

## **Project Implementation Services:**

- (a) **Preparation of Diff. proposals as per the details given in Guidelines for central and State government Projects.**

(b) **Preparation of DPR**

Generally following scope of work is envisaged for DPR

- Calculate the future demand for the service area
- Execute the site survey and investigation data
- Sizing and optimization of the various components of infrastructure facilities.
- Preparation of mechanical & electrical equipment, instrumentation, electrical control and communication system for various systems
- Preparation of conceptual Structure design
- Preparation & updating of Cost Estimates
- Prepare complete DPR in all aspects

(c) **Bid Process Management**

- Preparation of Bid Documents as per project requirement
- Depending on the contract packages prequalification/initial filter with technical and financial bid documents shall be prepared.
- Consultant will prepare complete DPR and get it approved from GUDM. The Consultant shall prepare the Bid document, suitable to the Works to be invited for bid, in adherence to the guidelines of GUDM.
- Consultant shall prepare the bid the document for the works which are to be invited as per GUDM standard format and instruction of concerned officer and submit to GUDM. After approval of bid documents, consultant shall prepare and submit NIT (Notice inviting Tender) to the implementing agency as directed by GUDM for necessary wide publicity. The consultant shall assist the uploading of tender document on website.
- Consultant shall remain present during pre-bid conference, opening of bid, assist in replying Firm's queries, preparation of Rojkam (minutes of meeting) and other documents.
- Consultant shall carry out Technical and Financial Bid evaluation, prepare the necessary statement, report in support of evaluation and submit the evaluation report along with their recommendations to the implementing agency as directed by GUDM.
- Consultant shall assist in the process of the approval of bid by the component authority of GUDM at every stage till acceptance of offer and issue of LOI/ LOA (Letter of intention/ letter of acceptance) including signing agreement with the contract RFP.

(d) **Construction Management Services**

Broadly, following scope is envisaged

- Assist the implementing agency as directed by GUDM in obtaining utility permissions and any clearances from different service Departments such as Revenue, Railways, Highways (National & State), Pollution Control Board, Telephone, Electricity Department etc. for the purpose of executing the works without any delay. Consultant shall prepare the Proposals and do regular follow up with concern departments.
- Scrutinize construction methods proposed by contractor including environmental, safety, personnel and public issues
- Monitor the construction methods by assessing the adequacy of the contractors input materials, labour, equipment and construction methods;
- Supervise and Monitor construction work of each and every stage of contract package as per the schedule of each works.
- Supervise construction works from start to finish by using the modern methods of control. Verify the setting out of the works done by the contractors and ensure that it is as per drawings and designs. Ensure that the works adhere to the levels, alignment and dimensions specified in the approved drawings and designs.
- Establish Quality assurance system including verification of source of all the material and certification;
- Supervise the works to ensure conformance of construction works and materials to relevant IS standards/ Bid specifications/ Designs/drawings. Approve materials and quality of works based on test results produced by the works Contractor, factory inspection, site testing etc. (Quality control)
- Factory Inspection of equipment under the project
- Assist in record measurements in measurement books at various stages of works, carry out check measurement, prepare bills and certify payments based on recorded measurements jointly with the Departmental Officers during each stage. In case of such of those works where measurements are hidden after completion, as in the case of foundations, reinforcements in RCC structures etc, check measurements are to be carried out immediately after each activity is completed.



## Review of Contractor's Design and drawings

- The consultant shall review proof check and furnish comments / advise / recommendations on the acceptability of detailed designs, drawings, data sheets, venter data, including all documents / data / design to be furnished by the successful contractor of the work at the time of construction / manufacture, erection, commissioning, testing of the works, till takeover of the works by the employer in accordance with the conditions of contract applicable. The consultant shall continue to perform this activity till all the designs, drawings, furnished by the contractor are approved as good for construction by the employer on the recommendations of the consultants. Review the design prepared by the contractor s including the following:
  - Process, hydraulic, plant layout, mechanical and electrical, instrumentation and control systems, equipment design, hydraulic flow diagram and plant.
  - Civil and Structural designs with reference to BIS and other codes applicable
  - Equipment vendor design / drawings / data for all mechanical, electrical equipment instruments and systems
  - Final civil/structural drawings and general assembly drawings for all works
  - Prepare construction drawings for civil works and structural works as required.
  - Consultant shall compile and furnish all the as built drawings/ designs for each of the contract carried out under the project.

### Scope of Infrastructure (PMC) work:

- Project Management and coordination
- Design & implement asset management methodology & maintenance services
- Assistance in procurement planning & its finalization
- Scope management and approval of implementation plan
- Problem resolution/ review implementation alternatives.
- Assistance in preparation of Annual plan and periodic performance reports
- Presentations, fund flow statement preparation
- Technical appraisal of project designs
- PPP Structuring & Risk Assessment
- Prefeasibility and feasibility studies
- Preparation of Detail Project Report
- Project Schedule monitoring
- Preparation of Bid document and Bid Process management
- Evaluation of Bids and assisting client in finalization of Contract,
- Construction Supervision Services
- Contracts monitoring, escalation and claim management
- Review of Contractor's design and construction document,
- Inspection of materials, machineries and equipment
- Review of As-Built drawings and documentation of O&M Manuals
- Commissioning assistance
- Services during defects liability period".
- Proposals for Fund utilization and further release.
- All activities from Preparation of DPR to Finalization of Work contract
- Development of City wide Concept Plan
- Monitoring Project activities using MIS/latest cyber tools

Sr. No.	Name of activity	Percentage of quoted price
A	Preparation/ Review of DPR including survey & investigation & pre-feasibility studies	10%
B	Bid Process Management	10%
C	Construction supervision & allied activity	75 %
D	Defect Correction activity	5 %
	<b>Total</b>	<b>100 %</b>

#### **{A} Review of DPR**

Sr. No.	Particulars	Percentage to be released of total amount
1	On submission of the DPR	<b>10% (Total)</b>
	— On submission of Draft DPR	6.5%
	— On approval of DPR documents	3.5%

At the time of submission of DPR, interim payment (in the form of advance) shall be paid base on the project cost worked out in the detail project report. After finalization of the evaluation of the Bid and Execution of the contract agreement, the actual payable payment shall be worked out based on project cost which shall be consider for payment. The advance payment paid at the time of submission of DPR shall be adjusted accordingly.



**(B) Bid Process Management: 10 % of Consultancy Fee. (Break up of Activity)**

Sr. No.	Particulars	Percentage to be released of total amount
1	On submission of bid documents	60 %
	On submission of bid documents	40%
	On approval of bid documents	20%
2	On submission technical evaluation report	15 %
	On submission technical evaluation report	10%
	On approval of evaluation	5%
3	On submission financial evaluation report	15%
	On submission financial evaluation report	10%
	On approval of evaluation	5%
4	On award of contract for number of packages and execution of agreement	10%
Total		100

**(C) Construction, Supervision and inspection of material of work: 75% of the Consultancy Fee**

The payment shall be made proportionately in accordance with the actual work executed (Financial) in the project. Based on the executed cost in the particular period, consultancy fee for the payment shall be worked out in accordance with the approved consultancy fee. (in %) then after 75% of this components shall be paid.

The payment shall be made on monthly basis.

**(D) Defect Correction Activity : 5% of Consultancy fee**

Six Equal installments at every two months for a period of 12 months. Installment shall be based on the consultancy fees.