried Steel framed Commercial Building/Buildings" at Guwahati.

It is proposed to get the project executed through an construction agency having expertise in the designated field. The final detailed concept plans should be so detailed (specifications/ drawings of each and every item / makes having equal rating / quantity) that the selected construction agency is in a position to assess his exact scope and quantum of work and also to enable the Consultant to award the work on behalf of Client to the construction agency at a fairly comparable cost.

The detailed scope of work shall include the preparation of the following:

- I) Detailed Estimate
  - i) Architectural Planning and Design

ii) Structural, Drawings with Calculations & third party approval.

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iii) Electrical systems including , transmission from the nearest point supply as approved by the electricity board, complete internal and external lighting, lifts, fire detection, firefighting and alarm system, intercom system, acoustic and public address system, closed circuit television, channel music, Solar panels and other electrical / electronic control and display systems including metering facilities, power generators, PA, FDA, U.P.S. stabilized power conditioners, air conditioning air cooling, heating and ventilation system.

iv) Locational, architectural and structural planning of specialized services such as all HVAC systems, gas pipelines, water treatment, Sewage treatment, rain water harvesting systems etc.

v) Sanitary, Water supply system, pumping & storage, bore well, water supply from local bodies, supply (chilling/heating/RO) and-sewerage, plumbing and firefighting systems including fire protection.

vi) Signage, Graphic and landscaping meeting green building certification as per GRIHA -3 Star Rating.

vii) Any or all services not specifically mentioned herein but required for the proper and successful completion of the project in accordance with international standards,.

viii) Preparation of RFP Document including specifications & BOQ

ix) Preparation of Master Plan and concept plan

a. Preparation of list of spaces in consultation with Client

- Preparation of master plan of whole area including area statements
- Preparation of Building wise Floor plans
- Preparation of Elevations and Sections
- Preparation of details required to execute the work smoothly and timely.
- Structural details.

b. Services Concept Planning (Isometric drawings)

- Planning services like HVAC, Electrical, plumbing, Firefighting, Lifts and other services as per scope of work including Computerization, Communication, Public address, Security(CCTV and Access Control), Building Management system, Solar Panels, PA, FDA etc.
- Planning of coordination of various services to avoid overlapping /



rework/ over budgeting / time over run.

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c. Presentations and Models

- Preparation of Models and Walkthroughs. A physical scale model for display in the Assam State Housing Board.
- Preparation of 3D views and blow ups of typical and critical areas, Planning and specs,

d. External Services Schematic Planning

- Planning of additional services including buildings for electric Sub-stations, DG sets, UPS, AC plant etc.
- Planning and preparing layouts for external services like water supply, drainage, ETP/STP including Recycling, Rain water Harvesting, Landscaping including programmable drip and sprinklers for irrigation of green areas
- Schematic design of all other services like, Laundry etc.
- Traffic movement for services, staff, public and also incorporation of parking norms as per building byelaws.
- BMS, MIS, requirements including servers, Data and voice cabling, Wi-Fi, EPBX, WEB portal with on line facilities, Complex Logo, Portal
- Video Conferencing and video surveillance for perimeter and internal security
- TV for common areas including Reception area
- LED displays for information and announcements
- Access control

**1.2. Approval from Local Authorities**

Obtain all approvals and statutory Clearances from local bodies, Explosive Department, State Government, Water Authority, Ground Water Authority, Pollution Control Board, Urban Development Ministry, Fire Department etc. from concerned statutory authorities of that area for construction of the buildings and services proposed under the project to enable to start the construction and also to enable client to occupy and commission the building with services.

**1.3. Specifications for all services in the scope of work**

- Preparation of Data sheet showing Room wise and Building wise finishing, flooring and Door window, and other high end Inventory schedule
- Preparation of detailed Technical Specification for civil, electrical, IT, HVAC, , FurRFPure & Equipment, etc. works and services for major items
- Specifications to be broadly based on BIS and CPWD specifications
- Approval for all specs to be accorded by the client

**1.4. Estimate and Costing for all services in the scope**

- Preparation of Area statement floor wise

- Preparation of Building cost based on CPWD / PMC's standard spec - schedule of rates as applicable in the area rates for non-schedule items
- Preparation of iRFPial Cost estimates for various Internal and External se-30-
- Preparation of detail cost estimate based on market rates.
- Preparation of cost estimate during execution of work as per actual site requirement enabling client to keep the cost within the approved amount.

## 1.5. **General**

- Concept report to be submitted
  - Detailed Project report.
  - Drawings of Floor plans
  - Typical part details
  - System diagrams for services to be prepared
  - Energy efficiency and Green concept to be adopted and explained
- Drawings and models required by Statutory bodies will be prepared by the Consultant according to the sizes/scales required by them
- Six sets of all drawings and a CD of the same will be furnished by the Consultant free of cost.

## 1.6. **Architectural Services**

1. Preparation of Master Plan
2. Ensure that the various building engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.
3. Ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included.
4. Develop the landscaping details separately.
5. Develop the interior details as per requirement
6. Obtain information required for statutory applications under planning and building acts and any other statutory requirements.
7. Prepare production information including drawings, schedules and specification of materials and workmanship; bills of quantities etc. in sufficient detail to enable.
8. Prepare construction/ Working drawings.

### ➤ Site Plan

- Co-ordination of the proposed building.
- Room layout in co-ordination with various services and levels.
- Blow up of road junction / parking area and other such area as required.

### ➤ Detailed Building Services

- Floor plans (fully coordinated with all services/disciplines)
- Elevations
- Sections
- Wall profiles

- Doors & Window details
- Stairs/Ramps/Lifts details
- Details of building parts/ Areas with special treatment
- Toilet details
- Flooring pattern and details
- Dado details
- False ceiling details
- Signage (Internal and External)

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➤ Landscape & Horticulture

- Detailed drawings of landscape including blow up of critical area/ landscapes/plants capes/detail coordination with all external services
- Horticulture details including sprinklers and drip irrigation

## 1.7. Civil & Structural Engineering Services

### 1.7.1 General

1. The Consultant shall perform all the Civil & Structural design work necessary by utilizing the most economical, effective and widely accepted engineering concepts and shall at all times show a high degree of professionalism in his work. All the structural design to be got vetted from IIT/ RFP/ Govt. Institutes.
2. The Consultant shall be fully responsible for the design and third party approval of all the Civil & structural engineering works. The services to be provided by them shall include but not be limited to the following:
  - a. Design basis
    - Inspect sites and plan for Topographical survey, soil I investigation.
    - Conduct surveys, geo-technical tests including any additional soil tests, laboratory tests, in-situ tests, analysis and/or other investigations as required to determine the basis of technical and economic criteria for the appropriate measures to accomplish economic designs
    - Planning for the structural arrangements with the architectural design
    - Co-ordination & finalization of arrangements plans
      - Beam & Column size finalization
      - Beam & Column location
      - Slab sunk & projections
      - Equipment load estimation
      - Any other misc. characteristics of the buildings
    - Finalization of design basis & structural systems
  - b. Design development
    - Structural framing for Analysis in a structural Analysis software
    - Design of beams & columns based on structural Analysis output of the software

- Workout of support reactions for the design of foundations from the structural analysis software
- Design of foundations
- Design of slabs
- Design of staircases/ramps etc.

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c. Drawing stage

- Foundation plans & details
- Column layout plans
- Framing plans (fully coordinated with all disciplines)
- Floor slab structural details
- Column & beam structural details
- Staircases/ramps/lifts etc. details

1.8. **Quantity Surveying Services**  
**General**

The Consultant shall provide all the work and duties in relation to the field of Quantity Surveying and shall at all time show a high degree of professionalism in his work.

The services to be provided by the Consultant shall comprise of, but not limited to the following:

1.8.1. **Cost estimating & financial services**

- a. Initial Cost planning for the project based on CPWD / PMC rates,
- b. Carry out inspections and surveys; prepare estimates for the buildings, services, electrical, PHE, HVAC and all components of the building based on DSR items and rates plus market rates for items not available in DSR or PMC inhouse cost-estimate datas,
- c. Cost justification based on market rate analysis after opening of tender for all the items as per current market rates and trends.
- d. Prepare and submit cost estimates for the project at outline scheme design, preliminary design stage and final design stage.
- e. Cost planning, cost monitoring and cost reporting during the various stages of design to ensure that there is no over-run in project cost and to take appropriate measures to achieve it.
- f. Prepare a projected cash flow for the contract at start of construction and at any time as required by the Client.
- g. Prepare complete tender documentation including specifications, detailed Bill of Quantities, Conditions of Contract etc. Technical specs, approved makes, BOQ formats, contract documents formats and clause to be

- approved by client /consultant
- h. Identification & monitoring of quantities of execution
  - i. Advise on any aspect that can influence the project's cost and measures that can be taken in order to ensure that the budget for the project is not exceeded.
  - j. Preparation of contract documentation.
  - k. Prepare and submit contract documents for signature, if required.
  - l. Carry out such other duties as may be required of the Consultant in the pre-contract stage on this project.

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- m. Site meeting, coordination meetings and any other meetings as and when required.
- n. Carry out such other duties as may be required of the Consultant in the post – contract stage on this project.

## 1.9. Electrical Engineering Services

### 1.9.1. General

The Consultant shall be responsible, amongst others, at site for:

- Design of electrical installations including all electrical fittings/fixtures etc., as necessary. Only LED lighting system to be considered
- Power Supply & Distribution system (including emergency and backup supply, including mandatory solar panels of requisite capacity)
- Telephone system, intercom communications facilities.
- Data and Voice cabling in conduits
- Fire detection and Alarm System
- Lifts, escalators, water pumps etc.
- Cable TV/dish antenna system with LED panels of requisite sizes for different locations
- Lightning protection and Earthing system.
- External Lighting including street lighting, Sky lights, perimeter security lighting, backlit panel lights of signage
- UPS back up for sensitive / critical equipment, including requisite cabling
- LED Panel display system for public information

Building/Energy Management system controlling all essential services. This system should allow switching off particular areas when not in use. A manual bypass shall also to be provided which will allow bypassing / overriding the building/ Energy management System when necessary.

### 1.9.2. Services

To carry out basic and detailed designs of comprehensive electrical power distribution scheme, indoor and outdoor lighting, lightning protection and earthing systems of all the buildings in accordance with the relevant Indian regulations and Standards. The work shall include, but not limited to, the following services:

- a. Design and draw up preliminary schemes on the electrical requirements and on the rating of all the apparatus/ equipment that will be installed in the buildings.
- b. Design the distribution systems and prepare single line diagrams with details of accessories and equipment.

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- c. Specify the details and capacities of HT panels, Transformers, LT panels, standby diesel generators and fuel intake, and to specify the type of supply arrangement for incoming power supply, interlocking arrangement between HT panel, transformer, LT panel & DG sets.
- d. Design the electrical system comprising of the HT panel room, transformer room, LT panels room, and generator room to specify the necessary switchgear and control/ changeover panels, capacitor banks, and bus duct, essential and non-essential panels as necessary with the appropriate load shedding.
- e. Make detailed specifications of all electrical items, including outdoor / indoor equipment, essential and non – essential panels, power control centres, capacitor panels and the corresponding bill of quantities for the various items.
- f. Design and prepare detailed layout drawings for the individual power. Indoor and outdoor lighting, lighting protection and earthing system with separate earthing for the computer network and for other equipment as required.
- g. Telephone, Intercom & Communication system
  - Telephone layout and telephone equipment including conduit and accessories layout for the telephone system and any protective devices battery back-up required.
  - Design the EPABX room. Prepare conduit layout of cables and terminals inclusive of a fiber optic or other special data transmission cables for system required
  - Intercom layout including conduit, cabling and accessories layout for the intercom system and any protective devices required.
  - Investigate the needs in terms of communication facilities and call bells required and to specify same and the corresponding equipment and accessories together with preparation of conduit and accessories layout necessary.
  - Prepare the specifications and bills of quantities.
- h. Sound Diffusion and Visual display System

Carry out basic and detailed design for the sound diffusion and visual display systems required and this shall be inclusive of, but not limited to, the following:

- Plan showing the routing of conduit, wiring, position of speakers, LED TV panels, central console etc. indicating block diagram of PA/Video system
- Cable and conduit layout, sound equipment and visual display system together with any protective devices required;
- Prepare specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers and manufacturers;

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i. Fire detection & Alarm System

- Design the FDA control room layout.
- Prepare working drawings (Floor wise) indicating the zones, location of the fire alarm sensors, Response Indicator, Manual call points, Hooters, their conduits and wiring and location/details of FDA control panels.

j. Lifts, escalators, water pumps

- Specify the capacity and type of lifts/escalators to be provided and prepare layout for the necessary machine areas.
- Specify the type / system for hot water supply to showers and other areas (use of solar water heater shall be incorporated in the design)
- Finalize the design for lifts and escalators installation as per the Statutory/local regulations.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers'/ manufacturers drawings/ documents.
- All lifts to have smart card operation for security

k. Cable TV/Dish Antenna System

- Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.
- Fixing details of dish antenna.
- Prepare specifications and bills of quantities.

l. Lightning Protection and earthing System

Lighting protection system shall be an advanced integrated lighting protection system and it shall consist of a dynamic air dynamic air termination which acts as a preferred strike point, a surge conductor to minimize side flashing, an earthing system, protection from power surges at point of electricity line into the facility and protection from surges and transients on oncoming telecommunications and signal lines. The work shall include, but not limited to, the following

- Prepare plans showing internal/external earth grid, earth electrodes and lightning protection with size of conductors and details of each electrical and lightning arrestors along-with details of earthing pits.
- Earth system shall be as per relevant Indian Standards and Indian Electricity rules.

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m. External Lighting

- Assess the external lighting requirement for roads, parking, buildings, perimeter security etc. LED based system to be deployed
- Prepare plans indicating the road lighting with circuit details, typical pole detail with type of fixture, cabling, earthing etc.
- Prepare the specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers and manufacturers;

n. UPS backup

- Identify the sensitive/critical equipment and plan a detailed power back-up programme through centralized or localized system.
- Prepare the plan indicating the locations of UPS rooms in the buildings, UPS room layout, and Single line diagram/Power flow diagram.
- Prepare specifications and bills of quantities including laying cabling for the conditioned power supply
- Check and approve detailed drawings of the suppliers/ manufacturers

## 1.10. IT Services

The Consultant shall prepare an information system strategy plan carrying the IT needs of the complex. Prepare system requirement specifications document including up-gradation /expandability strategies for the future.

The Consultant shall carry out the basic and detailed design specifications of the application of IT/ computerization system/network related to scope, system architecture, application systems (e.g. common services system, materials management system, executive information and external communication system,



tale/ video conferencing system, cost management system, e-governance etc.) for the complex inclusive of, but not limited to, the following:

- a. Software/hardware in respect of all the systems/sub systems including web interface for access and inputs etc.
- b. Assess the requirement of servers/nodes/terminals, hubs etc. at different locations.
- c. Power cabling and conduit layout and UPS facilities together with any protective devices required for the IT/Computerization system;
- d. Data transmission cables layout and equipment for the system;
- e. Prepare specifications and bills of quantities;
- f. Check and approve detailed drawings/specifications of suppliers/manufacturers/ implementing agency;
- g. Project implementation, including project plan, priorities and phasing, system installation supervision, acceptance procedures, training and documentation etc.

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- h. LAN/WAN & Wi-Fi coverage for entire complex
- i. Access Control and video surveillance
- j. Video Conference facility
- k. Preparation of the Logo of the Complex
- l. Bandwidth requirement for external connectivity

## **1.11. Mechanical Engineering Services**

### **1.11.1. General**

The Consultant shall be responsible, for all mechanical services including HVAC etc.

- a. Design of Heating, Ventilation & Air-conditioning systems as necessary (Central and/or individual air- conditioning Systems) including pressurization of lift wells, ventilation of toilets, basements and other areas etc. The work shall include design of specialized air conditioning, ventilation and air filtration systems for the complex.
- b. Other Mechanical Services as required for the complex.

### **1.11.2. Services**

The Consultant shall carry out basic and detailed design of the required Heating, Ventilation & Air conditioning system for all necessary areas. This shall include, among others, but not limited to the following services:

- a. Preliminary and detailed design and prepare drawings indicating the details

as mentioned below:

- i. Heat Load calculations
    - a. Summer
    - b. Monsoon
    - c. Winter
  - ii. Air Quantity calculation
  - iii. Equipment selection details
  - iv. Layout drawings for equipment, Air Handling units and ventilation fan rooms etc.
  - v. Layout drawings of ducting, piping distribution, electrical distribution
- b. Specify the type of systems appropriate and to calculate the capacities of the A.C. plants and units required and according to specific requirement of the areas to be air- conditioned, taking into account, the necessary number of air changes that may have to be applied for certain specific/critical areas.
  - c. Design and specify the type of special air conditioning, ventilation and high efficiency air filtration system as required for associated areas.
  - d. Design ducting, piping and A.C. Plant room layouts floor wise and to specify all electrical requirements of the A.C. systems.

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- e. Prepare A.C. system details in plans and sections.
- f. Design pressurization system for lift lobby and ventilation system for toilets, basement and other areas and according to the specific requirements of the areas to be ventilated.

## **1.12. Public Health Engineering**

### **1.12.1. General:**

The Consultant shall be responsible, amongst others, for:

- a. Design of Public Health & Engineering services taking into account various topographical, meteorological, Hydrological etc. reports, identify the source and quality of water, conduct survey of existing water supply system, Sewerage system including STP/ETP, Drainage system, Fire-fighting system, other site development works etc. for planning of services
- b. All the design and drawings should be well coordinated with Architecture, structure and other services drawings.
- c. All designs shall be as per the latest Indian Standards, Local bye-laws and statutory norms.
- d. Ensure that the design meets the requirements with regard to future extensions and needs. The services shall include following major components:
  - i. Water Supply System

- ii. Sewerage System
- iii. Drainage System, including storm drainage
- iv. Fire-fighting & Fire Suppression System
- v. Other site development works.

### 1.12.2. Services

#### a. Water Supply System

- i. Calculation of water requirements for domestic, non-domestic services.
- ii. Design and prepare working drawings of internal and external water supply system including Underground tank, Overhead tank, Water treatment plant, Pumping stations, rising mains, distribution system and internal plumbing, recycling of treated waste water etc. including revision of drawings as per local authority requirement , resubmission and approval.
- iii. Design of hot water supply system consisting of centralized/ localized hot water supply system (Solar/Boiler/Geysers etc.)
- iv. Obtain approval from local bodies for Municipal water supply connections, drilling of tube wells etc. for each of the six sites.
- v. Prepare specifications and bill of quantities.
- vi. Check and approve detailed drawings and data sheets of suppliers / manufacturers.

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#### b. Sewerage System

- i. Calculation for quantity of waste water generated from different sources and design waste water treatment plant
- ii. Design and prepare working drawings for internal and external soil/waste disposal systems including revision if any as per requirement of local authority, resubmission and approval.
- iii. Obtain approval from statutory and local bodies for waste disposal
- iv. Prepare specifications and bill of quantities.
- v. Check and approve detailed drawings and data sheets of suppliers/ manufacturers.

#### c. Drainage

- i. Design and prepare working drawings for storm water drainage including roof drainage, service area drainage and surface drainage including revision if any as per requirement of local authority, resubmission and approval.
- ii. Design and prepare working drawings for rain water harvesting system.
- iii. Obtain approval from statutory and local bodies for drainage connections and rainwater harvesting scheme etc.
- iv. Prepare specifications and bill of quantities.
- v. Check and approve detailed drawings and data sheets of suppliers / manufacturers.

#### **d. Fire Fighting & Fire Suppression System**

- i. Design and prepare working drawings for internal and external fire protection and suppression system including hydrant, sprinkler system, CO2 Flooding system, pressurization system, fire extinguisher system, UG tanks, fire pump rooms etc. in line with the statutory requirements including revision if any as per requirement of local authority, resubmission and approval.
- ii. Size all equipment required and prepares detailed specifications and bill of quantities.
- iii. Obtain necessary license/permissions from the statutory/ local fire authority/bodies etc. as required
- iv. Check and approve detailed drawings and data sheet of suppliers/ manufacturers.

#### **e. Other site development works**

- i. Design and prepare working drawings (longitudinal & cross section) for roads/ footpaths/ parking areas etc. including revision if any as per requirement of local authority, resubmission and approval.
- ii. Design and prepare working drawings of irrigation system for horticulture.
- iii. Design and prepare working drawings for water bodies.
- iv. Design and prepare working drawings for recreational facilities like swimming pool etc.
- v. Prepare specifications and bill of quantities.
- vi. Check and approve detailed drawings of suppliers/ manufacturers.

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### **1.13. Waste Management System**

- i. Prepare design, specifications, and bill of quantities for Waste Management System in line with the latest guidelines of CPCB & Ministry of Environment & Forest notification.
- ii. Check and approve detailed drawings of suppliers/ manufacturers.
- iii. Site supervision including testing, commissioning and Handing over of the Waste Management system
- iv. Obtaining clearances from the statutory bodies and imparting training to the client's representatives.

### **1.14 Complex LOGO & Portal**

Commercial Complex portal will facilitate on-line facilities for user friendly conversations for constituents. Portal will have linkage to a payment gateway for payments through credit/debit cards.

### **1.15 Video Monitoring**

Video monitoring and surveillance with a dedicated war-room for the security for 24X7 operations

### **1.16 Access Control**

All area of the project will be clearly defined in different security zones and rule based access to be provided to all users. Security logs to be generated for all control points

## **2.: Bid Process Management**

### **2.1 Preparation of Request for Proposal (RFP) for selection of Implementing Agency (Contractor)**

Consultant shall prepare RFP & related documents for selection of implementing agency (contractor). The RFP shall clearly mention the unique requirements and shall address the Assam State Housing Board- specific requirements.

### **2.2 Selection of Implementing Agency (Contractor).**

After preparing the RFP, the consultant shall provide support to the Assam State Housing Board in managing the entire bid process for selection of the Implementing Agency (Contractor). An indicative list of activities envisaged to be carried out by the consultant during the Bid Process phase is provided below:

- Assist the Assam State Housing Board in publishing the RFP document by preparing the content of Notice inviting tender, advertisement, etc.
- Managing the Pre-bid Conference
- Issue of Pre-bid Clarifications, Addendum / Corrigendum to the RFP (if any)
- Preparation of all documentation related to bid processing including Evaluation Templates, evaluation and qualification reports, minutes of meetings, etc.
- Preparation of the final techno-commercial evaluation matrix, providing technical inputs in the evaluation of techno-commercial proposals of all the Tenderers as per the technical and financial evaluation criteria, to enable final selection by the Assam State Housing Board.
- Providing support during contract finalization with the final selected Implementing Agency (Contractor)
- Providing support during review of implementation plan created by the Implementing Agency (Contractor).

## **DECLARATION**

### **Annexure- X**

We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment for selection of Project Management Consultant for construction of Multistoried office cum Commercial Complex at Guwahati, Assam.

It is also declared that neither our any subsidiary organization nor any sister concern shall be engaged in downstream activities / business.

Signature of Authorized Signatory.  
Name of Authorized Signatory  
Bidders Stamp