

**NARSINGHPUR DISTRICT
DISTRICT ARCHAEOLOGY
AND TOURISM COUNCIL
(DATC) NARSINGHPUR
MADHYA PRADESH**



**TENDER FOR CONSULTANCY SERVICES FOR
PREPARATION OF DETAILED PROJECT REPORT FOR
CONSTRUCTION OF GHAT DEVELOPMENT,
IMPROVEMENT, BEAUTIFICATION OF SURAJ KUND,
APPROACH ROADS AND OTHER WORKS WITH 3-D WALK
THROUGH FILM AT BARMAN GHAT FOR
DISTRICT ARCHAEOLOGY AND TOURISM COUNCIL
(DATC) NARSINGHPUR**

website- www.narsinghpur.nic.in

CHAIRMAN
DISTRICT ARCHAEOLOGY AND TOURISM COUNCIL (DATC)
NARSINGHPUR (M.P.)

1. DATA Sheet and Instructions to Bidder

Data Sheet

1	Name of the Client : CHAIRMAN District Archaeology and Tourism Council (DATC) Narsinghpur (M.P.)
2	Method of selection : LCS
3	Title of Consulting Service is : for TENDER FOR CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR CONSTRUCTION OF GHAT DEVELOPMENT, IMPROVEMENT, BEAUTIFICATION OF SURAJ KUND, APPROACH ROADS AND OTHER WORKS WITH 3-D WALK THROUGH FILM AT BARMAN GHAT FOR DISTRICT ARCHAEOLOGY AND TOURISM COUNCIL (DATC) NARSINGHPUR
4	Time Limit – 1 Months
5	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet
6	Clarifications may be requested not later than seven (7) days before the submission date. The Client will respond to requests for clarifications by electronic means within seven (7) days prior to the proposal submission date on email- ceozpnar@mp.gov.in
7	The Bidder is required to include with its Proposal written confirmation of authorization to sign on behalf of the Bidder : Yes
8	Joint Ventures or Consortia : No
(a)	Bidder Eligibility Criteria : Applicable 1. Bidder must have completed one similar type of works D.P.R. costing not less than 5.00 Cr. With any ULB or with any state Government or with Central Government, and

	<p>such a certificate shall be produced by the consultant while submission of tender.</p> <p>2. The Consultancy firm should have qualified and experienced staff to carry out the work (CV to be attached) and Consultancy firm must have in house architect in substantial architect and Design Engineer (M.E.) Structural AND Environmental Engineer (M.Tech.)</p>
9	Currency and Budget for Proposal : INR : Not to be Disclosed
10	<p>Probable amount of contract (Professional fees)</p> <p>Cost of Tender Document : Rs. 5000</p> <p>EMD : Rs. 100000</p> <p>FDR in favoring the – District Archaeology and Tourism Council, Narsinghpur</p>
11	Performance Security of 5% will be : FDR in favoring the District Archaeology and Tourism Council, Narsinghpur and drawn on a Nationalized/commercial bank with a branch in Narsinghpur
12	<p>Key Dates</p> <p>a. Tender Purchase date physically - 14/12/2020 to 18/12/2020 at 11:00 am to 5:30 pm</p> <p>b. Tender Submission date physically - upto 26/12/2020 at 11:00 am to 5:30 pm</p> <p>c. Technical Open physically - 29/12/2020 at 12:00 Noon</p> <p>d. Financial Open physically - 30/12/2020 at 12:00 Noon</p>
13	<p>Address for submission of Proposals : In Physical Form</p> <p>Chief Executive Officer</p> <p>Zila Panchayat, Narsinghpur (M.P.)</p>

2. INSTRUCTIONS TO TENDERS

- A. Chairman, DTDC Narsinghpur invites tenders from eligible and experienced consultants for consultancy services for civil engineering projects in Narsinghpur District.
- B. The Tender is expected to submit his offer online only and hard copy in a complete sealed envelope containing with earnest money, technical proposal sealed envelope clearly marked "Earnest Money". "Technical Proposal" in respect of the works notified. Financial bid should not contain any condition.

- C. The technical proposal should include provision of the required information in full in the relevant annexure.
- D. In order to obtain first hand information about the assignment the local conditions/constraints and concept of the entire project/work, it is considered advisable that the applicant should visit the entire site and become the project/work will be in any part of the State.
- E. Selection Criteria: - Financial bid of only those consultants will be opened who will be "technically qualified" as per the qualification norms are given below.
The Consultancy firm should have an experience of preparing DPR of Garden, parks, lakes/River developments and Road with any Government or with ULB's .
 - 1. The firm should have completed the DPR work of similar nature jobs in govt./semi govt. organizations for at least 50% of amount put to tender as an single work in last three years duly approved by the appropriate authority.
 - 2. The Consultancy firm should have qualified and experienced staff to carry out the work (CV to be attached).
- F. Validity period of the bid shall be 120 days from the date of opening of the technical proposals.
- G. The expenses on preparing the proposals for tendering visiting the site etc. if any will not be reimbursed.

3. METHOD OF APPLYING :

- A. If a proprietary firm makes the application it shall be signed by the proprietor above his full typed written name and full name of his firm with its current address.
- B. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm with their full name and current address or alternatively by a partner holding power of attorney for signing the tender document in which case a certified copy of power of attorney shall be enclosed. A copy of partnership deed and current address of all the partners of the firms shall also be enclosed with the application.
- C. If a limited company or a corporation makes the application, a duly authorized person shall sign it.

4. SUBMISSION & OPENING OF TENDERS

Tender shall be submitted online only and hard copy of the bid shall be accompanied by the stipulated amount of earnest money in a separate sealed envelope duly superscripted. Tenders not accompanied by earnest money will not be accessed. Online opening of tenders shall be done at the stipulated date and time. Due to unforeseen circumstances online tender opening date may be changed. Financial bid submission physically only.

5. FINAL DECISION MAKING AUTHORITY

The officer opening the tenders does not bind himself to accept or recommend for the acceptance of the lowest or any tender to do give any reasons for his decision. In deciding the tenders the manifest capability/competence of the tendered, his experience in this field will be the main consideration. The Technical Head shall seek clarifications at the date and time communicated to the bidder if necessary. The tender are expected to submit all relevant documents along with tender for evaluation. Technical head of the Chairman, DATC Narsinghpur will scrutinize the bids and reserves the right to recommend for acceptance or rejection of any or all of the bids. The Chairman, DATC Narsinghpur, reserves the all right to accept or reject any or all the offers without assigning any reason thereof.

6. PARTICULARS PROVISIONAL

The particulars of the proposed work given are preliminary/provisional and must be considered only as advance information to assist the applicant. Any additional data required would be obtained by the bidder at his own cost, which shall not be reimbursable.

7. EXECUTION OF THE CONTRACT

If the bidder whose tender is accepted, fails to execute the agreement documents within the notified period for any reason whatsoever, earnest money deposited with the tender shall be forfeited and acceptance of the tender shall be cancelled.

CONDITIONS OF CONTRACT

DEFINITIONS

The 'Contract' means the documents, forming the Notice Inviting Tenders and tender document submitted by the tender and the acceptance there of including the format agreement executed between the Chairman, DATC Narsinghpur and the Bidder.

In the contract the following expression shall unless otherwise required by the context. have the meanings , hereby respectively assigned to them.

The expression "Works" or "Work" Shall be as per the scope of work/scope of project prescribed in the tender documents.

The Term "Site" means the land and/or other places on, into or through which work is to be executed under the contract or any adjacent land.

The term Client mean Chairman, DATC Narsinghpur on behalf of the Government of Madhya Pradesh.

The term "Consultants" means the Architect, Engineer, Consulting firms get awarded the work.

The term "GOI" means Government of India.

The term "State Government" means the State Government of Madhya Pradesh.

Note :-

"Words" imparting the singular number include plural number and vice versa.

1. EARNEST MONEY

Amount of earnest money should DISTRICT Archaeology and Tourism Council, Narsinghpur. After submitting the earnest money is not liable to get any interest from the Client. If the bidder whose tender is accepted, fails to execute the agreement documents within the notified period for any reason whatsoever, earnest money deposited with the tender shall be forfeited. And successful bidders EMD will be refunded after signing of an agreement.

2. SECURITY DEPOSIT

The consultant shall allow the client to deduct from interim payments at the rate of 5% of the interim payments and retain the same as security deposit without any interest. The Security deposits will be refunded after completion of the work.

3. SCOPE OF THE WORK

A. Preparation of DPR

3.1 Preparation of DPR should be complete in all respect as per Guidelines/specifications/ relevant BIS codes etc. for submission to authorities including state and central Govt. and assist Chairman, DATC Narsinghpur in obtaining the approval from the State govt./GOI within the specified period if required. Consultant will be responsible to resolve all quarries, directions as required by the Chairman, DATC Narsinghpur, State govt. & GOI for obtaining the approval of DPR's.

3.2 After approval of the project preparing the tender documents providing consultancy for the Proof Checking of the execution drawings and periodical supervision at site.

3.3 Consultant must Studying the existing conditions, making various required studies including environmental study and based on those studies as per requirement of the scope of the project & attend meetings, conferences etc in connection to the project and getting it approved from authorities. Work order shall be issued for the each individual work.

3.4 The consultant will be responsible for the accuracy of the survey data collected compiled and designs and drawings sheets prepared and supplied by him, interim and final certificate issued by him and will indemnity to DATC Narsinghpur against any inaccuracies, which might come to notice subsequently. The Consultant shall also be responsible to keep a check on time frame of completion of work in co-ordination with the Engineer/Contractor and the client.

4. DETAIL SCOPE OF THE WORK – Following Works will be carried out by the Consultant for obtaining the object of the Scope of Work.

4.1 Reconnaissance –

A reconnaissance survey will be carried out for identification of specific/typical problem areas such as tight/encroached spots, appreciation of ground consultant/situation such as at existing Nallas/Bridges etc.

4.2 Topographical surveys

The survey will be carried out by Computerized Total station method and the drawings shall be prepared by CAD.

The following details shall be covered for the survey in object achievement :-

- A. Carriageway and pavement geometry Location of all trees features such as street lighting poles, telephone poles, post boxes and similar features visible manholes and similar features.
- B. Location of road signs/hoardings and any other similar features.
- C. Location and dimensions of any structure, dimensions of any platforms/ encroachments in the Right of Way of the Road or where Alignment of the drainage/pipeline existing etc.
- D. On any junction/crossing etc. the survey shall be done for about 100m on the road from the main road being surveyed.
- E. Obtaining Centre line of carriage way, Plot Boundaries, Footprint, Height, entrances and land use of Buildings on either side of existing right of way.
- F. All over ground existing services such as storm drains, culverts, bridges, sewer lines and cable ducts etc. shall be marked.
- G. For underground existing services such as storm drains, sewer lines and cable ducts etc. With Chairman DATC Narsinghpur in obtaining the details and marking it on survey drawings.
- H. North Point correctly shown.
- I. Soil condiment & investigations through contractor.
- J. Collect all rainfall data, Storm Water Flow.
- K. Area sub mergence details of affected areas for required period.
- L. Traffic survey or any other survey details required for completion of D.P.R.
- M. IRC, MORTH, BIS or other specifications whichever is required.

4.3 Design stage

Based on various surveys and data collected an operation plan will be prepared :-

1. Developing specific site level design and constructions details drawings as and when required by the contractors for execution at site and co-ordination with them for the same. This would include :
 - a. Development of specific design details and preparation of construction/working drawings for specific site related solutions required for execution by the contractor.
 - b. Approval of different samples used in the project.
 - c. Proof checking of fabrication and shop drawing submitted by contractor for execution at site.
2. To recommend and design the appropriate items of the work.
3. To prepare cost estimate for the proposed improvements and modifications of the existing system as required for the project proposals. Abstract Cost estimate shall be prepared based on the current prevailing rates for works ; as applicable OR required.
4. To prepare technical materials and workmanship specifications.

5. SCHEDULE OF SERVICES

The Consultant shall, after taking instructions from the Chairman, DATC Narsinghpur/Client, render the following services.

STAGE-A

Preparation of complete DPR for Prescribed Project and components as per the guidelines/specifications/IS codes.

For preparation of complete DPR as required by Chairman, DATC Narsinghpur, State and Central Govt. the Consultant shall render following, services.

5.1 DESIGN

Ascertain Client's requirement. Examine site constraints & potential : and prepare a design brief for competent authority approval.

Prepare report on site evaluation, state of existing structure, if any and analysis and impact of existing and/or proposed development on its immediate environments.

Prepare all working drawings and documents to enable the DPR for approval and to get the detailed survey and soil investigation done at the site of the project by the consultant.

Furnish report on measurements required to be taken to mitigate the adverse impact. If any of the existing and/or proposed development on its immediate environment.

Prepare landscape design with reference to requirements given and prepare complete detailed estimate of cost on area basis.

5.2 DETAILED DESIGN AND DRAWINGS

Prepare the structural design, complete drawings, sketches etc. for the Client's, state govt. GOI approval along with detailed estimate. All designs, drawings and estimates should be checked and approved by Post graduate engineer of the relevant field. All structural drawings should be verified by Post graduate structural engineer.

5.3 DRAWINGS FOR CLIENT'S/STATUTORY APPROVALS

Prepare drawings necessary for client's statutory approvals and ensure compliance with codes, standards and legislation, as applicable and to assist the Client in obtaining the statutory approvals thereof.

5.4 WORKING DRAWINGS

Prepare working drawings, specifications and schedule of quantities sufficient to prepare detailed estimate of cost as required for complete DPR.

5.5 Incorporate any other details required as per AUTHORITIES and Govt. Guidelines & Directions & submit the complete DPR in sufficient numbers in hard copies & soft copies to Chairman DATC Narsinghpur (State Govt. & Central Govt. If required) for the approval consultant will be provide presentation of Complete DPR as required in specification time. Consultant should explain & scrutinize the DPR for getting approval from Chairman, DATC Narsinghpur the state & central govt.

- 5.6** Modify the DPR as per directions of Chairman, DATC Narsinghpur, State Government and GOI as soon as possible within the specified time period for getting approval from the govt.

STAGE- B

After approval of DPR from the authorities, consultant shall provide the following services.

5.7 TENDER DOCUMENT

Tender documents including code of practice covering aspects like mode of measurement, method of payment quality control procedures on materials & works and other conditions of contract. Advise Client on appointment of contractors after preparing to comparative statements.

- 5.8** Incorporate any other details required as per AUTHORITIES and Govt. Guidelines & Directions & submit the complete DPR in sufficient numbers in hard copies & soft copies to Chairman, DATC Narsinghpur (State Govt. & Central Govt. If required) for the approval consultant will be provide presentation of Complete DPR as required in specified time. Consultant should explain & scrutinize the DPR for getting approval from Chairman, DATC Narsinghpur, the state & central govt.

- 5.9** Modify the DPR as per directions of Chairman, DATC Narsinghpur, State Government and "GOI" as soon as possible within the specified time period for getting approval from the govt.

6. TERMINATION OF AGREEMENT :-

In the event of Consultant firm closing its business, the client shall have the right to employ another Consultant to complete the work. Payment to the previous Consultant's firm as stipulated in this agreement will be made as per actual determination of fact and mutual understanding of Client & Consultant.

7. ARBITRATION

Except as otherwise provided in this agreement all questions and disputes relating to the meaning of the DPR, drawings and instructions herein before mentioned and as to things whatsoever, in any way arising out of or relating to the agreement concerning the assignment or the completion or failure to complete whether arising during the progress of after the completion or abandonment there of shall be referred to the Sole Arbitration of the Chairman, DATC Narsinghpur, in writing for his decision within a period of 15 days of such occurrence. There upon the Chairman DATC Narsinghpur, shall after hearing both the parties would render his decision giving reasons, within a period of 45 days of such request, which shall be binding to both the parties. However, the Chairman, DATC, would be at liberty to seek help of independent consultant / expert for resolving complicated technical and legal issues.

8. The client and Consultant each bind themselves their Partners, Successors, executors, administrators, and assigns to the other party in respect of all convenient to the agreement.
9. The jurisdiction of the court of law shall be Narsinghpur irrespective of the place of signing the agreement by the client and Consultant.
10. Annexure – 1 to 6.

11. Contract Agreement

The consultant shall have to be required to execute an agreement with Chairman, DATC Narsinghpur on standard format/AND as per the instructions of Chairman, DATC Narsinghpur, for the proper fulfillment & stamping the Agreement shall be borne by the consultant as per State Government guidelines.

12. Payment Terms

Following terms of payment shall be applicable for the package under the requirement of each separate work.

12.1 50% payment against the preparation & submission of draft of Techno-feasibility report to Chairman, DATC Narsinghpur as per the scope of work.

12.2 50% payment against the acceptance of final DPR of the work, to Chairman, DATC Narsinghpur, as per the scope of the work.

13. Taxation

The consultant (Bidder) shall be responsible to pay income-tax per applicable & in correct in accordance to the income-tax Act rules as applicable from time to time ; and Chairman, DATC Narsinghpur, shall be entitled to deduct the income tax at sources from all the payments to be made in accordance with the aforesaid law & rules applicable.

However Good & Service tax (GST) 18% will be paid separately to the consultant at time of bill payment by Chairman, DATC Narsinghpur.

CHAIRMAN
District Archaeology and Tourism Council
NARSINGHPUR (M.P.)

FINANCIAL BID FORMAT
Table-1

SL. No.	Scope	Rate (%)
1	TENDER FOR CONSULTANCY SERVICES FOR PREPARATION OF DETAILED PROJECT REPORT FOR CONSTRUCTION OF GHAT DEVELOPMENT, IMPROVEMENT, BEAUTIFICATION OF SURAJ KUND, APPROACH ROADS AND OTHER WORKS WITH 3-D WALK THROUGH FILM AT BARMAN GHAT FOR DISTRICT ARCHAEOLOGY AND TOURISM COUNCIL (DATC) NARSINGHPUR	

Signature AND Seal of Consultant

Annexure- 1

STRUCTURE AND ORGANIZATION

1. Name of the applicant :-
2. Office Address :-
3. Telegraphic Address :-
4. Telephone Number :-
5. Email :-
6. The Applicant is :-
- a. An Individual
- b. A Proprietary firm
- c. A Partnership firm (if yes, give name and address of each of the partners).
7. A limited company (Attach the organizational chart showing the structure of the organization including the names of the Directors and position of the officers).
8. How many years have your organization been in this business under the present name/what were the fields when your organization was established ? Whether any new fields were added in your organization ? And if so, when ?
9. Were you ever required to suspend the Consultancy of a work for a period of more than six months continuously after you started / if so give the names of projects and reasons.
10. Have you ever not completed any assignment given to you ? (If so, give name of project and reasons for not completing the work)

(Signature of the Applicant)

Annexure – 2

KEY PERSONAL

Details of key technical and Administrative personnel with the applicant and those if, at would be assigned to the work.

- A. Details of the Board of Directions / Partners
 - a. Name of the Director/ Partners.
 - b. Organization.
 - c. Address
 - d. Remarks

- B. Key Technical and administrative
 - a. Individual Name.
 - b. Qualifications.
 - c. Present position of Office.
 - d. Professional experience and details of works carried out.
 - e. Number of years with the applicant.
 - f. How the individual would be involved in the contract ?

- C. Remarks

(Signature of the Applicant)

Annexure – 3

Details completed Detailed Project Reports applicant's performance record for the last two years.

1. Name of work
2. Place
3. Total cost of project
4. Brief Description of works
5. Period of completion
6. Were there any penalties / fines / stop / notice / compensations / liquid at damages imposed ? (Yes/No) (If yes, give amount and explanation

(Signature of the Applicant)

Annexure – 4

List showing near relative of the applicant working in Tourism Department in the State of Madhya Pradesh .

S.NO.	NAME OF OFFICER	RELATIONSHIP
WORKING WITH	WITH THE APPLICANT	
1	2	3

(Signature of the Applicant)

Annexure – 5

(Information regarding current litigation)

S.No.	Name of the	Year of	Organization
Detail of	Contract		
Contract	Litigation		
(1)	(2)	(3)	(4)

(Signature of the Applicant)

Annexure – 6

Additional Information – (Please give a brief note indicating why the application considers eligible for award of the work)

(Signature of the Applicant)