



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No.: DU/

Date: 13/03/2024

**NOTICE INVITING EXPRESSION OF INTEREST  
Cum  
REQUEST FOR PROPOSAL  
(RFP) from  
Eligible PSUs under GFR-133(3)**

Dibrugarh University invites Expression of Interest (EOI) in sealed envelope in two bids system from CPSUs or PSUs eligible as per GFR 2017 u/s 133 (3) for Preparation of Master plan, Supervision of Construction, Quality Control & Development of University Campus, Hostels and Residential Buildings and other infrastructures of the University.

Availability of Bid Papers	From 14/03/2024 to 17/04/2024
Pre-Bid Meeting	03/04/2024 at 10:30 A.M.
Last date for submission of EOI/RFP	17/04/2024 upto 01:00P.M.
Time & Date of opening of EOI/RFP	17/04/2024 at 02:30P.M.
Place of opening of EOI/RFP	Conference Room, Office of the Registrar, D.U.
Cost of Document	Rs. 5,000/- (Non refundable)

Interested bidders shall have to submit their offers/quotations separately submitted in 02(two) parts, *i.e.* **Part-I** (TECHNICAL BID) and **Part-II** (FINANCIAL BID). The Technical Bid shall be opened on above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Interested bidders are requested to read all the instructions and Terms and Conditions carefully.

Sd/-  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Vice-Chancellor, D.U. for favour of information.
2. The University Engineer, Planning & Construction Branch, D.U. for information.
3. The Programmer, D.U. for information and necessary action.
4. Office File.

Sd/-  
**Registrar**  
Dibrugarh University

The PMC Agency shall be selected/ appointed on the basis of Quality-cum-Cost Based Selection System (QCBS-As per rule 192 of GFR 2017 will be followed) as defined in the EoI/RFP documents:

**Important Instructions**

01	Employer/University	Dibrugarh University Dibrugarh-786004, Assam
02	Estimated Cost of Project	Rs. 180 Crores (approx.)
03	Completion Period	36 Months
04	Cost of EoI Documents. In Form of DD/NEFT/RTGS payable to the Registrar, Dibrugarh University	Rs. 5,000/- (Non-Refundable)
05	Address for Communication	Office of the Registrar Dibrugarh University Dibrugarh-786004, Assam
06	Contact Person for any Query	Registrar, Dibrugarh University e-mail: registrar@dibru.ac.in Phone: 9435032366

## **Bid Document**

### **For Selection of PROJECT MANAGEMENT CONSULTANT (PMC)**

#### **Information to Bidders:**

1.0 Dibrugarh University is willing to engage the services of Project Management Consultant (PMC) from amongst CPSUs/PSUs eligible as per GFR 2017 u/s 133 (3) for Preparation of Master plan and Supervision of Construction, Quality Control & development of University Campus, Hostels and Residential Buildings at Dibrugarh University, Dibrugarh under PMC mode. The University will select the PMC on the basis of Quality-cum-Cost Based Selection system (QCBS). The estimated cost of the proposed University Campus including Student Hostels and Faculty Buildings and others infrastructures is Rs.180.00 crores (Approx.)

**2.0 Definition:** Unless context or consistency demands otherwise the following terms shall have the meaning assigned to them as under:

2.1 **“University”** shall mean Dibrugarh University, Dibrugarh-786004, Assam **and** shall include its legal representative, successor and permitted assigns.

2.2 **“PMC”** shall mean the Project Management Consultant engaged by the University and also act as a Consultant Agency.

2.3 **“Completion”** shall mean that the work on any project phase is complete and is suitable for its intended use.

2.4 **“Authorized Representative”** shall mean the representative of Project Management Consultant.

2.5 **“Project(s)”** shall mean and include Preparation of Master plan, Supervision of Construction, Quality Control and Development of University Campus, Hostels and Residential Buildings and Other Infrastructure at the Dibrugarh University Campus.

2.6 **“Service”** shall mean the Comprehensive Design, Engineering and Project Management Consultancy including quality control services to be rendered by the PMC.

2.7 **“Contractor”** means the contractor or contractors or suppliers or agencies employed by the Executing Agency i.e. PMC for the work or any connected work, including the Executing Agency itself in case any work is done directly by the Executing Agency i.e. P.M.C.

2.8 **“C.T.E.”** means Chief Technical Examiner.

2.9 **“C.V.C.”** means Central Vigilance Commission, Government of India.

2.10 **“C.A.G.”** means Comptroller and Auditor General, Government of India.

2.11 **“EPC”** means Engineering, Procurement and Construction.

#### **3.0 Eligibility Criteria:**

3.1 As per Clause No. 7.1 of this tender document.

#### **4.0 Scope of Work/Terms of References:**

- 4.1 Survey & preparation of Master Plan of the University.
- 4.2 Supervision of Construction, Quality Control and Development of University Campus, Hostels, Residential Buildings and other infrastructure by following all relevant building bye laws.
- 4.3 Supervision of the project including Civil, Architectural, Structural, Plumbing, Electrical, HVAC, Lab Equipment, Lab and other required Furniture, IT Active and passive components, BMS, CCTV, Firefighting, networking design, horticulture, landscaping and engineering by contractor. However, the conceptual drawing shall be prepared by PMC Architect.
- 4.4 Obtaining statutory approvals for design and drawings wherever applicable.
- 4.5 Project Management Consultant shall supervise as per design requirements in the intending tender for appointment of Contractor by following proper procurement rule along with CVC guidelines.
- 4.6 Quality Control of Construction at each stage, as per the specification.
- 4.7 Obtaining completion/occupancy certificate, if applicable.
- 4.8 Handing over the facilities to University.
- 4.9 Maintenance of building / campus during the defect liability period of 24 months from date of handover the completed project to the Dibrugarh University.
- 4.10 Others Infrastructures.

#### **5.0 Bid Capacity:**

- 5.1 The estimated cost of the project is Approx. Rs. 180.00 Crores and duration is 36 Months.
- 5.2 Dibrugarh University reserves to itself the authority to reject any or all of the bids received and changes the scope of the work without assigning any reason. The University also reserves the right to itself to terminate the bidding process at any stage without assigning any reason.
- 5.3 The offer, in which any of the prescribed conditions is not fulfilled or where the bidder puts any condition including that of conditional rebate, shall be liable to be summarily rejected.
- 5.4 Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited and the bid submitted by the bidder who resorts to canvassing in any form would be liable to rejection.
- 5.5 The offer shall remain open for acceptance for a period of 180 days from the date of opening of 'Bids'.
- 5.6 Bidder must ensure before submitting the bid that each and every page of the bid documents is signed by the authorized officer of the organization as a token of acceptance. The bid document shall form a part of the contract agreement. The successful bidder on acceptance of his bid by the Accepting Authority, and issue of letter of intent/ award shall, within 15 days, sign the contract agreement / MOU.

## **6.0 Submission of Bids:**

6.1 To obtain first-hand information on the assignment and on the local conditions, bidders are advised to visit the site. Bidders are expected to be informed themselves of local conditions and take these into account while preparing their bids.

6.2 The Agency charges all-inclusive but excluding GST for Preparation of Master plan and Providing Comprehensive Design Engineering and Project Management Consultancy (PMC) Services shall be quoted in terms of Fee both in figure and in words duly signed by the Authorized Signatory to be indicated in the prescribed format provided. The EoI/RFP has been called considering composite supply nature of work as per GST Act and as such the GST shall be payable at applicable rate as notified from time to time.

University shall reimburse/ pay all expenditure related to obtaining statutory clearances of the project as per actual including registration charges (if any) with concerned authority. No consultancy charges shall be paid on such statutory clearances.

## **7.0 Evaluation Criteria:**

Quality and Cost Based Selection (QCBS) system as detailed in the EoI.

**7.1 Minimum Eligibility Criteria:** The Agencies who fulfil the following minimum eligibility requirements shall be eligible to apply:

7.1.1 Should have satisfactorily completed / executed similar work as PMC for works as mentioned below during the last ten years ending previous day of last date of submission of EoI.

Three similar works each costing not less than 40 % of the estimated cost of the project.

Or

Two similar works each costing not less than 60 % of the estimated cost of the project.

Or

One similar work costing not less than 80 % of the estimated cost of the project.

Similar works means experience in Providing Comprehensive Project Management Consultancy (PMC) Services for Institutional Campus/ Educational Institutes / University Campus / Office & Administrative Buildings comprising of administrative buildings, hostels and residential buildings etc.

7.1.2 Average annual financial turnover should be at least 500 Crores during the immediate last 3 consecutive financial years. The agency should not have suffered losses during at least 3 years out of last 5 Financial Years.

7.1.3 Any CPSUs/ PSUs set up by the Central/State Govt. to carry out Civil or Electrical works as per GFR clause 133(3) can participate in the bid.

7.1.4 PMC should have provided PMC Services for at least 1 building with minimum G+1 stories structure with centralized air-conditioning having minimum built-up area of 10,000 sqm during the last five years ending previous day of last date of submission of EoI and such building shall be under successful operation.

7.1.5 Agencies that are debarred or blacklisted by any Govt. Departments/ Body/Organization under Ministry of HRD/ Education/ Finance, Govt. of India are not eligible to participate in the RFP/EoI. A Certificate is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Govt. Department/Body/Organization under Ministry of Education/ Finance. Must have provided PMC / Engineering services for at least two universities at different States of the NE Region established by an Act of Parliament or Institutions of National Importance (IITs, NITs, National Institutes) having functional Campus with constructed area of 24000 Sqm or more, in past seven years.

7.1.6 Being a Govt. funded project, the Project Management Consultant should have experience of executing works based on CPWD Specifications with up-to-date correction slip and latest General Conditions of Contract.

## **7.2 Technical Evaluation:**

The duly constituted EoI Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria bid shall be evaluated as under:

### **7.2.1 Essential Eligibility Criteria:**

Sl. No.	Particulars/Criteria
01	The bidder must be a CPSUs/ PSUs registered in India under the Indian Companies Act 1956/2013 and working in PMC Field minimum for the past 25 years along with the working experience of 10 years in NE Region as on Bid due date.
02	The bidder should have an average annual business turnover of not less than Rs. 500.00 Crores during the last three consecutive years ending March 2023. Turnover sheets for the last consecutive three years ending March 2023 duly certified by a chartered accountant should be enclosed.
03	The Bidder Should have satisfactorily rendered services of project management consultancy & supervision of construction projects in the past ten years. Or At least one similar work of value not less than Rs.100.00 Crore Or Two similar works of value not less than Rs.75.00 Crore each. Or Three similar works of value not less than Rs.50.00 Crore each.

	“Similar work” shall mean Design & Engineering Consultancy (DEC)/ Engineering & Project Management Consultancy (EPMC)/ Project Management Consultancy (PMC) for Development of Institutional Campus/ University Campus / Office and Administrative Buildings comprising of administrative buildings, hostels and residential buildings and other infrastructures.
04	The bidder should not have incurred loss (Profit after tax should be positive) in more than three years during available last five consecutive years duly certified by the Chartered Accountant.
05	Joint Venture of a single bidder as a member of consortium/joint venture/ association for any project/work shall not be considered for evaluation.
06	<p>Agencies that are debarred or blacklisted by any Govt. Departments/ Body/Organization under Ministry of HRD/Education/Finance, Govt. of India are not eligible to participate in the EoI/RFP.</p> <p>A Certificate is to be submitted along with the bid by the bidders to the effect that they are not debarred or blacklisted by any Govt. Department/ Body/Organization under Ministry of Education/Finance, Govt. of India.</p> <p>In case if it is found at later stage that the bidder is a blacklisted company declared by any Govt. Department / Body/Organization under Ministry of HRD/ Education/Finance, Govt. of India then the works shall be withdrawn and the Agency shall be blacklisted in all future projects of the University.</p>
07	The bidder should have positive net-worth during any of the 03years out of last 05 years ending March 2023.
08	PMC should have provided PMC Services for atleast 1 building with minimum G+1 stories structure with centralized air-conditioning having minimum built-up area of 10,000 sq.m. during the last five years ending previous day of last date of submission of EoI/RFP and such building shall be under successful operation.
10	<p>The Agency (CPSU/PSU) should have in-house professionally qualified (minimum Graduate degree). Regular/Certified staff as on this EoI/bid publication date, in the following categories and the Agency should have a minimum of 5 Nos. of empaneled Consultant Companies including at least an IT based Company with aboard based. The Agency should have been in signed an Agreement in the last 5 years for TPQA works for Construction of Higher Educational Institutes/Autonomous body/other Govt. Organization of Govt. Project worth for not less than Rs 150 crore.</p> <p>Civil Engineers: 100 Nos.  Mechanical Engineers: 03 Nos.  Electrical Engineers: 10 Nos.  Architects: 05 Nos.  Instrumentation/Automation/Electronics/Computer Engineers/MBA: 03 Nos.</p>

### **7.2.2 Evaluation Criteria of Financial/Price Bid:**

Evaluation Criteria/Broad guidelines for evaluation of Financial Bids is as follows:

- (i) Only those Financial Bids will be opened and evaluated which are found to fulfill all the eligibility and qualifying requirements of this EoI/ RFP.
- (ii) The bidder should quote their rate in INR, for the consultancy fees, all taxes including GST, Duties etc. as per Government rules and regulation as per the prevailing rate. However, the variation in any taxes duly notified by the Government shall be considered during evaluation and execution.
- (iii) Quoted rate shall be fixed and shall not be subject to escalation of any description except the taxes.
- (iv) If there is any discrepancy between word and figures, the quoted rate in words will be taken as final quoted price by the bidder. The decision of University in this regards shall be final and binding.

### **7.3 BID EVALUATION**

(Quality and Cost Based Selection-QCBS)

#### **(A) Technical Evaluation:**

The Technical Bid submitted by the bidders shall be opened on the scheduled date /time and evaluated by the Technical Evaluation Committee (TEC) as per the criteria detailed in table ahead.

The bidders will be allotted marks out of **60** points as detailed in the Table-1.0 (Technical Evaluation Parameters) under Stage-A, on the basis of the certified documents submitted by the bidder along with the EoI, in support of the desired information furnished by the concerned bidder. Further, under stage-B (Technical Evaluation Parameters) the eligible bidders will have to give the Presentation, for which Client along with some other officers inducted (if any) by competent order, will evaluate the presentation (stage-B of Technical Evaluation) out of **40** points. The total Technical Score (TS) for Stage-A & Stage-B which is 100 will be scaled down to **80**. Those bidders whose score is more than or equal to **70%** (i.e. 56 points out of 80 as TS as qualifying marks for further evaluation) will be shortlisted, and financial offers/Bid will be opened for those bidders only.

#### **(B) Financial Evaluation:**

The Financial bid for the above shortlisted bidder will be opened. The bidder with the lowest quoted rate will be assigned a score of 100. The other bidders will be allotted score relative to the score of bidder with the lowest quote, which will be as below:

$$FS = 100 \times (FL/F)$$

Where, FS = The Financial score of the Financial proposal being evaluated

FL = The price of lowest priced financial proposal and

F = The price of Financial proposal of the concerned bidder.

The above FS (Financial Score) will be Scaled down to **20** points.

#### **(C) Final Evaluation:**

(i) Scores obtained on the Financial Score (FS) out of **20 points** will be added to score obtained on Technical Score (TS) out of **80 points** to get a Consolidated Score (CS) out of **100** points.

(ii) Bidder with the highest Consolidated Score (CS) will be selected.

(iii) If there is a tie in the CS, the vendor with a higher score on the technical score (TS) will be selected.

(iv) If there is a tie in Technical Score, then the bidder with successful completion project worth more than the other bidder will be selected.

(v) During evaluation, the EoI Authority will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.

Table1.0: Technical Evaluation Parameters					
STAGE	Sl. No	Parameter	Evaluation Criteria	Maximum Score	
Stage-A	1	Average Annual Turnover for three financial years 2020-21, 2021-22 2022-23	(i) > Rs.500 Cr. :10 Marks (ii) Rs.300 Cr. up-to Rs. 500 Cr. : 7 Marks (iii) Rs.150 Cr. up-to Rs. 300 Cr : 4 Marks (iv) Rs.150 Cr. : 0 Marks	10	
	2	Valid ISO Certification	10 marks if CPSUs/PSUs fulfils the criteria otherwise zero mark.	10	
	3	MoU Rating	(i) Excellent (At least 3 years) 10 Marks (ii) Very Good (At least 3 Years) 05 marks (iii) Good (At least 3 Years) 03 Marks	10	
	4	Employee strength in Organization			
		Min. Qualification: Bachelor’s Degree in Engineering	a) Civil Engineers (Max 3 Marks) > 300 Nos. : 3 Marks 200 – 300 Nos. : 2 Marks 100 – 200 Nos. : 1 Mark < 100 Nos. : 0 Mark	10	
		The Engineers and Architects required/ mentioned should be an Employees Empaneled Staffs of the bidder as on 30/06/2023	b) Electrical Engineers (Max 2 Marks) > 30 Nos. : 2 Marks 10-30 Nos. : 1 Mark < 10 Nos. : 0 Mark		
			c) Architects (Max 2 Marks) > 10 Nos. : 2 Marks 5-10 Nos. : 1 Mark < 5 Nos. : 0 Mark		
			d) Mechanical Engineers (Max 2 Marks) > 5 Nos. : 2 Marks 3-5 Nos. : 1 Mark < 3 Nos. : 0 Mark		
			e) Instru./Automation/ Electronics/Computer/ IT Engineer (Max 1 mark) ≥ 3 Nos. : 1 Mark < 3 Nos. : 0 Mark		
	5	Experience of the Firm (during last 10 years): “Similar work” shall mean Design & Engineering Consultancy (DEC) or Engineering & Project Management Consultancy (EPMC) or Project Management Consultancy (PMC) for Development of Institutional Campus/ Educational Institutes / University campus/ Office & Administrative Buildings comprising of administrative buildings, hostels and residential buildings etc.			
	5.1	Cumulative value of Similar projects Executed on PMC (each project not less than Rs 100 Crores)	(i) 0 marks up-to Rs. 150 Cr. (ii) 5 marks above Rs. 150Cr. up-to Rs.250 Cr. (iii) 7.5 marks above Rs. 250 Cr. up-to Rs.500 Cr. (iv) 10 marks for more than Rs.500 Cr.	10	
	5.2	Cumulative (Awarded) value of Similar on-going projects. (each project not less than Rs 25 Crores)	(i) 0marksUptoRs.75Cr. (ii) 2.5marksaboveRs.75CruptoRs.100Cr (iii) 5marksaboveRs.100CruptoRs.150Cr (iv) 7.5 marks above Rs. 150 Cr. up to Rs.200 Cr. (v) 10marksformorethanRs.200Cr	10	
(vi) The successful bidder has to execute an agreement with all the formalities.					
Technical Score (Stage-A)				60	

<b>Stage-B</b>	<b>Presentation</b>	1) Organizational setup of the PMC 2) Understanding of the project and vision for Dibrugarh University by the potential PMC 3) Details of Execution/methodology 4) Staffing Schedule for the Proposed Project 5) Other relevant points for presentation will be mentioned in the invitation letter that will be sent to the eligible bidders for presentation.	<b>40</b>
		<b>Technical Score (Stage-B)</b>	<b>40</b>
		<b>Total Technical Score (Stage-A + Stage-B)</b>	<b>100</b>

(i) The Technical Evaluation shall be carried out based on the documents submitted by the bidder for technical bid.

(ii) The evaluated Bid will be given a **Technical Score (TS)**. The minimum technical score required to qualify technical evaluation {Stage-(A+B) = Stage-I} is 80%. A bid will be considered unsuitable and will be rejected at this stage if it fails to achieve the minimum technical score. University will notify bidders who fail to score the minimum technical score about the same and the Financial Bids of such failed bidders will not be opened.

(iii) University will notify the bidders who secure the minimum qualifying technical score, indicating the date and time set for opening of the Financial Bids. The notification will be displayed on the University website and may be sent by the electronic mail.

#### **(D) Opening and Evaluation of Financial Bids:**

The Financial Bids will be opened only of those bidders who secure 70% marks and above in technical bid (Stage-I). The cost indicated in the Financial Bid shall be deemed as final and reflecting the total charge of PMC services and should be stated in % only. The financial bid is excluding GST under the Applicable Law of the land.

#### **7.4 Award of Contract:**

Selection of Bidder for Award of Work: The final selection of the bidder for the award of work will be based on the scores secured by it in the Technical Bid (Stage-I) and the price quoted by it in the financial bid (Stage-II) as detailed below:

- (i) 80% weightage will be considered for **Technical Score (TS)** obtained in the Technical Bid (Stage-I).
- (ii) 20 % weightage will be considered for the price quoted by the bidder in the financial bid, this will be termed as **Financial Score (FS)** (Stage-II).

Financial score of the proposals will be determined using the following formula:

$FS = 100 \times (FL/F)$  where,

‘FS’ is the financial score of an applicant,

‘FL’ is the lowest Financial Proposal among all and ‘F’ is the financial proposal of the particular applicant.

- (iii) For the purpose of calculation of **Composite Score (S)** for each bidder, the weightage shall be 80 % for the Technical Score (Stage - I) (TS) and 20% for Financial Score (stage-II) (FS) of the respective applicants. The Composite Score shall be calculated using the following formula:  
 **$S = TS \times 0.80 + FS \times 0.20$ .**

Bidders will be ranked accordingly to their **Composite Scores** and will be listed in the order of merit as H 1, H 2 and H 3 and so on. The top scorer H 1 would be eligible for award of work.

- (iv) Even though a bidder may satisfy the above requirements, the bidder would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressing the information in the forms, statements and enclosures required in the pre- qualification document.
- b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

- (v) Empanelment of the PMC shall be subject to thorough verification of their credential and inspection of similar works carried out / in progress by them, through a Technical Committee of experts of Dibrugarh University if required.

#### **7.5 Memorandum of Understanding (MOU):**

MOU shall be executed between PMC and Dibrugarh University.

## **8.0 Terms & Conditions of Engagement:**

### **8.1 Responsibilities of the PMC:**

(a) Subsequent to signing of the agreement, the PMC shall nominate a responsible Engineer for supervision of the project under intimation to the University.

(b) A conceptual planning, designing of the project shall be done by the PMC as required by university. The PMC shall prepare a preliminary and detailed estimates, conceptual architectural scheme and service drawings required for Bidding purpose of the Project after getting the concept and specifications approved from University.

While detailing the scheme, PMC shall provide only those requirements, which can be accommodated within approved estimated cost, as per priority decided mutually between the University and the PMC.

(c) PMC shall prepare preliminary and detailed estimates of cost of the various items of activity as required by University on CPWD plinth area rates and market rate analysis for items which are not included in CPWD, PAR, to be worked out as per standard methods (where ever applicable).

(d) PMC shall prepare the tender documents comprising the technical specification, General Terms and Conditions, Special Conditions etc. for inviting tenders by the Dibrugarh University Authority.

(e) PMC shall be wholly responsible for any observations/comments/defects pointed out by T.E.C/C.V.C/C.A.G/Competent Authority of the Dibrugarh University in the planning and procedures of execution of this project.

(f) PMC shall be fully responsible for the timely completion, the quality, any delay caused and structural safety of the construction.

(g) Any defects discovered and brought to the notice of the Dibrugarh University authority by the PMC during the aforesaid period shall be rectified by the appointed contractor. PMC shall ensure that in the event of the failure on the part of the Contractor, the same may be rectified by the PMC at the cost and expense of the Contractor.

(h) During the various stages of execution, PMC shall submit monthly progress reports with site photographs to the University.

(i) For any unforeseen expenses in the project, it has to be approved by the University, separately.

(j) PMC shall supervise and monitor the work from concept to completion as per scope of work given by University as per Govt. guidelines, and shall ensure completion within the stipulated period. The project to be executed would be fully contracted. However, the conceptual drawing shall be prepared by PMC architect.

(k) The PMC as a Consultant Agency for the above work / project shall carry out the entire planning and construction of the Project for the intended use of the University including its project management, supervision and related services under the guidance of duly appointed personnel of Dibrugarh University.

(l) PMC has to ensure that the work(s) are to be completed within the estimated cost.

(m) Based on the requirements and scope of work given by University, PMC shall submit

preliminary and detailed drawings to University for approval.

(n) Based on approved preliminary drawings, PMC shall submit preliminary estimate of the work to University for approval.

(o) PMC has to forward draft tender copy to Dibrugarh University authority for issuing notice inviting tender (NIT). The suggestions of University will have to be considered by PMC for incorporating in the tender document.

(p) After receipt of Administrative Approval and Expenditure Sanction (A/A & E/S) from the Dibrugarh University authority, the PMC will prepare and submit various detailed architectural drawings and service plans to Local Bodies whose approvals are required before taking up the construction work.

(q) PMC shall complete the work within a period of 36 months. The completion time shall be reckoned from the date of signing of MOU or handing over of clear site by University. In case there is any delay in activities to be carried out by external agencies or due to factors beyond the control of PMC, the time for completion of the work will be suitably enlarged.

(r) PMC shall submit the program for completion of work as per approved drawings and estimate to University for approval.

(s) For executing the contract, PMC shall ensure the following important provisions to be considered while framing estimate, preparing NIT etc.:

(i) Enabling estimate can be submitted as per University requirement for carrying out pre-construction activities wherever required for conceptual planning purpose to assess the precise requirement of the scope of work.

(ii) The PMC architect shall prepare the concept design, preliminary drawings and specifications based on detailed requirements of the work, in consultation with the University before preparation of Preliminary Estimate.

(iii) Soil investigation report shall be appended in the Notice Inviting Tender for indicative purpose only.

(iv) The responsibility of investigations, designing, planning, procurement, construction, safety, quality, and risk of engineering lies with the contractor and the same will be incorporated in the Notice Inviting Tender (NIT) by the PMC.

## **9.0 Responsibilities of the University:**

9.1 The University shall demarcate and make available the site for individual project free of all encumbrances or charges. However, PMC agency will make all communications to obtain approval for fire safety and from forest departments etc. to clear the site. The University shall exercise its responsibility of the Project by signing the drawings required for Statutory Authorities and also by giving necessary authorization to PMC to secure approvals from local bodies of statutory authorities for the planning, construction as contemplated in this agreement from time to time. However, the University shall help the PMC to the extent of writing letters to local bodies regarding getting such approvals.

9.2 Dibrugarh University or any person authorized by the University may inspect and check the “Construction Work” from time to time to see that the project / various buildings are being constructed as per drawings and specifications as provided in the approved estimate. If during the inspection, any defects or variation without the written request of the University are found shall be rectified by the execution agency at their own cost.

9.3 University shall release the funds/payments promptly to ensure that the progress of work should not hamper due to non-availability of fund.

9.4 University shall make all the statutory payments to the local Government or any other statutory body or bodies relating to the project.

### **10.0 Payment Terms:**

10.1 PMC shall work as a consultant for this project on behalf of Dibrugarh University and shall be paid the quoted fee percentage on the actual cost of work or Project Management, Supervision, and Services including GST as applicable in each running bill.

10.2 The expression ‘actual cost of works’ shall include the following:

(a) All the final payments made to the contractor(s) and agency as agreed upon in the tender for the construction of all the buildings, services, related facilities, etc.

(b) All costs of materials acquired for the project and used on the work, either directly or through the contractor(s) including storage charges, carriage and any other incidental charges connected with such materials but excluding the material not incorporated or not handed over to the Dibrugarh University.

(c) Actual cost of site survey, soil testing charges, laboratory charges for testing of any material, manufactured or built items including the cost of cartage of samples to and from the laboratory.

(d) All liabilities payable to the contractors/ sub-contractor, suppliers and other agencies to the extent these falls within the definition of actual cost as maybe left outstanding at the time of payment of final bill provided they have been accepted by the PMC as balance payment against final bill of these agencies.

(e) GST shall be reimbursed to the Consulting Agency (PMC) considering that work has been conceptualized as composite supply works as per GST Act. Any other tax levied by Govt. after signing this agreement is to be paid extra.

(f) All liabilities arising out of any court decree or arbitration award and /or any additional costs transpiring due to the direction of any Court/tribunal /statutory body and/or any other legal costs including but not limited to the cost of hiring advocates, getting legal opinions (Both Technical as well as Financial Matters), filing of pleadings etc. for the purpose of initiating on behalf of, or defending, itself or the University in any suit or arbitration, in respect of any dispute arising out of the Project works done or to be done and/or freeing the site of all encumbrances and/or charges.

This Sub-Clause only addresses disputes/arbitrations/suits with any or all of the Contractors or any other person(s) body/authority. Nothing in this Sub-Clause shall be construed to cover any

disputes/arbitrations/suits between the University and the PMC, in which case, each party shall bear its own costs.

The parties hereto understand and agree that although these costs will come under actual costs and therefore be borne by the University, the same shall not be taken into account for the purpose of calculating the Agency charges except for such costs which as a result of an order/judgment/decreed have resulted in some form of addition or variation in the Project work.

10.3 The actual final cost of work shall not include:

- (a) Cost of land.
- (b) Cost paid by the University to local Government or any other statutory body or bodies for getting approvals for the project etc.

10.4 The payments by the University shall be made by transfer of funds in a bank account of PMC or by Demand Draft / Cheque or e-Transfer.

10.5 The subsequent release of Fund shall be fixed and agreed mutually between Selected PMC and Client on the basis of:

- (a) Progress of Work
- (b) Utilization of the earlier amount deposited
- (c) Demand Raised

#### **11.0 Completion of the Project:**

11.1 The date of start of the work shall be reckoned from the 15<sup>th</sup> day after signing of MOU, handing over the project site or sanctioned of estimate or approvals of Drawings by the statutory authorities whichever is later.

11.2 The work shall be completed in all respect within a period of 36 months in accordance with the mutual agreement decided upon from the date specified in Clause 11.1 above.

11.3 The PMC shall ensure observance of all labour and other laws applicable including all statutory compliances related to tax etc. including payment of compensation to worker in case of any mis-happening in the matter and shall indemnify and keep indemnified the University against effect of non-observance of any such laws.

11.4 PMC shall submit completion report with drawings and maintenance schedules to the University within 60 (Sixty) days of completion of work.

11.5 The defect liability period of this project shall be 24 months after completion of work or taking over of building whichever is earlier. PMC shall be responsible for satisfactory rectification of defects.

#### **12.0 Liquidated Damage:**

12.1 PMC shall be required to complete the construction of project within the period stipulated in the MOU. In exceptional case of delay, which may occur due to the reasons beyond the control of contractor, PMC may approach the University with full details for extension in time limit for

completion of the works. The extension may be provided, if the reason of delay is accepted by the Competent Authority of the University, otherwise no time extension will be allowed.

12.2 In case, completion of the project is delayed and duly approved by the Competent Authority of Dibrugarh University, due to reasons solely attributable to the contractors/Agencies/Suppliers engaged for the project by the PMC, the PMC shall impose liquidated damages @ 0.50 % (Zero-point Five zero percent) on awarded contract value for each week of delay subject to a maximum of 5% (Five percent) of the awarded contract value and the benefit shall be passed on to the University.

12.3 In the case of delay in completion of the project due to PMC, the PMC shall be liable to pay as damages to 'University' a sum calculated @ 0.25% (Zero-point two five percent) of the Agency Charges for the balance work for each week of delay, subject to a maximum of 5% (Five percent) of the Agency Charges.

12.4 The PMC shall be fully responsible to defend any suits or arbitration cases arising out of project in connection with the work between the PMC and its Contractor(s).

12.5 Any compensation levied by the PMC due to non-fulfilment of any clause of the contract by the contractor or any such recovery from the contractor for bad work or any other reasons whatsoever shall be passed on to the University.

### **13.0 Force Majeure:**

The PMC shall not be considered in default if delay in completion of the work occurs due to cause beyond its control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power. The PMC shall notify 'University' in writing within ten days from the date of such occurrence. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of force majeure duly approved by the Competent Authority of the University. Any expenditure incurred by the PMC during the period of force majeure shall be reimbursed by the University. In case of closure of work due to the force majeure, any liabilities towards contractor and/or expenditure of the PMC shall be payable by the Employer.

Suitable force majeure clause shall be incorporated in all the agreement entered into by the PMC with the contractors/agencies.

### **14.0 Arbitration:**

14.1 In the event of any disputes or difference relating to the interpretation and application of the provisions of the contracts, (whether during the progress of the works or after their completion) with the PMC, the same shall be settled amicably through mutual discussions by a dispute redressal committee consisting of members who are independent persons without any conflict of interest appointed by the Vice-Chancellor. In case of non-settlement of dispute the same shall be referred by the University to the arbitration as per the Arbitration & Conciliation Act 1996 as amended from time to time.

14.2 All arbitration award(s)/ court decree(s) in the favour of the PMC shall be borne by the 'University'. However, PMC shall not be paid any fee on such Arbitration award(s)/ court decree(s) in the favour of contractor(s). The cost of any arbitration award or the cost as a result of any direction of any court in respect of the work done or to be done shall be borne and paid by the University and such award under construction head shall be treated as project cost.

14.3 The Arbitration/ Court cases shall be contested by PMC on behalf of the University and necessary fees and expenditure shall be borne and paid by the University.

**15.0 Jurisdiction:**

This Award of work/agreement is subject to the jurisdiction of Dibrugarh only.

**Letter of Transmittal**

From,

.....  
.....  
.....

To,

The Registrar  
Dibrugarh University  
Dibrugarh-786004, Assam

Sub: Financial Bid for Comprehensive Project Management Consultancy Work of preparation of master plan and supervision for Construction, Quality Control and Development of University Campus, Hostels, Residential Buildings and other infrastructure at Dibrugarh University campus.

Sir,

Having examined the details given in bid document for the above work, I/We hereby submit the 'Bid'. I/We hereby agree with the terms & conditions mentioned in the bid document.

Yours faithfully,

Signature:

Name and Designation of authorize  
person with complete address of PSU

(Please affix seal)

**Bidder Information**

Sl. No.	Particulars/Details	
01	Name of the Firm	
02	Communication Address	
03	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
	Website	
04	Authorized Person-Name	
	Designation	
	Mobile	
	E-Mail ID	
05	Alternate Authorized Person – Name	
	Designation	
	Mobile	
	E-Mail ID	
06	PANNo.	
07	GST No.	
08	Company/Firm/Proprietorship Registration No.	
09	Beneficiary Bank Details	
	Account No	
	IFSC/NEFT Code	
	Name of Bank	
	Address of Branch	
10	Particular of Earnest Money Deposit (EMD)	Bid Security Declaration to be submitted by the bidder as per the enclosed format
11	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
12	Attached Detailed Company/Firm Profile	

Date:

Place:

Signature of authorized person

Full Name &amp; Designation:

**Financial Bid**

(In separate sealed envelope)

From,

.....  
 .....  
 .....

To,

The Registrar  
 Dibrugarh University  
 Dibrugarh-786004, Assam

Sub: Financial Bid for Comprehensive Project Management Consultancy Work of preparation of master plan and supervision for Construction, Quality Control and Development of University Campus, Hostels, Residential Buildings and other infrastructure at Dibrugarh University campus.

Sir,

In response to bid document for the above work, we hereby quote our Fee in percentage (%) toward Project Management, Supervision, Services including Architectural Services for planning, designing, and Consultancy Services as per the scope defined in the EoI documents as under:

Sl.No.	Particulars	In Figure	In Words
1.	Percentage of Fee for PMC Services for Preparation of Master Plan, Design, Engineering, Construction, Supervision and other services as per complete scope of works mentioned in EOI/RFP.	———%	

**Note:**

- (1) Fee is exclusive of GST which shall be payable on actual basis as applicable on submission of documentary evidence.

Signature:

Name and Designation of authorize person  
 with complete address of PSU/Consultancy Agency

(Please affix seal)

**Self Declaration Form**  
(On bidder's letter-head)

Ref No.:

Date:

To,

The Registrar  
Dibrugarh University  
Dibrugarh-786004, Assam

Sir,

With reference to my/our expression of interest to Dibrugarh University, it is hereby declared that I/ (name of firm) was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period by any Govt or other agency.

I/ (name of firm) also declare that there are no contractual restrictions or legal disqualifications or other obligations which will prohibit from me/us entering this bid and each and every one of the statement and particulars contained herein are correct.

Date:

Signature of the Applicant

Place:

Seal:

**EoI Form**  
(On bidder's letter-head)

To,

The Registrar  
Dibrugarh University  
Dibrugarh-786004, Assam

Sub: Appointment of PMC for preparation of Master Plan, Supervision of Construction, Quality Control & Development of University Campus, Hostels, Residential Buildings and Other Infrastructures at Dibrugarh University campus.

Sir,

This is with reference to your EOI No./..... dated ...../...../2024 on the above subject. After reading above documents, Amendments/ Clarifications/ Corrigenda/Errata/etc. issued in respect of EOI document, your requirement, scope of work, site inspection and after discussions, we have understood them fully and we accept all the terms and conditions mentioned there in.

We are also enclosing duly stamped and signed copy of the above form along with annexures as token of acceptance of the terms indicated therein.

Name & Address of the Bidders:

.....  
.....  
.....

Contact Phone Nos of the key person.:

.....  
.....

Official E-mail ID:

.....  
.....

Signature of Authorized  
Signatory with date & seal

**Financial Strength of the Organization**

Sl. No.	Financial Year	Turn-Over (Rs. in crores)
01	2018-19	
02	2019-20	
03	2020-21	
04	2021-22	
05	2022-23	
Average(forlast5years)		
Average(forlast3years)		

Signature of the Authorized Signatory

Stamp & Date

Details of Similar Experience: Design & Engineering Consultancy (DEC)/ Engineering & Project Management Consultancy (EPMC)/ Project Management Consultancy (PMC) for Development of Institutional Campus/ Educational Institutes / University campus/Office & Administrative Buildings comprising of administrative buildings, hostels and residential buildings etc.

Sl.	Name & address of the Client (with Contact No.)	Name & Location of the Work	Buildup Area	Value works (In Lakh)	Contract Period (from-to)	Completion/ performance certificate enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7	8

(Fill up the above table & enclose legible copies of the supporting documents)

Note: We hereby confirm that in the above said projects were executed by us.

Date:

Signature of Authorized Person:

Place:

Full Name & Designation:

### **Brief Scope of Work:**

Design & Engineering Consultancy (DEC)/Engineering & Project Management Consultancy (EPMC)/Project Management Consultancy (PMC) for Preparation of Master Plan and development of Institutional Campus/ Educational Institutes / University campus comprising of administrative buildings, hostels and residential buildings and other infrastructures etc. by the PMC for permanent campus of Dibrugarh University.

The Consultant shall provide their services from conceptualization to completion of the entire project i.e. entire establishment of permanent Campus of Dibrugarh University.

The total project is expected to comprising of the following:

1. Academic and Administrative Complex
2. Student Hostel and Amenities
3. Academic and Support Staff Residence and Amenities
4. General Amenities Common to Students, Academic and Support Staff
5. Library and Information Resources
6. Utilities viz. Water supply, Electric supply, Rain harvesting and Recycle System, Sewage Disposal and Treatment Plant, disposal system for solid/biological chemical/ radio-active waste and drainage, Renewable Energy, Fire Safety Measures etc.
7. Road and others Infrastructures

### **Background & Introduction:**

Dibrugarh University, one of the easternmost University in India, was established in 1965 consequent upon the provisions of the Dibrugarh University Act, 1965, enacted by the Assam Legislative Assembly. It is a leading research and innovation driven University that acts as a spatial slot to configure the socio-cultural dynamics of North East India. The University encourages myriad enterprises that harbor on a constellation of thinking, theorizing, and reflection.

Dibrugarh University is one of the educational centre of excellence, seeking to amalgamate multi-disciplinary fields with numerous theoretical perspectives, the realm of cultural diversity with the praxis of knowledge, and region-specific issues with a global horizon. The University has a prolific and productive industrial academia interface. With its strong global links in teaching and research programmes, the University offers dynamic educational experiences that prepare the next generation to lead and make a difference and thus contribute to the society at large. The University hosts 177 affiliated colleges and institutes that spread over nine districts of Assam. Dibrugarh University is a member of the Association of Indian Universities and is recognized by all the universities in India and abroad.

It is situated at Rajabhetta, five kilometres to the South of the Dibrugarh town and well connected by road, rails, air and waterways. The University has a vast sprawling campus (550 acres) set in bucolic and idyllic surroundings. Dibrugarh, which is one of the commercial and industrial hubs of North East India, also occupies a unique place in the field of art, literature and culture. The various people who inhabit this district present a polychromatic ethnic mosaic and make it a very attractive destination for academia all over the globe.

The campus includes Library, Computer Centre, Conference Rooms, Science Labs and other facilities.

The design shall be prepared to meet applicable requirements of the following Laws, Codes and Standards:

1. National Building Code of the India and its referral Codes including the Green Building Code.
2. Comprehensive Fire Code as per the State Regulations or Municipal By-Laws.
3. Occupational Safety and Health Standards.
4. Other laws and regulations covering environmental concerns and regulations.
5. In cases where there are conflicts in the provisions of the above stated Laws, Codes and Standards, the most stringent provision shall apply.

### **Master Plan:**

The PMC has to prepare the Master Plan of the University as per the requirement, and has to obtain the approval from the Dibrugarh University.

### **Design, Parameters and Performance Standards:**

The design parameters and performance standards are required to ensure that all aspects in the design and construction stages attain minimal impact to the environment in harmony with its surroundings.

### **Design Parameters:**

**(i) Site Analysis:** A detailed site analysis shall be conducted for the purpose of analysis, recording and evaluating information on the site and its surroundings. The result of the analysis shall be used in the design process.

The analysis shall include:

- Building Orientation;
- Wind Direction;
- Soil Type and Condition
- Topography
- Vegetation and Natural Features
- Precipitation & Hydrology
- Surrounding land uses & buildings
- Prominent Vision lines /Visual linkages; and
- Locally available resources
- Landscaping wherever necessary

**(ii) Site Planning:** This parameter shall be incorporated during the design of the building and shall include:

- Shape, size and orientation of the area where the building will be built;
- Levels and contours of the area and its surroundings
- Height of existing buildings and its surroundings
- Open spaces surrounding the property
- Natural or man-made structures
- Trees within and surrounding area
- Street including drainages and utility poles
- Movement system through and around the site

**(iii) Building Envelope:** This involves using exterior wall materials and designs that are climate-appropriate, structurally sound and aesthetically pleasing.

- Support (Resistance to and transfer of structural and dynamic loads)
- Control (Control of air, water and heat flow)
- Finish (Desired aesthetics on the inside and outside of the building)

**(iv) Engineering and Architectural Parameter:** Design of the building shall be responsive to economic, environmental, and cultural conditions through the following:

**(a) Building Height and Massing:** Height of the building in relation to its overall configuration.

**(b)Space Planning:** Academic & Office and equipment space needs of Dibrugarh University Campus shall be addressed. Special attention should be made to the selection of interior finishes and art installations, particularly in entry spaces, conference rooms and other areas with public access.

**(c)Functional/Operational Planning:** The building design must consider the integrated requirements of the different offices, departments and units of Dibrugarh University. This includes the desired image, degree of public access, operating hours, growth demands, security issues and vulnerability assessment results, organization size and group assembly, requirements, electronic equipment and technology requirements, acoustical requirements, Special floor loading and filing/storage requirement, special utility services, any material handling or operational process flows, special health hazards, use of vehicles and economic objectives.

**(d)Students Employee Productivity:** Students & Employee satisfaction, health, and comfort are of primary concern. Strategies such as excellent indoor air quality, access to windows and views, opportunities for interaction, and natural light are some of the factors that contribute to improved workplace that are important to the health and psychological well-being of the occupants. Special consideration must be given to noise control in open office settings, with absorptive finish materials, masking white noise.

**(e) Technical Connectivity:** Technology is an indispensable tool for Dibrugarh University. The office building shall be planned to have a well distributed, robust, and flexible IT infrastructure. All technological systems such as audio/visual systems, speaker systems, internet access, Local Area Networks (LAN)/Wide-Area Networks(WAN)/ Wireless Fidelity (WI FI) and Voice-over Internet Protocol (VoIP) shall be a major component of the design.

**(f) Performance Standards:** The design and construction of the building shall confirm the following standards:

(1) **Energy Efficiency:** Requires the adoption of efficient practices, designs, methods and technologies that reduce energy consumption resulting in cost savings.

(2) **Water Efficiency:** Requires the adoption of efficient practices, plan, design, materials, fixtures, equipment and methods that reduce water consumption resulting in cost savings.

(3) **Material Sustainability:** Material Sustainability governs all matters related to resource efficiency and material selection and use with the least impact on the environment.

(4) **Solid Waste Management:** Efficient waste management requires the adoption of efficient waste management practices and use of eco-friendly materials.

(5) **Site Sustainability:** Requires the adoption of planning, design, construction and operation practices that minimize the adverse impact of buildings on ecosystems and water resources.

(6) **Indoor Environmental Quality:** Requires the adoption of efficient design and operation practices that take into consideration the building environment to improve Occupant health, productivity and safety.

**Letter of Transmittal**

From,

.....  
 .....  
 .....

To,

The Registrar  
 Dibrugarh University  
 Dibrugarh-786004, Assam

Ref: EoI No. ....

Date: .....

**SUBJECT:** Invitation of Expression of Interest (EoI) through the process for engaging PSU (GoI), as project management consultant for project management & supervision with architectural services for execution of projects/works in Dibrugarh University campus for the period of three years.

Having examined the details given in a bove referred EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I/We hereby certify that I/We have read all the terms and conditions laid down in this EOI and are acceptable to me/us.
2. I/We hereby certify that all the statements made and information supplied in the enclosed **ANNEXURES** accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for EOI evaluation and have no further pertinent related information to supply.
4. I/We also authorize NEHU, Tura Campus, West Garo Hills, Meghalaya or its representatives to approach individuals, employers and firms to verify our competence and general reputation of our PSU.
5. I/We submit the following certificates in support of our suitability, technical know- how and capability for having successfully completed the following projects along with prescribed format:

Sl. No.	Name of work	Certified by/from

Enclosures:

**Form-“A”****Organizational Structure**

1	Name & Address of the bidder with Telephone No./Fax No./Email ID		Details
2	(a) Year of Establishment (b) Date & Year of commencement of practice (c) GST Registration No & Certificate. (a certified copy must be attached)		
3	Legal status of the bidder (attach copies of original document defining the legal status)		
4	Names of Directors & other executives with designation		
5	Designation of individuals authorized to act for the organization.		
6	Total No. of Technical staff involved in project at Engg./ Site Office:- (i) Project Managers:(BE)15yrsexperienceabove) (ii) Sr. Civil Engineers Civil(BE+10yrsexperience ) (iii) Engineers Civil(BE+3yrSorDiplomaEngrs.+7yrs.experience) (iv) Engineers Electrical(BE+7yrsexperience) (v) Engineers Mechanical/HVAC(BE+7yrsexperience) (vi) Safety & Labour Officer (Degree/Diploma with certificate on Safety with 5yrs. Experience either on pay roll or out sourced) (vii) Others:		
7	Please Mention the number of technical personals viz Engineers and Architects who are Employee of PSU. The Minimum desired. Qualifications: Bachelor's Degree	a)Civil Engineers	
b)Electrical Engineers			
c)Architects			
d)Mechanical Engineers			
8	Was the bidder ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.		
9	Has the bidder or any partner in case of Partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.		
10	Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ blacklisted for competing in any organization at any time? If so, give details.		
11	Has the bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.		
12	In which field of consultancy the bidder has specialization & interest		
13	Any other information considered necessary but not included above.		
14	Address of local office (in Guwahati) if any		

**Form-“A”****Details of Technical Personnel**

Sl. No.	Details of Technical Personnel	Experience (Years)			Total No. of Employee Strength as on 31-3-2023	Remark
		10 & above	More than 5 & below 10	Upto 5		
1	Project Manager (Civil Engineer)					
2	Structural Engineer (Post Graduate)					
3	Civil (Graduate Engg.)					
4	Electrical (Graduate Engg.)					
5	Mechanical (Graduate Engg.)					
6	Architect (Graduate)					
7	PHE (Graduate)					
8	HVAC					
9	Firefighting/Engineering					
10	Administrative/ Support Staff, categories to be mentioned.					

Note: Please provide all the relevant information and data as desired elsewhere in this EoI and necessary for evaluation of the bid.

**FORM-“C”-I**

Details of PMC works of PSU assignment completed during the last  
ten years ending last day of the month march 2023  
(Similar Projects Successfully Completed)

Sl. No.	Description	1	2	3	4	5	6	7	8	9	10
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 Rs. Crores (Attach copy of Work Order and completion certificate)										
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										
9.	Names of Project In charge & Key staff & nos. of staff involved.										
10.	Any other information										

(\*Note: Add additional sheet for indicating more works if any)

**FORM-“C”-II**

Details of PMC works of PSU assignment on going during the last ten

years ending last day of the month March 2023

(On Going Similar Projects)

Sl. No.	Description	1	2	3	4	5	6	7	8	9	10
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 Rs. Crores (Attach copy of Work Order and completion certificate)										
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										
9.	Names of Project In charge & Key staff & nos. of staff involved.										
10.	Any other information										

(\*Note: Add additional sheet for indicating more works if any)

**FORM-D**  
**Financial Information**

**Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/net profit (after tax) and loss account for the last three years duly certified by the Chartered Accountant.

Particulars	Financial Year		
	2020-21	2021-22	2022-23
Gross Annual turn over on PMC work. (In Lakh)			
Net Profit (after tax) (In Lakh)			
Annual Turnover from Consultancy fees			
Loss (In Lakh)			
Net Worth			
Certified by			

The following certificates are enclosed:

- (i) Current Income Tax Clearance Certificate/Net Profit (after tax) & Loss account
- (ii) Net Worth Certificate.
- (iii) Solvency Certificate from bankers of Bidder.

Signature of Chartered Accountant with Seal

**Credentials for Key Personnel of the PSU**

Sl. No.	Positions	Credentials
01	Team leader	Bachelors in Engineering from a recognized/accredited institute/University with minimum 20 years of experience. Experience in design and project execution would be an advantage. The Engineer should be conversant with National & International codes and best practices in design and management. He/she should have handled atleast one such project in the capacity of Team leader. Age shall not be more than 55 years.
02	Planning Engineer	Bachelors in Civil Engineering from a recognized/accredited institute/University with minimum 15 years of experience in planning the execution of large building projects, IT parks, large commercial complexes, industrial projects. The Engineer should be conversant project management tools and use of software like MS Project/Primavera. He should be able to estimate optimum resources required for timely independently monitor the progress of work.
03	Sr. Construction Manager-Civil/ Senior Engineer (Civil)	Bachelors in civil Engineering from a recognized/accredited institute/University with minimum 15 years' of experience in experience in execution of large building projects, large commercial complex, township, industrial project etc., including infrastructure services such as water supply, sanitation, STP and solid waste management. Experience in design and project execution of above mentioned sites would be an advantage. The Engineer should be conversant with National & International codes and best practices.
04	Senior Construction Manager / Mechanical and Senior Engineer- Electrical/ Mechanical/ Instrumentation/ Automation / Computers	Bachelor's degree in Electrical/Mechanical/ Instrumentation/ Automation/ Computers Engineering from a recognized institute/University with relevant experience in execution of large building projects, IT Parks, large commercial complex, township, industrial projects etc., should have experience of electrical/Mechanical installations, HVAC, plumbing works, fire fighting installations and equipment, security and communication systems.
05	Contract specialist cum account officer	Bachelor's degree in Engineering / Commerce / CA / ICWA from a recognized/ accredited institute/University with minimum 15 years of experience as contract/procurement specialist. He should be conversant with contract documents/clauses of contract of CPWD, FIDIC, SBD of world bank/ADB funded projects. Qualifications in law of contracts and Arbitration are desirable. He should be conversant with CPWD procedures in works accounts, preparation, scrutiny and evaluation of s, process and scrutiny of contractors bills, reconciliation of advances etc., Retired persons of works departments of Government of India or PSU of GOI involved in construction are also eligible.

**Strength of Engineers on Rolls as on Publication of this EoI**

<b>Branch Background</b>	<b>No. of Engineers on Roll having Diploma level qualification</b>	<b>No. of Engineers on Roll having U.G. Degree level qualification</b>	<b>No. of Engineers on Roll having P.G. Degree level qualification</b>	<b>Others</b>	<b>Total</b>
Civil Engineering					
Electrical Engineering					
Mechanical Engineering					
Architectural Engineering					
Others					
				<b>Total</b>	

**Form of Power of Attorney (On Rs. 100/- Stamp Paper)**

Know All Men by these presents that I,....., (Name and Designation of the signing authority of PSU) OF (Name of PSU)..... REGD. OFFICE a company duly incorporated under the laws of the jurisdiction of its incorporation validity existing firm hereby appoint(Name of the person to whom Power of Attorney is given).....as the true & lawful attorney (hereinafter referred to as the “Attorney”) of the company and in the name of the company to exercise the all or the powers for and on its behalf in connection with the EOI **Notice No.** ..... **dated** .....“which have been invited by the Dibrugarh University and to undertake the following acts:-

- (i) To submit the proposal and participate in the EOI, published by Dibrugarh University.
- (ii) To authorize any other individual a nominated user to submit a bid, and subsequently negotiate and signed the contract with any entity, agency or Dibrugarh University (wherein after referred to as Owner) for which are floated.
- (iii) To negotiate with the Owner, the terms and conditions including price for award of the contract pursuant to the aforesaid bid and to sign the contract with the Owner for and on behalf of the company.
- (iv) To receive, accept and execute the contract for and on behalf of company.
- (v) Do any other act or submit any document related to the above.
- (vi) Hand over site to the authorities for execution and obtain completion certificate (as applicable).
- (vii) To make estimation of the work done from time to time(as applicable).
- (viii) To make design and drawing measurement of the work done from time to time (as applicable).
- (ix) To draw bills in the name of the company.
- (x) To receive the payment in favour of the company against the aforesaid bills fromthe authorities concerned.
- (xi) To make correspondence with the said authorities.
- (xii) To carry out all the activities which the PSU hast to perform for owner as per agreement.
- (xiii) To appear and represent on behalf of the company with all other authorities such as state Government, Central / State Government, Electricity Board, Telephone Department, RTO Office, Income Tax, Sales Tax, Labour Departments and such other Departments connected to the Project and to carry on correspondence with the above in respect of contract.
- (xiv) To submit any Bank Guarantee, Indemnities, Earnest Money Deposits, etc. as the Owner may require. It is expressly understood that the Power of Attorney shall remain valid bidding and irrevocable till submission of the contract performance guarantee in terms of all the contracts for which is floated by Dibrugarh University.

I, and the company, hereby agrees and undertake to ratify and confirm whatsoever the said “Attorney/Authorized Representative” quotes in the bid negotiate and signs the contract with “Owner” and/or purports to acts on behalf of the “Company” by virtue of this power of Attorney and the same shall bind the company as if done by itself.

In witness where of or I, .....(name and designation of the signing authority of PSU), have signed these presents on this .....day of .....

(Signature and Seal)

Witness 1:     Signature  
                   Name:  
                   Designation:  
                   Occupation:

Witness 2:     Signature  
                   Name:  
                   Designation:  
                   Occupation:

### **Financial / Price Bid**

Inviting Authority :Registrar, Dibrugarh University, Dibrugarh-786004, Assam

Name of Work : Empaneling PSU as PMC for the project management & supervision with architectural services for execution of projects/worksites at Dibrugarh University.

Name of the Bidder/ Bidding Firm				
<b><u>Price Schedule</u></b>				
<p><b>(This BOQ template must not be modified/replaced by the bidder and the same should be provided after filling the relevant columns, else the bidder is liable to be rejected for this. Bidders are allowed to enter the Bidder Name and Values only)</b></p>				
Sl. No.	Item Description (EoI/RFP under QCBS System)	Consultancy Fee in figures to be entered by the bidder in Rs. P.	All taxes including GST, Duties etc. to be entered by the bidder in Rs. P.	Total Amount in Words (Including all taxes etc.)
(01)	(02)	(03)	(04)	(05)
01	Description			
02	Consultancy Fee for PMC with Architectural Services for Dibrugarh University as per EoI/RFP			