

# Tender Document

## Request for Proposal (RFP)

For

Consultancy Services for Quality Supervision and Certification of  
Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head  
Master Room to be constructed during 2012-13 under SSA, Punjab. for the  
following groups separately

(only E-Tendering Mode)

Group.1 (Amritsar, Tarn-Taran, Gurdaspur, Jalandher, Pathankot)

Group.2 (Hoshiarpur, Kapurthala, Fathegarh Sahib, SBS Nagar)

Group. 3 (Faridkot, Ferozepur, Ludhiana, Moga)

Group.4 (Patiala, SAS Nagar, Ropar, Sangrur)

Group. 5 (Barnala, Bathinda, Fazilka, Mansa, Mukatsar)

(Tender No.: SSA/ASPD(Proc.)/2012/21 Dated: - 10-01-2013)



Date of Issue of Bid Documents:	<u>10-01-2013 at 11:00 AM Onwards</u>
Last Date of Issue of Bid	<u>25-01- 2013 upto 11:00 AM</u>
Last Date for submission of Bid	<u>25-01-2013 up to 11.00 AM</u>
Date of Opening of Technical bid	<u>25-01-2013 at 11:30 AM</u>
Date of Opening of Financial Bid	<u>28-01-2013 at 11:00 AM</u>

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## EXPRESSION OF INTEREST

**Consultancy Services for Quality Supervision and Certification of Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head Master Room to be constructed under Sarva Shiksha Abhiyan Punjab 2012-13 for groups no.1,2,3,4 & 5 separately.**

Sarva Shiksha Abhiyan, Punjab (SSA) is the comprehensive and integrated flagship programme of Govt. of India to attain Universal Elementary Education in the country in a mission mode. Civil works is a component under SSA which provides the infrastructure to the Govt. schools in the state of Punjab. All the construction works are carried out by the School Management Committee (SMC).

For the quality aspect of the civil works undertaken by SMCs Such as Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head Master Room for Group 1,2,3,4,5 separately a 3rd party inspection and evaluation is being considered. In view of this Sarva Shiksha Abhiyan Authority, Punjab is inviting Expression of Interest from the reputed consultancy firms / Organizations Architects, Recognized Engineering Colleges, Polytechnics etc dealing with such type of works, to take up the work of consultancy services for quality supervision and certification of various constructions mentioned above.

The details of the proposal along with eligibility criteria etc. will be made available in the office of State Project Director, Punjab Sarva Shiksha Abhiyan SCO 104-106, Sector 34-A, Chandigarh on payment of Rs. 5000/- (Rupees Five thousand Only) for each group through demand draft in favour of Director General School Education, Punjab in office timing 9am to 5pm, Monday to Friday upto 25-01-2013 at 11:00 am.

Aspiring bidders who have not obtained the User ID and Password for participating in e-tendering may obtain the same by registering in e-procurement portal (<http://etender.punjabgovt.gov.in>). The bidders once registered can participate in the tender of Consultancy Services for Quality

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Supervision and Certification of Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head Master Room to be constructed during 2012-13 under SSA, Punjab. for the following groups separately

You may contact for any query/Problem relating e-tendering 0172-3934665, 0172-3934667 (Tele Fax) 9257209340, 8054628821 for each group separately.

**Consultancy services for Quality supervision and Certification of Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head Master Room, for Group 1,2,3,4,5 to be constructed under Sarva Shiksha Abhiyan, Punjab 2012-13.**

1. You are hereby invited to submit technical and financial proposals for consultancy services required for quality supervision and certification of Upgraded Primary to UP Schools Additional Class Rooms, Toilets, Head Master Room. under SSA project in the districts of Punjab State which would form the basis for future negotiations and ultimately a contract between you / your firm and State Project Director, SSA, Punjab.
2. The Purpose of this assignment is to :  
Effective supervision and certification of the construction of civil activities carried out by SMC.
3. The following documents are enclosed to enable you to submit your proposal for each group 1, 2, 3, 4 & 5 separately.
  - a) Terms of reference (TOR) (Annexure - A)
  - b) Supplementary information for consultant, including a suggested format of curriculum vitae (Annexure - B)
  - c) A sample Form of Contract of Consultant's Services under which the services will be performed (Annexure - C).

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4. The submission of the proposals: The proposals should be submitted in two parts viz., Technical and Financial and should follow the form given in the "Supplementary Information for the Consultants."
- 4.1 The "**Technical**" and "**Financial**" proposals must be uploaded in the formats / schedules given in the supplementary information for consultants. "**Technical Proposal**" should include the description of the firm / organization, the firm's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. '**FINANCIAL PROPOSAL**' must also be uploaded and should contain the detailed price offer for the consultancy services for Group 1,2,3,4,5 separately.

You will provide detailed break down of the cost and fees as follows:

- Staffing billing rate plus overhead.
- Travel and accommodation.
- Report reproduction and
- Testing charges.

4.2 **Opening of proposal**

The technical bid of bidders for Group 1,2,3,4,5 separately will be opened by the Committees members in Head office SSA, Punjab. It may please be noted that the financials bid containing the detailed price offer will not be entertained until technical evaluation has been completed and the result approved by State project Director, SSA, Punjab. The qualifying bidders in technical part will be opened their financial bids.

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## 5. Evaluation

A two-stage procedure will be adopted in evaluating the proposal with the technical evaluation being completed prior to any financial proposal being opened. The technical proposals will be evaluated using the following criteria.

- i. The consultant's relevant experience for the assignment.
- ii. The quality of the methodology proposed and
- iii. The qualifications and experience of the key staff proposed for the assignment, district wise.

Curriculum vitae of senior personnel in each discipline for assessing the qualification and the experience of the personnel proposed to be deployed for the studies should be included with the proposal (in the format of the simple curriculum vitae). These personnel will be rated in accordance with:

- i. General qualifications
- ii. Adequacy for the project (Suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.)
- iii. Their language and the experience in the Punjab region.
- iv. Involvements in skills transfer program and training ability.

## 6. Deciding Award of Contract

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under :-

- a. The evaluation committee will determine whether the financial proposals are complete. Incomplete, incorrect and vague financial cost proposals will be rejected out rightly.

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- b. Please note that the State Project Director, SSA, Punjab is not bound to select any of the firms submitting proposals. He keeps all the rights to reject any or all proposals without assigning any reason.
- c. It may be estimated for requirement of man months of services required for the assignment and shall be uploaded in the financial proposal and generally you should base your financial proposal on this figure.
- d. Your proposal has to be valid for 120 days from the date of submission without changing the personnel proposed for the assignment and your proposed price. This validity can be extended further more by 60 days if asked by State Project Director.
- e. Please note that the cost of preparing a proposal and of discussions including visits to State Project Director Office, SSA, Punjab, if any is not reimbursable.
- f. Assume that the contract can be satisfactorily concluded within twelve (12) months, i.e. one year from the date of awarding contract and assignment of the supervision work.
- g. We wish to remind you that any manufacturing or construction firm, with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from associated with the project of which this consulting assignment forms a part.
- h. Joint ventures between firms on the shortlist are not permitted except with the prior approval of the State Project Director, SSA, Punjab. The request for a joint venture should be accompanied with full details of the proposed association.
- i. Please note that the remuneration, which you receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required. It will be the entire responsibility of the consultant to clear all dues of taxes. The Tax at source as deemed fit will be recovered from the Bills.

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**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR QUALITY SUPERVISION AND CERTIFICATION OF DIFFERENT ACTIVITIES RELATING TO CIVIL WORKS UNDERTAKEN UNDER SARVA SHIKSHA ABHIYAN AUTHORITY, PUNJAB during year 2012-13.**

**1) BACK GROUND**

The Sarva Shiksha Abhiyan is to provide useful and relevant elementary education for all children in the 6 to 14 age group by 2012-13. SSA is an effort to universalize elementary education by community ownership of the school system. It is a response to the demand for quality basic education all over the country, through provision of community owned quality education in a mission mode.

Construction of civil works is one of the activities under Sarva Shiksha Abhiyan Authority Punjab. The Civil Works includes the construction of Upgraded primary to UP Schools, Additional Class Rooms, Toilets, Head Master Room and these works are to be executed by SMCs.

**2) OBJECTIVES**

To visit construction work of civil activities as Upgraded Primary to UP Schools, Additional Class Rooms, Toilets, Head Master Room at appropriate state of construction for effective quality supervision for sound, durable civil works.

**3. SCOPE OF WORK**

- 3.1 The consultant or his representative shall supervise the quality of construction during the work is under progress frequently, to fulfill the requirements as stated under objectives.
- 3.2 Consultant shall provide methodology to be adopted for supervision.

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- 3.3 The consultant shall carry out independent testing Field & Laboratory (as per Annexure B1) of construction materials and will report to SMC/BRP/District project Co-ordinators with his suggestions and remedial measures if any.
- 3.4 The consultant shall also verify that all the points raised in inspection and audit note shall be strictly complied by SMC / BRP to his satisfaction.
- 3.5 On completion of work, consultant shall issue completion certificate as **"It is certified that the work has been done as per PWD specifications. It is further certified that the work has been executed as per the drawings / design supplied. The work is of good quality.**
- 3.6 Consultant shall suggest the remedial measures to be carried out by SMCs during construction period to avoid any construction defects.
- 3.7 Consultant shall suggest the ways and means for economical construction and to reduce the construction cost.
- 3.8 Consultant shall verify the bills for releasing the payments.
- 3.9 The estimated amount for on-going works can be increased or decreased for which no claim will be entertained on this account,
- 3.10 The no. of works in 2012-13 (approx.)=8737.  
Estimated cost of new works is (approx.)=Rs.157.00 Crores  
Cost of each group is has under:

**Group.1 (Amritsar, Tarn-Taran, Gurdaspur, Jalandher, Pathankot)/Rs. 33 Crores.**

**Group.2 (Hoshiarpur, Kapurthala, Fathegarh Sahib, SBS Nagar)/Rs. 30 Crores.**

**Group. 3 (Faridkot, Ferozepur, Ludhiana, Moga)/Rs. 31 Crores.**

**Group.4 (Patiala, SAS Nagar, Ropar, Sangrur)/Rs. 32 Crores.**

**Group. 5 (Barnala, Bathinda, Fazilka, Mansa, Mukatsar)/Rs. 31 Crores.  
=157 Crores.**

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## 4 GOVERNING FACTORS

### For Supervision:

- 4.1 The status of ongoing works/ buildings as prevailing on the 1<sup>st</sup> visit of consultant would make the beginning point of consultancy and the payment for consultant will be determined accordingly. The status of ongoing civil works as on that day (the date of first visit of consultant will be duly recorded by school head in school register. It will be signed by school head and consultant and counter signed by concerned SDE.
- 4.2 The consultant shall have prior experience in the field of Civil works of similar magnitude to that of the works covered in the proposed project.
- 4.3 The consultant shall verify and check the quality of the work done is as per the standard practice.
- 4.4 The consultant shall appoint at least one engineer (minimum B.E. Civil/ Diploma in Civil Engineering) for each district to be covered for supervision and certification works awarded to him.
- 4.5 The quality supervision work shall be carried out by the qualified Civil Engineers (minimum B.E. Civil) having three years minimum experience or Diploma in Civil Engineering with five years of minimum experience, and Civil Engineers retired from PWD having experience in construction of buildings or similar type of work.
- 4.6 The consultant shall visit each site for minimum four times during the work under progress. These visits shall be at Excavation / Foundation level / plinth level, at the time of casting the beams at door level & at the time of casting RCC slab and at completion stage for issue of completion certificate.
- 4.7 The consultant shall check the quality of the materials brought on the site of the work and ensure that the materials are in accordance with the

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specifications generally observed and prescribed for the work and maintain frequency of testing material as under:-

(Testing charges will be inclusive in the above cost)

### Statement Showing Frequency Of Test

Sr No	Building Materials	Test to be carried out	Frequency of tests
1	Water	Chemical analysis	Once for approval of source
2	Cement	(a). Consistency  (b). Setting time (i). Initial (ii). Final (c). Fineness by specific surface (d). Compressive strength, n/mm <sup>2</sup> not less than  i). 3 days ii). 7 days iii). 28 days (e). Soundness by lechatelier	One test for every 5 M.T & on change of brand
3	Sand	(a). Silt content  (b). Gradation, fineness Modules (c). Zoning tests (d). Sp. Gravity (e). Water absorption (%)	Minimum one test for 15 m <sup>3</sup> of material used.
4	Kapachi and metal (for RCC Work)	(a). Specific gravity  (b). Absorption (c). Impact value % (d). Flaking index (e). Gradation percent passing of IS sieve	Minimum one test for 15 m <sup>3</sup> of material used.
5	Bricks	(a). Water absorption  (b). Efflorescence (c). Compressive strength (d). Dimension	One set of test every 5000 bricks and on change of Brand mark
6	Reinforcement	(a). Ultimate tensile strength  (b). Yield stress (Proof stress) (c). Elongation	Each set of test for each diameter of bars

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7	C. C. Cubes	Compressive strength	Qty. Cmt samples	No. of
			1 - 15	1
8	Flooring	(a). Water absorption	16 - 30	2
		(b). leveling test	One additional sample for each 50 m <sup>3</sup> or part thereof (one sample consists of 3 cubes minimum)	
			As applicable	

- 4.7 Consultant should suggest methodology to check and ensure the quality of work done by SMC and check accordingly.
- 4.8 Consultant should suggest the remedial measures to be carried by SMC during construction period only, if any defects are noticed, to avoid any construction defects.
- 4.9 Consultant should suggest the ways and means for economic construction and to reduce the cost of construction keeping the quality work.
- 4.10 The consultant shall have material testing laboratory for testing construction materials. The firm having mobile testing laboratory district wise shall be given additional weightage as it will ensure testing of materials at site of work.
- 4.11 The consultant shall furnish details about the testing equipment, skilled & unskilled persons engaged by him for testing of samples with their qualifications & experience.
- 4.12 The consultant having wide experience of similar nature of work, if has no facility of laboratory for material testing shall carry out MOU with the Government approved material-testing laboratory. In such case both the partners should jointly & severally responsible for whole work so their inter relationship should be clearly stated with the documentary evidence.

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- 4.13 The consultant shall provide methodology for supervision, certification and testing of materials.
- 4.14 Under the project Civil Works are undertaken through SMC-Community Participation Procedure. The consultant shall motivate the community and if required train the masons at site.
- 4.15 The consultant shall develop and follow the computerized reporting and record management system and shall obtain prior concurrence of the same from State Project Director/ DEO's of districts. The consultant shall provide all hardware and software for the purpose at his own cost.
- 4.16 The consultant shall write his observations in the visit book kept at the site of work and suggestions to improve the quality of work.
- 4.17 In order to ensure the quality and timely completion of the work, consultant should remain present in the co-ordination/review meeting to be held at districts / state level once in a month and once in a quarter or as decided at State /District level at no extra cost.
- 4.18 Consultant shall inform SPD, SSA, Punjab, along with a copy to the District Education Officer (EE) of the concerned district immediately about any deviation in design, construction or quality observed during his site visits.
- 4.19 Consultant shall not issue any instruction directly if in his opinion it is found necessary to change specification or modify design. The same shall be done with the consent of SSA, Punjab Officials.
- 4.20 Consultant shall report monthly about the progress of the work for each work, any specific issue and suggest alternative remedial action for the same to the office of the State Project Director, SSA, Punjab
- 4.21 Consultant shall give his comments about the work and instructions given to the SMC members during the site visit should be copied to the concerned Districts Education Officer (EE), and critical and

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serious observation to the office of the State Project Director, SSA Punjab.

- 4.22 Consultant shall arrange with his own arrangement and equipments at his cost a one day workshop to impart training to District Co-ordinators and Education Officers at Mutually agreed suitable place and SMC members at District/Block level about the methodology to be adopted for good construction work as well as how to select the materials for construction. The expenses towards the TA & DA of participants except the consultant will be borne by SSA.
- 4.23 After the work is completed consultant shall issue completion certificate as per format approved by SPD, SSA, Punjab.
- 4.24 Offer agreed shall be firm till the completion of work planned and for 12 months period from date of awarding contract and inclusive of transportation, taxes and other charges if any. No other liability will be borne by Sarva Shiksha Abhiyan Authority.
- 4.25 Consultant shall have to prepare "Manual for good construction practice" and "Checklist" covering all the items to be executed as per the estimates and furnish to SPD, SSA, Punjab.

## **5 FORMATS**

- 5.1 Report of the each work for which the quality supervised by the consultant including the issue required immediate attention for the state level, in approved format time to time.
- 5.2 Any corrections as per comments of SPD, SSA, Punjab.

## **6 REPORT TO**

State Project Director, SSA, Punjab Monthly progress and copy to the District Education Officer of the concerned district.

## **7 DATE OF SUBMISSION**

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Monthly report latest by 4th of each month.

## **8 STAGES OF DEPOSITS AND PAYMENTS**

- 8.1 Earnest money amounting to Rs 1.00 lac (One lac only) required paying by the consultant by online RTGS/NGFT, debit/Credit card Internet banking only. The earnest money so paid will be returned to the unsuccessful consultant after finalization of Agency. This earnest money so paid will be forfeited if the Agency refused to accept the work when awarded to him and if the awarded work is accepted the amount will be retained till the expiry period of contract and will be released after one month after submitting of completion certificate duly signed by District Education officer (EE).
- 8.2 The successful bidders will deposit Performance Security @ of 10% of contract price through online RTGS/NEFT,/Debit/Credit Card Internet banking with in 7 days. In case of failure to do so with in 7 days of issuance of work/Supply order than EMD of the successful tender will be forfeited and the work will be allotted to other party.

### **8.3 Payment for supervision and certification**

For New work / in progress work

<b>Sr. No.</b>	<b>Release</b>		<b>Release of payment</b>
1.	1st Release	10%	of the approved amount when the work up to the plinth level is completed
2.	2nd Release	20%	of the approved amount when the work upto the Door level is completed.
3	3 <sup>rd</sup> Release	20%	of the approved amount when the work of the casting of RCC slab is completed

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4.	4 <sup>th</sup> Release	30%	of the approved amount on the completion of work.
5.	5 <sup>th</sup> & Final Release	20%	After one month after the issue of completion certificate.

**NB**

1. If the consultant does not visit the site at first stage then payments for the subsequent stages i.e. 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%, 17%, 25%, 17%, respectively.

2. If the consultant does not visit the site at 2<sup>nd</sup> stage then payment for the subsequent stages i.e. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%, 25%, 17% respectively.

3. If the consultant does not visit the site at 3<sup>rd</sup> stage then payment will be made for the subsequent stages i.e. 25%, 17% respectively.

**N.B.** If the consultant does not submit the progress bills in the office by 7th of every month then 2% penalty will be imposed on the amount every week there after.

**9. INPUT FROM SSA**

9.1 The District Education Officer (EE) will be asked to provide all the site list, district wise to the client for detail supervision and certification of the Civil Works, along with Physical & Financial status duly signed before start of work to SPD, SSAA., Punjab.

9.2 Any instructions as a policy matter for execution of works.

**10. REVIEW COMMITTEE AND PROCESS**

10.1 The review committee shall consist of :-

10.1.1 State Project Director, SSA, Punjab.

10.1.2 Add. State Project Director, SSA, Punjab

10.1.3 Dy. State Project Director, SSA, Punjab.

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- 10.1.4 ACFA/Chief Accounts Officer SSA Punjab.
- 10.1.5 ASPD (Civil Works)
- 10.1.6 ASPD (Proc.)
- 10.1.7 Assistant Manager (Civil Works)
- 10.1.8. Executive Engineer (Civil works)
- 10.2 The review committee will held Quarterly meeting and will review the detailed progress report, consultant's observation, suggestions about the work under construction and discuss with consultant.

**11. FINAL OUTCOME**

- 11.1 Detailed summary for the monthly report for supervision and observations and suggestions.
- 11.2 On completion of the assignment final report on supervision task and completion certificate and clearance for rectification of defects if any. Final assessment of work should be indicated.
- 11.3 Final report covering the overall aspects and suggestions etc. shall be submitted at the end of contract period.

**12. GENERAL REQUIREMENTS**

- 12.1 The SPD, SSA, Punjab reserves full right to alter its requirements and can also increase/decrease the work order.
- 12.2 The decision of the State Project Director will be final in all the matters.

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## Annexure - B

### SUPPLEMENTARY INFORMATIONS FOR CONSULTANTS

#### **Proposals**

- (1) Proposals should include the following information
- Copies of original documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder.
  - Income Tax clearance Certificate from the concerned IT circle for last 3 years.
- (a) **Technical Proposal**
- (I) A brief description of the firm/organization and outline of recent experience on assignment / projects of similar nature executed during the last 3 years i.e. Rs. 50 Lacs per years in the format given in Form F-2.
- (II) Any comments or suggestions of the consultant on the Terms of Reference (TOR).
- (III) A description of the manner in which consultant would plan to execute the work. Work plan time schedule in Form F-3 and approach or methodology proposed for carrying out the required work to achieve the required object.
- (iv) The composition of the team of personnel which the consultant would propose to provide and the task which would be assigned to each team member in Form-4.
- (v) Curricular vitae of the individual key staff members to be assigned to the work and on team leader who would be responsible for supervision of the team. The curricular vitae

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should follow the attached format (F-5) duly signed by the concern personnel.

- (vi) The consultant's comments, if any, on the data, services and facilities to be provided by State Project Director, SSA, Punjab indicated in the Terms of Reference (TOR).

**(b) Financial Proposals:**

The financial proposals should include the following :-

- (1) Schedule of Price Bid in Form F-6 with cost break up.
  - (2) Work Program and time schedule for key personnel in form F-7.
  - (3) Estimate for requirement of man months of services.
- (2) Scan copies of proposals and reports should be submitted with technical bids by the consultant online.

**(3) Review of man - Months Rates.**

State Project Director, SSA, Punjab is concerned with the reasonableness of a firm's Financial proposal and during discussions if held, expects to be able to review data backing up consultant's man - months rates. Consultant's submitting proposals for contracts should be prepared to support such data.

**(4) Contracts with Team Members**

Bearing in mind that rates will be under reviewed firms are advised against making firm financial arrangements with prospective team members prior to negotiations.

**(5) Nomination of Experts:**

Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, State Project Director, SSA, Punjab expects to negotiate a contract on the basis of the

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expert's name in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available, State Project Director, SSA, Punjab will not consider substitution after contract negotiations, expect in cases of unexpected delays on the starting date or in capacity of an expert for reasons of health, or leaving the firm. The desire of a firm to use an expert on another project shall not be accepted for substitution of personnel.

(6) **Terms of Payment:**

The mode of payments to be made in consideration of the work to be performed by the consultant shall be as follows:

For Civil works

Sr. No.	Release	Release of payment
1.	1st Release	10% of the approved amount when the work up to the plinth level is completed
2.	2nd Release	20% of the approved amount when the work upto the Door level is completed.
3	3 <sup>rd</sup> Release	20% of the approved amount when the work of the casting of RCC slab is completed
4.	4 <sup>th</sup> Release	30% of the approved amount on the completion of work.
5.	5 <sup>th</sup> & Final Release	20% After one month after the issue of completion certificate.

**NB**

1 If the consultant does not visit the site at first stage then payments for the subsequent stages i.e. 2<sup>nd</sup> ,3<sup>rd</sup> , 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%, 17%, 25%, 17%, respectively.

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2. If the consultant does not visit the site at 2<sup>nd</sup> stage then payment for the subsequent stages i.e. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%,25%, 17% respectively.

3. If the consultant does not visit the site at 3<sup>rd</sup> stage then payment will be made for the subsequent stages i.e. 25%, 17% respectively.

(7) **Review of reports:**

A review committee consisting of following officers of the SSA, Punjab will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications / changes considered necessary. The review committee meeting will be held quarterly at suitable dates fixed by State Project Director, SSA.

- State Project Director, SSA, Punjab.
- Add. State Project Director, SSA, Punjab
- Dy. State Project Director, SSA, Punjab.
- ACFA/Chief Accounts Officer SSA Punjab.
- ACFA(Proc.)
- ASPD (Civil Works)
- ASPD (Proc.)
- Assistant Manager (Civil Works)
- Executive Engineer (Civil works)

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**FORM F – 1**

**(Also to be supplied on firm letter head)**

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Sub:- Hiring of consultancy services for Quality inspection of Civil Works under SSA of Punjab State

I / We \_\_\_\_\_ consultant / consultancy firm / organization herewith enclosed Technical and Financial Proposal for selection of my / our firm as consultant

w.

We undertake that, in competing for (and if the award is made to us, in quality supervising) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Yours faithfully,

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

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

(Authorized Representative)

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**FORM F – 2**

(Type on Company Letter head)

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED  
DURING LAST 5 YEARS**

1. Brief Description of the firm / organization.
2. Outline of recent experience on assignments of similar nature:

<b>Sr. No.</b>	<b>Name of Assignment</b>	<b>Name of Project</b>	<b>Owner or Sponsoring Authority</b>	<b>Cost of Assignment</b>	<b>Date of commencement</b>	<b>Date of completion</b>	<b>Was Assignment satisfactory completed</b>
1.	2.	3.	4.	5.	6.	7.	8.

Note: Please attach certificates from the employer by way of documentary proof (Issued by the Officer of rank not below the rank of Superintending Engineer or equivalent.)

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**FORM F – 3**

**(Type on Company Letter head)**

**WORK PLAN TIME SCHEDULE**

A. Field Investigation

Sr.	Item	Month wise Program											
No.		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

B. Compilation and submission of reports

1. Inception Report
2. Interim Status Report
3. Draft Final Report
4. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the study.

D. Comments or suggestion on “Term of Reference”

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**FORM NO. F – 4**

**(Type on Company Letter head)**

**Composition of the Team Personnel and the task which would be assigned to each Team Member**

1. **Technical / Managerial Staff**

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Sr. No.	Name	Position	Task Assignment
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2. **Support Staff**

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Sr. No.	Name	Position	Task Assignment
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**FORM F – 5**

**(Type on Company Letter head)**

**FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED KEY PROFESSIONAL STAFF**

Proposed Position:- \_\_\_\_\_

Name of Firm:- \_\_\_\_\_

Name of Staff:- \_\_\_\_\_

Profession:- \_\_\_\_\_

Date of Birth:- \_\_\_\_\_

Years with Firm / Entity:- \_\_\_\_\_ Nationality:- \_\_\_\_\_

Members in Professional Societies:- \_\_\_\_\_

\_\_\_\_\_

Detailed tasks Assigned:- \_\_\_\_\_

\_\_\_\_\_

**Key Qualification:-**

*(Give an outline of Staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.)*

\_\_\_\_\_

**Education:-**

*(Summarize college / University and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use about one quarter of a page.)*

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**Employment Record:-**

*(Staffing with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations titles of positions held and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two page.)*

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**Languages:-**

*(For each language indicate proficiency: excellent, good, fair, or poor: in speaking, reading and writing.)*

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**Certification:-**

I, the undersigned, certify that to the best of my knowledge and belief, the above said data correctly describe me, my qualifications, and my experience.

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Date : \_\_\_\_\_

(Signature of staff member and authorized representative of the Firm)

(Day/Month/Year)

Full name of staff member :- \_\_\_\_\_

Full name of the authorized representative :- \_\_\_\_\_

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**FORM F – 7**

**(Type on Company Letter head)**

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL**  
**MONTHS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>	<b><u>Number of months</u></b>
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**Total**

**Reports Due / Activities and Duration**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Reports Due \_\_\_\_\_

Activities Duration \_\_\_\_\_

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## Annexure - B1

### Statement Showing Frequency Of Test

Sr No	Building Materials	Test to be carried out	Frequency of tests
1	Water	Chemical analysis	Once for approval of source
2	Cement	(a). Consistency  (b). Setting time (i). Initial (ii). Final (c). Fineness by specific surface (d). Compressive strength, n/mm <sup>2</sup> not less than  i). 3 days ii). 7 days iii). 28 days (e). Soundness by lechatelier	One test for every 5 M.T & on change of brand
3	Sand	(a). Silt content  (b). Gradation, fineness Modules (c). Zoning tests (d). Sp. Gravity (e). Water absorption (%)	Minimum one test for 15 m <sup>3</sup> of material used.
4	Kapachi and metal (for RCC Work)	(a). Specific gravity  (b). Absorption (c). Impact value % (d). Flaking index (e). Gradation percent passing of IS sieve	Minimum one test for 15 m <sup>3</sup> of material used.
5	Bricks	(a). Water absorption  (b). Efflorescence (c). Compressive strength (d). Dimension	One set of test every 5000 bricks and on change of Brand mark
6	Reinforcement	(a). Ultimate tensile strength  (b). Yield stress (Proof stress) (c). Elongation	Each set of test for each diameter of bars

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7	C. C. Cubes	Compressive strength	<table border="0"> <tr> <td>Qty. Cmt samples</td> <td>No. of</td> </tr> <tr> <td>1 - 15</td> <td>1</td> </tr> <tr> <td>16 - 30</td> <td>2</td> </tr> <tr> <td colspan="2">One additional sample for each 5 m<sup>3</sup> or part thereof (one sample consists of 3 cubes minimum)</td> </tr> </table>	Qty. Cmt samples	No. of	1 - 15	1	16 - 30	2	One additional sample for each 5 m <sup>3</sup> or part thereof (one sample consists of 3 cubes minimum)	
Qty. Cmt samples	No. of										
1 - 15	1										
16 - 30	2										
One additional sample for each 5 m <sup>3</sup> or part thereof (one sample consists of 3 cubes minimum)											
8	Flooring	(a). Water absorption (b). leveling test	As applicable								

Note : Testing Reports must be properly documented

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**Annexure-C**  
**Consulting Services**  
**Letter of contract**

**Subject: (Name of Assignment)**

**(Name of Consultant)**

1. Set out below are the terms and conditions under which (Name of Consultant) has agreed to carry out for (name of Client) the above mentioned assignment specified in the attached Terms and Reference.
2. The services will be required in consultancy Services for Quality Supervision and Certification of Upgraded Primary to UP School, Additional Class rooms, Toilets, Head Master rooms for Group 1,2,3,4,5 to be constructed under SSA Punjab for the year 2012-13.
3. The (Name of Client) may find it necessary to postpone or cancel the assignment and /or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and the (Name of Consultant) will provide the (Name of Client) with any reports or parts thereof, or any other information and documentation gathered under this contract prior to the date of termination.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Description of services.

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5. This contract, its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India.
6. This contract will become effective upon confirmation of this letter on behalf of (Name of Consultant) and will terminate on \_\_\_\_\_ or such other date as mutually agreed between the (Name of Client) and the (Name of consultant)
7. Payments for the services will not exceed a total amount of Rs.\_\_\_\_\_.

The (Name of client) will pay (Name of Consultant), receipt of invoice as follows:

For Civil works:

<b>Sr. No.</b>	<b>Release</b>	<b>Release of payment</b>
1.	1st Release	10% of the approved amount when the work up to the plinth level is completed
2.	2nd Release	20% of the approved amount when the work upto the Door level is completed.
3	3 <sup>rd</sup> Release	20% of the approved amount when the work of the casting of RCC slab is completed
4.	4 <sup>th</sup> Release	30% of the approved amount on the completion of work.
5.	5 <sup>th</sup> & Final Release	20% After one month after the issue of completion certificate.

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1 If the consultant does not visit the site at first stage then payments for the subsequent stages i.e. 2<sup>nd</sup> ,3<sup>rd</sup> , 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%, 17%, 25%, 17%, respectively.

2. If the consultant does not visit the site at 2<sup>nd</sup> stage then payment for the subsequent stages i.e. 3<sup>rd</sup> , 4<sup>th</sup> and 5<sup>th</sup> stage will be reduced to 17%,25%, 17% respectively.

3. If the consultant does not visit the site at 3<sup>rd</sup> stage then payment will be made for the subsequent stages i.e. 25%, 17% respectively.

This above remuneration includes all the costs related to carrying out the services, including overhead and any taxes imposed on (Name of Consultants).

8. The (Name of consultant) will be responsible for appropriate insurance coverage. In this regard, the (name of consultant) shall maintain workers compensation, employment liability insurance for their staff on the assignment. The consultants shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the (Name of consultants) or its staff. The (Name of consultants) shall provide the (Name of Client) with certification thereof upon request.

9. The (Name of consultants) is hereby solely responsible in case any default made in depositing of the Provident fund & ESI in the past, present or future and will bear penal charges (if any)

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imposed by the concerned Department and any other statutory liability arising out therein.

10. The Consultant agrees that, during the term of this contract and after its termination, the Consultant and any entry affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the services.
11. All final plans, drawings, specifications, designs, reports and other documents or software submitted by the (Name of consultants) in the performance of the Services shall become and remain the property of the Client. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this contract without the prior written approval of the client.
12. The consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Contract, will conduct themselves in a manner consistent herewith.
13. The Consultant will not assign this contract or sub-contract or any portion of it without the Client's prior written consent.
14. The (Name of Consultants) shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the client shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed.

The (Name of Consultants) also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be, for all time and for

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all purpose, regarded as strictly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

15. That in the event of any dispute or difference arising at any time between the parties, such dispute or difference shall be got settled by and Arbitrator who would be Principal Secretary/ Secretary School Education, Department of School Education, Government of Punjab. Such arbitration shall be held at Chandigarh.
16. After the work is completed consultant shall issue completion certificate as per format approved by SPD. SSA, Punjab i.e. "It is certified that the work has been done as per PWD specifications. It is further certified that the work has been executed as per the drawings/design supplied. The work is of good quality.
17. The estimated amount for on going works can be increased or decreased for which no claim of consultant shall be entertained by the client on the account.
18. All Terms and conditions as contained in the Tenders documents shall apply ipso facto.

### **Description of Services**

19. The status of ongoing works/ buildings as prevailing on the 1<sup>st</sup> visit of consultant would make the beginning point of consultancy and the payment for consultant will be determined accordingly. The status of ongoing civil works as on that day (the date of first visit of consultant will be duly recorded by school head in school register. It will be signed by school head and consultant and counter signed by concerned SDE.
20. The consultant shall verify and check the quality of the work done is as per the standard practice.

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21. The consultant shall visit each site for minimum four times during the work under progress. These visits shall be at Excavation / Foundation level / plinth level, at the time of casting the beams at door level & at the time of casting RCC slab and at completion stage for issue of completion certificate.
22. The consultant shall check the quality of the materials brought on the site of the work and ensure that the materials are in accordance with the specifications generally observed and prescribed for the work and maintain frequency of testing material as under:-

(Testing charges will be inclusive in the above cost)

### Statement Showing Frequency Of Test

Sr No	Building Materials	Test to be carried out	Frequency of tests
1	Water	Chemical analysis	Once for approval of source
2	Cement	(a). Consistency (b). Setting time (i). Initial (ii). Final (c). Fineness by specific surface (d). Compressive strength, $n/mm^2$ not less than i). 3 days ii). 7 days iii). 28 days (e). Soundness by lechatelier	One test for every 5 M.T & on change of brand
3	Sand	(a). Silt content (b). Gradation, fineness Modules (c). Zoning tests (d). Sp. Gravity (e). Water absorption (%)	Minimum one test for 15 m <sup>3</sup> of material used.
4	Kapachi and metal (for RCC Work)	(a). Specific gravity (b). Absorption (c). Impact value % (d). Flaking index (e). Gradation percent passing of IS sieve	Minimum one test for 15 m <sup>3</sup> of material used.

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5	Bricks	(a). Water absorption (b). Efflorescence (c). Compressive strength (d). Dimension	One set of test every 5000 bricks and on change of Brand mark
6	Reinforcement	(a). Ultimate tensile strength (b). Yield stress (Proof stress) (c). Elongation	Each set of test for each diameter of bars
7	C. C. Cubes	Compressive strength	Qty. Cmt                      No. of samples 1 - 15                                      1 16 - 30                                      2 One additional sample for each 5 m <sup>3</sup> or part thereof (one sample consists of 3 cubes minimum)
8	Flooring	(a). Water absorption (b). leveling test	As applicable

23. Consultant should suggest methodology to check and ensure the quality of work done by SMC and check accordingly.
24. Consultant should suggest the remedial measures to be carried by SMC during construction period only, if any defects are noticed, to avoid any construction defects.
25. Consultant should suggest the ways and means for economic construction and to reduce the cost of construction keeping the quality work.
26. The consultant shall have material testing laboratory for testing construction materials. The firm having mobile testing laboratory district wise shall be given additional weightage as it will ensure testing of materials at site of work.
27. The consultant shall furnish details about the testing equipment, skilled & unskilled persons engaged by him for testing of samples with their qualifications & experience.

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28. The consultant having wide experience of similar nature of work, if has no facility of laboratory for material testing shall carry out MOU with the Government approved material-testing laboratory. In such case both the partners should jointly & severally responsible for whole work so their inter relationship should be clearly stated with the documentary evidence.
29. The consultant shall provide methodology for supervision, certification and testing of materials.
30. Under the project Civil Works are undertaken through SMC-Community Participation Procedure. The consultant shall motivate the community and if required train the masons at site.
31. The consultant shall develop and follow the computerized reporting and record management system and shall obtain prior concurrence of the same from State Project Director/ DEO's of districts. The consultant shall provide all hardware and software for the purpose at his own cost.
32. The consultant shall write his observations in the visitor book kept at the site of work and suggestions to improve the quality of work.
33. In order to ensure the quality and timely completion of the work, consultant should remain present in the co-ordination/review meeting to be held at districts / state level once in a month and once in a quarter or as decided at State /District level at no extra cost.
34. Consultant shall inform SPD, SSA, Punjab, along with a copy to the District Education Officer (EE) of the concerned district immediately about any deviation in design, construction or quality observed during his site visits.
35. Consultant shall not issue any instruction directly if in his opinion it is found necessary to change specification or modify design. The same shall be done with the consent of SSA, Punjab Officials.

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36. Consultant shall report monthly about the progress of the work for each work, any specific issue and suggest alternative remedial action for the same to the office of the State Project Director, SSA, Punjab
37. Consultant shall give his comments about the work and instructions given to the SMC members during the site visit should be copied to the concerned Districts Education Officer (EE), and critical and serious observation to the office of the State Project Director, SSA Punjab.
38. Consultant shall arrange with his own arrangement and equipments at his cost a one day workshop to impart training to District Co-ordinators and Education Officers at Mutually agreed suitable place and SMC members at District/Block level about the methodology to be adopted for good construction work as well as how to select the materials for construction. The expenses towards the TA & DA of participants except the consultant will be borne by SSA.
39. .After the work is completed consultant shall issue completion certificate as per format approved by SPD, SSA, Punjab i.e. **"It is certified that the work has been done as per PWD specifications. It is further certified that the work has been executed as per the drawings / design supplied. The work is of good quality.**

**(Signature & Name of  
Authorized  
Representative On  
behalf of Consultant)**

**(Signature & Name  
of the Clients  
Representative)**

**Signature of Bidder with stamp**