

NAME OF WORK:

**APPOINTMENT OF PROJECT MANAGEMENT
CONSULTANT FOR CONSTRUCTION OF CAMPUS
BUILDING PROJECT AT YANGANG, SOUTH SIKKIM**

EXPRESSION OF INTEREST

EOI NO: SU/CAMPUS/PMC/2358/6417

DATED: 11.03.2015



**SIKKIM UNIVERSITY
6TH MILE, TADONG
GANGTOK**

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SECTION – 1

PREAMBLE & SCOPE OF WORK

1. Preamble

SIKKIM UNIVERSITY is a Central University set up by the Government of India through an “Act of Parliament [Act No. 10 of 2007] in July 2007”. The objects of the University is to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make provisions for integrated courses in humanities, natural and physical sciences, social sciences, forestry and other allied disciplines in the educational programmes of the University; to take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research; to educate and train manpower for the development of the State of Sikkim; and to pay special attention to the improvement of the social and economic conditions and welfare of the people of that State, their intellectual, academic and cultural development.

Sikkim University is an affiliating University having jurisdiction over the whole of the state of Sikkim and is fully funded by the Ministry of Human Resource Development through the University Grants Commission. The President of India is the Visitor and the Governor of Sikkim is the Chief Rector of Sikkim University. For further details please visit www.cus.ac.in.

The University is presently operating from a number of rented buildings spread over 15 kilometres across the National Highway No. 31A. The Government of Sikkim has allotted land measuring 265 acres at Yangang in South Sikkim, about 56 kilometres from Gangtok. The plot, handed over, is rich with natural beauty and virgin forests. The University is now ready to build its own residential campus, with state of the art facilities, on this plot of land.

Sikkim University proposes to have contiguous complexes, namely Academic Complex, Administrative Complex, Hostel Complex, Residential Complex, Market & Utility Complex etc. These complexes will be linked by internal roads and pathways. The campus will be self-sufficient in respect of power and water supply. The infrastructure to be developed in phases at a rough estimated cost of 750 crores, subject to the approval of the UGC/MHRD.

In order to establish the new campus, Sikkim University has appointed an Architect for preparation of design, master plan, detailed designs, drawings, specifications, estimates of buildings, external services, site development works and Landscape designs etc.

It is now proposed to engage a Project Management Consultant (PMC) to oversee on behalf of Sikkim University the execution of development & construction works of the Sikkim University campus. The Master plan as well as detailed planning and designing work of campus will be done by the Architect appointed by Sikkim University. PMC shall work in-tandem with Architect. The Project will be titled **“Providing Project Management Consultancy (PMC) Services for Construction & Development of Sikkim University Campus”**. The scope of work of PMC will generally include scrutiny of design, drawings, estimates, tenders, etc., appointing contractors through competitive bidding system and getting the construction activities executed. The engagement/ selection of PMC will be done based on selection amongst the short- listed firms.

2. Eligibility:

Consultants/Firms who fulfil the following criteria may apply for selection:

1. The applicant must have experience in the field of construction management for at least 10 years as on 31.12.2014.
2. (i) Experience of having successfully completed PMC work of value as under during last five years ending 31.12.2014.
 - a) 3 (THREE) similar work costing not less than ₹ 100 crore each;
or
 - b) 2 (TWO) similar work costing not less than ₹ 150 crore each;
or
 - c) 1 (ONE) similar work costing not less than ₹ 300 crore.
and
- (ii) At least two works of similar nature with Central Government/ Central Autonomous Body/ Central Public Undertaking wherein the jurisdiction of Chief Technical Examiner of the Central Vigilance Commission applies.

NOTE: Similar works shall mean PMC work of high-rise residential/Institutional/commercial/ office building complex with finishing/furnishing and associated works.

3. Average Annual turnover as per ITCC or profit & loss statement for the last 5 financial years ending 31.03.2014 should be atleast ₹ 50 crores, and not having incurred loss in more than 2 of these years.
4. Bank solvency with any nationalized/scheduled bank worth atleast ₹ 100 lakh.

3. SCOPE OF WORK

Expression of Interest is invited through this notice for appointment as Project Management Consultant (PMC) to partner with Sikkim University in building up the physical facilities of a prestigious institution that is mandated to transform the academic environment of one of the relatively underprivileged region. The task involves high level of commitment, skill and motivation. One of the major challenges would be to execute a project that will least disturb the serenity and natural beauty of the site. This central government project is subject to all norms and regulations under strict vigilance and supervision of a duly constituted Building Committee headed by the Vice-Chancellor, Sikkim University. Authorized representatives of the PMC will be required to be present in all meetings of the Building Committee to furnish necessary clarification and advice.

The PMC will be appointed for the entire period of the Project.

SECTION – 2

BID & SELECTION PROCESS

1. The bid document for the appointment of PMC for Sikkim University can be downloaded from Sikkim University's website www.cus.ac.in. The bidder shall deposit the cost of bid document along with submission of the other requisite documents, failing which his bid shall not be considered. The cost of bid documents is ₹ 5,000 (Five thousand only), which is non-refundable, and shall be pledged in favour of Sikkim University in the form of demand draft/ pay order and submitted separately in the envelope containing Earnest Money Deposit (EMD). The bidders are advised not to make any corrections, additions, alterations in the downloaded bid document. In case, any corrections, additions, alterations are made in the downloaded bid documents, such bid shall be summarily rejected.
2. The Earnest Money (refundable) shall be deposited in the form of account payee demand draft/ pay order/ Fixed Deposit Receipt/ Banker's Cheque/ Bank Guarantee in favour of "Sikkim University", for an amount of ₹ 5 lacs (Five lakhs only) payable at Gangtok. The EMD to the unsuccessful bidders shall be returned after the PMC has been appointed by Sikkim University. All bidders, except those who are registered with C.P.O, NSIC or MHRD, must furnish the EMD. Those seeking exemption must produce copy of valid proof of registration with concerned authority.

3. Technical Bid

The bid document shall contain the following:

1. Organisation structure (Form 'A')
2. Details of similar projects handled by PMC (completed in the last 5 years) giving date of start, date of completion, cost of project and delay if any attributable to PMC. Photographs of work may also be given, if available (From 'B').
3. List of similar projects completed with PMC with description of projects, cost, time limit, targets etc. (Form 'C').
4. Details of work in hand (Form 'D') on the date of EOI.
5. Certified copies of Audited Balance Sheet & Income Tax Returns for the last 5 years ending FY-2013-14 together with a Fact Sheet in the following proforma.

Year	Gross Turnover	Net Turnover	Gross Profit	Net Profit	Remarks, if any
1	2	3	4	5	6
2013-14					
2012-13					
2011-12					
2010-11					
2009-10					

6. Report explaining PMCs approach to this project describing implementation strategies starting from conceptualization, phasing, development approach, time management etc [Limited to 500 words].

7. Alternate models/ methodology, phasing and development strategy.
8. PMC's strategy for quality, time and cost control on this project.
9. List of Experts with PMC, to be made available for this project and the composition of the core team to be deployed on permanent basis to act as PMC. The number of officers and their levels may be indicated.
10. Every bidder has to furnish an affidavit on ₹ 100/- (Rupees hundred only) Non- judicial stamp that information furnished in their bid is true to best of their knowledge and the officials engaged in this project have never been subject to any type of disciplinary/ vigilance proceedings. They would also undertake that their firm/ organization has never been blacklisted. Any material change in the present position would be intimated to Sikkim University immediately.

4. Presentation

The salient features of the project are given in Preamble. The details of the project are available in the chapters to follow. The eligible bidders will cover the following aspects in their presentations in PowerPoint mode:-

- (i) Methodology of handling Project Management Consultancy of a project of similar type, size & magnitude bringing out complex nature of the project and expertise of PMC in handling it.
- (ii) An overview of PMC capabilities in handling project of this nature.
- (iii) Vision and management planning to be adopted for completion of this project on broad basis but specially bringing out the manpower proposed to be deployed on the project and highlighting their proper and effective utilization and contribution towards this project.

The Selection Committee will evaluate the presentation on the above three aspects.

The Selection Committee may choose to visit the site of works of the applicants to make their assessment, if so required.

5. Financial Bid:

All participants will be required to quote their consultancy fee as percentage of the final built up cost to be borne by Sikkim University, inclusive of all costs and charges, in Indian rupees for providing Project Management Consultancy Services. The service tax on consultancy fee as applicable shall be paid by Sikkim University to PMC. It may be noted that Financial Bids of only those who scores 60% or more in Technical Bid evaluation including presentation shall be opened and considered. The decision of Selection Committee in this regard shall be final.

6. Selection Process of Project Management Consultant:

The PMC will be selected based on the technical bid evaluation including presentation and financial bid. The selection of the successful bidder would be on the basis of the "Quality and Cost Based Solution (QCBS) as elucidated herein after:

EXPRESSION OF INTEREST FOR ENGAGEMENT OF PROJECT MANAGEMENT CONSULTANT:

EOI NO. SU/CAMPUS/PMC/2358/6417 DATED 11.03.2015

(a) Technical bid:

The Technical bid including presentation shall be evaluated as below for 100 marks:

Sl. No.	Subhead	Max Marks	Remarks
1.	Having completed one project of green field university campus of at least ₹ 300 crores or two works of ₹ 150 crores during last five year as on 31/12/2014. Even successful part completion of project of such value shall be considered to meet the criteria. Certificate from the owner for satisfactory completion shall be enclosed.	30	(i) 60% marks of minimum eligibility criteria, (ii) 100% marks for twice the minimum eligibility criteria, (iii) In between (i) & (ii) – on proportionate basis (iv) The above formula is applicable for item no 1, 3&5.
2.	Profit making for the last 5 years (3 marks for each year of profit making)	15	
3.	Average Annual turnover from consultancy services exceeding ₹ 50 crores in last five years. The fees received towards consultation services only shall be considered. Documentary proof indicating the component of consultation fees shall be provided.(3 marks for each year)	15	
4.	Any International/ National awards for distinguished PMC activity received by the bidder in last five years (5 marks for each award)	40	
5.	Presentation before selection committee in support of firm's credentials, understanding of the project, methodology, quality control, manpower to be deployed		
	Total Technical bid score (Ts)	100	

Note: Pass marks in technical bid evaluation is 60 or more.

(b) Financial bid:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = 100 \times F_L / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_L = The price of lowest priced Financial Proposal

F = The price of Financial Proposal under consideration

(c) Combined evaluation

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid (T_s), and Financial proposals (F_s) shall be used to rank the bidders as below:

$$\text{Combined Score} = 70\% \times T_s + 30\% \times F_s$$

7. Instructions for submission of Technical & financial bids:

Envelope-1: Technical bid should include DD towards cost of tender document as well as EMD along with all accompanying documents, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexure downloaded from Sikkim University website shall be duly signed on each page by the bidder or his authorised representative and should be enclosed along with technical bid in envelope-1. The envelope shall also include duly filled in Check-List as per the format given in Annexure-II at the end of this document. In case of non-deposit of cost of tender document or EMD by any firm the technical bid of that firm shall not be evaluated and the firm shall be debarred from participating in the further bid process.

Envelope-2: Financial bid as per the format enclosed as Annexure-I should be put in a separate envelope and sealed. Financial bid of only those firms who qualify in the technical bid evaluation shall be opened.

Envelope-3: This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super-scribed with the name of the project, date & time of submission and should be either hand delivered at the Sikkim University, Gangtok or sent by Regd. Post / speed post / courier to reach Sikkim University as per time schedule mentioned hereunder. The documents submitted with the bid documents should be well numbered as Annexures and should be in chronological order as indicated in the check list. Use of Company's monographed envelopes is desirable.

8. Disqualification

The Selection Committee may disqualify bids on account of (but not limited to) following reasons:

- a) If received after the last date and time.
- b) If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee
- c) If the participant attempts to influence any member of the Selection Committee.
- d) Receipt of conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any disqualified

firm thereafter.

9. Termination of the bid

- a) Against all expectations entertained by Sikkim University, if none of the participating firms could be declared by the selection committee as the winner of the bid, the bidding will be regarded as terminated.
- b) Sikkim University reserves right to accept or reject any/ all bids without assigning any reason(s) thereof.

10. Recommendation for Award of Work

The first ranked bidder based on the combined score calculated as above shall be recommended by the Selection Committee as eligible for award of the work.

11. Time Schedule

- (i) Date for start of downloading of Project Management Consultant document containing Scope of work with terms & conditions **11.03.2015**
- (ii) Date of visit of the proposed site of the representatives from University, Prospective PMC : **11.03.2015 - 10.04.2015**
- (iii) Last Date & time of submission of technical & financial bid (up to 5.00 P.M.) on or before: **10.04.2015**
- (iv) Date & time of opening of technical bid – to be notified separately.
- (v) Date & time of presentation by firms - to be notified separately.
- (vi) Date & Time of opening of financial bid of technically qualified firms - to be notified separately.

Changes if any, to the above dates will be notified on the website.

12. Selection and approval of award of work:

The Vice Chancellor, Sikkim University shall be the authority to consider the recommendation of Selection Committee and to approve the proposal for award of work. In doing so, he shall be guided by the Building Committee and shall also reserve the right to:

- i) Postpone and/ or extend the date of receipt of or to withdraw the bidding notice without assigning any reason thereof. In such an event, the bidders shall not be entitled to any compensation in any form, whatsoever.
- ii) Cancel the bidding process and reject all or any of the proposals and not be bound to accept lowest or any proposal or to give any reasons for the decision taken.

Note: In case, the last date for submission & opening of tenders is declared as a public holiday, the next official working day shall be deemed as last date of submission and opening of proposals without any change in time indicated. No separate notice to this effect shall be issued.

SECTION – 3

SCOPE OF PMC SERVICES

SERVICES TO BE PERFORMED BY PROJECT MANAGEMENT CONSULTANT (PMC)

Broad Scope of Work

1. PMC will act as “Engineer-in-Charge” on behalf of Sikkim University for implementing the project and work *in-tandem* with the appointed Architect.

The activities under the scope of work of PMC shall broadly include but not limited to the following:

- PMC will plan, coordinate and execute the activities leading to the construction of buildings and campus development on Sikkim University site. All the activities from conceptualization till the completion of buildings & their handing over to Sikkim University will be taken care of by PMC. All functions, other than those assigned to the Architect required for developing the total infrastructure till handing over of the completed buildings and other infrastructure of the campus will have to be performed by the PMC.
- PMC will review, study and analyze the briefs, designs, concepts, preliminary & detailed designs, estimates, BOQ for tender documents etc. prepared by the Architect before recommending them for approval of Sikkim University. Thereafter, PMC will issue NIT, process & award the works and get them executed as per specifications & requirements approved by Sikkim University by following applicable Govt. procedures.
- As Engineer-in-Charge, the Project Management Consultant will award the work to the Contractor for timely execution/completion of the projects based on functional requirement of Sikkim University after approval of Sikkim University. In addition to this, PMC shall also administer the Works Contract and ensure that the contract clauses whether related to quality or quantities of work are respected and the works are executed in accordance with provisions contained therein.
- PMC will be required to superintend and perform duties as Engineer-in-Charge on behalf of Sikkim University as stipulated in the contract between Sikkim University & PMC. The PMC will supervise the construction work to ensure adherence to the drawings, prescribed high standards of quality and timely completion of the project and verify and certify the contractor's bills and monitor the progress of the work.
- PMC will make all engineering decisions including necessary correspondence with contractors required for the successful and timely implementation of the Project.
- PMC will ensure adherence to relevant CPWD specifications, State Govt. /Central Govt. norms, BIS codes, GRIHA norms, CVC guidelines, environment and other regulatory requirements and will also ensure observance of all formalities/ documents/ day to day activities as defined in CPWD Works Manual for execution of 'Works Contract' and as directed by Sikkim University from time to time.
- In case of any bottleneck in execution of the project arising out of any activity in the scope of work of the Architect, PMC will undertake such an activity so that the project does not get delayed or stuck up. However, for the work which is not in the

scope of services of PMC, extra fee shall be paid to PMC as mutually agreed by Sikkim University and PMC.

- PMC will perform the function as 'Engineer-in-Charge' as enumerated in the Works Contract with the exception of the following for which PMC will seek prior approval of the Sikkim University:
 - a) Issuing/approving variation orders which have financial implications, except in emergency situation as reasonably determined by the Project Management Consultant (PMC);
 - b) Approving rates for new items of work or for existing items of work which deviate in quantities beyond the limits defined in the contract if it is not due to fault on the part of the PMC;
 - c) Approving the extension of time of completion of the works stipulated in the construction contracts.
- Sikkim University may at its discretion, hire the services of an independent agency for quality audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.
- The construction work is open to technical/quality audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties. PMC shall be primarily responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks. In cases requiring independent tests, preferably from Govt. Institutes/NABL approved labs, the cost shall be borne by PMC.
- The project shall be headed by sufficiently senior and competent person having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work. This schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions/ adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the Sikkim University and the PMC. The Project Head and other officials assisting Project Head shall not be changed during the implementation of the project except with concurrence of Sikkim University. The decision of the Sikkim University, however, shall be final and binding in this regard.

2. Description of PMC Role in various stages of the Project

The PMC shall be responsible for complete management and construction supervision of all the activities of the projects. PMC would be required to perform broadly the following activities at different stages of the project:

i. Review & Preliminary Proposal Stage

- Review, study and analyze the brief & design concept provided by Architects to ensure that these are in conformity with the requirements & needs of Sikkim

University.

- After the receipt of drawings and preliminary estimates duly scrutinized by PMC, the entire proposal will be processed by Sikkim University for administrative approval of competent authority. Further work beyond this stage will be taken up by PMC only after Sikkim University conveys its administrative approval.
- PMC will issue NIT, process & scrutinize the tender and award the works (Internal & External) and get them executed as per specifications & requirements approved by Sikkim University generally on provisions of CPWD Works Manual (latest version) by following applicable government procedures.

ii. Pre-Construction Stage

- Discussions with Sikkim University and finalization of project brief including illustrating the Sikkim University's requirements.
- Preparing detailed PERT/CPM charts.
- Carry out analysis for the various project related activities with reference to time frame, resource allocation & scheduling using latest techniques and software as approved by the Sikkim University.
- Prepare cash flow chart.
- PMC will get the structural design done by Architect and proof checked by Govt. Institutes/ Institutes of repute.
- Checking of the Architectural drawings, technical specifications, services and all other drawings to ensure their completeness/correctness.
- Checking of Cost estimates etc. prepared & submitted by the Architect.
- Process the pre-qualification of vendors generally as per CPWD guidelines by following applicable government procedures : -
 - Finalize the drawings / designs received from the Architect based on the results/ reports of soil investigations and hydrological studies.
 - Hold vendor interaction meetings, pre bid meetings and ensure clarity on queries generated.
 - Analyze the received bids for award of work for various packages of Project after approval of its competent authority & inform Sikkim University about award of work.
 - Furnish Financial & Physical progress reports as required by Sikkim University based on predetermined formats & time schedules.
 - Receive and open the bids and process further for award of work.

iii. Construction Stage:

PMC shall execute the project in a time bound manner and hand over the building/ other works complete in all respect certified by Sikkim University within the time as mutually agreed upon. PMC shall ensure that no time and cost overrun occurs. PMC shall provide Construction Management Services from the start of

construction upto commissioning and handing over of the project to the Sikkim University for use. It shall also be the responsibility of the PMC to liaise and coordinate with various agencies for smooth execution of the project. Responsibilities of Project Management Consultant for construction stage shall, inter-alia, be as under:

- Assemble multi-disciplinary construction management team as approved by Sikkim University and have preliminary interaction with the contractor's Project Team to initiate all preliminary actions and mobilization.
- Prepare detailed coordinated construction schedule.
- To ensure that the construction drawings are finalized after coordination with other disciplines and all agencies to have clear demarcated responsibility.
- Check and finalize contractor's detailed programme of activities commensurate with the Tender provisions.
- Check and approve all contractors, sub-contractors and agencies for carrying out the works.
- Signing of Contract with Contractors.
- Day-to-day supervision of work to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers & supervisory staffs as per sound engineering practice. PMC will also depute its financial officers as a part of the project team for vetting / checking the bills.
- Checking fabrication drawings, bar-bending schedules and all other Architectural/Structural details during construction.
- Conduct site meetings & coordination meetings with all agencies for timely completion of the project.
- Carry out quality assurance checks & adhere to maintain quality reports.
- Provide effective coordination between various agencies working at the site and the Architect to ensure timely availability of the inputs required for un-interrupted construction at site all in accordance with agreed programme of the activities.
- Be fully responsible for getting the project work executed as per drawings & specifications and should also ensure completion of job, quality expectations, within sanctioned cost outlay of the project. In case of any deviation from the preliminary approved drawings during execution of the works, the same shall be referred to Sikkim University for approval.
- Rendering timely advice for implementing special measures for effecting cost/quality/time benefit for the project.
- Interact & Liaise with Sikkim University to understand, integrate and link the services to the building services.
- Provide detailed justification for necessity of changes in terms of design, quantities, and specifications etc. & obtain approval thereof from Sikkim University. In case there is likelihood of excess expenditure over the approved preliminary estimates at any stage of work, PMC shall submit revised detailed estimates along with justification for effected items of work for approval from

Sikkim University.

- Provide quick clarifications to designs or details that have been provided vide drawings or immediate solutions to the clarifications sought by the Vendors/Contractors.
- Check and inspect testing of materials and work as required. If so required, testing and checking of manufactured items have to be carried out at the manufacturer's factory as per provision in the Contract.
- Drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site.
- Checking and Certification of contractors running and final bills of the works executed for the purpose of payment to be released to the construction agencies.
- Review & recommend rates for new items of work or for existing items of work which may deviate in quantities beyond the limits defined in the contract for the approval of the Sikkim University.
- Provide contract administration services of all Contract Agreements and devising a suitable dispute - resolution mechanism to facilitate a quick and amicable settlement of disputes, if any.
- To reply and settle the observations/objections/ paras, if any, of the Chief Technical Examiner, Audit or any other checking / investigating agency of the Govt.
- Final inspection, supervision of testing and commissioning of various systems and assisting the Sikkim University in taking over of various parts of works and of various systems.
- Generate and submit to the Sikkim University from time-to-time progress reports in the agreed formats and at the agreed frequency. For this all the necessary data relevant to the execution of work including materials brought and consumed at site, hindrances if any, daily labour deployed etc. shall be maintained.
- PMC shall get all connections for services like power, water and sewer from local authorities etc. required for occupancy of the buildings.
- PMC shall also apprise the Sikkim University of the progress and/or activities of the project on weekly/fortnightly/ monthly basis as deemed fit by Sikkim University by preparing and submitting monitoring reports.
- For all contracts awarded by PMC, the payment will be released by PMC, and the Sikkim University shall not be responsible and liable for any liabilities and defaults of PMC with any other third party.
- Ensure all statutory inspections and checks.
- PMC shall be fully responsible for dealing with the Arbitration cases, if any, for contracts entered with various agencies. PMC will prepare claims/ counter claims, attend hearings and provide all necessary assistance to the Arbitrator till final settlement of disputes which shall be as per PMC's own procedures by following Arbitration & Conciliation Act 1996. It shall be the sole responsibility of PMC to

defend the case provided there is no fault/ negligence/ delay on the part of Sikkim University on any matter whatsoever for which dispute has arisen between two parties. The cost of arbitration/ litigation, if any, shall be borne by PMC only against claims awarded in favour of contractor attributable to gross negligence of PMC. PMC shall take all necessary steps to safeguard Sikkim University's interests while awarding the works to the contractor.

iv. Post Construction Stage

During this phase, the activities are likely to be as under:

- Settlement of all accounts of the contractors.
- Witness testing & commissioning of all utilities and certify the same.
- Provide project completion report which shall contain all technical and financial information of the project.
- Co-ordinate with vendors/ contractors and arrange for user operation & maintenance manuals and training to client's representatives.
- Getting defects rectified through working agencies during Defect Liability Period
- Settling the Audit /CTE's Observations and Arbitration cases etc., if any.
- Provide all documents/ reports/ statements of facts/ counter statements of facts for settling Audit/ CTE's observations and arbitration cases etc. including attending the hearings as and when required by the Sikkim University and providing necessary support as may be required by the Sikkim University from time to time.
- Any other activity that is deemed necessary for the project execution & completion, but not included in the above-mentioned list shall form the part of scope of work of the PMC and the decision of Sikkim University shall be final in this regard.

3. Other Responsibilities of PMC

- Settlement of all accounts of the contractors including reconciliation of materials supplied to the contractors if any.
- Ensuring of defect liability activities by the contractors during the respective liability periods.
- Organizing/providing all operation and maintenance manuals through contractors and training to the Sikkim University staffs.
- Preparation of Final Report, which shall contain technical & financial information of the project.
- PMC will ensure all possible mandatory tests at site.
- Checking & finalization of final estimates, assisting in the audit/ technical observation, etc., if any.
- Conduct Arbitration matters between various agencies till final settlements of disputes.
- PMC shall prepare draft replies and get it vetted from Sikkim University in replying to the observations made by CTEs branch/ CAG Audit/ Vigilance etc., if required.

- PMC shall handover the campus complete in all respect, free from all encumbrances including the vacation of temporary workers hutments etc. at site, if any, to the Sikkim University.
- PMC shall maintain all registers/records during execution of works as stipulated in CPWD Works Manual (latest version).
- At the end of every financial year and at the end of the project, PMC shall submit an expenditure and utilization of funds statement in the format of CPWD Works Manual.

4. Obligation of Sikkim University

- The Sikkim University shall designate in writing a representative or representatives, authorized to act on its behalf with respect to the project. This designated representative shall interact with PMC on all matters.
- All contracts with various agencies for execution of construction works shall be signed by The Registrar, Sikkim University after being vetted by the PMC. The following clause shall be added in the contracts to be awarded by PMC.
[“PMC is awarding this work on behalf of Sikkim University. In case M/S..... (PMC) ceases to be the PMC, the right & responsibility of M/s (PMC) in the contract shall get transferred to Sikkim University & Sikkim University or their nominated agency shall operate this contract.”]
- To pay bills of agencies as are duly pre-audited and are certified by PMC within stipulated period.

5. Time of Completion of the Project.

- The Project Management Consultant will get the entire project completed within stipulated period. It will be expected to achieve progress on pro-rata basis as agreed between Sikkim University and PMC. The PMC will be required to prepare the detailed time schedule based on the total completion period. The entire project will be divided into activities and events and CPM/ PERT charts will be prepared by PMC. Monitoring on monthly basis will be carried out by them. PMC will submit monthly monitoring of progress to Sikkim University along with their events, PERT chart and expenditure milestones and recommendations. In case of delays in any activity then the PMC will suggest & recommend remedial measures in order to get the project completed within stipulated time.

SECTION – 4**FEE FOR PMC SERVICES****1. Stages of Payment of PMC Fee:**

Sl. No.	Stages of work	Percentage(%) of payment
1	Scrutiny and approval of preliminary Schemes drawings and estimates and approval thereof by Sikkim University	5 % of total fee payable.
2	Scrutiny of detailed drawings and detailed estimates, tender documents and then approval of Sikkim University	10% of the total fee payable less payment already made at stage -(1)
3	Issue of N.I.T., scrutiny for preparation of seeking material information, c.s. etc./ award of works to vendors/ agencies	15% of total fee payable less payment already made at stage (1) and (2)
4	During the execution of work by contractors/ vendors (on pro-rata basis) commensurate with the value of the work executed	90% of total fee payable less payment already made at stage (1), (2) & (3) above (in phased manner)
5	After successful completion & taking over of project and on acceptance of project by Sikkim University	95% of total fee payable less payment already made at stage (1), (2), (3) & (4)
6	Balance payment	On Completion of Defect liability period

The PMC will deposit Bank Guarantee Bond equivalent to 5% of their total fee to Sikkim University before claiming any fee as retention money, which will be released after six months of completion of liquidated damage period.

2. Additions and alterations:

- i) The Sikkim University shall have the right to request in writing for additions/ alterations/ modifications or deletions in the design and drawing of any part of the work and to request in writing for such work in connection therewith and the PMC shall comply with such requests without any extra cost.
- ii) PMC shall not make any material deviation, alteration, addition to or omission from the work shown and described in this document, without first obtaining the written consent of Sikkim University.

Annexure - I

Proforma for Financial Bid
(To be put in sealed cover)

Ref No.....

Date.....

The Registrar
Sikkim University
6th Mile, Tadong
Gangtok

Sub: Project Management Consultancy work for development of Sikkim University at Yangang, South Sikkim

Dear Sir,

In response to subject work, we hereby quote our Consultancy Fee as under:

Description of Work	Consultancy Fee Excluding Service Tax	
	(As percentage of Project Cost)	
	In Figures	In Words
Project Management Consultancy work for development of Sikkim University	%	

Note: PMC will be entitled to get Service Tax on the fee quoted above at the rates as stipulated by Govt. of India from time to time.

Yours faithfully,

Signature with Name &
Designation of the Bidder
(Authorised Seal)

Date:

CHECK LIST

No.....

1. Refundable EMD of Rs. 5,00,000/- by way of DD no. dated in favour of "Sikkim University" payable at Gangtok.
2. DD no. dated for Rs. 5,000/- in favour of "Sikkim University" payable at Gangtok towards cost of Tender Document (non-refundable).
3. Details of green field University Campus projects handled by PMC (completed in last 5 years) giving date of start, date of completion, cost of project and delay, if any, attributable to PMC. Photographs of work may also be given, if available.
4. List of projects in hand with PMC with description of projects, cost, time limit, targets etc. Details of time and cost overrun. Name and address and contact no. of the authority responsible.
5. Certified copies of Audited Balance Sheet & Income Tax Returns for the last 5 years immediately preceding FY-2013-14 together with a Fact Sheet in the proforma given in item 3 under Section 2.
6. Report explaining PMCs approach particularly to this project describing implementation strategies starting from conceptualization, phasing, development approach, time management etc.
7. Alternate models / methodology, phasing and development strategy.
8. PMCs strategy for (a) quality, (b) cost and (c) time control on the project.
9. List of Experts with PMC to be made available for this project.
10. The composition of the core team to be deployed on permanent basis to act as PMC. The number of officers and their levels may be indicated.
11. Financial Bid in the Prescribed Format as given in Annexure-I in a sealed envelope.
12. The bid document along with its annexure downloaded from the web shall be duly signed on each page by the bidder and enclosed along with technical bid in Envelope 1.

NOTE: The Check-List shall be duly filled in and submitted alongwith the Technical Bid.

FORM - 'A'
ORGANISATIONAL STRUCTURE

1	Name & Address of the Organization with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of business.	
3	Legal status of the applicant (Please attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Name and Designation of individuals authorized to function on behalf of the organization	
6	Details of Technical Staff on roll as on 31.01.2013. Please indicate in separate tabulated sheet (a) Name (b) Designation (c) Qualification (d) Serving Since (e) Total Experience (e) Remarks	
7	Was the applicant ever required to suspend any assigned project for a period of more than six months continuously? If so, give the details of the project and reasons of suspension.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, furnish details.	

EXPRESSION OF INTEREST FOR ENGAGEMENT OF PROJECT MANAGEMENT CONSULTANT:

EOI NO. SU/CAMPUS/PMC/2358/6417 DATED 11.03.2015

9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a Court of law? If so, give details.	
11	Give details of the fields of consultancy the applicant has specialization & interest	
12	Any other information considered necessary.	
13	Address of (a) Head office (b) Branch Office nearest to the project.	

Signature with date

Name of Authorized Signatory -----

Name of Agency/Firm.....

OFFICE SEAL

FORM - 'B'
DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED
DURING THE LAST THREE YEARS ENDED 31.12.2014

Sl. No.	Description	1	2	3	4	5	6
1.	Name of work / Project and location						
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.						
3.	Cost of work in ₹ Lakhs (Please attach copy of Work Order)						
4.	Date of commencement as per contract						
5.	Stipulated date of completion						
6.	Actual date of completion						
7.	Litigation / arbitration pending / in progress with details *						
8.	Service rendered (Pl. give full details)						
9.	Names of Project In charge & Key staff & nos. of staff involved.						

(Note: Add additional sheet if necessary)

Signature with date

Name of Authorized Signatory -----

Name of Agency/Firm.....

OFFICE SEAL

FORM - 'C'
LIST OF WORKS EXECUTED WITH CENTRAL GOVT. DURING LAST
THREE YEARS ENDED 31.12.2014

Sl. No.	Description	1	2	3	4	5	6
1.	Name of work / Project and location						
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.						
3.	Cost of work in ₹ Lakhs						
4.	Date of commencement as per contract						
5.	Stipulated date of completion						
6.	Actual date of completion						
7.	Litigation / arbitration pending / in progress with details *						
8.	Services rendered						
9.	Names of Project In charge & Key staff & nos. of staff involved.						
10.	Any other information						

Signature with date

Name of Authorized Signatory -----

Name of Agency/Firm.....

OFFICE SEAL

FORM – ‘D’
DETAILS OF ALL WORKS IN HAND AS ON THE DATE OF
SUBMISSION OF EOI

WORKS IN HAND							
Sl.No.	Description	1	2	3	4	5	6
1.	Name of work / Project and location						
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.						
3.	Cost of work in ₹ Lakhs (Please attach copy of Work Order)						
4.	Date of commencement as per contract						
5.	Stipulated date of completion						
6.	Expected date of completion						
7.	Status of work in % as on date						
8.	Litigation / arbitration pending / in progress with details *						
9.	Services being rendered						
10.	Names of Project In charge & key staff & nos. of staff involved						
11.	Any other information						

* Indicate gross amount claimed and amount awarded by the Arbitrator.
 (Note: Please add additional sheets if necessary)

Signature with date

Name of Authorized Signatory -----

Name of Agency/Firm.....

OFFICE SEAL