



GOVERNMENT OF ASSAM

ASSAM INLAND WATER TRANSPORT DEVELOPMENT SOCIETY

3rd Floor, Directorate of Inland Water Transport, Assam::Ulubari, Guwahati-781007:: email: dir.iwtds-as@gov.in, Tel: 0361-2462677

Notice No. AIWTDS/333/2022/34

Dated, Guwahati, the 23 /03/2023

E-Procurement Notice**Request for Quotation for Architectural & Engineering Services**

Name of Project : Assam Inland Water Transport Project (AIWTP)

RFQ Reference No. : IN-IWT-341548-NC-RFQ

Assignment Title : Architectural and Engineering services for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam).

Estimated construction Cost : Rs.7.00 Crores

Estimated Architectural fee : **Rs.14.00 Lakh**

The Government of India has obtained financing from the World Bank towards cost of the Assam IWT Project. Under the project, State Project Director, Assam Inland Water Transport Development Society (AIWTDS) invites Request for Quotation through National Open Competitive bidding process from eligible Architectural firm for the aforesaid assignment. Complete documents of the RFQ shall be available on website www.assamtenders.gov.in, <http://iwtdirectorate.assam.gov.in> & www.aiwtdsociety.in. Intending Quotationers are required to register at e-tender portal of the Assam Govt. www.assamtenders.gov.in and participate through e-tender portal only.

The last date and time of online submission of bid is on 26 /04/2023 at 14:00 HRS(IST).

Signed by Gaurav Upadhyay

Date: 23-03-2023 13:12:23

(Gaurav Upadhyay, IPS)

State Project Director

Assam IWT Development Society

Ulubari, Guwahati-781007

Memo No. AIWTDS/333/2022/34-A

Dated, Guwahati, the 23 /03/2023

Copy forwarded for favour of kind information to:-

1. The Director of Information and Public Relation, Government of Assam, Dispur, Guwahati-6 for arranging publication of the above notification in leading English and Assamese local Daily- (preferably in The Assam Tribune). Bills against publication of the Notice may submit to Assam IWTDS Society for settlement of payment.
2. The Chairman, Assam IWT Regulatory Authority for favour of kind information.
3. The Director, Inland Water Transport, Assam for favour of information and needful action.
4. For uploading in e portal of Govt. of Assam viz. www.assamtenders.gov.in, AIWTD Society website: www.aiwtdsociety.in & DIWT, Assam website: www.iwtdirectorate.assam.gov.in
5. The Office Notice Board.

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State Project Director
Assam IWT Development Society



GOVERNMENT OF ASSAM

ASSAM INLAND WATER TRANSPORT DEVELOPMENT SOCIETY

3rd Floor, Directorate of Inland Water Transport, Assam: Ulubari, Guwahati-781007:: email: dir.iwtds-as@gov.in, Tel: 0361-2462677

Request for Quotation Non-Consulting Services

Employer: Assam Inland Water Transport Development Society

Project: Assam Inland Water Transport Development Project

Contract title: **Architectural and Engineering services** for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)

Country : India

Loan No. /Credit No. / Grant No.: IBRD Loan No. 9026 –IN

RFQ No. : IN-IWT-341548-NC-RFQ

Issued on : 27th March'2023

1. Government of India has received loan for financing from the World Bank equivalent to US\$ 88 Million towards the cost of the Assam Inland Water Transport (AIWT) Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for “**Architectural and Engineering Services** for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)”.
2. The AIWT Project in Assam state is being implemented by Assam Inland Water Transport Development Society (AIWTDS), which is an autonomous society registered under the Societies Registration Act.
3. The Assam Inland Water Transport Development Society now invites Quotation from eligible agencies for **Architectural and Engineering services** for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing Office Building premises at Ulubari, Guwahati (Assam)”
4. Quotation process will be conducted through open competitive procurement using a Request for Quotation (RFQ) as specified in the “Procurement Regulations for IPF Borrowers, July 2016, Revised November 2017, July 2018 and November 2020 (“Procurement Regulations”), and is open to all eligible Bidders as defined in the Procurement Regulations. In addition, please refer to paragraphs 3.14 and 3.15 of the Procurement Regulations setting forth the World Bank’s policy on conflict of interest.
5. The Quotation document is available online on www.assamtenders.gov.in, www.iwtdirectorate.assam.gov.in, www.aiwtdsociety.in and quotationers will be required to register on the e-portal, which is free of cost. The bidders would be responsible for ensuring that any addenda available on the website/e-portal is also downloaded and incorporated

6. This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. AIWTD Society has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website <https://assamtenders.gov.in>, www.iwtdirectorate.assam.gov.in , www.aiwtdsociety.in
7. For submission of the quote, the quotationer is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities authorised by Government of India for issuing DSC. Aspiring quotationers who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <https://assamtenders.gov.in> . Quotation must be submitted online on www.assamtenders.gov.in on or before the deadline for submission of quote, and will be opened online at the specified time and date for opening of quote, as given below.
8. A Virtual Pre quote meeting will be held through video conferencing, **on 6th April, 2023 at 13:00 hours**. The person attending the pre bid conference should express their interest through an email request to dir.iwtds-as@gov.in latest by 16:00 hours on or before 05/04/2023 indicating the name and e-mail id of representative(s) who wish to participate in the meeting. A link will be sent to those email ids to participate in the meeting.
9. The dates of quotations of as below :
 - (a) Date of commencement for download of quotation document : 28-03-2023 at 12:00 hours
 - (b) Date and Time of Pre-quote Meeting : 06-04-2023 at 13:00 hours
 - (c) Last date and time for Submission of quotation : 26-04-2023 at 14:00 hours
 - (d) Time and date of opening of quotation : 26-04-2023 at 16:00 hours
11. The Quotationers are required to submit Power of attorney to sign the quotation on non-judicial stamp paper to “State Project Director, Assam Inland Water Transport Development Society, 3rd floor, Directorate of Inland Water Transport, Assam, Ulubari, Guwahati - 781007, Assam, (India)” before 14:00 hrs on 26.04.2023 either by registered post/speed post/courier or by hand.
12. Quotations shall be submitted on <https://assamtenders.gov.in> on or before 14:00 hours (IST) on 26.04.2023. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on 26.04.2023 at 16:00 hours (IST) and this can also be viewed by the bidders online. The electronic summary of quotation opening will be generated and uploaded online
13. All Bids/ Quotations must be accompanied by a Bid securing declaration as per form provided in Annexure –A -Bid Securing Declaration in the RFB.

14. The Bidders are required to submit (a) Original Power of Attorney to Sign the Bid (b) Original Bid Securing Declaration as per the format to the Office of the Assam Inland Water Transport Development Society, (AIWTDS), Near Ulubari Flyover, GUWAHATI –781007, Assam (hereinafter referred as “the Employer”) before the bid submission deadline, either by registered post/speed post/courier or by hand.
15. To assist Quotationers in the preparation of quotation, we are enclosing the following:
 - i. Instructions to Bidders (in two sections).
 - ii. Terms of Reference and Scope of works.
 - iii. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.
16. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Purchaser shall not be liable for any information not received by the bidder. It is the bidders’ responsibility to verify the website for the latest information related to this bid.
17. The address for communication is as under:
 - (a) Designation of Officer : State Project Director
 - (b) Official Address : Assam Inland Water Transport Development Society, 3rd Floor, Directorate of IWT Assam, Ulubari, Guwahati 781 007
 - (c) Email : dir.iwtds-as@gov.in
 - (d) Telephone: +91 361 2462677

Mr. Gaurav Upadhyay, IPS
State Project Director
Assam Inland Water Transport Development Society,
3rd floor, Directorate of Inland Water Transport, Assam,
Telephone: +91 361 246267
Electronic mail address: dir.iwtds-as@gov.in

Instructions to Bidders

SECTION - A

1. Scope of services

The Assam Inland Water Transport Development Society (AIWTDS) (Employer) invites quotations for the services as mentioned in the table given below

Brief Description of the services	Approximate value of services (Rs.)
Architectural and Engineering Services for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)	14,00,000 /- (Fourteen Lakh Only)

The successful bidder will be expected to complete the services as specified in Section C: Terms of Reference, Clause 5 – Deliverable schedule.

2. Qualification of the bidder: The bidder shall provide qualification information which shall include:-

- a) Valid Registration of Firm in the government of concerned state. Copy of the Registration Certificate valid as on date should be enclosed.
- b) Valid Registration with Indian Council of Architecture / Indian Institute of Engineering and Architecture. Copy of the Registration Certificate valid as on date should be enclosed.
- c) Average annual fees received from the architectural and supervision consultancy services for the last 3 preceding years (Financial Year 2019-20, 2020-21, 2021- 22): Rs. 10,00,000/-. CA Certified copy of Accounts for last 3 years; and
- d) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned, and disputed amount in each case.
- e) Having registered office at Guwahati.

3. To qualify for award of the contract the bidder:-

- a) should have satisfactorily completed as an architectural, engineering and supervision consultancy services - at least two similar assignment of value not less than Rs. 10,00,000 in the last three years;

Details of the service executed by the firm should be furnished along with the Experience certificates/Client certificate.

For this purpose, “Similar project” means “architectural design, engineering and supervision including integrated MEP services and interior works for Educational Institutions / Office Buildings / Training Centers, Auditorium project/ Hostels or any similar structures.”

4. Bid Price

- a) The contract shall be for the whole of consultancy services as mentioned in the Terms of reference and Bill of quantities (BOQ). The bidders have to quote in the BOQ template of e-tender portal only.
- b) All duties, taxes, charges and other levies payable by the bidder under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. Submission of Quotations

The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.

Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.

The quotation submitted by the bidder shall comprise the following :-

- (a) Quotation in the format as per the BOQ template in e-procurement portal www.assamtenders.gov.in (Quotation format is given at Section B for information. However, same to be fill in BOQ template of e-procurement portal only)
- (b) Signed Terms of Reference given in Section C; and
- (c) Qualification information form given in Section B duly completed.
- (d) Curriculum Vitae (CV) form given in Section B of key personnel as mentioned in Terms of Reference.
- (e) The quotation/ bid of selected quotationer and written acceptance by AIWTD Society shall constitute a binding contract between Quotationer and AIWTDS. AIWTD Society is not bound to accept the lowest or any quotation that AIWTDS has received.

f) No person acting for Quotationer will engage in bribery or collusive arrangements with the competitors.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 120 days after the deadline date specified for submission.

7. Opening of Quotations

Quotations will be opened through e-procurement portal of www.assamtenders.gov.in, in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation. Otherwise, the system will automatically intimate to the quotationers/ bidders in due course.

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. Evaluation of Quotations

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) are properly signed ; and
- (c) conform to the terms of reference, without deviations.

10. Award of contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

SECTION - B

- 1. Format for Qualification Information.**
- 2. Format for Submission of Quotation.**
- 3. Format for Curriculum Vitae (CV)**

QUALIFICATION INFORMATION

1 For Individual Bidders

Principal place of business: _____

Power of attorney of signatory of Quotation.
[Attach copy]

Total value of architectural 20 _____
And supervision Consultancy service 20 _____
performed in the last three years (in Rs. Lakhs) 20 _____

Service performed as architectural consultancy and supervision firm (in the same name) on works of a similar nature over the last three years.

<u>Project Name</u>	<u>Name of Employer</u>	<u>Description of service</u>	<u>Contract No.</u>	<u>Value of contract (Rs.Lakhs)</u>	<u>Date of issue of work order</u>	<u>Stipulated period of completion</u>	<u>Actual date of completion</u>	<u>Remarks explaining reasons for delay and service completed</u>
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Existing commitments and on-going services:

Description of service	Place & State	Contract No. & Date	Value of Contract (Rs. Lakh)	Stipulated period of completion	Value of services* remaining to be completed (Rs. Lakhs)	Anticipated date of completion
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* Enclose a certificate from Engineer concerned.

Proposed subcontracts and firms involved.

Sections of the services	Value of Sub-contract	Sub-contractor (name & address)	Experience in similar service
*	*	*	*
*	*	*	*
*	*	*	*
	*	*	

Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.

Information on litigation history in which the Bidder is involved.

Other party(ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status
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QUOTATION

Work title: Architectural and Engineering services for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)

RFQ No. : IN-IWT-341548-NC-RFQ

Name of the Bidder/Quotationer:

Price Schedule

Sl No.	Item Description	Quantity	Unit	Basic Rate to be entered by the bidder	GST and other taxes as applicable	Total amount without taxes in (Rs.)	Total amount in words
	Architectural and Engineering services for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)	1	Job				

Authorized Signature :

Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in which the Expert will be involved)	

SECTION - C

1. Terms of Reference

Terms of Reference

Contract title: Architectural and Engineering Services for setting-up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) & office of Assam Inland Water Company Ltd. (AIWCL) at Directorate of IWT's existing office building premises at Ulubari, Guwahati (Assam)

1. GENERAL:

1) Assam Inland Water Transport Development Society (AIWTDS) is the Project Management Unit (hereinafter called also the “Employer”) of Assam Inland Water Transport Project and it intends to engage a Consultant (Architectural firm) for development of the Project. The consultant will efficiently manage the Project works (the “Contractor”) and provide assistance to successfully complete and deliver the Project on behalf of AIWTDS. The consultant shall ensure progress of the works and quality of deliverables by Contractor in implementation of the Project as per the WB guidelines and applicable Employer’s acts, rules and regulations. The consultant will provide consultancy Services on technical, construction and advisory related matters for successful completion of the renovation, up-gradation, new storied construction, interior & exterior works of IWT building at Ulubari Guwahati. Such services shall be in the form of design, on-site advisory and support services covering all critical aspects of the Project.

2)The objective of this consultancy is to efficiently envisage, design and manage the contracts for interior and construction works for the Project such that all activities envisioned for the Project are completed in agreed timeline, within budgeted cost & technical specifications and in full compliance with the World Bank guidelines and applicable Employer’s acts, rules and regulations. The objective is also to ensure compliance to loan agreement covenants and to achieve project monitoring indicators and milestones as agreed-upon in the stipulated time frame.

3) The consultant (Architectural firm) will be required to provide a team of suitably qualified experts (qualifications & experience given in Para 5 of TOR : Key Person) covering the disciplines required for the consultancy for a period, including need based/ part time resource deployment.

4) AIWTDS will administer the Project and shall nominate one “Engineer in Charge” for the Project outlined. The Consultant shall act as “Engineer’s Representative” or the “Engineer in Charge”.

5) The State Project Director, AIWTDS has charge of overall project administration. The Engineer-In-Charge will be the main interface between the Employer and Consultant. The Engineer-In-Charge shall regularly co-ordinate with and arrange for all submittals, deliverables from Consultant including but not limited to progress reports, design submittals, financial issues, risk management etc. to AIWTDS for managing and ensuring smooth functioning of design and project management consultancy assignment within timelines, budget and agreed quality and safety parameters as outlined in Contract.

6)In an attempt to develop Inland Water Transport Sector in Assam as well as to undertake institutional capacity development of IWT department and other agencies in the sector, it has been planned by Assam Inland Water Transport Development Society (under the aegis of the World Bank funded Assam Inland Water Transport Project) to renovate and upgrade the existing Ground+3 storied office building of Directorate of IWT Assam at Ulubari,Guwahati-7.

- 7) Construction of one additional floor on roof slab of existing G+3 RCC office building (Area approx. 700 sqm) with light weight structure and roof is planned for setting up of office of Assam Inland Water Transport Regulatory Authority (AIWTRA) office. Also it is planned to renovate other floors of the building for setting-up of new office of Assam Inland Water Company Ltd. (AIWCL). In addition, up-gradation of internal and external electricity work, internal and external water supply & sanitary work, development of car parking area and landscaping are also under the scope of work.
- 8) The Assam Inland Water Transport Development Society (AIWTDS) seeks the services of qualified Architectural firms having experience majorly in conceptualization / design and monitoring of construction of infrastructure to be used for the purpose of setup of office infrastructure.
- 9) The overall responsibility of the firm will encompass all the jobs required for carrying out the mentioned services from concept to commissioning, with strict control on quality of work and avoiding any time / cost overrun. The firm will have to work in close co-ordination with IWT Department, Assam Inland Water Transport Development Society & its deputed team and all major decisions shall be taken in consultation with them.

Overall the scope of the Architecture Consultancy Services shall be as indicated herein in Phase A, Phase B and Phase C but not limited thereto:

A .Preliminary investigation and design required for renovation and new construction

- 1) To communicate with all the stakeholders and counterparts to collect all necessary data and information regarding the premises.
- 2) To collect technical data and accurate information of premises through accurate measurement and site survey including employer's list of office accommodation needs and budget.
- 3) To collect all available data and information about management of the premises ownership.
- 4) To investigate the demand of the office space for public purpose.
- 5) To conduct study on the convenience and feasibility of the premises to be renovated as a public office and to provide conclusion on feasibility of the work on the proposed site.
- 6) Study and ensure full compliance with the public health, building, urban and environmental planning regulations, including all required approvals and permits.
- 7) Prepare a preliminary Environmental and Social Impact Assessment for the project site.
- 8) Prepare climate-responsive, energy-efficient and sustainable architectural & engineering designs/calculations/principles, construction methods & finishes schedules, ensuring optimal utilization of space, functional effectiveness & necessary variations to suite the project site.
- 9) Prepare preliminary interior and hard/soft landscape design concepts if applicable
- 10) Prepare draft technical specifications for civil works, furniture, and equipment.
- 11) Prepare preliminary cost estimates including advice on possible financial implications of different construction materials and methods for civil works, furniture and equipment.

B. Designs required for renovation and tender documentation

- 1) Finalize the design process and preparation of tender documents and BOQ.
- 2) Submit schematic services layouts to the respective statutory authorities for no-objection (e.g., electricity, water, sewerage, and communication as appropriate).
- 4) For any additional construction, prepare detailed block plans/sections, including all civil, architectural, building services, MEP, and external works.
- 5) Prepare detailed architectural drawings (including floor plans, sections, elevations, 3D drawings, working details and finishes/fittings schedules), as well as building interior and hard/soft landscaping designs, furniture/equipment positioning and accessories, all MEP.
- 6) Prepare detailed technical specifications, un-priced bills of quantities and detailed confidential cost estimates (priced bills of quantities) for the civil works, furniture and equipment.
- 7) The Internal, External water supply and sanitary drawings to be prepared after studying the existing water supply and sanitary lines as well.
- 8) The electrical drawings and layouts of the proposed work & other allied installations to be prepared after studying already laid electrical & power lines in the existing building.
- 9) Develop existing Engineering and Plumbing drawings and specifications, including low voltage systems. Define and prepare drawing of all required Local Area Network, Data system and equipment with its specifications (Fire alarm system, IT system and access control system).
- 10) Prepare and submit the stage reports, for approval.

C. Tender and contracting process assistance

Part 1:

The consultant shall support the Employer during the tender & contracting process.

- 1) Provide technical inputs at the pre-tender site visit and meeting, tender opening session, tender evaluation process and necessary contract negotiations (as part of the Employer's Tender Evaluation or Contract Negotiation Committees).
- 2) Provide all the technical components of the contract documents
- 3) Provide technical inputs at the pre-tender site visit and meeting, tender opening session, tender evaluation process and necessary contract negotiations (as part of the Employer's Tender Evaluation or Contract Negotiation Committees).

Part 2: Contract Management and Supervision of Works:

- 1) Provide contract management services, including general liaison with the Employer and contractor(s) and attending all coordination meetings with the Employer as requested
- 2) Participate in handing over of the workspace as per the agreed schedule to the works contractor.
- 3) Carefully review and advise on the contractors' detailed work plans and activity schedules, in view of acceptable construction processes and the contract period.
- 4) Participate in monthly site meetings to be attended by representatives of the various stakeholders
- 5) Provide well-trained site supervisor on instructions from employer as and when required whose tasks during the site execution of the works and supplies contracts shall include:
 - i) Inspect site activities on a pre-determined basis and confirm specified design and quality of the works.
 - ii) Prepare and issue necessary remedial site instructions.

- iii) Record on a pre-determined basis the contractors' labour force, major equipment, materials on site and works activities performed and prepare monthly/quarterly progress reports.
- iv) Closely monitor work progress and timelines of planned construction/installation activities.
- v) Conduct regular site inspection visits by relevant key staff on the Consultant's team (i.e., technical monitoring in-between the monthly site meetings) and prepare related back to office briefs for prompt emailing to the Project Coordination Unit. The briefs should cover key progress, any negative happenings, and anticipated problems/delays on site vis-à-vis agreements against the previous monthly site meeting.
- vi) Participate in the provisional hand over inspections and preparation of snag lists.
- vii) Conduct physical Inspection and confirm the rectification of defects listed in the snag lists or identified during the DLP.
- viii) Participate in the final handing over procedures.
- ix) Issue relevant written technical instructions to the civil works, furniture, and equipment contractors with due consultation with the Employer
- x) Carry out regular measurements required for checking contractors' valuations of works and preparing related payment certificates.
- xi) Develop operation & maintenance plan/manual, in a participatory manner including the end-users and other stakeholders.
- x) Prepare/compile and provide to the Employer "As Built" drawings/specifications, installation schedules and Operation & maintenance manuals for the civil works.
- xi) Supervise the Defects Liability Period (DLP) for civil works and/or warranty periods for furniture and equipment. In so doing, carry out periodic inspections during the DLP and notify the Employer and Contractor of any emergent defects and supervise their timely repair.

In addition to the above scope of work as understood, the Architectural Design scope shall consist of the following:

All building plans showing structural system, circulation cores etc.

Key dimensions, bay sizes, overall dimensions

Building Sections & Elevations showing building services and proposed finishes

Typical elevational guidelines showing Fixed Elements with all details

General notes indicating material extents and any special conditions

Finishes Plan with all specifications for flooring, walls and ceilings

Preparing & producing final BOQ's and drawings/details for tender/pricing to Client

Area Summary

In addition to the above scope of work as understood, the Interior Design scope shall consist of the following

Interior layouts showing furniture etc.

Wall and ceiling finishes and specifications.

Elevations showing building services and proposed finishes

Finishes plan with all specifications for flooring, walls, and ceilings

Reflective ceiling plans showing plasterwork / beams

Overall Lighting & Electrical plans

Flooring plan

Preparing & producing final BOQ's and drawings for tender/ pricing to Client.

2) SCOPE OF OBJECTIVE:

Assam's Transportation System is redirecting its strategic focus towards Inland water transport. However, housing all key component entities of the Sector in varied locations around Guwahati for a while, has the potential to negatively affect the overall efficiency of the Sector. Under the project, the existing Inland Water Transport Headquarters Building will be renovated as a 'one-stop centre' for the State of Assam, at the office building located at G.S. Road Ulubari, Guwahati adjacent to Ulubari Flyover.

Under the project objective with addressing the need of the Assam Inland Water Transportation System the World Bank project is aiming to renovate and create a new office premises of AIWTRA & AIWCL to facilitate one of its core functions feasible. The office complex will mainly be used for conducting official functions and conference of civil servants in accordance with the law and need of civil service. The building is a property of Government of Assam and shared with other government agencies and organizations. The project as envisioned by the AIWTD Society needs to be aware of all potential up-gradation and modifications as well as financial and other contributions required for the renovation of the proposed offices and associated Civil/structural works. A detailed feasibility study prior to detail planning and implementation of renovation work is needed.

Building services will include renovations/up-gradation power supply with backup provisions (e.g., generator and solar installations); telephone, data, and Internet services; fire alarm and fighting system; CCTV camera security system, as well as water supply and drainage. The scope also includes priority office furniture and equipment, rain/storm water management and provisions for garbage collection and disposal. The consultant is required to elaborate this guidance into a full Architects brief in his scope.

The Consultants will be required to provide services needed to prepare the necessary designs and documentation, undertake advisory service in tender action and later lent oversight expertise in the construction of the works and contract management. In carrying out the consulting services, the consultant shall consider the requirements of the project financing institution, namely the World Bank, and in particular relating to its procurement procedures and environmental and social safeguard policies.

The overall objective of the consultancy services described in these Terms of Reference (TOR) is to provide competent infrastructure and equipment related consultancy services for the Inland Water Transport Building, to ensure that the design, tender action, and execution of Interior and other associated Civil works, are undertaken in an economical, efficient and effective manner. Congruently, the services are to be provided within the available budget, the stipulated project time frame and consistent with good engineering and environmental standards

The Consultant shall propose alternative ways to achieve the same objective and provide details of the advantages and disadvantages of each option. In this connection, the Consultants shall have to exhibit high quality of architectural and value engineering skills. The Consultant will offer innovative designs that provide sustainable solutions and low lifecycle cost of the facilities to be constructed.

The objectives of this consultancy is to and prepare the Conceptual designs and Architectural Designs for the infrastructure with all relevant detailing like Finishing works, HVAC systems, Plumbing and Water Supply, Electrification, Sanitation Requirements, Firefighting and other refurbishment works as suited for setting up of office setup as per present demand.

The office structure shall comprise:

- i. State-of-the-art infrastructure and facilities suiting the convenience of office staffs and visitors.
- ii. Superior operation and maintenance enabling enhanced usable efficiency of the office Complex.
- iii. Vibrant character of spaces that encourages work environment.
- iv. Have highest standards of environmentally responsive structure keeping in view vagaries of nature affecting the state of Assam from time to time.
- v. Enhanced safety and level of service for the users;

3) SCOPE OF SERVICES:

The broad scope of work of the consultant is as below, but not limited to this. In case any associated work is required for successful execution of the project then the same shall also be organized by the Architect.

The scope of services shall comprise:

- i. Carry out a detailed assessment of the current setup, discuss with the departmental committee constituted by Assam IWTD Society/ Directorate IWT Assam. Apprise AIWTD Society on the same and submit a detailed conceptual plan for implementation of the project.
- ii. Utility Relocation Plan- Prepare a feasible/ acceptable Utility Relocation Plan.
- iii. The conceptual plan shall include the basic layout and detail out of proposed infrastructure up-gradation which shall position the upgraded office building to offer a complete upgraded office complex.
- iv. Carry out detailed architectural, interior, electrical, HVAC, firefighting design for the approved scheme/Concept. Preparation of execution drawings and subsequent updation of the same as per the site requirements.
- v. Preparation of BOQ Estimates compatible to template of e-portal of www.assamtenders.gov.in with all tender drawings, Utility Relocation Plans (if any).
- vi. Assist AIWTD Society in obtaining the necessary technical sanctions/statutory clearances for the work from competent authorities.
- vii. Prepare Schedules and support in tendering activities, including preparation of tender documents (in guidance of AIWTDS), for lining up agencies for civil construction, interiors, electrical, air-conditioning works.
- viii. Prepare detailed Project Implementation and Monitoring Plan.
- ix. Construction supervision for successful and timely execution of the project.
- x. Scrutiny and Joint Certification of works of the contractor (after necessary corrections) with the concerned officer of the AIWTD Society. Facilitate in handing over of the upgraded facility to the IWT Department.
- xi. Up-gradation of electrical load in the DIWT's premises: The present electric load is of 60 KW with a 100 KW capacity transformer. Assessment of existing electrical load distribution in the IWT campus comprising with all offices and detail exterior and interior electric working diagram as per future prospects is under the scope of work. UPS/ Inverter connection for uninterrupted functioning of the office during power failure is to be included.
- xii. Water Supply: Planning and estimation of a Deep Tebe-well and engineering support thereof.
- xiii. Working drawings for IWTRA office at roof slab of G+3 Storied building with best possible floor utilization.

- xiv. Assessment and evaluation of utilization of all floor areas of the DIWT's office building for establishment of AIWTCL office at 2nd floor and also to up-grade the 2nd floor of the building.
- xv. Development of IWT campus for smooth drainage and increasing of Car Parking areas. (The land area of IWT campus at Ulubari is approx. 2100 sqm. Plinth area of existing G+3 RCC building is approx. 700 sqm. Apart from the RCC Building presently there are 4/5 temporary sheds used as Chowkider shed/Parking area)
- xvi. Detail construction drawing for IWTRA office with a Conference Room, AIWCL, Carparking, Chowkider shed.
- xvii. Detail drawing of LAN connection.
- xviii. Detail of Furniture, Light and Show pieces.
- xix. Assessment of one tube lift elevator to IWTRA office
- xx. Underground Sanitary and Water Tank.
- xxi. Exterior look of the entire building & premises.

5) KEY PERSON

Position	Qualification	Experience
Architect (1)	B.Arch., registered with Indian Council of Architecture / Indian Institute of Engineering and Architecture	The Architect should have minimum 10 years of experience in providing architectural services.
Structural Engineer	Graduate in Civil engineering	Should have minimum 8 years of experience
Electrical Engineer	Graduate in Electrical engineering	Should have minimum 8 years of experience
Estimator cum Site Supervisor	Diploma in Civil/ Architectural engineering	Should have minimum 5 years of experience

6. The Obligations of the Consultant.

i)The Consultant shall make his own arrangements for all living accommodation, transportation, personal equipment such as computer or lap top and stationery. The nominated Team Leader will be expected to spend the majority of the assignment on location in Assam. All reports, minutes of meetings etc. shall be drafted by the Consultant. Circulation thereof shall be done by the AIWTDS.

ii)The bidder must have an office in Guwahati. Copy of Trade License is to be enclosed for needed substantiation. Alternately, it has to give an undertaking to make functional an office subsequent to award of contract.

7. The Obligations of the AIWTDS:

The AIWTDS will make available to the Consultant all relevant reports and data in its possession and/or collected from AIWTDS and other agencies (if relevant), but the Consultant shall be fully responsible for the interpretation and use of the material in question as well as for the conversion of available data into a form that can be used in the system he sets up. The AIWTDS will assist to liaise as necessary with other government offices/authorities as required in order to facilitate the Consultant's work.

8. The Management of the Study

The primary point of contact for the Consultant will be State Project Director AIWTDS who will represent the project officer within the AIWTDS. He/She will form part of a steering committee to be established within AIWTDS, comprising representation from relevant functionaries, other relevant local agencies, and suitable public and private stakeholders. The Consultant will be expected to present the content of the reports to the steering committee.

9. Monthly Meetings.

Monthly meeting will be held for progress review & way forward and it is mandatory for Team Leader to attend with relevant team at Guwahati. The consultant shall be required to participate in all meetings as and when sought by the AIWTDS

10) DELIVERABLES:

The Consultant shall deliver the following deliverables (the “Deliverables”) during the course of this Consultancy. **Three hard copies and two soft copies in CDs of all the final reports, drawings, etc. shall be submitted to AIWTDS.** For draft reports only one hard copies and one soft copy in CD shall be submitted to the AIWTDS. The size of drawings shall be A-3 (minimum).

i. **Concept Plan:** On commencement of the Consultancy, the Consultant shall submit a Conceptual drawings and floor plan along with a work plan in compliance to inputs provided by the committee at the time of presentation and contract negotiation.

ii. Report on Final Architectural and Utilities Design:

The Consultant shall submit the Final Architectural Designs including the Master Layout of the site along with cabin Floor Plan, illustrative sections, elevations and 3D virtual tours for final approval of the Authority. At this stage the consultant shall submit the detailed Area Statement also for the approval of the Authority.

iii. Cost Estimates:

The consultants shall prepare detailed Cost Estimates for the Project and prepare detailed implementation plan for the Project. These documents shall form the basis for the tenders to be invited from Contractors. The Consultant will assist the client in obtaining necessary technical sanctions from the competent authority.

iv. BoQ and Tender documents

The Consultant shall separately provide Bill of Quantities, Schedules for the tender document for selection of Contractor for the Project with all supporting documentation relating to these Schedules. The Consultant shall also provide the required assistance to the Authorities in preparation of bid documents for Works contract. At this stage, the Consultant shall also submit the Draft Implementation & Monitoring Plan to be used in the Supervision stage for approval of the Authority.

v. Assistance during bid process and Final Implementation & Monitoring Manual

The Consultant shall also participate in Pre-bid Conferences and assist in preparation of answers to the Bidders' queries on technical aspects of the Project and Bid Documents. Simultaneously, the Consultant shall also incorporate comments of the Authority on the draft Implementation & Monitoring Plan by the contractor.

vi. Monthly Monitoring Reports:

During the Construction Period, the Consultant shall submit Monthly Monitoring Reports to the Authority outlining the Progress vis-à-vis proposed Implementation & Monitoring Plan, potential issues that may delay the project, report any malpractices noticed from the Contractor's side, overall quality of the works being undertaken by the Contractor, genuine issues of the Contractor that the Authority should intervene to resolve, etc.

11. Deliverable Schedule

Sl	Activity	Date
1.	Concept Plan	Contract signing + 2 weeks
2.	Final Architectural & Utilities Design and Cost Estimates	Contract signing + 6 weeks
3.	BoQ and Tender documents	Contract signing + 8 weeks
4.	Pre Bid responses and assistance in finalization of Implementation & Monitoring Plan	As per requirement
5.	Construction supervision and overall Project Management for successful and timely execution of the project.	As per requirement

6.	Scrutiny and Joint Certification of works of the contractor (after necessary corrections) with the concerned officer of the AIWTD Society. Facilitate in handing over of the upgraded facility to the IWT Department.	As per requirement
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Section – D

DRAFT CONTRACT FOR SERVICES

**LUMP-SUM PAYMENTS
(IBRD/IDA FINANCED)**

CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *Assam Inland Water Transport Development Society (AIWTDS)* (“the Client”) having its principal place of business at *Third Floor - DIWT Office, Ulubari, Guwahati*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s complete postal address¹]*.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services	<p>(i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).</p> <p>(ii) The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.</p> <p>(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”</p>															
2. Term	The Consultant shall perform the Services during the period commencing <i>[insert starting date]</i> and continuing through <i>[insert completion date]</i> , or any other period as may be subsequently agreed by the parties in writing.															
3. Payment	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed <i>[insert amount]</i>. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.</p> <p>B. <u>Schedule of Payments</u></p> <p>The schedule of payments is specified below: ²</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SI</th> <th style="text-align: center;">Activity</th> <th style="text-align: center;">Payment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>On acceptance of Concept Plan</td> <td>On acceptance of the Client – 10 % of the contract value</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>On acceptance of Final Architectural & Utilities Design and Cost Estimates</td> <td>On acceptance of the Client – 20 % of the contract value</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>On acceptance of BoQ and Tender documents</td> <td>On acceptance of the Client – 30 % of the contract value</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Pre Bid responses and Final Implementation & Monitoring</td> <td>On acceptance of the Client – 10 % of the contract value</td> </tr> </tbody> </table>	SI	Activity	Payment	1.	On acceptance of Concept Plan	On acceptance of the Client – 10 % of the contract value	2.	On acceptance of Final Architectural & Utilities Design and Cost Estimates	On acceptance of the Client – 20 % of the contract value	3.	On acceptance of BoQ and Tender documents	On acceptance of the Client – 30 % of the contract value	4.	Pre Bid responses and Final Implementation & Monitoring	On acceptance of the Client – 10 % of the contract value
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	Plan submitted by the contractor	
5.	Completion of work at site by the contractor hired by the AIWTD Society	On acceptance and certified by competent authority of Client – 30 % of the contract value.
	<p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Indian Rupees (<i>INR</i>), no later than 60 days following acceptance of deliverables by client and submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.</p> <p>Payments shall be made to Consultant’s bank account [<i>insert banking details</i>]</p>	
4. Project Administration	<p>A. <u>Coordinator.</u></p> <p>The Client designates Mr./Ms. [<i>insert name</i>] as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.</p> <p>B. <u>Reports.</u></p> <p>The reports listed in Annex C, “Consultant's Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.</p>	
5. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.	
6. Inspections and Auditing	The Consultant shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance withprevailing Bank’s sanctions procedures.	
7. Confidentiality	The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.	
8. Ownership of Material	Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software ³ .	
9. Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project	
10. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage.	

11. Assignment	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of Republic of India , and the language of the Contract shall be English.
13. Dispute Resolution⁴	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
14. Corrupt and Fraudulent Practices	The World Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Procurement Guidelines. In further pursuance of this policy, Bidders shall permit and shall cause its agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers and any personnel thereof, to permit the Bank to inspect all accounts, records and other documents relating to any prequalification process, bid submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
15. Termination	<p>The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:</p> <p>(a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;</p> <p>(b) If the Consultant becomes insolvent or bankrupt;</p> <p>(c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.</p> <p>(d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</p>

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Personnel

Annex C: Consultant's Reporting Obligations

Annexure –A

Form of Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

RFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding or submitting proposals in any contract with the Employer for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have not accepted the correction of the Bid Price pursuant to ITB 36; or
- (b) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (c) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security and, if required, the Environmental and Social (ES) Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) forty-five days after the expiration of our Bid.

Name of the Bidder* _____ *[insert complete name of person signing the Bid]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder** *[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid *[insert complete title of the person signing the Bid]*

Signature of the person named above _____ *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid *[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*