

NAME OF WORK: APPOINTMENT OF TECHNICAL ADVISOR FOR “CONSTRUCTION OF ADMINISTRATIVE OFFICE (PORT OPERATIONAL) BUILDING AT TUNA TEKRA”

1. Brief of Project:

The scope of work consists of assigning the work of for providing the technical advisory services for “Construction Of Administrative Office (Port Operational) Building At Tuna Tekra” which includes preparation of DBR, Block Estimate, Detailed Engineering, Design of structures, Estimate, Tendering, Evaluation of Bids and supervision of execution works.

2. The Broad Scope of Work:

The scope of technical advisory services shall include but not necessarily be limited to the following activities,

2.1 Task I: Preliminary Design and approval:

- i. The consultant shall carry out the Site visit, site survey and conduct meetings with port officials to get a clear idea about the project.
- ii. Review of all available reports and information about the project and the project influence area if available. Any additional data if required by Consultant shall be worked out / arrived by him with the help of already available data or by any other suitable method at his own cost.
- iii. Carrying out detailed survey to bring out the Topographic features of the site and work out the feasibility for construction of administrative office building and other allied facilities.
- iv. While carrying out the field studies, investigations and design, the development plans being implemented or proposed for future implementation by the local bodies, should be taken into account. Such aspect should be clearly brought out in the reports and drawings
- v. All activities related to field studies, design and documentation shall be done as per the latest guidelines/ circulars/ IS Codes.
- vi. The consultant shall prepare a Master Plan for the entire area, detailed architectural plans, plan enlargements, landscaping drawings, site development plans etc. The Master Plan shall consist of General Arrangement Drawing (GAD) and Alignment Plan of Buildings, parking facilities, interconnectivity and external linkages and Services of whole project with in standard/ permissible FAR and Ground Coverage. These salient features such as Plan, Elevation, Architectural Drawings for various structure & allied facilities as per suggestion of Department.
- vii. Prepare draft design basis reports (DBR), Preliminary / Block Estimate, Bill of Quantity (BOQ) and specifications the consultant shall prepare preliminary estimates of all infrastructure & services. Design basis report should consider current national/international practices/technology/ideas for development of structure.
- viii. Also, the consultant shall prepare DBR and preliminary / Block estimate as per the requirement of various departments of DPA and obtain the approval from competent authority / DPA. Technical Consultant shall have to prepare Bill of quantities and Block cost estimate by considering the prevailing market rates and DPA/CPWD SOR and as per Market rates.
- ix. The consultant should submit alternatives/ options if any along with suitable scale with merits and demerits of all the options. The same shall be presented before the DPA authority/ Ministry for review through power point presentation. The recommendation of shall be incorporated and best option/approved option shall be finalized.
- x. Preparation of three-dimensional models in relation to open spaces, showing the proposal and surrounding areas.
- xi. The Consultant shall make a walk-through animated 3-D presentation of the Project 106 showing common facilities for circulation parking open spaces and amenities shared among various activities to the competent authority and also to other Government agencies as and when required for approval of the Proposal and also prepare the compliance report for the same. Submission of. Building Information Model (BIM) representing the geometric, visual and material details of the architectural elements with BIM software compatible with AutoCAD such as REVIT Architecture/ Structures/ MEP shall be prepared.
- xii. Assist DPA for obtaining all statutory approval to Preliminary Design, Drawing, Block Estimate.

BOQ etc. from respective Competent authority / Statutory Authority / Respective Ministry as per requirement.

- xiii. Submit Final DBRs to Client, carry out modifications if any, after discussion / suggestion with Client. The consultant shall prepare the presentation as stated above to the competent authority & obtain approval of competent authority

2.2 Task II: Detailed Design, Estimation, Tendering.

- i. Subsequent to the approval of the Final DBR, the Consultant shall prepare detailed design & Drawings and working drawings for all components of the proposed structures. The Consultant shall furnish the detailed design and working drawings for all the building infrastructure including entire services as per requirement of DPA / various departments.
- ii. Preparation of detailed design and structural drawings of various components and allied work as per IS Codes. The detailing should be so precise that it can be used as a working drawing during execution of the project. The consultant shall have prepared detailed design and drawing strictly in line with approved DBR. Any alteration / modification shall be carried out only after approval from competent authority.
- iii. Detailed design, considering load data, Noise and Vibrations of equipment, cost estimates and specifications to cover all civil works associated with installation of all mechanical/ electrical equipment, services and systems. Consultant will take into account acoustic as per best practices in their design
- iv. Preparation of Detailed Estimate, BOQ, in line with DPA's format. Prepare rate analysis based on DPA/ CPWD manual & SOR and prevailing market rates for items not available with the SOR.
- v. Strip plan indicating the scheme for carriageway widening, location of all existing utility services (both over- and underground) and the scheme for their relocation, trees/mangroves to be removed and planted.
- vi. Getting the design, drawings and estimate proof checked from prestigious technical institutions of the Government / Semi-Government. Etc.
- vii. Preparation and submission of Draft Tender Documents consisting of Special Conditions of Contract, Specifications, Tender Drawings, Bill of Quantities etc. as per DPA standard.
- viii. The Tender drawings prepared by the consultant shall consist of details of Architectural, Structural, interior, HVAC, fire detection/ alarm and firefighting, plumbing, drainage, sewerage, water supply, internal roads, landscape and horticulture, internal and external electrifications, illumination design etc. complete including all other allied services necessary for making the structures and building functional.
- ix. The consultant shall assist DPA during the finalization of Tender Documents.
- x. Necessary changes or corrections recommended by the DPA shall be incorporated in the Tender documents by the Consultant who shall then submit the final Tender documents. The Consultant shall submit the soft copy of all the documents and drawings in addition to the hard copy.
- xi. The consultant The consultant need to appoint at least one (1) technical personnel/ technical consultant since award of consultancy as and when required by the Authority, who will be responsible for coordinating with various departments of DPA during the entire process like site visit, finalization of block/ detailed estimate, drafting of the tender document, Bill of quantities etc. and subsequently get necessary clarification/ correction if any from the concerned division while drafting the same etc. till finalization of L-1 bidder.

2.3 Task III: Sanctions and award of work

- i. The consultant shall Attend and prepare pre-bid queries in reference of Tender
- ii. Prepare Technical Bid evaluation report.
- iii. Prepare queries to be sent to the bidders.
- iv. Prepare Technical & Commercial Bid evaluation report.
- v. Assist in preparing Letter of intent, award letter to be issued to successful bidder.
- vi. Preparation and submission of Good for Construction (GFC) drawings.

2.4 Task IV: Project Management Services

- i. The project management team will consist of Project Manager 1 No (12-year experience), Senior Engineers – 1 No (8-year experience), Junior Engineers – 2 Nos (3-year experience) for the construction duration of **16 months** or till completion of the work.
- ii. Deputation of the site supervision team immediately after award of the main work.

- iii. Preparation of working drawings, specifications. These shall include floor plans, interior arrangement, sections and elevations for building and basement etc. Also, Preparation of bar bending schedules and/or detailed reinforcement drawing as per requirement of contractor.
- iv. Preparation of Combined Services Drawing (CSD), Structural Opening Drawings (SOD), Structural-Electrical Mechanical (SEM) drawings. The general arrangement of the buildings, the major equipment locations and major services routes, and the cable routes are to be shown on the CSD drawings. The major equipment loads, pressure, major openings and major embedded items and other similar interface on these drawings. During the detailed design phase and continuing through the construction phase the consultant shall co-ordinate with all execution contractors to obtain system-wide requirements such as embedded conduits, floor trunking, wall and floor openings, equipment space, sleeves, hoisting hooks, earthing, lightning arresters etc., and incorporate into the structural/architectural/(Good For Construction) GFC drawings for construction contracts.
- v. Prepare bar charts along with their periodical updating as and when required with a view to adhere to the time frame for completion of the scheme.
- vi. To verify design and drawings of the arrangement prepared by the Contractor.
- vii. Regular supervision of execution works as per the tender specification and submit the weekly/monthly progress report (physical as well as financial progress) to DPA.
- viii. Evolve and implement Quantity and Quality Control procedures.
- ix. Prepare detailed report with variation statement showing quantities/rates and justification for the approval of the Employer.
- x. Assist the Employer in the evaluation of Contractor's claims.
- xi. Assist the Employer to obtain mandatory clearances from Competent authorities.
- xii. Monitor the work allotted to contractor from start to completion ensuring work is carried out strictly in accordance to specification mentioned and the latest IS codes and standards.
- xiii. The role of Consultant is executing the contract in accordance with the agreement entered into between port and the contractor. In other word consultant shall be solely responsible for quality, quantity as set forth in the civil work contract. Consultant shall work by complying with all laws, rules, regulations guidelines that govern the contract.
- xiv. Prepare formats for inspection and testing procedures for Quality Control at site.
- xv. The consultant shall prepare a project budget, revised project budget (if needed) and cash flow as soon as major project requirement has been identified and update the same periodically for the client's approval and suggest corrections.
- xvi. The consultant shall render all technical services, advisory and guidance relating to construction of approved infrastructure to client, and ensure necessary documentation, maintenance of records.
- xvii. For the construction phase, the consultant shall review and approve, the comprehensive program provided by the contractor, checking of the Approach & Methodology submitted by the contractor and forward for consideration and approval of the client.
- xviii. To review and comment on the Project Programs submitted by the contractor and ensure compliance of such comments in the revision thereof. It shall also carry out periodic reviews of the contractor resources vis-à-vis the Project Schedule and ensure that the contractor mobilizes additional resources to meet the Project Schedule.
- xix. Preparing the Daily, Weekly and Monthly reports and submitting them to the Engineer-in-charge for appraisals and orders in the matter.
- xx. The Technical Advisor shall examine the contractor's alternative suggestion / proposal during the execution of the work and advice the Deendayal Port Authority appropriately. The detailed designs shall be prepared by the Technical Advisor.
- xxi. Solutions to the practical problems encountered during execution of work and furnish Advise Solicited if any during the execution of work.
- xxii. The work is open for inspection by Chief Technical Examiner (CTE) of the Central Vigilance Commission (CVC). The consultant should give all facilities to the staff of the CTE and furnish adequate information to the DPA for issue of a satisfactory reply to their observations. The consultant shall also verify/certifies the records/ registers maintain at site office.
- xxiii. Prepare and submit the completion report and 'As build' drawing.
- xxiv. Technical staff / Key personnel deputed during PMC services, proceeding to leave shall have to obtain approval of Engineer- In charge prior to leave headquarters. In case of leaving headquarters i.e. Gandhidham / Kandla. On Sundays and holidays they have to obtain headquarter leave permission from Engineer-In-charge. In case leave is more than 03 days (including holidays), suitable substitute shall be provided.
- xxv. All key personnel mentioned above shall be available full time at site of work/office and daily attendance register shall be maintained signed during entire PMC services.
- xxvi. In case of absence more than three days without any substitute, key Personnel's & support staffs are absent from site then following per day rates will be applicable for deduction for Non availability

Project Manager	- Rs. 3,000/-
Senior Engineer	- Rs. 2,000/-
Junior Engineer	- Rs. 1500/-

- xxvii. The Technical staff deputed, shall have to work round the clock or as per the time schedule of contractor and even on Sunday and holidays in case of urgency. Technical Staff deputed for may have to work on Sunday or holidays as directed by Engineer-In charge.

The period of contract shall be **22 months** or till completion and handing over the entire work to DPA. If completion of the work is extended beyond its schedule date of completion, the contract period of the Technical Consultant shall automatically get extended. The payment towards extension period shall be made as per the existing terms and conditions and rates quoted by the consultant. The rate shall be obtained on prorata basis.

3.0 Deliverables and Time Schedule

The overall schedule for the completion of the scope of work is **22 Months or till completion** of work with the schedule of milestones as under

Sr. No	Deliverable Items	Timelines for Deliverables (the mentioned timelines start from date of receipt work order)
1.0	Task -I Preliminary Design and approval	
1.1	Completion of Survey and submission of Soil Investigation Report and all Field study data.	30 days
1.2	Submission of Draft DBR, Block Estimate along with various alternate options & Presentation.	10 days
1.3	Submission of Final DBR , Block Estimate etc.	20 days
2.0	Task- II : Detailed Design, Estimation, Tendering.	
2.1	Preparation and submission of Detailed Design, Drawing, Detailed Estimate and Draft Tender Documents for infrastructure and services.	Within 30 days after approval of final DBR.
2.2	Submission of Final Tender Document.	20 days
3.0	Task III : Sanctions and award of work;	
3.1	Process of invitation of tender and its submissions by bidders.	30 days
3.2	Evaluation of Technical & Price bid and making appropriate recommendation until award of work.	20 days
3.3	Preparation and Submission of GFC drawings and to revise the same as and when required as per the site requirement.	Within 20 days of issue of work order to the contractor
4	Task-IV : PMC during construction (i.e. 16 months or till completion of execution work).	16 months or till completion of project.
	TOTAL	22 months or till completion of project.

4.0 Remuneration: -

The lump sum charges quoted by the Technical Advisor in the Price Bid shall be inclusive of all the expenses towards payment of fees for providing the technical advisory services for the work of “Construction Of Administrative Office (Port Operational) Building At Tuna Tekra”, use of various instruments gadgets, equipment’s, computers, arriving/work out data of required by Technical Advisor, Engaging various professionals to carry out studies, investigations and preparation of designs / drawings C.D, DTP;s, Tender , GFC drawings, deputation of technical staff etc. without any substantial variation in the scope and is subject to involvement of the Technical Advisor in the work till award of the work to the bidder.

The L.S charges quoted shall be inclusive of expenses for conveyance & subsistence incurred by the Technical Advisor or his authorized representative, associated experts and technicians, during visit outside their headquarters mainly for Tuna-Tekra.

The schedule for payment of lump sum charges quoted by Technical Advisor shall be as under:

Sr. No.	Description	Percentage of lump sum amount quoted for the respective stages of the scope of work.
I	Task -I Preliminary Design and approval	
	Completion of Survey and submission of Soil Investigation Report and all Field study data.	30% of the quoted amount for Task - I
	Submission of Draft DBR, Block Estimate along with various alternate options & Presentation.	40% of the quoted amount for Task - I
	Submission of Final DBR , Block Estimate etc. and approval thereof.	30% of the quoted amount for Task - I
II	Task- II : Detailed Design, Estimation, Tendering.	
	Preparation and submission of Detailed Design, Drawing, Detailed Estimate and Draft Tender Documents for infrastructure and services.	70% of the quoted amount for Task -II
	Submission of Final Tender Document and approval thereof.	30% of the quoted amount for Task -II
III	Task III : Sanctions and award of work;	
	On Evaluation of Technical & Price bid and making appropriate recommendation until award of work.	30% of the quoted amount for Task-III
	On Preparation and Submission of GFC drawings.	70% of the quoted amount for Task-III
IV	Task-IV : PMC during construction	
	PMC Services during the construction phase i.e. 16 months	100% of the quoted amount for Task-IV is payable on equal installments on monthly basis.

5.0 General Terms & Conditions are as under:

- i. To interact with officials of various departments of Port like Engineering Department, Marine Department, Mechanical Engineering Department, Traffic Department, Finance Department etc. and take note of their requirements and incorporate the same in the proposals.
- ii. The Contract period / time limit for entire Job completion will be for a period of **22 months or till completion** from the date of issuance of Work Order.
- iii. The Cell will function during all the working days and, if required, on holidays also during exigencies, and shall adhere to complete the job at the fullest satisfaction of the Authority and well within the time period allotted.
- iv. The Lodging and Boarding arrangement for the Entire staff / Key personnel of the Consultant, for the entire Contract period, shall be the responsibility of the Consultant at his own risk and cost.
- v. The Consultant shall work by complying with all laws, rules, regulations guidelines that govern the contract.
- vi. The Advisor should provide a detailed description of the resources that will be applied to the assignment, especially adequately experienced key personnel, capable of and devoted to the successful accomplishment of work to be performed under the contract. The Advisor shall assign specific individuals to the key positions and that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to Deendayal Port Authority (DPA).
- vii. In case the Panel member is a consortium, change in composition of the consortium shall not be permitted by the Deendayal Port Authority.
- viii. No escalation in cost of work shall be given till the completion of work.
- ix. Bidder should have full knowledge of site of work and may visit the site before filling the tender.
- x. The income tax & TDS shall be charges as per the prescribed role of IT Department.
- xi. All the cost are exclusive of GST.
- xii. DPA may close the assignment at any stage for which further no payment will be made.
- xiii. The payment shall be made through RTGS/NEFT.

Annexure-
Annexure - II

(ON THE LETTERHEAD OF THE COMPANY)

BUDGETARY OFFER

Date: __/__/204

To,
The Executive Engineer (C-I)
Deendayal Port Authority.

Sub: Appointment of Technical Advisor for “Construction Of Administrative Office (Port Operational) Building At Tuna Tekra”.

Sir,

The budgetary offer for the subject work in accordance with your EOI request letter dated _____ is submitted as under:

Description	Amount	
	In figure	In words
Lump-sum charges for Providing Technical Advisory Services for subject work as per scope of work specified in Annexure – I (The rate quoted shall include expenses of stationery, postage and payment of fees to professionals, experts, etc) including of conveyance & subsistence incurred by the Advisor or his authorized representative during visit for Kandla. The amount quoted shall be exclusive of GST.		
Task -I Preliminary Design and approval		
Task- II : Detailed Design, Estimation, Tendering.		
Task III : Sanctions and award of work;		
Task-IV : PMC during construction (i.e. 16 months or till completion of execution work).		
Total Rs.		

Note: The amount quoted shall be exclusive of Goods & Service Tax.

Signature with seal
Name & Designation of Signatory:

Sd/-
EXECUTIVE ENGINEER (C-I)
DEENDAYAL PORT AUTHORITY