



**GOVERNMENT OF ASSAM  
ASSAM INLAND WATER TRANSPORT DEVELOPMENT SOCIETY**

3<sup>rd</sup> Floor, Directorate of Inland Water Transport, Assam::Ulubari, Guwahati-781007:: email: [dir.iwt-ds@gov.in](mailto:dir.iwt-ds@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 and preparation of DPR** for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT's land at Pandu (Guwahati), along with Project Management Services.

**Country** : India

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

**RFQ No.** : **IN-IWT-346377-NC-RFQ**

**Issued on** : 15<sup>th</sup> May'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 and preparation of DPR** for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT's land at Pandu (Guwahati), along with Project Management Services”.
2. The Assam IWT 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/firm for “**Architectural and Engineering Services and preparation of DPR** for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWTCL) at DIWT's land at Pandu (Guwahati), along with Project Management Services”
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](http://www.assamtenders.gov.in), [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in), [www.aiwtdsociety.in](http://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 purpose. 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](http://www.iwtdirectorate.assam.gov.in), [www.aiwtdsociety.in](http://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](http://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 23<sup>rd</sup> May'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](mailto:dir.iwtds-as@gov.in) latest by 16:00 hours on or before 22/05/2023 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 are as below :
  - (a) Date of commencement for download of quotation document: 15-05-2023 at 18:00 hours
  - (b) Date and Time of Pre-quote Meeting : 23-05-2023 at 13:00 hours
  - (c) Last date and time for Submission of quotation : 12-06-2023 at 14:00 hours
  - (d) Time and date of opening of quotation : 12-06-2023 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 12.06.2023 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 12.06.2023. **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 12.06.2023 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](mailto: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.)
<b>“Architectural and Engineering Services and preparation of DPR</b> for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT’s land at Pandu (Guwahati), along with Project Management Services”	20,00,000 /- (Rupees Twenty Lakh Only)

The successful bidder will be expected to complete the services as specified in Section C: Terms of Reference.

#### **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. 20,00,000/-. CA Certified copy of Accounts for last 3 years to be submitted;
- 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. 20,00,000/- 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](http://www.assamtenders.gov.in) (Quotation format is given at Section B for information only. Same to be fill in BOQ template of e-procurement portal)
- (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](http://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.

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<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:

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

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\* Enclose a certificate from Engineer concerned.

Proposed subcontracts and firmsinvolved.

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<b>Sections of the services</b>	<b>Value of Sub-contract</b>	<b>Sub-contractor (name &amp; address)</b>	<b>Experience in similar service</b>
*	*	*	*
*	*	*	*
*	*	*	*
	*	*	

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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.

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<b>Other party(ies)</b>	<b>Employer</b>	<b>Cause of dispute</b>	<b>Amount involved</b>	<b>Remarks showing present status</b>
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## QUOTATION

**Work title: “Architectural and Engineering Services and preparation of DPR for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT’s land at Pandu (Guwahati), along with Project Management Services”**

RFQ No. : **IN-IWT-346377-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 and preparation of DPR for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT’s land at Pandu(Guwahati), along with Project Management Services”	<b>1</b>	<b>Job</b>				

Authorized Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Signatory : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

## CURRICULUM VITAE (CV)

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

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

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**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.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[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:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant’s Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
{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 and preparation of DPR for construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT’s land at Pandu (Guwahati), along with Project Management Services”.

### **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 “construction of building premises for setting up of Crew Training Centre of IWT Assam and also for accommodation of permanent office setup of Assam Inland Waterways Company Ltd (AIWCL) at DIWT’s land at Pandu (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 (As mentioned in TOR : Key Person) covering the disciplines required for the consultancy 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 upgrade the existing Training Centre of IWT for Crews operating along the riverine transport infrastructure of the State. The proposed

Training cum Education complex (Crew Training Centre) will mainly be used for conducting training, education, domain knowledge and expertise sharing Centre and conference of civil servants in accordance with the law and need of civil service in state marine sector. The project is considering on the riverside land at Pandu, Guwahati which covers approximate area of 1(one) acre. In the same premises/building it is also planning to accommodate permanent office setup of the Assam Inland Waterways Company Ltd. (AIWCL), a newly established Company in Assam IWT Sector for operation of passenger ferry and commercial cargo services. The project as envisioned by the AIWTDS needs to be aware of all potential impairments as well as financial and other contributions required for the development of the proposed centres, offices and campus and associated Civil/structural works. A detailed feasibility study prior to detail planning, scheduling, and implementation of construction work is needed.

7) 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. Building services will include 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

8) 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 Crew Training Centre Building, to ensure that the design, tender action and execution of civil works and supply contracts, 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 and practices, to the satisfaction of both Government and The World Bank. In carrying out the consulting services, the consultant shall take into account 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 possibilities of alternative/unconventional approaches to working, organization, learning environments, and campus life in general will be explored.

9) The Consultants will be required to provide architectural, engineering (civil, structural, mechanical, electrical, ICT, MEP), landscaping and quantity surveying services, plus other services needed to prepare the necessary designs and documentation. The key elements from an infrastructure design and training equipment specifications perspective include: 1) Participatory Design (i.e. best involvement of key stakeholders for good project ownership and acceptance), 2) Energy Efficient Design (low overall and renewable energy utilization, vis-à-vis required functional performance, including solar energy and relevant rainwater harvesting), 3) Construction Materials (technically appropriate), 4) Costs/Benefits (optimum value engineered balance between the initial and through-life costs to achieve overall affordability), 5) Comfortable and Conducive Design (appropriate for healthy human habitation, including ventilation and lighting, as well as normal temperatures, humidity and acoustics) 6) Environment and Ecosystem (for harmony with the broader environment/ecosystem).

10) 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.

11) The design shall be required to meet the best practices/standards provisions as applicable to ecologically-sustainable design under local conditions, which result in efficient use of energy, water and other natural resources.

12) The consultant would need to conceptualize the scheme which would include site planning considering the site conditions, environmental factors, open spaces, adjacent existing structure, circulation (Horizontal and vertical) and integration of all functional areas of the proposed building. This would involve preparing a comprehensive lay-out plan for the building, including access to the facility, parking etc (as shown in master plan design scope).

**13) The consultant would be required to suggest the type of construction, preparation of estimate and tender documents, progress of work, supervision of works, quality assessment etc., as detailed below:**

- i) Preparation and submission of preliminary and detailed Cost Estimates, Bill of Quantities and Tender documents conforming to CPWD/APWD norms. Reference shall be furnished in case of Market Rate for non-schedule items with detailed specifications etc. as per CPWD norms, for all scope as defined. Detailed structural designs shall be as per the latest revisions of relevant IS code provisions and other applicable standards including the local statutory authorities' requirements
- ii) Providing proper drawings and documents necessary for submission to statutory bodies for sanction and follow-up with the municipal authorities to obtaining the sanctions referring building by laws. Providing proper and required working drawings, specifications and schedule of quantities, quantity estimation. The required numbers of sets of drawings shall be submitted to employer before commencement of the work for onward transmission of the same to the contractor.

14) The services and deliverable that AIWTDS expects the Consultant to be able to provide are set out as follows:

**The comprehensive architectural and allied services will be provided by the Consultant in the following stages:**

STAGE-1: PRE DESIGN

STAGE-2: CONCEPT DESIGN STAGE.

STAGE-3: SCHEMATIC DESIGN STAGE.

STAGE-4: DESIGN DEVELOPMENT STAGE

STAGE-5: STATUTORY APPROVALS STAGE

STAGE-6: DETAILED DRAWINGS AND DOCUMENTS FOR TENDER STAGE.

STAGE-7: GOOD FOR CONSTRUCTION DRAWING AND EXECUTION STAGE.

STAGE-8: PROJECT CLOSE OUT/POST EXECUTION STAGE.

## **STAGE -1 PRE DESIGN - PROGRAM DEVELOPMENT & DESIGN CHARETTE**

- i) Ascertain the CLIENT's requirements, examine site constraints and potential; and prepare a design brief for The CLIENT's approval.
- ii) Meet AIWTDS and its representatives to arrive at a mutual written understanding of project requirements and goals esp. Target Cost and Target Finishes
- iii) Discussion on site evaluation, state of existing conditions of overall space layout and services. AIWTDS will make available all existing documents, survey drawings and project data available to the consultant.
- iv) Meet all consultants and stakeholders over a day long Charette to formulate overall direction, intent and working methodology.
- iv) Deliverables by the consultant for this stage shall include the following: -
- v) Understanding of Project scope, direction and orientation. Collect and review existing bye-laws and authority restrictions, additions/omission/suggestions to brief.

## **STAGE-2: CONCEPT DESIGN STAGE: (EXPECTED: 2 DESIGN PRESENTATIONS/WORKSHOPS)**

- i) Preparing & presenting options & / alterations for Concept design for both overall master plan design as well as individual building/s to The CLIENT for approval based on brief finalized by the CLIENT in accordance with & abiding Town Planning Guidelines.
- ii) Prepare preliminary concept design approach explaining the basic concept of the project, in form of the cohesive layout plans for the Masterplan & Building vocabulary.
- vi) 3D views / volumetric study/ Project perspectives-from locations and area to express / explain the scheme.
- iv) As per inputs from the client, modify the design alternatives.
- vii) Prepare rough estimate of project cost (based on Plinth Area Rates).
- viii) Preparation of Detailed Project Report on the basis of various proposed schemes in standard format of Govt. organizations.
- ix) Deliverables by the consultant for CONCEPTUAL DESIGN STAGE shall include the following:

### Location Plan.

- a) Master plans indicating street network and open space strategies, building typology and building height strategies, along with infrastructure layout schemes.
- b) Plan, Sections, Elevations of individual buildings

c) Vehicular & Pedestrian circulation

d) Site Utilities

Preliminary Section/ Elevation Studies.

a) Preliminary Area Summary.

b) Preliminary Interior Space Planning.

c) 3D Block views (not detailed) / sketch up views.

d) 3D massing models (if reqd.)

### **Detailed Project Report (DPR).**

Review and modify as necessary after AIWTDS feedback and any other relevant information, Consultant shall take the signed-off conceptual design ahead for refinement; if any and onwards to Schematic Stage.

### **STAGE-3: SCHEMATIC DESIGN STAGE: (EXPECTED: 1 DESIGN PRESENTATIONS / WORKSHOPS).**

i) This stage will be conducted as agreed in Concept Design Stage closure

ii) A detailed and accurate Land Survey and Soil Test have to be conducted.

iii) Preparation of street network, open space network, typology plans and building height plans with infrastructure and services layout.

iv) Preparation of building design drawings based on Concept design consisting of sketches, drawings and images of perspectives with area statements.

v) Review the overall Concept Design with respect to key Engineering and building design Inputs.

vi) Share and incorporate initial Engineering and Structural Inputs into the concept design with a view of fine tuning the design towards a more detailed scheme, taking into consideration inputs from all other consultants on the project.

x) Review all statutory bye-laws in detail and ensure that the schematic design caters to requisite parameters of the local development rules.

xi) Design of circulation cores, vertical transportation and services areas to be scheduled in this stage.

xii) Commence work on material and finishes schedule preparation.

xiii) Work out building and other elevations with respect to short-listed materials and finishes. Massing studies finalized during the concept design stage shall be further detailed in this stage with respect to the actual materials proposed and the proportions etc. Options of colours and materials, that may have an impact to the structural system or services, shall be explored in this stage.

xiv) Provide single line budgetary estimates and assist the Project manager in preparing Overall Project Cost by providing details on elements and conceived finishes, and review with the budgetary cost.

xii) Prepare and issue Schematic Design Documents for review by AIWTDS, at intervals appropriate to the progress of the Schematic Design Phase and mutually agreeable to AIWTDS and the Consultant. Incorporate any modifications suggested by AIWTDS and Authorities and reissue documents for AIWTDS approval.

xiii) Attend regular design review and design coordination meetings with all/ necessary consultants and sub-consultants.

xiv) Prepare Schematic design drawings and other documents and submit to AIWTDS 1 (One) set of hard copy in A3 or higher size

xv) Prepare preliminary cost estimates (based on Plinth Area Rates).

Deliverables by the consultant for SCHEMATIC DESIGN STAGE shall include the following

xvi) **Master Plan**

a) Complete master plan design of the project showing location of all buildings, roads, open spaces and parking elements.

b) Sections through key pedestrian and vehicular access roads along with relevant cardinal dimensions.

c) Clear delineation of the project site limit lines.

d) Primary spot elevations ; Cardinal street elevation(s)+;. Levels of all buildings.

xvii) **Building Floor Plans**

a) Plans of all floors showing structural system, vertical transportation elements, core elements, vertical shafts, floor elevations.

b) Key dimensions, bay sizes, structural grid and overall dimensions

c) General notes indicating major extent of materials and any special conditions of equipment.

d) Building sections keyed

e) Area Summary

xviii) **Building Sections**

a) Sections through building to show relevant conditions including vertical transportation and adjacent conditions

b) Floor to floor height & Ceiling heights.

c) Schematic section details keyed

#### **xix) Building Elevations**

- a) Major elevations with extent of glazing and mullion spacing indicated
- b) Floor lines indicated
- c) Overall dimensions. Setbacks and overhangs indicated
- d) Relationship to existing and finished grade clearly shown

This Stage will be considered complete after the AIWTDS written approval of the Schematic design and request to move to the next stage. Any revision/ modification in the approved schematic design at a later date will result in reviewing the detail design appropriately.

#### **STAGE-4: DESIGN DEVELOPMENT STAGE: (EXPECTED: 2 DESIGN PRESENTATION / WORKSHOPS)**

- i) After approval of schematic design by AIWTDS coordinate with AIWTDS and other consultants as necessary to prepare design drawings. AIWTDS to ensure that consultants shall accept and perform as per the timelines imposed on them by the consultant.
- ii) Refine the design to a building approval submission standard and provide AIWTDS adequate information whereby the Project managers can interpret the information and provide AIWTDS enough information to prepare a Cost Plan/ Overall Project cost.
- iii) Coordinate the overall engineering concepts. Development of Building design drawings in coordination with Structural and Services design drawings, including specific building features, finishes and design elements, incorporating and coordinating inputs from other disciplines, Outlining / specifications of the building and taking approval from AIWTDS modifying designs and specifications as per the requirements of AIWTDS.
- iv) Work with the client / Project manager to optimize the value of the project within the agreed cost plan.
- v) Lead co-ordination of all design input and documentation to structural, building services
- vi) Advise model maker, appointed by the AIWTDS at mutually agreed fees, to prepare a model, based on client requirement and/or three-dimensional computer aided Views and at least one walkthrough of the renovated building giving a clear visual impression of a first-time visitor, if required.
- vii) Prepare diagrammatic material that illustrates the building and service systems in the building, these will be used for presentation and inclusion in reports to AIWTDS and where required to local authorities.
- viii) Provide advice to professional perspective artists and other graphic designers as required, to develop high resolution Images for AIWTDS.
- ix) Prepare Design development drawings and other documents and submit to AIWTDS 1 (One) set of hard copy in A3 or higher size.
- x) Prepare preliminary cost estimates (based on Plinth Area Rates).

Deliverables by the consultant for this stage shall include the following:-

- i) Prepare detailed master plan drawings including street network, open space network, building height and typology plans along with detailed infrastructure/services layout.
- ii) Prepare detailed design drawings including floor plans, typical elevation & sections, material palette for façade and floors; incorporating AIWTDS suggestions /feedback.
- iii) The structural grid, vertical shafts, horizontal ducts, and location of all electromechanical services /back-ups needs to be coordinated on the floor plan, sections and elevations. All working levels need to be established, as per the contour profile of the site.
- iv) Detail sections and elevations of selected parts of the project to describe the design.
- v) 10 perspectives including aerial, ground level views.
- vi) Design documentation will include the following:
  - a) Materials and Finishes Schedule
  - b) Material Samples ( if required).
- vii) Ballpark cost estimate for approval of design.
- viii) Issues 1 (One) set of hard copy (A3) of final designs, drawings and documents.
- ix) Review for pricing (Value Engineering if required).
- x) Preliminary cost estimates (based on Plinth Area Rates).

This Stage will be considered complete after The AIWTDS written approval of Design Development stage and request to move to the next stage.

#### **STAGE-5: STATUTORY APPROVALS STAGE:**

- i) Prepare and submit reports / drawings / submissions necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable
- ii) Incorporating necessary changes or making modifications in the designs based on inputs received from the statutory authorities.
- iii) Obtaining all statutory approvals from all the local authorities including associated liaisoning.
- iv) All works for submission including fee payment to statutory authorities shall be borne by the consultant and shall be reimbursed by the AIWTDS on production of original receipts

#### **STAGE-6: DETAILED DRAWINGS AND DOCUMENTS FOR TENDER STAGE:**

- i) Prepare detailed drawings, specifications and schedule of quantities sufficient to prepare detailed estimate

of cost and tender documents including code of practice covering aspects like mode of measurement, mode of payment, quality control procedures on materials and works and other conditions of contract.

ii) Prepare all draft detailed estimates of cost (based on CPWD/APWD item rates).

iii) Prepare all draft tender documents as per approved guidelines in consultation with the Institute/executing agency.

iv) Assist the AIWTDS/executing agency to invite, receive and analyze tenders, be present to clarify issues in the pre-bid meetings etc, to the extent desired by the AIWTDS/executing agency.

v) Advise the Institute/executing agency on prequalification of agencies, and award of work to contractors, to the extent desired by the Institute/executing agency.

vi) Assist the Institute/executing agency in preparing and finalizing the schedule of work along with the Contractor, to the extent desired by the Institute/executing agency.

vii) Deliverables by the consultant for this stage shall include the following:

a) Prepare final tender drawings and comprehensive documents after approval of detailed design and incorporating AIWTDS comments.

#### **STAGE-7: GOOD FOR CONSTRUCTION DRAWINGS AND EXECUTION STAGE:**

i) Prepare and submit complete sets of Good for Construction drawings with all details and specifications for each building/construction item as per work schedule for approval of the institute.

ii) Issue complete set of final Good for Construction drawings for each building/item at least two weeks before the actual construction schedule.

iii) Make revisions if any in the final Good for Construction drawings.

iv) Make revisions and issue drawings for proper execution of works during construction.

v) Assist the AIWTDS/ executing agency to approve samples of various materials, items and components.

vi) Check and approve shop drawings submitted by the contractor/vendors.

vii) Provide Periodic Supervision by Principal Architect / Competent Architect / Engineer for project supervision / quality control; and certification of invoices of contractor.

viii) Resolve queries, wherever necessary clarify and design, offer interpretation of the drawings/specifications, attend conference and meeting to ensure that project proceeds generally in accordance with the conditions of contract and keep AIWTDS informed and render advice on actions, if required. The visits will be monitored and effectively used to align to agreed visit in this agreement.

ix) Monitor the project for conformity to design intent, assist the representative of AIWTDS for all hands on site related input, assist in ensuring quality control in site, approve samples / prototypes submitted at site and support AIWTDS to keep a check on the Project Costs.

- x) Attend periodic project progress review and design review meetings along with vendors / agencies.
- xi) Improvisation on GFC / Working drawings with specifications if needed.
- xii) Provide a briefing session to the potential contractors enabling them to have a clear understanding of the project deliverables.
- xiii) Consultant would provide localized solution in case of unanticipated problems arising at site.
- xiv) Consultant shall supervise and raise reportage with respect to quality of Line and Level, Quality of Finishes and Quality of Finishing Materials. Adherence to specifications and quality of structure and masonry execution shall be within the purview of the Project manager.
- xv) Review and take appropriate action on contractor's submissions, including Shop Drawings, Product Data, Samples, Requests for Information (RFI's) and Requests for Clarification (RFC's) and coordinate RFI related to consultant's work and process the information to contractor. Such action shall be taken with reasonable promptness.
- xvi) Visit sites of fabrication or testing of materials and assemblies as requested by AIWTDS and report on the results of the observations of tests. Costs for these visits shall be borne by the AIWTDS as per actual.
- xvii) Review of AS BUILT drawings of Contractors. (The consultant shall vet the 'as built' drawings that have been first duly approved by site supervisor as per actual construction).
- xviii) The Project Manager shall ratify technical, commercial and building requirements as laid down in the tender during works on site. On virtual completion of work, for the purpose of seeking Occupation Certificate from the local Authorities, the Project Manager shall issue a letter after clients confirmation duly signed by them stating that the works have been executed by the Contractor as per specifications and technical requirements and procedures laid down by the Structural consultant and the design consultant in writing.
- xix) Post project manager's certification Design consultant shall prepare snag list. Project manager shall ensure that all snags are rectified before Design consultant issues virtual completion certificate.

Deliverables by the consultant for this stage shall include the following: -

- i) Prepare working drawings with required construction details to execute the work on site.
- ii) Provide list of shop drawings to be supplied by contractor for various works.
- iii) Review and approve shop drawings supplied by contractor before releasing the drawings for execution. Project manager shall be responsible to co-ordinate timely delivery of shop drawings from vendors for consultant's review.
- iv) Overall design, drawings and detailing work pertaining to structural, electrical, water supply, sanitary, firefighting and other engineering works as may be necessary. Co-ordinate with all consultants.
- v) The consultant architect to submit GFC's (Good for construction drawings) in form of Hard Copies 3 nos. & 1 no. Soft Copies.

## **STAGE-8 PROJECT CLOSE OUT / FINAL SETTING OUT STAGE:**

- i) Prepare and submit completion reports and drawings for the project as required and obtain "Completion/Occupancy Certificate" from statutory authorities, wherever required by the Institute/executing agency.
- ii) Issue sufficient soft copies of drawings and documents to facilitate contractor(s) and executing agency to furnish as built drawings of entire project to the Institute.
- iii) The consultant shall comment on the standard of the finish to enable rectification of work if any.
- iv) Assist in giving guidance for setting out the furniture layouts for the sale plans; and artworks, carpets, lighting and other accessories as necessary for the common spaces.

## **15) ARCHITECTURAL AND ENGINEERING DOCUMENTATION REQUIREMENTS**

**i)General:** Upon award of assignment, the successful Consultant shall provide all necessary design drawings, calculation and specifications. All Architectural and Engineering design shall be performed by qualified professional authorized to practice in the project area. All drawings (100%) 'Good For Construction' shall be provided to the contractor, once the contract is awarded.

- ii)The successful Consultant shall be responsible for providing the necessary design and documentation to obtain the necessary construction permits for the project.
- iii) 'As Built Drawings' for each discipline shall be provided at the completion of the project.

**16) 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 the 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 used as public institute 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.

**The office/ institute structure shall comprise:**

- i. State-of-the-art infrastructure and facilities suiting the convenience of office staffs/ trainees and visitors.
- ii. Superior operation and maintenance enabling enhanced usable efficiency of the office/ training institute Complex.
- iii. Vibrant character of spaces that encourages work environment/ training activities.
- 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;

## 17) 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.
- 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](http://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 AIWTD Society), 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: Assessment of existing electrical load and preparation of detail exterior and interior electric working diagram as per future prospects is under the scope of work. UPS/ Inverter and Generator Backup connection for uninterrupted functioning of the office/ institute during power failure is to be included.
- xii. Water Supply: Planning and estimation of uninterrupted water supply and engineering support thereof.
- xiii. Working drawings for CTC and AIWCL with best possible floor utilization.
- xiv. Smooth drainage and Car Parking areas.
- xv. Detail drawing of LAN connection.

- xvi. Detail of Furniture, Light and Show pieces.
- xvii. Assessment , design and estimation of lift/ elevators per institutional requirement
- xviii. Underground Sanitary and Water Tank.
- xix. Exterior look of the entire project.
- xx. Survey of the land under possession of the DIWT for the proposed CTC Complex to fix the boundary and Contour survey for leveling.
- xxi. Soil test for composition of soil and load bearing capacity
- xxii. Depending on Soil test, to finalize storied capacity of the building.
- xxiii. Assessment of Plinth area/ Floor area requirement for the building, for which present CTC structure and proposed CTC Course requirement / Organisation requirement to be gone through associated with Departmental Committee.
- xxiv. As the permanent office of the AIWTCL is proposed at same building, therefore, assessment of organogram of the AIWTCL to finalize floor area requirement of AIWTCL.
- xxv. Structural design and structural drawings of the entire project
- xxvi. River Bank protection work (if required) and boundary wall, land development, Internal Road & Path, Campus drainage -----detail drawing and design.
- xxvii. Fresh Water Plant and Sewage Disposal Plant.
- xxviii. Entire Sanitary and Water supply drawings of the Project.
- xxix. Detail calculation & drawing of external and internal electrical works with calculation of electrical load requirement.
- xxx. Detail layout drawing of Air conditioning system
- xxxi. Internet and Lan connectivity
- xxxii. EPABX system
- xxxiii. Landscape of the entire complex
- xxxiv. Detail estimate/ BOQ for each component mentioned above.
- xxxv. Furniture and equipment planning
- xxxvi. Assist AIWTDS for entire tendering process for selection of contractor
- xxxvii. Assist AIWTDS for obtaining Statutory certificates / NOC from other organisations
- xxxviii. Supervision of construction work and certification of running bills of contractor.
- xxxix. Project Completion Certificate
- xl. Inspection and reporting on defect liability period

## 18) KEYPERSON

<b>Position</b>	<b>Qualification</b>	<b>Experience</b>
Principal Architect	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
IT & Networking Engineer	Graduate in IT/CSE from an accredited college or University.	Should have minimum 8 years of experience
Estimator cum Site Supervisor	Diploma in Civil/ Architectural engineering	Should have minimum 5 years of experience

## 19. 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.

## 20. 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.

## 21. 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.

## 22. 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

## 23. Deliverable Schedule

Sl No.	Activity Completion	Expected Time(Days)
1.	Survey, needs analysis, Defining Goal & orientation, identifying potential constrain conditions.	D+12
2.	Conceptual design stage; rough estimate; preliminary views	D+20
3.	Reviewing concept design; incorporate structural & utilities inputs, schematic design stage & workshop.	D+28
4	Refining the design for building approval submission incorporating all features; cost optimisation & workshop.	D+35
5	Obtaining all approvals(incorporating changes, if needed)	D+40
6	Finalising tender, specifications, BOQ, drawings, assisting in the bid process management.	D+50
7	Issuing GFC drawings (incorporating revisions), project execution, monitoring & management; ratification of technical and commercial conditions in contract.	D+60 and as per project requirement
8	Submission of as-built drawings, layouts & specifications of furniture, lighting etc.	D+60+Contract Period(One Year)
9	Supervise during the defect liability period	One Year
10	Completion of works, submission of manuals.	D+60+Contract Period+DLP
N.B.	Time required for Statutory approval will be counted additionally	

## 24) Payment Schedule

<b>Stage</b>	<b>Description of milestone</b>	<b>Percentage of payment</b>
Stage 1 & 2	Pre design and Concept Design stage : On approval of inception report, survey, concept development & workshop with stakeholders.	15% of amount
Stage 3	Schematic Design Stage: On submitting Schematic design/detailed architectural stage drawings & workshop with stakeholders.	15% of amount
Stage 4 & 5	Design Approval Stage and Statutory approval stage : On submitting Design development stage and detailed item-wise estimates of cost which should also include approval from local Statutory Authorities.	15% of amount
Stage 6	Detail drawing and document for Tender Stage : On submitting Tender documentation detailed specifications, bills of quantities, estimates; detailed working; services drawings and workshop.	20% of amount.
Stage 7	Good for construction drawing and Execution stage : During the course of construction of work at site 25% of total fees to be paid in instalments consistent with the progress of work from time to time.	25% of amount
Stage 8	Project Closeout/ Post Execution Stage: On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period), submission of maintenance manual etc.	10% of amount
		100%

**Section– D**

**DRAFT CONTRACT FOR SERVICES**

**LUMP-SUM PAYMENTS  
(IBRD/IDAFINANCED)**

**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 address<sup>1</sup>]*.

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 agreeas follows:

<b>1. Services</b>	<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 withinthetimeperiodspecifiedinAnnexC,“Consultant’sReportingObligations.”</p>															
<b>2. Term</b>	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 maybe subsequently agreed by the parties in writing.															
<b>3. Payment</b>	<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>Thescheduleofpaymentsisspecifiedbelow:<sup>2</sup></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Stage</th> <th style="text-align: center;">Description of milestone</th> <th style="text-align: center;">Percentage of payment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Stage 1 &amp; 2</td> <td>Pre-design and Concept Design stage : On approval of inception report, survey, concept development&amp; workshop with stakeholders.</td> <td style="text-align: center;">15% of amount</td> </tr> <tr> <td style="text-align: center;">Stage 3</td> <td>Schematic Design Stage: On submitting Schematic design/detailed architectural stage drawings &amp; workshop with stakeholders.</td> <td style="text-align: center;">15% of amount</td> </tr> <tr> <td style="text-align: center;">Stage 4 &amp; 5</td> <td>Design Approval Stage and Statutory approval stage : On submitting Design development stage and detailed item-wise estimates of cost which should also include approval from local Statutory Authorities.</td> <td style="text-align: center;">15% of amount</td> </tr> <tr> <td style="text-align: center;">Stage 6</td> <td>Detail drawing and document for Tender Stage : On submitting Tender documentation detailed specifications, bills of quantities, estimates; detailed working; services drawings and workshop.</td> <td style="text-align: center;">20% of amount.</td> </tr> </tbody> </table>	Stage	Description of milestone	Percentage of payment	Stage 1 & 2	Pre-design and Concept Design stage : On approval of inception report, survey, concept development& workshop with stakeholders.	15% of amount	Stage 3	Schematic Design Stage: On submitting Schematic design/detailed architectural stage drawings & workshop with stakeholders.	15% of amount	Stage 4 & 5	Design Approval Stage and Statutory approval stage : On submitting Design development stage and detailed item-wise estimates of cost which should also include approval from local Statutory Authorities.	15% of amount	Stage 6	Detail drawing and document for Tender Stage : On submitting Tender documentation detailed specifications, bills of quantities, estimates; detailed working; services drawings and workshop.	20% of amount.
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Stage 6	Detail drawing and document for Tender Stage : On submitting Tender documentation detailed specifications, bills of quantities, estimates; detailed working; services drawings and workshop.	20% of amount.														

Stage 7	Good for construction drawing and Execution stage : During the course of construction of work at site 25% of total fees to be paid in instalments consistent with the progress of work from time to time.	25% of amount
Stage 8	Project Closeout/ Post Execution Stage: On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period),submission of maintenance manual etc.	10% of amount
	Total	100%

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	<p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Indian Rupees (<i>INR</i>), no later than 60days following acceptance of deliverables by client and submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph4.</p> <p>Payments shall be made to Consultant’s bank account[<i>insertbankingdetails</i>]</p>
<b>4. Project Administration</b>	<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 paragraph3.</p>
<b>5. Performance Standards</b>	The Consultant undertakes to perform the Services with the highest standards of Professional and ethical competence and integrity.
<b>6. Inspections and Auditing</b>	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 limitations determination of ineligibility) in accordance with prevailing Bank’s sanctions procedures.
<b>7. Confidentiality</b>	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.
<b>8. Ownership of Material</b>	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 <sup>3</sup> .
<b>9.Consultant Not to be Engaged in Certain Activities</b>	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
<b>10. Insurance</b>	The Consultant will be responsible for taking out any appropriate insurance coverage.

<b>11. Assignment</b>	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
<b>12. Law Governing Contract and Language</b>	The Contract shall be governed by the laws of Republic of India, and the language of the Contract shall be English.
<b>13. Dispute Resolution<sup>4</sup></b>	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.
<b>14. Corrupt and Fraudulent Practices</b>	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.
<b>15. Termination</b>	<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>

FORTHECLIENT

FORTHECONSULTANT

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

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**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.]*