

**MUNICIPAL CORPORATION, ROHTAK.**  
**EXPRESSION OF INTEREST**

**Commissioner, Municipal Corporation Rohtak** invites Expression of Interest from reputed & experienced Architects / Architectural Firm / Engineering Consultancy Firm for their services for construction of office building at **Sector 31,Rohtak.** For further details please visit website of M.C. Rohtak [www.mcrohtak.gov.in](http://www.mcrohtak.gov.in)

Last date for submission of documents is **07.07.2014 (03:00 P.M.)**

Executive Engineer-I,  
For & on behalf of Commissioner,  
Municipal Corporation,  
Rohtak.

**EXPRESSION OF INTEREST FOR CONSULTANCY WORK FOR THE  
CONSTRUCTION OF MUNICIPAL CORPORATION BUILDING COMPLEX ON  
APPROXIMATELY ELEVEN ACRES LAND IN SECTOR 31, ROHTAK**

EXECUTIVE ENGINEER  
MUNICIPAL CORPORATION, ROHTAK  
**T. No: 01262-251515-16 Fax: 01262- 258675**  
**[www.mcrohtak.gov.in](http://www.mcrohtak.gov.in)**  
E-mail: [commissionermcr@gmail.com](mailto:commissionermcr@gmail.com)  
E-mail: [xendahiyamcr@gmail.com](mailto:xendahiyamcr@gmail.com)

## index

<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Notice for Expression of Interest	4-7
2.	General Rules & Directions for the guidance of the consultant	8-9
3.	Intent of the expression of interest	10
4.	Scope of work with list of accommodation required for offices for officers & officials	11-15
5.	Eligibility criteria etc.	16
6.	General conditions	17-21
7.	Stages of payments	22-23
8.	Activity Time Frame	24
9.	Documents to be submitted	25
10	Experience of the firm with annual turnover	26-27
11	Price Bid in annexure-I	28-29
12	Evaluation for Marking	30

**MUNICIPAL CORPORATION ROHTAK**

**T. No: 01262-251515-16 Fax: 01262- 258675**

**[www.mcrohtak.gov.in](http://www.mcrohtak.gov.in)**

**E-mail: [commissionermcr@gmail.com](mailto:commissionermcr@gmail.com)**

**E-mail: [xendahiyamcr@gmail.com](mailto:xendahiyamcr@gmail.com)**

**NOTICE****EXPRESSION OF INTEREST FOR CONSULTANCY WORK FOR THE CONSTRUCTION OF MUNICIPAL CORPORATION BUILDING COMPLEX ON APPROXIMATELY ELEVEN ACRES LAND IN SECTOR 31, ROHTAK**

**Commissioner, Municipal Corporation Rohtak invites Expression of Interest from reputed & experienced Architects / Architectural Firm / Engineering Consultancy Firm for their services for construction of office building at Sector 31, Rohtak, for which Government Land has been allotted by the HUDA for construction of Corporation Building at the above locations.**

**Consultancy services for the following:**

- **Preparation of Survey Plan of the Site.**
- **Contour plan showing the NSL of Site /layout Plan.**
- **Architectural Drawings as per requirement of the Municipal Corporation, Rohtak in accordance to Green Rating for Integrated Habitat Assessment (GRIHA), guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and guidelines**
- **Detail drawings of internal Electrical Services/ Internal Public Health Services (Plumbing).**
- **Detail drawings showing Toilet details, stair case details, joinery details, drawings for shutters etc.**
- **Layout plan as per requirement of the Municipal Corporation, Rohtak including Designing & Planning of Net work of roads, sewerage system (including disposal work), drainage, water supply system, Internal and External Electrification & Street Lighting.**
- **Detail drawings of landscaping, Horticulture, signage, rain water harvesting, designing of entry & welcome gates, interior decoration,**

- **Structural design including foundation design duly vetted from any Government Engineering College or IITs**
- **Preparation of detailed estimates on the basis of HSR, 1988 plus latest sanctioned ceiling premium.**
- **Preparation of DNIT of works / communication system/ power supply system /Fire Fighting/ flooring/false ceiling/ internal lighting / Cladding / Rain water Harvesting system or any other activity /services required for completion of work to the entire satisfaction of Engineer-in-Charge.**
- **Preparation of tender notices or inviting tenders from prequalified/ shortlisted parties on behalf of Municipal Corporation, Rohtak as the case may be for all trades and submitting assessment reports thereon together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned**
- **Preparation of architectural detailed drawings and incorporating there in the particular specifications of the materials to be used.**
- **Preparation of complete set of detailed structural drawings and working drawings for execution of the work.**
- **Providing total consultancy services for the electrification work, including preparation of complete set of drawings incorporating therein the particular specifications of materials to be used and tender documents for calling of tenders.**
- **Preparing drawings sufficient for execution of work in the proposed building, preparing specification, detailed estimate of work**
- **Drawing up detailed tender documents for proposed construction work complete with terms & conditions of work, detailed working drawings, specification of work, special specification etc.**

- **The Architect/Consultant shall visit (two or three visits in a month) at their own cost during execution of work as & when required by Engineer-in-charge.**
- **Preparing details criteria for pre-qualification of contractors for Civil, Electrical, Firefighting, air-conditioning and recommending Municipal Corporation for pre-qualification.**
- **Advising the contractors to be invited in tendering, assisting in obtaining tenders, preparing contractual documents for all the tenderers, assisting the Municipal Corporation for calling of tender, preparing comparative statements on tenders received, recommending Bank for entrustment of the work etc.**
- **Preparing PERT CHART & other such documents for monitoring the Project.**
- **To furnish completion plan of the building including all services on completion of the project along with a complete set of design calculations and structural drawings to form a permanent record for the Municipal Corporation.**
- **To Coordinate the activities of various works as Consultant with the site Engineers, advising the employer for implication for the deviations, materials if any etc.**
- **The Architect/Consultant is required to obtain the occupancy certificate for the building from Municipal Corporation Rohtak or any other local body concerned and assist the Municipal Corporation for the assessment of building tax etc.**

**The consultancy firm should have completed similar assignments at least of Five projects each valued Rs.10.00 to 20.00 crores or more in the**

last five years. Its annual turnover should be Rs.100.00 lacs or more during last five years (only the professional fees towards consultancy work will be accounted for).

The bid shall be submitted in two separate sealed envelopes, one marked, 'Technical Pre-Qualification" and the second marked, 'Financial Bid'. The "Technical Pre-Qualification" and "Financial Bid" are to be submitted on the prescribed application form which can be obtained free of cost from the office of Executive Engineer, Municipal Corporation, Rohtak or can be downloaded from our official web site [www.mcrohtak.gov.in](http://www.mcrohtak.gov.in).

Detail terms and conditions may be seen in the application form.

Offers should reach the office of the undersigned on or before 07.07.2014 by 3:00 PM.

**For & on behalf of Commissioner, Municipal Corporation, Rohtak  
Executive Engineer-I**

**GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF  
CONSULTING FIRMS.**

- 1. Offers will be received by the Executive Engineer, Municipal Corporation, Rohtak up to 3:00 PM on 07.07.2014 and “Technical Bid” will be opened by him in the presence of authorized representative of the Consulting Firms who may wish to be present on 07.07.2014 at 3:30 PM. in his office. The date of opening of “Financial Bid” will be notified to Consulting Firms whose concept is shortlisted.**
- 2. Any offer received after the dead line for submission of offer as prescribed above will not be accepted and is liable to be returned unopened to the bidder.**
- 3. Offers must be delivered in person by the Consulting Firm or by his authorised agent to the Executive Engineer-I, Municipal Corporation, Rohtak.**
- 4. The consulting Firm has to submit a concept plan, elevation and prospective view of Municipal Corporation Building along with other documents required for technical bid. The consulting firms shall be short listed keeping in view the concept submitted by them along with other parameters required for qualification.**
- 5. Financial bid will be opened for those who qualify the prescribed technical criteria and whose concept is shortlisted.**
- 6. The Consulting Firm whose offer is accepted is required to execute a contract agreement on the prescribed form of contract and on non-judicial stamp paper of Rs. 10/-.**
- 7. The Consulting Firm should submit its offer in two envelopes. First envelope subscribed as “Technical Pre-Qualification” will contain a concept design of Municipal Corporation Rohtak, conditions and technical performance of the Consulting Firm in the format prescribed in the application form. Second envelope subscribed as “Financial Bid” shall contain only the fee for providing Consultancy. Any departure in the above would make the offer invalid and it will not be opened. If it is erroneously opened, it will not be considered at all.**



8. Offers shall remain valid and open for acceptance for a period of 3 months from the date of opening of offers. If the bidder fails to keep the offer open for acceptance as stated above or if the bidder withdraws his offer before the expiry of the said period or makes any modifications in the terms and conditions of the offer, then the Commissioner, Municipal Corporation, Rohtak without prejudice to any other right shall cancel his offer out-rightly.
9. Acceptance of offer will rest with the competent authority who does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all the offers without assigning any reason.
10. The offer of the Consulting Firm against whom there is any civil/criminal proceedings in any court of law or which have been blacklisted, shall not be considered.
11. If any information furnished by the Consulting Firm is found incorrect at a later date, the firm shall be liable to be debarred from taking up works in future in Municipal Corporation, Rohtak. Corporation reserves the right to verify the particulars furnished by the Consulting Firm independently.
12. Penalty for wrong Estimation of quantities for items of works to be executed will be as under:-

Variation in total Estimation of quantities	Penalty
i) Within 5% :	Nil.
ii) Beyond 5% :	The Consultancy fee will be reduced by the same percentage of variation as found in detailed estimates/revised detail estimates.

Executive Engineer-I,  
Municipal Corporation, Rohtak

**EXPRESSION OF INTEREST****DESCRIPTION OF PROJECT**

**EXPRESSION OF INTEREST FOR CONSULTANCY WORK FOR THE CONSTRUCTION OF MUNICIPAL CORPORATION BUILDING COMPLEX ON APPROXIMATELY ELEVEN ACRES LAND IN SECTOR 31, ROHTAK**

**INTENT:**

**Municipal Corporation, Rohtak intent to avail comprehensive preparation of Survey Plan of the Site, Contour plan showing the NSL of Site /layout Plan/ Architectural Drawings as per requirement of the Municipal Corporation, Rohtak in accordance to Green Rating for Integrated Habitat Assessment (GRIHA), guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and including internal Electrical Services, air-conditioning/ Internal Public Health Services (Plumbing), Toilet details, stair case details, joinery details, drawings for shutters etc. / layout plan including Designing & Planning of Net work of roads, sewerage system (including disposal work), drainage, water supply system, External Electrification & Street Lighting Landscaping, Horticulture, signage, designing of entry & welcome gates, interior decoration, structural design including foundation design duly vetted from any Government NITs or IITs, Preparation of detailed estimates on the basis of HSR, 1988 plus latest sanctioned ceiling premium and preparation of DNIT of works / communication system/ power supply system /Fire Fighting/ flooring/false ceiling/ internal lighting /Air Conditioning / Cladding / Rain water Harvesting system or any other activity /services required for completion of work to the entire satisfaction of Engineer-in-Charge.**

**Details are given under the head Drawings & Documents to be supplied.**

## **SCOPE OF WORK**

The Consulting Firm shall be responsible for the following scope of work.

### **1. PRELIMINARY PLANNING STAGE**

Preparation of the concept drawings & detail drawings to be evolved as per provisions / rules applicable to the area of all buildings, Green Rating for Integrated Habitat Assessment (GRIHA), guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and services both internal and external including electrical, communication, fire fighting, anti-termite, earth quake resistant, land scapping etc. indicating complete scope of work, specification and cost estimates for each sub head / package .

Obtain approval of all local and other authorities at all stages of work till completion of project as per requirement and also prepare completion drawings for the same.

### **DRAWINGS FOR ESTIMATES**

Prepare drawings, including structural designing of all works mentioned above in consultation with the Engineer-in-Charge and also obtain approval for all subsequent changes / deviations and to make available all documents pertaining to the same to the Engineer-in-charge. The structural drawings should be got proof checked and approved from any Government /Autonomous Engineering Institute / Research Institute.

### **DETAILED ESTIMATE AND TENDERING**

a) Prepare and supply DNIT along with detailed of calculations for all items of work together with detailed specification and detailed architectural drawings, foundation drawings. Detailed estimate on standard schedules justified cost based on Haryana Schedule of Rates 1988 applicable in Haryana State or norms approved by Haryana PWD B&R Branch and tender documents sufficient to enable the Engineer-in-charge to invite tenders for each sub-head/ packages.

b) Directing and coordinating all Architectural, structural Engineering and surveying work and prepare (with help of Engineers, surveyor and

other Consulting Firms, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking approval from the Corporation and for placing the main and other subsidiary contracts

#### **WORKING DRAWING STAGE**

Preparation & supply of detailed working drawings good for construction (4 set each) of Architectural, Structural, Electrical, Land, Scaping Services etc. and all the services mentioned under the Head INTENT including drawings showing details of all utility services internal & external details of specification of all special items of work that may be involved.

#### **CONSTRUCTION STAGE**

Supply all Architectural, Structural and Services working drawings good for construction (4 set each), specification and details which may be required for proper execution of the work.

Prepare and obtaining approval from the Engineer-in-charge for any material deviation in design of cost of the working drawings schedule and specifications for the approval scheme of approved cost of the work.

#### **ON COMPLETION**

Prepare completion drawings including elevations and section and structural details indicating details of building and all services of built and supply four (4) sets of completion drawings to Engineer-in-charge including one soft copy. These are in addition to drawings details mentioned in above clauses.

#### **NUMBER OF DRAWING SETS AND DOCUMENTS TO BE SUPPLIED**

Consulting Firm shall submit to the Engineer-in-charge the following:

1)	Supplying of Design/Drawings for Architectural/ Civil/ structural design / electrical / Air Conditioning/ plumbing / interior design/ land scaping / lighting / Network of Roads, sewerage, drainage, water supply/ graphic signage/	10 sets for each services for the project
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------

	<b>communication system/ elevator /power supply system/ fire fighting/ data cables/ flooring/false ceiling/ internal lighting/ paneling/ furniture/ cladding/ storage units/ acoustics / anti-termite/ earth quake/ resistant and rain water harvesting system etc. good for construction.</b>	
<b>2.</b>	<b>Supply of detailed estimate of each service as mentioned at 1 above.</b>	<b>4 sets of each work of the projects</b>
<b>3.</b>	<b>Supply of DNIT/Tender Documents of each services as mentioned at 1 above</b>	<b>4 sets of each work of the projects</b>
<b>4.</b>	<b>Completion drawings of all services</b>	<b>4 sets</b>
<b>5.</b>	<b>Back up of all the documents mention from (1) to (3) above in CD</b>	<b>2 sets</b>

<b>Accommodation Required for Staff in M.C. Rohtak.</b>			
<b>Sr. No.</b>	<b>Name of Post</b>	<b>No.</b>	<b>Remarks</b>
1	Commissioner	1	Office Room with Attached Toilet, P.A. & Meeting Room
2	Superintending Engineer	1	Office Room with Attached Toilet, P.A. & Meeting Room
3	Joint Commissioner	1	Office Room with Attached Toilet & P.A.
4	Deputy Municipal Commissioner	1	Office Room with Attached Toilet & P.A.
5	Executive Engineer (Civil)	2	Office Room with Attached Toilet & P.A.
6	Assistant Engineer (Civil)	4	Office Room with Attached Toilet
7	Junior Engineer (Civil)	8	
8	Head Draftsman (Civil)	1	
9	Draftsman (Civil)	5	
10	Assistant Engineer (Electrical)	1	Office Room with Attached Toilet
11	Junior Engineer (Electrical)	2	
12	Light Inspector	1	
13	Assistant Engineer (Hort.)	1	Office Room with Attached Toilet
14	Junior Engineer (Hort.)	1	
15	Executive Officer	1	Office Room with Attached Toilet
16	District Town Planner	1	Office Room with Attached Toilet
17	Assistant Architect	1	
18	Assistant Town Planner	2	Office Room with Attached Toilet
19	Naib Tehsildar	1	Office Room with Attached Toilet
20	Kanoongo	1	
21	Patwari	2	
22	Senior Accounts Officer	1	Office Room with Attached Toilet
23	Section Officer	3	
24	Account Officer	1	
25	Accountant	5	
26	Asst. Accountant	1	
27	Accounts Clerk	4	
28	Medical Officer	1	Office Room with Attached Toilet
29	Chief Sanitary Inspector	2	
30	Sanitary Inspector	2	
31	Asstt. Sanitary Inspector	4	

32	Veterinary Surgeon	1	
33	Stockman Assistant/Veterinary Compounder	1	
34	Assistant Disstt. Attorney	1	Office Room with Attached Toilet
35	Office Superintendent	2	
36	Legal Asstt.	2	
37	Office Asstt.	10	
38	Conference Hall	1	For 100 Seating's with Attached Toilet
39	Receptionist	1	
40	Manager (IT)	1	Office Room with Attached Toilet
41	Asstt. Manager (IT)	2	
42	Land & License Asstt.	4	
43	Tax Inspector	4	
42	Asstt. Public Relation Officer	1	Office Room with Attached Toilet
43	Zonal Taxation Officer	2	Office Room with Attached Toilet
44	Tax Superintendent	2	
45	Data Entry Operator	24	
46	Building Inspector	3	
47	Fire Station Officer	1	
48	Clerk	28	
49	Librarian	1	
50	Cashier	1	
51	Land Officer	1	
52	Mayor	1	Office Room with Attached Toilet & P.A.
53	Senior Deputy Mayor	1	Office Room with Attached Toilet
54	Deputy Mayor	1	Office Room with Attached Toilet
55	Municipal Councilors	17	
56	Steno Typist	5	
57	Officers Toilet Block	1	Separate for Gents & Ladies (one Set Per Floor)
58	Staff Toilet Block	1	Separate for Gents & Ladies (one Set Per Floor)
59	Citizen Facilitation Centre for Collection of Various Taxes/Licenses		Minimum 10 Counters

The above strength of Officers/Officials is tentative & may vary as per requirements of Municipal Corporation, Rohtak. The scope for future expansion may be kept in view.

## QUALIFYING REQUIREMENTS

### Initial criteria of eligibility:

- Consultancy Firm shall be of repute firm with a demonstrable track record rendering Architectural & Engineering design services of similar nature and magnitude.
- Consultancy Firm should have a minimum experience of 10 years (the experience of individuals shall not be accounted for)
- Consultancy Firm should have completed similar consultancy assignments at least of five projects each valued Rs. 10.00-20.00 crores during last five years ending 2013-14 for any Government/Semi-Government / private Sector. The cost of works executed by the firm shall be updated @10% per annum compoundable.
- Consultancy Firm should have an annual turnover of Rs.100.00 lacs at least in one year among last five years (only the professional fee towards consultancy shall be accounted for).
- Consulting Firm should furnish the following documents duly signed by them:
  - List of all project where similar assignments were successfully completed during the last five years duly certified by client.
  - List of the projects under execution or awarded dully certified by client.
  - Particulars of completed works and performance of the Consulting Firm duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress.

### 7. Organisation information

Consulting Firm is required to submit the following information in respect of his organization.

- Name & Postal Address, including Telephone & Telex Number etc.
- Copies of original documents defining the legal status, place of Registration and principal places of business.
- Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- Information on any litigation in which the applicant was involved during the last five years, including any current litigation.



**PRICE**

The Consulting Firm shall quote consultancy fees in percentage (% age) of project cost (excluding furniture & contingencys) for the project in Annexure "1".

**GENERAL CONDITIONS**

- Each page of the documents should be signed by the bidder or his authorized representative. Offer shall be submitted in sealed cover super-scribing the name of the work on the cover.
- The project should be designed confirming to the prevailing building bye-laws, GRIHA, guidelines and space standards for barrier free built environment for disabled and elderly persons,. The Consultant will have to make modifications in the Architectural Drawings and Structural Drawings as per the requirement of the MCR at any stage during the currency of the work for which no extra payment will be made.
- Municipal Corporation, Rohtak shall recover the security deposit from the work done of the Consulting Firms @ 10% from each running account bill subject to a maximum of Rs.3.00 lacs and shall be released within one month from the date of successful completion of project to the entire satisfaction of the Engineer-in-Charge.
- The interim payment of consultancy bill in respect of complete items of work shall be made on Pro-rata basis fees being worked out based on quantum of work completed for different item of work as per payment schedule.
- Consulting Firm shall submit the time frame for completion of various stage of the job of works assigned to them.
- Consulting Firm shall also submit all original in form of soft copy (CD) of tracing of the drawings and other documents like estimates, analysis of rates of various items & tender documents.
- Statutory taxes or any kind of tax and its increase or decrease after submission/ opening of offers shall deemed to be included in the fee quoted herein. No claim shall be entertained.
- Termination: In case Consulting Firm fails to fulfill its duties diligently as per the completion time schedule, its services shall be terminated with 15 days notice and security amount will be forfeited.

- In the event of any dispute between the parties hereto arising out of or in any way relating to or concerning this consultancy work the same shall be referred to the Sole Arbitrator not below the rank of Superintending Engineer either serving or retired appointed by the Commissioner, Municipal Corporation, Rohtak. The award of the Arbitrator so appointed shall be final and binding on both the parties. The Arbitrator shall give written reasons for his award.
- Consulting Firm, whose tender is accepted will be required to furnish an Indemnity Bond as per format approved by the Engineer-in-Charge on non judicial stamp paper of requisite amount that in case of failure of structure due to inadequacy/deficiency in structural design/drawings within ten years from the date of completion of buildings, the charges of rehabilitation of the buildings and any loss on that account will be borne by the Consulting Firm.
- Copy right of all drawings and design made by the Consulting Firm will remain the property of the MCR.
- A continuous liaison shall be maintained by the Consulting Firm with the Engineer-in-Charge and Architect during preparation and presentation of Design and Drawings. Any advice tendered by the Engineer-in-Charge in respect of the Design and Drawings shall be binding on the Consulting Firm. The Consultant will have to prepare presentation drawings, perspective view, model and power point presentation of the project, the copies of which will be retained by Municipal Corporation, Rohtak. The Consultant shall also supply presentation drawings, perspective view, accommodation and area details for the brochure and the advertisement of the scheme.
- Consulting Firm will be responsible for the correctness of Design and Drawings of all the components of the building.
- Consulting Firm has to make his own arrangements for laboratory, machinery, equipments and any other items required directly or indirectly for preparation and presentation of Design and Drawings.
- No claim shall be entertained on account of increase in the wages of the staff, material etc. required directly or indirectly for preparation and presentation of Design and Drawings.
- Engineer-in-Charge reserve the option and right to cancel the Contract if it is found during the currency of the Contract that the speed of the work done does not commensurate with the time elapsed and re-allot the

same to any other Consulting Firm with due notice without liability of any kind of payment or any compensation.

- Rates quoted by the Consulting Firm shall be for complete work in all respects and include supply/carriage of laboratory equipments, machinery, material royalty, octroi and all other taxes including service tax and no claim on account of fluctuation of price due to any cause shall be entertained.
- Taxes including service tax, if any, shall be paid by the Consulting Firm themselves direct to the respective departments in accordance with their rules and regulations in force from time to time without intervention of Municipal Corporation, Rohtak. However Income Tax shall be deducted at source from the payments due to the Consulting Firm as per provisions of Income Tax Act.
- Nothing extra shall be paid for material/labour required for the work directly or indirectly and the rates to be quoted by the Consulting Firm shall include all the charges thereof.
- Consulting Firm shall strictly follow the methodology and sequences of operation etc. as given by it in its technical data and accepted by the Engineer-in-Charge. Any modification can be allowed only with the prior approval of the Engineer-in-Charge.
- MCR shall be entitled to copy right of all the documents, drawings and other materials produced for the purpose of this project by the Consulting Firm who shall not use any of such documents or material for any other purpose other than project except with the permission of the Engineer-In-Charge. The Corporation shall have the full right to utilize fully or partly any part of the Design/Drawings on any other building of MCR.
- Any other details which is considered necessary and relevant to the work and not covered in the scope of work above and directed by Engineer-in-Charge shall also be deemed to have been covered in the scope of work and shall be carried out by the Consulting Firm without any extra cost to MCR.
- All disputes regarding this work shall be restricted to Civil Courts located at Rohtak.
- Engineer-in-Charge or his representative shall have the right to watch and supervise the work.

- **Consulting Firm should be available at site of project for discussion or assistance, if required by the Engineer-in-Charge without any extra charges.**
- **Engineer-in-Charge reserves the option to take away any item of work or any part thereof at any time during the currency of the Contract and re-allot it to any other Consulting Firm with due notice to the Consulting Firm without liability of any kind or payment of any compensation.**
- **Structural design should cater for the telephone lines, public health services, electric lines and electric conduits etc. The structural design should also cater for fire fighting/air conditioning if required.**
- **Consulting Firm shall submit the Price Bid to cover all the professional charges for the service rendered for the jobs mentioned above on percentage (% age) basis (including service tax).**
- **Time schedule and payment schedule for supplying the Design, Drawings and various documents are explained under the head “STAGE OF PAYMENT OF FEES” & “ACTIVITY TIME FRAME”.**
- **In case, the Consulting Firm abandon the work for any reason whatsoever or become incapacitated from providing Services as per aforesaid agreement then MCR will make the payment of the Consultancy Charges payable for the services so provided up to that stage stipulated in the agreement after making 10% ( Ten Percent) deduction of the Total Fees payable to the Consulting Firm under this agreement. In case, the 10% deduction of Total Fee payable to Consulting Firm is more than the amount payable to the Consulting Firm then the Firm has to deposit the balance amount.**
- **In case the MCR decide to scrap the project due to any reason at any stage, the fee as payable as per agreement up to that stage will be paid to the Consulting Firm.**
- **In case the MCR decide to change the scope of the work during the currency of the scope of the work and the MCR decide to avail Consultancy Services according to the changed scope of work from the Consulting Firm then the Consulting Firm will have to provide the services as per the new concept at the Fee already decided. However, the payment up to the stage the services provided by the Consulting Firm as per the previous concept will also be paid. The payment of**

**different stages will be determined as per the stages prescribed in the agreement.**

- **Consulting Firm shall agree to redesign at their own cost any portion of their engineering and design work which due to their failure to use a reasonable degree of design skill is found defective within ten years from the date of start of regular use of the portion of the work affected. MCR shall grant right of access to the Consulting Firm for inspection of those portions of the work as are claimed to be defective. MCR may make good its loss by recovery from the Consulting Firm in case of failure to comply with the above clause.**
- **Consulting Firm shall be bound to repeat the above said work, if scope of work is increased due to change of the policy of the housing by the Government in the same cost. No claim shall be entertained on this account.**
- **Consultant firm shall consider all necessary provisions of the I.S Codes, National Building Code, in respect of the Loads & Earth Quakes.**

**STAGE OF PAYMENT OF FEES**

Refer scope of work.

<b>S.No.</b>	<b>Stage of payment as per scope of work.</b>	<b>Breakup of fee.</b>	<b>Stage as per scope</b>
1.	On finalization of preliminary drawings, approval from the Engineer-in-charge and preliminary cost estimate on the basis of which scheme will be floated and in case required response is received, the matter will be processed and in case required response is not received 50% payment of this stage will only be made and the project will be prepared fresh at the same cost after making suitable changes in case the MCR decides so.	10%	Preliminary stage drawings
2.	On finalization of detailed working drawings of all disciplines including structural drawings good for construction required for preparing detailed estimate.	20%	Drawings for estimates
3.	On supply of detailed estimates with BOQ of all the works including services along with tender documents(DNIT) in respect of all services as per/ scope of work .	15%	Detailed estimate and tendering stage
4.	Supplying all the drawings for architectural, structural, civil (services both internal and external) including electrical, communication, air conditioning, fire fighting, anti-termite, earth quake resistant, land scaping, water supply, sewerage, drainage etc. after their approval for Environment Clearance will also be submitted by the Consultant at this stage.	10%	Working drawing stage
5.	On completion of structure work/ External	20%	Construction

	<b>Development work</b>		<b>stage</b>
<b>6.</b>	<b>On completion of 100 % work &amp; after submitting revised detail estimate based on actual Qty. of work executed.</b>	<b>15 %</b>	
<b>7.</b>	<b>After completion of work and submission of all completion drawings and furnishing indemnity bond as specified in general conditions.</b>	<b>10% + security</b>	

**ACTIVITY TIME FRAME**

<b>S.No.</b>	<b>Activity.</b>	<b>Remarks</b>
<b>1</b>	<b>Pre construction activities.</b>	
<b>a)</b>	<b>Preliminary design</b>	<b>15 days</b>
<b>b)</b>	<b>Final design.</b>	<b>10 days-Final design to be submitted after approval of preliminary design by the Engineer-in-charge</b>
<b>c)</b>	<b>Preparation of drawings Architectural/structural good for construction for detailed estimate</b>	<b>15 days</b>
<b>d)</b>	<b>Tender document with “DNIT” and detailed estimate and draft tender document for calling of tenders</b>	<b>20 days</b>
<b>2.</b>	<b>During construction.</b>	
<b>a)</b>	<b>Preparation of additional working drawings in case of any modification if required by employer</b>	<b>As and when required at least one week in advance for each activity</b>
<b>b)</b>	<b>Supply of modified working drawing good for construction during progress of work.</b>	<b>Within one week after suggested modification if any.</b>
<b>c)</b>	<b>Revised detail estimates after completion of work based on actual Qty. of work executed &amp; completion drawings as per actual execution at site.</b>	<b>Within 20 days after completion of work /final bill submitted by construction agency.</b>



## **DOCUMENTS TO BE SUBMITTED BY THE CONSULTING FIRM**

### **First envelope**

- **Concept plan, elevation and perspective view of the Municipal Corporation Building (Main criteria in evaluation in technical bid and it is mandatory)**
- **Complete Bio-data of Firm**
- **Experience of the firm during last 10 years as per Form “A” enclosed.**
- **Annual Turnover as per Form “B” enclosed.**
- **Any other document in support of the applicant.**
- **Performance Certificates duly certified by the client.**
- **Organization Information.**

**Note: Enclose Documentary evidence in support of all contents.**

### **Second envelope**

**Only Price Bid in percentage (% age) of project cost (excluding furniture & contingency) on the Prescribed Form appended at Annexure “I”**

**Executive Engineer-I,  
Municipal Corporation,  
Rohtak**




**FORM-B**

**ANNUAL TURNOVER ( AUDITED )**

**(Only professional fee to be accounted for)**

<b>S.No.</b>	<b>Financial year</b>	<b>Rs. in lacs.</b>	<b>Updated to year 2013-14</b>
<b>1</b>	<b>2012-13</b>		
<b>2</b>	<b>2011-12</b>		
<b>3</b>	<b>2010-11</b>		
<b>4</b>	<b>2009-10</b>		
<b>5</b>	<b>2008-09</b>		

**Annexure-I****FINANCIAL BID/PRICE BID**

**(To be enclosed in separate seal cover)**

**NAME OF WORK:**

**CONSULTANCY WORK FOR THE CONSTRUCTION OF MUNICIPAL CORPORATION BUILDING COMPLEX ON APPROXIMATELY ELEVEN ACRES LAND IN SECTOR 31, ROHTAK**

**SUB HEAD:**

**Consultancy services for the preparation of Survey Plan of the Site/testing of the bearing Capacity, Contour plan showing the NSL of Site /layout Plan/ Architectural Drawings as per requirement of the Municipal Corporation, Rohtak in accordance to Green Rating for Integrated Habitat Assessment (GRIHA), guidelines and space standards for barrier free built Environment for Disabled and Elderly persons and services including internal Electrical Services/ Internal Public Health Services (Plumbing), Toilet details, stair case details, joinery details, drawings for shutters etc. / layout plan as per requirement of the Municipal Corporation, Rohtak including Designing & Planning of Net work of roads, sewerage system (including disposal work), drainage, water supply system, External Electrification & Street Lighting Land Scaping, Horticulture, signage, designing of entry & welcome gates, interior decoration, structural design including foundation design duly vetted from any Government NITs or IITs, Preparation of detailed estimates on the basis of HSR, 1988 plus latest sanctioned ceiling premium and preparation of DNIT of works / communication system/ power supply system /Fire Fighting/ air-conditioning / flooring/false ceiling/ internal lighting / Cladding / Rain water Harvesting system or any other activity /services required for completion of work to the entire satisfaction of Engineer-in-Charge. (The Consulting Firm shall quote consultancy fees in percentage (% age) based on detailed estimate of each head i.e. project.)**

**For the above mentioned consultancy work, we shall charge a fee in percentage (% age) including service tax:**

**1.....% including service tax (Percentage in words including service tax).....for consultancy services for the Construction of Municipal Corporation Building Complex on approximately 11 acres land in Sector 31 , Rohtak**

.

**Signature of Authorized Signatory**

Evaluation Markings	
Criteria	Max. marks
<b>Specific experience of the Consultants relevant to the assignment (2 marks per assignment subject to max 10 marks</b>	<b>10</b>
<b>Adequacy of the proposed methodology and work plan Concept plan, elevation and perspective view of the Municipal Corporation Building (Main criteria in evaluation in technical bid and it is mandatory) Power Point Presentation and Model submitted by Consultant to be evaluated by committee of officers of M.C., Rohtak &amp; chaired by Commissioner, M.C., Rohtak.</b>	<b>25</b>
<b>Key professional staff qualifications and competence for the assignment. Designation, Qualification &amp; no. of staff to be mentioned along with experience</b>	<b>15</b>
<b>Financial Bid</b>	<b>50</b>
Total Marks	100

