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STATE PROJECT OFFICE
RAJIV GANDHI SHIKSHA MISSION, PENSION BADA,
CHHATTISGARH, RAIPUR

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EXPRESION OF INTEREST- CUM TENDER NOTICE

NIT No./SSA/C.W./2009-10/1230

Raipur, dated 25.09.09

Mission Director, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur invites on behalf of Rajiv Gandhi Shiksha Mission, tender for Engagement of **Consultancy services for 3rd party technical supervision monitoring & quality assurance of Civil Works in the all district of Chhattisgarh under Rajiv Gandhi Shiksha Mission for the financial year 2009-10.** The consultancy firm who are willing to do this work may submit complete details in prescribed formats in document form which can be purchased from this office between **29.09.2009 to 24.10.2009** in working hours, on payments of Rs. 5000/- in form of Demand Draft in favour of Mission Director, Rajiv Gandhi Shiksha Mission, Chhattisgarh & payable at Raipur. The document form can also be viewed from our website <http://www.cg.gov.in>. The document form complete in all respect with all other information as desired above should be submitted to Mission Director, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur on **26.10.2009 up to 3.00 pm.**

Any further information may be obtained from the Executive Engineer, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Pension Bada, Raipur during office working hours.

Mission Director
Rajiv Gandhi Shiksha Mission
Chhattisgarh, Raipur

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EXPRESION OF INTEREST

Dear Sir,

Subject: Consultancy services for 3rd party technical supervision monitoring & quality assurance of Civil Works in the all district of Chhattisgarh under Rajiv Gandhi Shiksha Mission for the financial year 2009-10.

1. You are hereby invited to submit technical and financial proposals for consultancy services required for 3rd party technical supervision, monitoring & quality assurance of Civil Works in the all district of Chhattisgarh under Rajiv Gandhi Shiksha Mission for the financial year 2009-2010 which could form the basis for future negotiations and ultimately a contract between your firm and State Project Director, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur
2. **The purpose of this assignment is:**
 - To obtain independent & objective assessment of the technical quality of construction works to be completed and to assure that the Civil Works are constructed with good construction materials & as per desired standards of good quality construction, to motivate VCWC members/ Contractor to achieve above aspects and to monitor physical progress of the works to be completed in schedule time frame.
 - The 3rd party technical and quality assurance consultant shall provide an independent assessment on the quality of Civil Works to be executed at different stages of construction. The consultant shall setup a quality control and quality assurance system with the help of prescribed testing norms laid down in Indian Standards through a competent team of appropriate engineers. The consultant employed shall be responsible for quality assurance both for materials & workmanship and periodical supervision of Civil Works at appropriate stage of construction. For periodical supervision of the Civil Works the consultant shall deploy the professional & subordinates as per need of assignment and shall issue certificate of completed works.
 - The consultant shall highlight the problem area if any, and also suggest steps/ solution for the same so as to achieve the overall target of quality assurance.
 - For quality assurance the consultant shall carry out testing (both field & laboratory) of materials used in construction work and concrete casted during the course of construction work.

3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of reference (TOR) (**Annexure-1**);
 - (b) Supplementary information for consultant, including a suggested format of curriculum vitae (**Annexure-2**);
 - (c) A Sample Form of Contract for Consulting Services under which the services will be performed (**Annexure-3**).
4. In order to obtain first hand information on the assignment and the local condition, it is considered desirable that a representative of your firm visits the office of the **Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur Phone No. 0771-2445052, 2421958, Fax 0771-2421957.**
5. A pre-proposal conference open to all prospective consultant will be held on 20.10.2009 @ 14.00 hrs, at Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur. The prospective consultant will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, contract conditions and any other pertinent information.
6. The submission of the proposals: The proposals shall be submitted in two parts viz., Technical and Financial and should follow the form given in the "Supplementary Information for the Consultants."
 - 6.1. The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in the bold letters) following the formats / schedules give in the supplementary information for consultants. The first envelope marked "**TECHNICAL PROPOSAL**" should include the description of the firm /organization, the firm's general experience in the field of assignment and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope marked "**FINANCIAL PROPOSAL**" must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the consultancy services.

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

- ◆ Staffing billing rate plus overhead;
- ◆ Travel & accommodation ;
- ◆ Report reproduction ; and
- ◆ Testing charges of construction materials.

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur. Up to **15.00 hours on Dated 26.10.2009**

6.2 Opening of Proposal

The proposals (first envelope containing technical proposal only) will be opened by the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur. Or his authorized representative in his office at **16.00 hours on dt. 26.10.2009** in presence of such consultant or their authorized representative who may choose to be present. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved by Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur..

6.3 Detail of District wise No. of work and cost is enclosed **Annexure-D**

7. Basic criteria for consultant for participating in the process

- a. Consultancy firm should be in existence from last three years in the field of similar nature of work.
- b. Consultant should provide evidence of at least one similar work of supervision, monitoring & certification as 3rd party as a prime consultant where he must have carried out such work of minimum 1000 sites in a single contract.
- c. Consultant should have turnover (receipts from consultancy fee) of not less than Rs.2.00 Crore in any one year during last 3 years.

8. The consultant shall furnish bid Security amount for different Zones as per **Annexure-C** in the form of Demand Draft payable at Raipur in favour of Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur. Bid Security shall be kept in the first envelope containing technical proposal. The proposals received without Bid Security shall not be considered. The Bid Security is liable to be forfeited if successful Bidder fails to execute the agreement within 15 Days from the date of issue letter sanction letter. Whereas the bid security of qualifying bidders will be discharged on finalizing the contract.

9. Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical evaluation will be carried out on the information & documentary evidence furnished along with request for proposal (RFP). The technical proposals will be evaluated using the following criteria by a technical committee formed by Mission Director, RGSM, SPO, C.G. Raipur.

- (i) The consultant's relevant experience and quantum of similar works executed by them (50 points).
- (ii) The quality of the methodology proposed for supervision and testing of construction materials (10 points)
- (iii) The qualifications and experience of the key staff proposed for the assignment (20 points) and
- (iv) Laboratory facility (20 points)

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

- (a) General qualifications - (20 points)
- (b) 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) - (50 points)
- (c) Their language and the experience in the Chhattisgarh region - 30 points)

10. 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) Technical proposals scoring not less than 75% of the total points will only be considered for financial evaluation. The client shall notify those consultants whose proposal did not meet the minimum qualifying mark or were considered non responsive to the Letter of Invitation and Terms of Reference, indicating that their financial proposals will be kept unopened. The client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may sent by the registered letter, cable, telex, facsimile or electronic mail.
- (b) The Financial proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of consultant, the quality scores, and the proposals are opened. The client shall prepare minutes of the public opening.
- (c) The evaluation committee will determine whether the financial proposals are complete (i.e. whether they have estimated all items of the corresponding. Technical proposals; if not, the client will cost them and add their cost to the initial price), correct any computational errors. The evaluation shall exclude local taxes. The client will negotiate the firm, which ranked highest in technical evaluation.
- (d) During negotiations the consultants must be prepared to furnish the detailed cost breakup and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the consultant obtaining the second highest score with this consultant, the consultant obtaining the second highest score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

- 11. Please note that the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur is not bound to select any of the firms submitting proposals. Further, as quality is the principal selection criterion, the Mission

- Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur does not bind it self in any way to select the firm offering the lowest price.
12. You are requested to hold your proposal valid for 120 days from the date of submission without change the personnel proposed for the assignment and your proposed price. The Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur, will make its best efforts to select a consultant firm within this period.
 13. Please note that the cost of preparing a proposal and of negotiating a contract including visits to Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur, if any is not reimbursable as a direct cost of the assignment.
 14. Assuming that the contract can be satisfactorily concluded in one months, you will be expected to take up/commence with the assignment the Second week of Nov 2009.
 15. Please note that the remuneration, which you receive from the contract, will be subject to normal tax liability in India. Kindly contract the concerned tax authorities for further information in this regard if required.
 16. We would appreciate if you inform us by Telex/ Facsimile:
 - (a) Your acknowledgement of the receipt of this letter of invitation; and
 - (b) Whether or not you will be submitting a proposal.
 17. The quantity of work can be increased or reduced by Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur, and the payment will be done as per prorate basis (as per financial offer)

Yours faithfully,

**Mission Director
Rajiv Gandhi Shiksha Mission
State Project Office
Chhattisgarh, Raipur**

Enclosures:

1. Terms of Reference
2. Supplementary Information to Consultants.
3. Draft contract under which service will be performed.

<p style="text-align: center;">TERMS OF REFERENCE FOR 3rd PARTY TECHNICAL SUPERVISION, MONITORING AND QUALITY ASSURANCE OF CIVIL WORKS IN THE ALL DISTRICTS C.G. UNDER RAJIV GANDHI SHIKSHA MISSION FOR THE FIANCIAL YEAR 2008-2009</p>

1. BACKGROUND

Rajiv Gandhi Shiksha Mission is under implementation by Chhattisgarh State Project Office, Rajiv Gandhi Shiksha Mission, Raipur. The aims of Rajiv Gandhi Shiksha Mission are

- 1.1. Universal access & enrollment,
- 1.2. Universal retention of children up to 14 years of age &
- 1.3. A Substantial improvement in quality of education to enable all children to achieve essential level of learning.

Under this programme construction of Civil Works such as Additional Classrooms, Boundary Wall, Toilet Blocks are undertaken through VCWC/Contractor. The estimated cost of the building activities covered for the financial year 2009-2010 is Rs.333.34 Crore. The statement showing no. of each activity undertaken in the respective district and estimated cost is enclosed as **Annexure-D**.

2. OBJECTIVES.

The main objective of this assignment is to obtain independent & objective assessment of the technical quality of all construction works to be completed by VCWC/ Contractor and to assure that the civil works are constructed with good construction materials & as per desired standards of good quality construction to motivate VCWC members to achieve above aspects and to monitor physical progress of the works to be completed in schedule time frame.

The 3rd party technical supervision monitoring and quality assurance consultant shall provide an independent assessment on the quality of all the works to be executed under the entire project at different stages of construction. It shall setup a quality control and quality assurance system with the help of prescribed testing norms laid down in Indian Standards through a competent team of appropriate

engineer. The consultant employed shall be responsible for quality assurance both for materials & workmanship and periodical supervision of civil works at appropriate stage of construction. For periodical supervision of the civil works the consultant shall deploy the professional & subordinates as per need of assignment and shall issue certificate of completed works.

The consultant shall highlight the problem area if any, and also suggest steps/ solutions for the same so as to achieve the overall target of quality assurance.

For quality assurance the consultant shall carry out testing (both field & laboratory) of materials used in construction work and concrete casted during the course of construction work.

3. SCOPE OF WORK

- 3.1. The consultant or his representative shall supervise the construction work during the work under progress frequently to achieve the stipulated standards of quality in the project. If there is and discrepancy/ error/ omission, the consultant shall point out it with suggestions and remedial measures to the mission through District Project Coordinator of the respective district.
- 3.2. The consultant shall carry out independent testing (Field & Laboratory) of construction materials and will report to either of VCWC / Contractor / TRP/ District Project Coordinator/ Engineer with his suggestions and remedial measures if any.
- 3.3. The consultant shall also verify that all the points raised in inspection and audit note shall be strictly complied by VCWC / Contractor / TRP to his satisfaction. If not, he will invariably mention it in his periodical reports to District Project Coordinator who in turn may take remedial action, if any
- 3.4. On completion of work consultant shall issue completion certificate.

4. GOVERNING FACTORS

- 4.1. The job of consultancy for technical supervision, monitoring and quality assurance shall be combination of field visits, testing of materials, office work, comments on construction materials, checking of test results.
- 4.2. The consultant shall review the degree of quality control exercised during the construction through various tests. The purpose of quality control exercise is to ensure that the work has been executed according to the drawings, designs and specifications and in line, level and as per approved drawings.
- 4.3. The consultant shall timely carry out independent checking / testing of materials after collecting random sample in the presence of representative of mission to ensure that specified quality is achieved. The no of tests to be carried are as per **Annexure 'B'**.

The type of test required to be carried out for materials / concrete etc. is enclosed as **Annexure - B**. The consultant shall carry out supervision work only for the works undertaken by the contractor. However supervision & material testing both shall be carried out by the consultant for the work being carried out by VCWC. The no. of sites for material testing is listed in form no. 6 - price bid. For multilevel rooms testing of material is the responsibility of contractor.

- 4.4. The consultant shall furnish details about the testing equipment, skilled & unskilled persons engaged by him for testing of samples with their qualifications & experience.
- 4.5. 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. The firm having mobile testing laboratory shall be given additional weightage as it will ensure testing of materials at site of work.

- 4.6. The consultant shall provide methodology for supervision, certification and testing of materials.
- 4.7. Under this project Civil Works are undertaken either through VCWC-Community Participation Procedure or through NCB Procedure. The consultant shall motivate the community and if required train the masons at site.
- 4.8. The consultancy team shall have considerable strength of expertise and established track record of providing technical audit and quality assurance services. The consultant shall appoint minimum two Engineer districtwise either having two years minimum experience for B.E. Civil or five years experience for D.C.E. of similar type of work.
- 4.9. The name of the engineers to be deployed along with their CV's shall be furnished to State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur. The Mission will not consider substitute, except in case of unexpected delay on the starting date or for reasons of health or engineer leaving the firm. The name of other engineers if any under the circumstances stated in 4.8 above shall also be furnished along with CV to State Project Office.
- 4.10. The consultant shall develop a system of classification and categorizing of audit points and closely monitor the compliance on a regular basis. The consultant shall interact with District Project Coordinator / or the implementing agencies for compliance of audit points.
- 4.11. The consultant shall visit each site for minimum 5 times for single storey classroom, and minimum 5 times for other activity during the work under progress. The visits at plinth level, at the time of casting the beam and slab, at the time of finishing and fixtures works & at completion stage for issue of completion certificate is mandatory for single story classroom. The consultant shall furnish verification certificate of foundation in case of multilevel classroom to the respective District Project Coordinator / Engineer. Moreover all the visits carried out by the engineer of consultancy firm shall be authenticated by the Head Master / any other

teacher of the school or the representative of the Mission/construction agency.

- 4.12. The Consultant shall take action for casting the cube during the concrete work of slab. The BRCC shall inform date of slab casting to the consultant's engineer. The Consultant shall verify the reinforcement at various stages of casting i.e column beam and slab.
- 4.13. The consultant shall communicate immediately the entire audit points either to VCWC/Contractor/TRP/District Project Coordinator/Engineer and State Project Office.
- 4.14. The consultant shall develop and follow the computerized reporting and record management system and shall obtain prior concurrence of the same from State Project Office.
- 4.17 The consultant shall write his observations in the visit book kept at the site of work and suggestions to improve the quality of work. The District Project Coordinators shall ensure that the Copies of TS/AS/Detailed drawings/Reinforcement details/Site Order Book and visit books are maintained and made available at sites.
- 4.18 The consultant shall provide inspection note along with all details i.e. supporting, highlighting problem area and its solution etc. to either of the concerned VCWC/ Contractor/TRP/District Project Coordinator/Engineer and State Project Office.
- 4.19 The consultant shall submit fortnightly reports of his observations and inspections, highlighting the progress of the work. The shortcomings/deviations observed and incorporated in audit points shall be notified immediately to either of VCWC /Contractor/TRP/ District Project Coordinator/Engineer and State Project Office for necessary corrective actions.
- 4.20 The consultant shall also submit Weekly site visit report for the visits carried out by his engineer to BRCC. He shall also submit tentative tour programme/or discuss in weekly meeting with BRCC for the site visit to

be carried out during next week. The BRCC shall ensure that his representative accompanies the engineer of consultant.

- 4.21 Detailed fortnightly reports will include physical progress no. of test carried out along with their results as well as summary of observations made during the fortnight. It will list the audit points in respect of all the construction sites visited & rectification required. It shall also highlight the weaknesses observed, recommended remedial measures and degree of compliance of the audit points raised in earlier visits. The consultant shall prepare a separate report on the progress of work.
- 4.22 The consultant shall not issue any instruction directly. If in his opinion it is found necessary to change specifications or modify design, the same shall be brought to the notice of District Project Coordinator/State Project Office.
- 4.23 The quarterly progress report shall provide physical progress of the works and the status of compliance of the audit point by the VCWCS / Contractor.
- 4.24 A consolidated quarterly statement showing the dates of visit i.e. 1st visit, 2nd visit, and 3rd visit and so on for all the sites shall be furnished by the consultant.
- 4.25 In order to ensure the quality and timely completion of the work consultant should remain present in the co-ordination/review meeting being held monthly at State level District level at no extra cost.
- 4.26 It is mandatory to VCWC to plant five trees before submitting proposal for 2nd installment .The consultant shall verify that the trees are planted at site of work. The Consultant shall also verify the value of work done correlating with physical progress of work before releasing 2nd installment.
- 4.27 Consultant shall attend workshops/training programmes to share his experience and to impart training to TRPS at any block level place as decided by SPO about the methodology to be adopted for good construction work as well as how to select the materials for construction.

The block level workshop shall be called by DPC/BRCC in consultation with consultant shortly after the assignment of work. The expenditure for conducting workshop shall be borne by the consultant.

- 4.28 After the work is completed consultant shall issue completion certificate as per format given by SPO after due verification of the all the points covered in the Checklist of the respective activity. Model Check list will be supplied by SPO.
- 4.29 Rates agreed shall be firm till the completion of work inclusive of transportation, stationery, communication charges etc.
- 4.30 Before starting of the work 3rd party consultant and Sub Engineer, Janpad Panchayat may jointly decide if possible that site is suitable for construction work (Construction should be done on Govt. land not on forest land).
- 4.31 Reports of material testing should be provided by 3rd party consultant to concerned Engineer / Sub Engineer.
- 4.32 As the work starts, Base concrete work should be done in presence of Engineer appointed by 3rd party consultant firm, the BRCC shall inform the consultant's engineer.
- 4.33 Before inspection of work, 3rd party consultants should inform either of BRCC /CEO Janpad Panchayat so that concerned Sub Engineer should inspect the work with him and the errors can be rectified at the site itself.
- 4.34 The suggestions related to quality of work should be written in site inspection book by 3rd party consultant and signature of construction agency/ Mission representative should be taken in S.O.B. A copy of inspection report should immediately be handed over to the person at the site and his acknowledgement be taken by consultant's engineer. Copies of such reports are made available to CEO JP/Sub engineer JP/BRCC on weekly basis so that suggestions can be executed by construction agency with supervision of Sub Engineer.
- 4.35 The test report and purchasing Bill of steel rod purchased by construction agency should be checked by 3rd party consultant if

available/provided by construction agency and it should be mentioned in site order book/ inspection report.

- 4.36 The cement used in construction work should be fresh and not older than 3 months. It should be ascertained by 3rd party consultant and mentioned in S.O.B. / inspection report also.
- 4.37 From starting of work to the completion, 3 Nos. of photograph of work should be taken at different levels and enclosed in concerned file.
- 4.38 Consultant shall prepare working drawing whenever necessary as desired by employer.

5. SCHEDULE FOR COMPLETION OF ASSIGNMENT

The time schedule for completion of job is approximate 18 months from the date of assignment. However, the assignment is job oriented only and shall last till last of the work is completed and completion certificate is issued.

6. FORMATS

- 6.1 Fort nightly report of each work supervised by the consultant including the issues requiring immediate attention from the district levels & measures required if the findings do not confirm to the technical specifications to districts & state office.
- 6.2 Similarly fortnightly reports on materials tested for each site & measures required if the testing results are not within tolerance limit to district & state office.

7. REPORT TO

- 1. State Project Director
- 2. District Project Engineer/District Project Coordinator of concern district.

8. DATE OF SUBMISSION

Fortnightly reporting to State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur, (Two Hard copies + one soft copy) and District Project Office of concerned district (Two Hard copies + one soft copy)

9. (a) STAGES OF PAYMENTS

For Supervision and Certification (PS/UPS/CRC & Additional Classrooms level)
Schedule of payment is as follows -

SR	Release	Release of Payment
1	1 st installment	20% amount after testing of all materials and casting of base concrete.
2	2 nd installment	30% amount after all work completed at the slab level.
3	3 rd installment	30 % after all the work I/C finishing.
4	4 th installment	20% after issue of completion certificate of the work

(b) Mobilization advance

Interest free Mobilization advance equal to 10 % of the contract amount will be granted against unconditional Bank Guarantee of Nationalised Bank. B.G. should be valid for a periods of 12 months. The advance shall be recovered in 5 installments from the payments due to the consultant or by encashment of B.G. if sufficient payment is not due to the consultant

10. PAYMENTS OF THE CONSULTANTS

1. The payment to the consultant in consideration of the services rendered by him shall be made on the monthly basis of percentage of project cost as approved and worked out as mentioned in Para 9 of terms of reference.
2. The payment for the month shall be made within 15 days from bill submitted by the consultant.

11. INPUT FROM SPO, RGSM, C.G., Raipur

1. The State Project Office/District Project Office will provide the entire site list, to the consultant for detail supervision, testing of materials and certification of the Civil Works.

2. The State Project Office/ District Project Office will provide architectural & structural drawings detailed estimates with specifications and all other relevant data.

12. REVIEW COMMITTEE & PROCESS

The review committee shall consist of

1. State Project Director
2. State Project Engineer
3. F.A. & A.O.
4. Joint Director

The review committee will review the detailed progress report, consultant's observation, testing results and suggestions about the work under construction.

13. FINAL OUTCOME

1. Detail summary for the fortnightly report for supervision.
2. on completion of the assignment final report, on supervision task and completion certificate.

14. GENERAL REQUIRMENTS

1. The SPO reserves full right to alter its requirement.
2. The decision of the State Project Director will be final in all the matters.

Sd/-

SPO – Consultant

Sd/-

State Project Engineer

Sd/-

F.A. & A.O.

Sd/-

State Project Engineer

Annexure – A

Sr. No	Activity	Water 10% of sites per block	Cement 50% of sites per block	Sand 10% of sites per block	Metal 10% of sites per block	Brick / Bela Stone 50% of sites per block	Reinforcement 50% of sites of per block	Cement concrete cubes each site	Flooring Tiles 10% of sites per block
1	ADDITIONAL CLASS ROOM	√	√	√	√	√	√	√	√
2	PRIMARY SCHOOL	√	√	√	√	√	√	√	√
3	UPPER PRIMARY SCHOOL	√	√	√	√	√	√	√	√
4	SAHELI SHALA ADDL. CLASS ROOM	√	√	√	√	√	√	√	√
5	TOILET	√	√	√	√	√	√	√	√

Note : **All the sizes of steel bars used in construction have to be tested.**

Annexure – B

Sr. No	Building Materials	Test to be carried out
1	Water	Chemical analysis
2	Cement	(a) Consistency (b) Setting time (i) Initial (ii) Final (c) Compressive strength, N/mm ² not less than 1) 3 days 2) 7 days 3) 28 days
3	Sand	(a) Gradation fineness Modules (b) Water absorption (%)
4	Kapchi and Metal (for RCC work)	(a) Specific gravity (b) Impact value % (c) Flaking index (d) Gradation percent passing on IS Sieve
5	Bricks/C.C. block/Bela stone	(a) Water absorption (b) Compressive strength (c) Dimension
6	Reinforcement	(a) Ultimate tensile strength (b) Yield stress (Proof stress) (c) Elongation
7	C.C. Cubes	(a) Compressive strength

SUPPLEMENTRY INFORMATION FOR CONSULTANTS

Proposals

(1) Proposals should include the following information:

(a) Technical Proposal

1. A brief description of the firm/organization providing evidence having one work completed of supervision, monitoring & certification as 3rd party consultants.
2. Outline of recent experience on assignment / project of similar nature executed during the last 3 years in the format given in form F-2-A
3. Any comments or suggestions of the consultant on the Terms of Reference (TOR)
4. A description of the manner in which consultant would plan to execute the work. Work plan time schedule in Form F-3 & approach or methodology proposed for carrying out the required work.
5. The composition of the team of personnel which the consultant would propose to provide & the task which would be assigned to each team member in Form F-4
6. The consultant's comments if any, on the data, services and facilities to be provided by Mission Director, State Project office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur indicated in the Terms of Reference (TOR)
7. Bid Security amount for different zones as per **Annexure-C** in the form of Demand draft payable at Raipur in favour of State Project office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur (b) Financial Proposals :
The financial proposals should include the following:
 - I. Schedule of Price Bid in Form F-6 with cost estimate of services
 - II. Work Program and time schedule for key personnel in Form F-7

(2) Copy of the proposals should be submitted to the Mission Director, State Project office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur

(3) Contract Negotiations :

The aim of the negotiation is to reach an agreement on all points with the consultants and initial a draft contract by the conclusion of negotiation. Negotiations commence with a discussion of consultant's proposal, the proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate

personnel, periods in the field & office, man-month, and reporting schedule.

(4) Contracts with Team Members :

Bearing in mind that rates are negotiable, firms are advised against making firm financial attunement with prospective team member prior to negotiations.

(5) Nomination of Experts:

Having selected a firm party on the basis of an evaluation of personnel Presented in the firms proposal, State Project office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur expects to negotiate a contract on the basis of the expert's name in the proposal and, prior to contract negotiations, As the expected date of mobilization is given in the letter inviting proposals, State Project office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur will not consider substitution after contract negotiations except in cases of unexpected delays on the starting date or in capacity of an expertly 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) 1) Terms of Payment:-

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

For Supervision and Certification (All Building Work)

SR	Release	Release of Payment
1	1 st installment	20% amount after testing of all materials and casting of base concrete.
2	2 nd installment	30% amount after all work completed at the slab level.
3	3 rd installment	30 % after all the work I/C finishing.
4	4 th installment	20% after issue of completion certificate of the work

Note: All payment shall be made by State Project Office, Raipur on submission of pre-receipted bills by the consultant in Quadruplicate for respective stage.

(7) Review of reports :

A review committee consisting of following officers of the RGSM, Chhattisgarh, Raipur will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications / changes considered necessary within 15 days of receipt.

- State Project Director
- State Project Engineer
- F.A. & A.O. GCPE.
- SPO-Consultant
- District Project Engineer of the concerned district.

FORM F – 1

Form

To.

Sir

Sub: - Hiring of Consultancy Services for.....Of.....regarding

I / We.....Consultant/consultancy firm/ organization
herewith enclose Technical & Financial Proposal for selection of my/ our firm as
consultant for.....

We undertake that, in competing for (and, if the award is made to us, in
executing) 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

And address

Authorized Representative

FORM F – 2

**ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS**

Outline of recent experience on assignment of similar nature

Sr.	Name of Assignment	Name of Project	Owner / Sponsoring authority	Cost of Assignment	Cost of Commencement	Date of completion	Was Assignment satisfactorily completed
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 of Superintending Engineer or equivalent)

FORM F – 3

**COMPOSITON OF THE TEAM PERSONNEL AND THE TASK WHICH
WOULD BE ASSIGNED TO EACH TEAM MEMBER**

Technical / Managerial Staff

Sr.	Name	Position	Task Assignment

Support staff

Sr.	Name	Position	Task Assignment

FORM F – 5
SCHEDULE OF PRICE BID
PART - A

Sr.	Items	Amount (In %)	
		In Figure	In words
1.	Consultancy services of Technical Audits and quality Assurance of civil works in the All district of Chhattisgarh under SSA Mission for the financial year 2009-2010	_____ % of estimated cost (Rs. of civil activity. =Rs _____	_____ Percentage of estimated cost (.....) of civil activity. =Rs _____

PART - B

Sr.	Test	Testing charges per sample	Total No. of site	Amount
1	Water			
2	Cement			
3	Sand			
4	Kapchi & Metal			
5	Bricks / C.C Block / Bela Stone			
6	Reinforcement			
7	C.C. Cubes			
TOTAL Rs.				
Rs. In Words				

TOTAL OF PART –A+B

Part – A	
Part – B	
TOTAL Rs.	
Rs in words	

Signature of consultant

(Authorized representative)

COST ESTIMATE OF SERVICES

Remuneration of staff

<u>Staff Name</u>	<u>Daily (Monthly) Working Days</u>	<u>Rate</u>	<u>Total cost</u>	<u>(In Currency)</u>
(In Currency)			(Months)	

A) **Team Leader**

B)''

C)''

Sub- Total Staff

Out-of-Pocket Expenses:

a) per Diem' Room subsistence Total Days	Cost	_____	_____	_____
b) Air fare				_____
c) Lump sum miscellaneous Expenses				_____
		SUB TOTAL		_____

Contingency Charges				_____
TOTAL COST ESTIMATE				_____

1. per diem is fixed per calendar day and need not be supported by receipts
2. To include reporting costs, costs, visa inoculations, routine medical examination, minor surface transportation and communications expenses, porter age fees. In – and – out expenses, airport taxes, and such other travel related expenses as may be necessary.

FORM F – 6

WORK PROGRAMME AND TIME SCHEDULE FOR KEY PERSONNEL

Months

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	No of Months
----------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	-----------------

TOTAL

Report Due / Activities and Duration

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

Field Full Time	-----	Per time -----
Report Due	-----	
Activities Duration	-----	

Agreement

Subject - Consulting Services for 3rd party technical supervision, monitoring and quality assurance of Civil Works using funds of Rajiv Gandhi Shiksha Mission in the None No-----

Draft Letter of Agreement for small Assignment Carried out by Consultants

Name of Consultant: -----

Name of Zone/Districts: -----

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 of Reference and decision taken during the negotiation meeting held on ----- and as per the recommendation of State construction committee common rate is approved by the Govt. of Chhattisgarh.
2. For administrative purposes Executive Engineer, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur has been assigned to administer the assignment and to provide (NAME OF CONSULTANT) with all relevant information needed to carry out the assignment. The services will be required in Sarv Shiksha Abhiyan for about 18 month.
3. The Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission 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 CONSULTANTS) will provide the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission with any report or parts thereof, or any other information and documentation gathered under this Agreement 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.

5. This Agreement its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India.

6. This agreement will become effective upon confirmation of this letter on behalf of (NAME OF CONSULTANTS) and will terminate on date when last of the civil works shall be completed and completion certificate issued..... or such other date as mutually agreed between the (NAME OF CLIENT) and (NAME OF CONSULTANTS)

7. Payments for the services will not exceed-----% of total cost of work (Rs. -----) with a total amount of Rs..... Plus Prevailing Service tax.

Fund from Rajiv Gandhi Shiksha Mission.

Group No. - 1 None -----

Total (PART-A + PART-B) = -----% of total cost of work.
Total cost of work Rs.....
Total payable amount =% of total cost of work + Prevailing service tax as applicable. = ----- + Prevailing service tax

The State Project Office, Rajiv Gandhi Shiksha Mission will pay (NAME OF CONSULTATN) as earliest possible of receipt of invoice as follows:

GROUP -----

For supervision and Certification (All civil Works of year 2009-10 under RGSM.)

SR	Release	Release of Payment
1	1 st installment	20% amount after testing of all materials and casting of base concrete.
2	2 nd installment	30% amount after all work completed at the slab level.
3	3 rd installment	30 % after all the work I/C finishing.
4	4 th installment	20% after issue of completion certificate of the work

The above cost Rs.----- + Services tax includes all the cost related to carrying out the services and overhead imposed on (NAME OF CONSULTANTS) However if there is upward revision in service tax. The difference between prevailing rate & revised rate shall be paid to the consultant. If there is any downward revision in service tax, the difference between prevailing rate & revised rate shall be recovered from the consultant. Quantum of work can be increased or decreased by Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission and payment will be adjusted proportionately.

8. The (NAME OF CONSULTANTS) will be responsible for appropriate insurance coverage. In this regard, (NAME OF CONSULTANTS) 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 (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) shall indemnify and hold harmless the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission against any and all claims, demands, and/or judgments of any nature brought against the Rajiv Gandhi Shiksha Mission arising out of the services by the (NAME OF CONSULTANTS) under this Agreement. The obligation under this paragraph shall survive the termination of this agreement.
10. The consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity 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 reports and other documents or software submitted by (NAME OF CONSULTANTS) in the performance of the services shall become and remain property of the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission. 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 assignment to perform the services under this Agreement, 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 Clients 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.
15. The (NAME OF CONSULTANTS) agree that all knowledge and information not within the public domain which may be acquired the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission written permission.
16. Any dispute arising out of the Contract which cannot be amicably settled between the parties, shall be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act 1996

17. In case of abandonment of the work by (NAME OF CONSULTANTS). The Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission will have a right to forfeit the earnest money deposited by the firm.

18. All the terms and condition will be strictly followed as per detailed NIT.

19. The quantity of work can be increased or reduced by Mission Director, State Project Office, Rajiv Gandhi Shiksha Mission, Chhattisgarh, Raipur, and the payment will be done on the prorated basis (as per financial offer)

Place: Raipur

Date:

(Signature of Authorized Representative on behalf of Consultant)

(Signature & Name of the Client's Representative)

1-Details regarding Tenders for 3rd Party evaluation and quality control

Group No.	Name of Zone	Name of District within zone	Total Cost of work Rs.in Lakh	Estimated cost of 3rd party evaluation and quality control (Rs. in Lakh)	Earnest Money Rs. in Lakh
1	2	3	4	5	6
1.	Raipur	Raipur, Dhamtari, Durg, Rajnandgaon, Mahasamund, Kabirdham	12431.92	248.64	2.49
2.	Bilaspur	Bilaspur, Jangir-Champa, Korba, Raigarh	8778.30	175.57	1.76
3.	Surguja	Surguja, Korea, Jashpur	5705.72	114.11	1.14
4.	Baster	Baster, Bijapur, Dantewada, Narayanpur, Kanker	6418.89	128.38	1.28
Total			33334.83	666.70	6.67

II - Time Schedule of the Tender

1. Last date of issue of tender forms will be 24.10.2009
2. Last date of receipt of group wise tenders will be at 3.00 PM on date 26.10.2009
3. Opening of tender at 4.00 PM on date 26.10.2009 before tenderess or their authorized representatives.

III Important terms & conditions-

- A. GroupWise separate tenders accompanied by the earnest money as mentioned in item No-1 should be produced.
- B. The tenders without required earnest money will not be opened.
- C. Other details regarding this tender can be seen in the office of under signed at office hours.

Annexure – D

Information regarding sanctioned school Building under SSA in year 2009-10

S.No.	Name of Zone	Name of District	No. of PS (40 Children)	Est. Cost @ unit cost Rs.4.65 Lakh each)	No. of Total PS	Total Est. Cost PS	No. of UPS	Est. Cost @ unit cost Rs.5.17 Lakh each)	Separation Wall	Est. Cost @ unit cost Rs.2.00 Lakh each)	No. of Add. class room (PS)	Est. Cost @ unit cost Rs.2.00 Lakh each)	No. of Add. class room (UPS)	Est. Cost @ unit cost Rs.2.00 Lakh each)	Separate Girls Toilet	Est. Cost @ unit cost Rs..50 Lakh each)	Total Work	Total Cost of Bid (5+7+9+11+13+15+17)	Zone wise Total Cost
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Raipur	Raipur		0.00	0	0.00		0.00		0.00	1400	2800.00	1000	2000.00		0.00	2400	4800.00	12431.92
		Dhamtari		0.00	0	0.00		0.00		0.00	119	238.00	330	660.00	242	121.00	691	1019.00	
		Durg		0.00	0	0.00		0.00		0.00	700	1400.00	600	1200.00	196	98.00	1496	2698.00	
		Rajnandgaon		0.00	0	0.00	15	77.55		0.00	350	700.00	300	600.00		0.00	665	1377.55	
		Mahasamund	1	4.65	1	4.65	5	25.85		0.00	325	650.00	250	500.00		0.00	581	1180.50	
		Kabirdham		0.00	0	0.00	11	56.87		0.00	500	1000.00	150	300.00		0.00	661	1356.87	
Total			1	4.65	1	4.65	31	160.27	0	0.00	3394	6788.00	2630	5260.00	438	219.00	6494	12431.92	
2	Bilaspur	Bilaspur		0.00	0	0.00		0.00		0.00	1200	2400.00	107	214.00	975	487.50	2282	3101.50	8778.30
		Jangir-Champa		0.00	0	0.00		0.00		0.00	800	1600.00	414	828.00		0.00	1214	2428.00	
		Korba		0.00	0	0.00	40	206.80		0.00	425	850.00	216	432.00		0.00	681	1488.80	
		Raigarh		0.00	0	0.00		0.00		0.00	350	700.00	530	1060.00		0.00	880	1760.00	
Total			0	0.00	0	0.00	40	206.80	0	0.00	2775	5550.00	1267	2534.00	975	487.50	5057	8778.30	
3	Surguja	Surguja		0.00	0	0.00		0.00	255	510.00	1000	2000.00	700	1400.00	1025	512.50	2980	4422.50	5705.72
		Korea		0.00	0	0.00	16	82.72	25	50.00	36	72.00	153	306.00	29	14.50	259	525.22	
		Jashpur		0.00	0	0.00		0.00		0.00	263	526.00	116	232.00		0.00	379	758.00	
Total			0	0.00	0	0.00	16	82.72	280	560.00	1299	2598.00	969	1938.00	1054	527.00	3618	5705.72	
4	Baster	Baster		0.00	0	0.00	152	785.84		0.00	675	1350.00	403	806.00		0.00	1230	2941.84	6418.89
		Bijapur		0.00	0	0.00		0.00		0.00	305	610.00	125	250.00	224	112.00	654	972.00	
		Dantewada		0.00	0	0.00	120	620.40	100	200.00	175	350.00	100	200.00		0.00	495	1370.40	
		Narayanpur		0.00	0	0.00	12	62.04		0.00	32	64.00	13	26.00		0.00	57	152.04	
		Kanker		0.00	0	0.00	33	170.61		0.00	303	606.00	103	206.00		0.00	439	982.61	
Total			0	0.00	0	0.00	317	1638.89	100	200.00	1490	2980.00	744	1488.00	224	112.00	2875	6418.89	
Total			1	4.65	1	4.65	404	2088.68	380	760.00	8958	17916.00	5610	11220.00	2691	1345.50	18044	33334.83	