



# Indian Red Cross Society

Dakshina Kannada

'Red Cross Bhavan', Behind DC Office, Mangaluru-575001. Phone : 0824-2423755 Email:ircsdkd@gmail.com

## I - NOTICE INVITING TENDER

### “REQUEST FOR PROPOSAL (RFP) FOR PROVIDING PROJECT MANAGEMENT CONSULTANCY SERVICES FOR CONSTRUCTION OF OFFICE BUILDING OF RED CROSS SOCIETY, MANGALORE”

1 Indian Red Cross Society, D.K. District invites Proposals (the “Proposals”) from Consultants for Providing Project Management Consultancy Services (the “Consultant”) to prepare detailed estimate, tender documents, tender drawings, EPC tender packages, proof checking, assist the Society in the bidding process, during execution of agreement with selected EPC contractors and monitor the work during execution (collectively the “Consultancy”).

#### 2 Schedule of Selection Process

The complete RFP document is in website: [redcrossdk.org](http://redcrossdk.org)

Last date for filing tender	4.12.2020 Time : 4.00 PM
Date of opening of the tenders	04.12.2020 Time : 4.30 PM

#### 3. Conditions :

- The closed envelopes containing the tender should be dropped into the tender box kept in the office of Red Cross located in D.C. Office Compound.
- The interested participants can be present at the time of opening the tender.
- Required Experience : Rs. 2.5 Crores (single work) of completed work in the last 7 years.
- Certificate of Experience to be enclosed to the Appendix-I.
- Final decision regarding selection of consultancy services lies with Indian Red Cross Society, D.K.

#### 4 Pre-Proposal visit and inspection of data

Prospective applicants may visit the office of the Project Authority and the Project site and view the available documents and data during the office hours.

President

**Dr. Rajendra K.V.** I.A.S.  
Deputy Commissioner &  
District Magistrate

Vice President

**Roopa M.J** K.A.S  
Additional Deputy  
Commissioner

Chairman:

**C A Shantharam Shetty**  
B.Com.,FCA  
Mob: 9880088111

Hon.Secretary:

**S.A.Prabhakara Sharma**  
K.A.S(R)  
Mob: 9448446099

Vice Chairman:

**B.Nithyananda Shetty**  
Mob:9845082089

Treasurer:

**Archibald Menezes**  
Mob: 9741162025

Managing Committee Members

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Dr. Sathish Kumar Bhandary | Yathish Baikampady | Ravindra Shetty | Ravindranath K | Sacheth Suvarna | Dr.U.V.Shenoy | Eugene Rent

## **A. GENERAL**

### **1. Scope of Proposal**

- A) Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it shall participate in the Selection Process individually (**the “Sole Firm”**) in response to this invitation. The term applicant (**the “Applicant”**) means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- b) Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.

## **B. PREPARATION AND SUBMISSION OF PROPOSAL**

### **1) Language**

The Proposal with all accompanying documents (**the “Documents”**) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### **2) Format and signing of Proposal**

- (i) The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- (ii) The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (**the “Authorised Representative”**) as detailed below:
- a) By the proprietor, in case of a proprietary firm; or

- b) By a partner, in case of a partnership firm and/or a limited liability partnership; or
- c) By a duly authorized person holding the power of attorney, in case of a limited company or a corporation; or
- d) By the authorized representative of the lead member, in case of consortium.

### **3) Financial Proposal**

- a) Financial Proposal should be quoted in the Appendix – I.
- b) The Financial Proposal shall take into account all expenses and tax liabilities except GST. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

SCHEDULE – 1

Terms of Reference

**RFP FOR PROVIDING PROJECT MANAGEMENT CONSULTANCY  
SERVICES FOR CONSTRUCTION OF OFFICE BUILDING OF RED  
CROSS SOCIETY, MANGALORE**

## TERMS OF REFERENCE (TOR)

### 1. Objectives of assignment

The aim of this consultancy service is to provide qualitative technical and administrative services for implementation and management of the construction of fisheries harbor project.

### 2. Project Management Consultant Framework

The main features of Project Management Consultant Framework formulated for the execution of the proposed project Indian Red Cross Society DK District Centenary Building.

- i. Indian Red Cross Society, D.K. will administer the project. As a representative of Managing Committee acting through the Hon. Secretary or any other Officers so nominated will administer the project.
- ii. To administer the Contracts under the Project, INDIAN RED CROSS SOCIETY, MANGALORE will be the contractual Authority and Secretary will act on behalf of the 'Authority'.
- iii. The Consultant shall be the 'Engineer' for the project. The "Engineer for the Project" shall make the necessary measurements and control the quality of works and shall make all engineering decisions required during the implementation of the Contract. **However, the Engineer shall seek prior approval of the Authority with regard to the following:**
  - a. Variation order with financial implications.
  - b. Variations in work quantities which attract for fixation of rates.
  - c. Sanction of additional items, sums or costs and variations of rates and prices.
  - d. Approve the subletting of any part of works
  - e. Approve any extension of contractual time limits
  - f. Stopping and/or termination of the Contract for Works

### 3. Scope of consultancy services

The scope of project management consultancy services shall include but not necessarily be limited to the following activities:-

#### A) Detailed Engineering and Administration

- (i) Consultant shall study the relevant reports on various studies available with the Authority.
- (ii) Consultant shall design architectural design, structural design, plumbing, water supply arrangement and electrification.

- (iii) Consultants shall prepare tender document which includes estimate, tender, bill of Quantities, layout and GA drawings, specifications, prequalification criteria, notice inviting tenders and finalization of tender document for the execution of project.
- (iv) Consultants shall, on behalf and in consultation with the Authority, invite bids for the execution of the construction of project, thereafter on receipt of the bids, consultants shall scrutinize, and evaluate the bids in line with the tender conditions and submit detailed report with specific recommendations for the relevant approval for the award of work.
- (v) Consultant shall identify the various elements of work, their interdependencies and reviewing of action plan submitted by the contractor in line with Authority's requirement.
- (vi) Consultant shall review the detailed implementation methodology submitted by the contractor including but not limited to, co-ordination procedure with Authority and contractor/vender.
- (vii) To administer and manage the project.
- (viii) Scrutinize the Contractor's detailed work programme, suggest modifications, if any, in the work programme after a careful study keeping in view the overall interest of the project and recommend the same for approval of the Authority.
- (ix) Scrutinize Contractor's superintendence, personnel and suggest modifications, if any.
- (x) Initiate advance actions for handing over of site and timely issue of drawings.
- (xi) Actual setting out data and issue the same for execution.
- (xii) Assist contractor in liasoning and coordinating with the local authorities.
- (xiii) Scrutinize and approve the Contractors charts and drawings as required for execution.
- (xiv) Certify, the design basis report/detail engineering report, structural designs and as executed drawings/charts for each component furnished by the contractor.
- (xv) The consultant shall provide technical assistance and furnish information as may be required by the Authority in connection with audit comments and queries from Central Vigilance Commission, Government of India and any other statutory bodies etc.
- (xvi) Consultants shall Prepare and monitor Project network, bar/gantt chart, monthly progress report format, purchase procedure, import

etc. Consultant shall also prepare implementation package based on the approval.

- (xvii) Consultant shall provide assistance for obtaining necessary clearances from the Government of India, Govt. of Karnataka and any other statutory bodies.

**B) Construction Supervision:**

The construction Supervision shall be as follows.

- (i) Carry out detailed checking and verification of the setting-out data available in DPR and in possession of Authority like bathymetric charts, seismic profiles, soil investigation reports and model studies reports to ensure conformity with the working drawings for execution.
- (ii) Review the methodology proposed to be adopted by the Contractor for executing the Works, and convey its comments to the Contractor within a period of 10 (ten) days from the date of receipt of the proposed methodology from the Contractor.
- (iii) Review the monthly progress report furnished by the Contractor and send its comments thereon to the Authority and the Contractor within 7 (seven) days of receipt of such report.
- (iv) Inspect the Construction Works and the Project and shall submit a monthly Inspection Report bringing out the results of inspections and the remedial action taken by the Contractor in respect of Defects or deficiencies. In particular, the Consultant shall include in its Inspection Report, the compliance of the recommendations made by the Safety Consultant.
- (v) Carry out regular inspection of the Contractor's equipment, plant, machinery, installations, housing, medical facilities etc and ensure they are adequate and are in accordance with the terms and conditions of the Contract in respect all complying with statutory requirements pertain to construction, labour, insurance and any other requirements imposed by the statutory bodies time to time.
- (vi) Direct the Contractor to carry out all such works or to do all such things as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or of the works or of the adjoining property and advise the Authority thereof as soon thereafter as is reasonably practicable.
- (vii) in the event that the Contractor fails to achieve any of the Milestones, the Consultant shall undertake a review of the progress of construction and identify potential delays, if any. If the Consultant shall determine that completion of the Project is not feasible within the time specified in the Agreement, it shall require the Contractor to indicate within 15 (fifteen) days the steps proposed to be taken to expedite

progress, and the period within which the Project Completion Date shall be achieved. Upon receipt of a report from the Contractor, the Consultant shall review the same and send its comments to the Authority and the Contractor forthwith.

- (viii) Supervise the Contractor in all matters concerning safety and care of the work including environmental aspects and labour welfare.
- (ix) Inspect the Works on substantial Completion before taking over and indicate to the Chief Engineer any outstanding work to be carried out by the Contractor before issue of completion certificate by the Authority.
- (x) On completion of Construction work, before issuing of completion certificate to the Contractor, consultant shall provide to the Authority, photographs, detailed design calculations, as built drawings and facilitate the contractor in obtaining certificate from Authority in respect of satisfactory completion of work.

**C) Testing of Material and works:**

- (i) Review the Quality Assurance Plan submitted by the Contractor and shall convey its comments to the Contractor within a period of 21 (twenty-one) days stating the modifications, if any, required thereto. The sampling methods and the acceptance criteria shall be as per the Indian/international standards/practices.
- (ii) Inspect the performance of works with regard to workmanship and compliance with the specifications, order/supervise/perform tests on materials and/or work and approve/disapprove the Contractor's plant and equipment.
- (iii) Associate with the work tests being carried out by the Contractor and undertake additional tests as necessary to assess the nature of material.
- (iv) Carry out comprehensive technical supervision of the works to ensure their quality and conformity with the standards and specifications as per contract. In addition to assessing and checking the laboratory and field tests carried out by the Contractor, the Consultants shall carry out independent tests as necessary to establish their nature of material.
- (v) Maintain a permanent record of all measurements for the work quantities to be paid for and the results of all tests carried out for monitoring the quality of works.
- (vi) Shall conduct the pre-construction review of manufacturer's test reports and standard samples of manufactured Materials, and such other Materials as the Consultant may require.



- (vii) Consultant shall test check at least 20 (twenty) percent of the quantity or number of tests prescribed for each category or type of test for quality control by the Contractor.
- (viii) The criteria for acceptance/ rejection of their results shall be determined by the Authority's Engineer in accordance with the Quality Control Manuals. The tests shall be undertaken on a random sample basis and shall be in addition to, and independent of, the tests that may be carried out by the Contractor for its own quality assurance in accordance with Good Industry Practice.
- (ix) In the event that results of any tests conducted establish any Defects or deficiencies in the Works, the Consultant shall require the Contractor to carry out remedial measures.
- (x) Shall obtain from the Contractor a copy of all the Contractor's quality control records and documents before the Completion Certificate is issued.

**D) Measurement and Payment:**

- i. Measurement of all civil and concrete works shall be as per Bureau of Indian Standard Specifications, which are vogue in practice.
- ii. Maintain upto date records of remaining quantities in the work and monitor the expected project cost based upon the remaining quantities. General records of all labour, insurances, labour licenses, security passes issued for the contractor's workers, wage rates paid by the contractor shall be maintained.
- iii. Check and certify all requests for advances, all monthly bills, interim bills, escalation bills and final bill of the contractor.
- iv. scrutinize and advise Authority upon the claims raised by the contractor if any
- v. Advise Authority during arbitration proceedings if any
- vi. Plan and monitor expected payment schedule for the entire project for arrangement of cash flow from Authority in order to avoid hindrance to the project.

**E) Progress of Work:**

- (i) Implement a system for monitoring the progress of work based on the computer based project management techniques.
- (ii) Systematically check the progress of work and order the initiations of work which is the part of the contract.
- (iii) Maintain upto date status of all the various activities and other allied works against the original schedule for completion of work.

- (iv) Shall investigate and initiate early actions with regard to the delays in the execution of works. The Team Leader of the Consultants' Supervision Team shall explain in his monthly progress and special reports the reasons for delays and explain the actions to be taken/already taken to correct the situation. All reports prepared by the Consultants' Team shall be objective and shall substantiate any event/recommendation with factual data and information. The Progress Reports shall contain the pertinent data and chart form and shall clearly bring out the comparison between the projected and the actual work done using "S" curves and/or any other widely accepted superior methods of representation.

#### **4. Facilities to be provided by the Consultant & the Authority.**

##### **A) Facilities to be provided by the consultant**

The Consultants shall make their own arrangements for transport (vehicle) at the project site. The Consultants shall also provide at their own cost all facilities, equipment (engineering and office), transport, supplies, computer hardware and peripherals, computer software, communication system (telephone, fax, e-mail/Internet) and support staff which they consider to carry out the Services. After completion of the Service, all such articles deployed by the Consultant shall remain as their property.

B) The Consultant is allowed to obtain following facilities/Services for site from the contractor by making provision in tender.

- i. Provision of furnished temporary site office along with the upkeeps, to be shared with the Authority.
- ii. Computer with printer (2nos)
- iii. One Xerox machine
- iv. Communication facilities
- v. 2 nos. four wheeler for transport (for Authority and Consultant)

#### **5. Reports to be submitted during the supervision stage**

All reports and documents prepared by the Consultants for supervision shall be professional, precise and objective. The report formats shall be finalised in Consultation with the Authority officials. The Consultants shall provide three copies/sets each of the following reports to the Authority:

- a) Commencement Report within 30 days after commencement of works,
- b) Construction Supervision Manual within 30 days after Commencement of works;
- c) Quality Assurance (QA) Document within 30 days after Commencement of works;
- d) Monthly Progress Report by the 10th day of every month;

- e) Quarterly Progress Report by the 10th day of the month of submission;  
and,
- f) Final Report at the completion of services.
- A) The Commencement Report shall contain the details of all meetings held with the Authority and the Contractor and decisions taken therein, the resources mobilized by the Consultants as well as the Contractor and the Consultants' perception in the management and supervision of the project. The report shall also include the Master Work Programme and Resource Mobilization for the Project.
- B) The Progress Reports (Monthly and Quarterly) shall contain details of all meetings, decisions taken therein, mobilization of resources (Consultants' and the Contractors'), physical and financial progress and the projected progress for the forthcoming periods. The Report shall clearly bring out the delays, if any reasons for such delay(s) and the recommendations for corrective measures. The Report shall also contain the performance data for Contractor's plant and equipment. The broad scope of progress reporting is as given under:-
- a) Report on progress of work for each activity stating:**
- Percentage progress of the activity
  - Deviation from the schedule
  - Status of the activity (critical, sub-critical, non-critical);
  - Cash-flow for each item of works as well as for the total project;
  - Monthly summary of percentage progress; and,
  - Monthly summary of cash flow
- b) Projections**
- Monthly projections of percentage progress; and,
  - Monthly projections for cash-flow
- c) Critical Activity**
- Report on the progress and status of critical activities;
  - Change of status from non/sub-critical to critical activity due to slippage;
  - Statement on slippage and remedial actions taken; and
  - Effectiveness of the remedial action(s) taken in the previous month.

## **6. TIME AND PAYMENT SCHEDULE**

The total duration envisaged up to award of contract is 6 weeks and 2 years for construction work which may be extendable till completion of work on mutual consent. The schedule for completing the Deliverables shall be determined by the maximum number of days/ weeks from the Effective Date of the Agreement (the "Key Dates" or "KD"). Time schedule for important

Deliverables of the Consultancy and the payment schedule linked to the specified Deliverables are given below:

**For BOQ No. 1**

Key Dates	Description of Deliverable	Week No.*	Payment
KD1	Preparation of Drawing for the submission for approval of corporation	2	20%
KD2	Submission of Architectural drawing Estimates, basic designs, general arrangement drawing, Structural design and Preparation of BOQ, specification etc..	4	20%
KD3	Submission of draft Tender for		
	a. Construction of office building		
KD4	Submission of final Tender etc.		
	a. Construction of office building		
KD 5	Conclusion of Bid Process and award of work	22	5%
KD 6	Supervision upto Completion of civil work.	**	65%

- Excluding time taken by Authority in providing comments on Draft Reports. Final Report to be submitted in a week's time after receipt of comments of the Authority.
- In case for any reason the Consultancy is foreclosed, percentage payment due upto the completed stage will be made as indicated above and in case assignment foreclose in the middle of any indicated stage, pro-rata payment shall be made for the completed services as assessed by the Authority and the Authority's decision in this regard shall be final.
- The Authority can discharge the tender without giving any reasons.



**Hon. Secretary**

Indian Red Cross Society  
D.K. District

Date : 19.11.2020

## Appendix - I

### Format of FINANCIAL PROPOSAL

**BOQ No: 1: Detail Engineering, Tendering Process and Review of design reports and drawings**

SI. No.	Description of PMC Services	Unit	Percentage
1	<b>Detail Engineering</b> for Construction of Office building for Indian Red cross Society with following scope 1) Architectural design, 2) Structural design, 3)Plumbing, water supply arrangement 4)Electrification, 5)Preparation of Detailed estimates, drawings, 6) Preparation of Tender document 7) Work Supervision 8) Quality Control	Percentage of Actual cost of construction.	

Excluding all Taxes.