LETTER OF INVITATION

TELANGANA STATE INDUSTRIAL INFRASTRUCTURE CORPORATION LIMITED

OFFICE OF THE CHIEF ENGINEER, TSIIC, HYDERABAD

Ref:

(TWO COVER SYSTEM)
(Short Term Tender Notification)

1. The Chief Engineer, TSIIC, Engineering Division on behalf of the Managing Director, TSIIC, Hyderabad invites Proposals (Technical and Financial bids) for appointing Consultant for Providing Project Management Consultancy Services including Supervision of Construction works and Quality Control works for the Work of “Construction of T – Hub (Phase-II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, Ranga Reddy District”

2. The detailed Objectives and the Scope of the Assignment will be as per Request for Proposal (RFP) Document. The RFP Document can be downloaded from the Government of Website www.tsiic.telangana.gov.in from 12.01.2017 onwards.

3. The RFP Document can be downloaded in the Portal within the prescribed Date and Time published in the Portal. Only interested Consultants who wish to participate shall remit Processing Fee in the shape of DD for the RFP Document. The processing Fee is non refundable which shall be paid online through using any of the following Payment Modes: Credit Card, Direct Debit, National Electronic Fund Transfer (NEFT).

4. Tenders from Joint Venture / Consortia are not acceptable.

5. Other details can be seen in the RFP document.

TABLE

<table>
<thead>
<tr>
<th>Name of the Work</th>
<th>EMD (Rs.)</th>
<th>Tender Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing Project Management Consultancy Services including Supervision of Construction works and Quality Control works for the Work of “Construction of T – Hub (Phase-II), Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, Ranga Reddy District”</td>
<td>2,00,000/-</td>
<td>TSIIC Web Site</td>
</tr>
</tbody>
</table>

Note:

I. Tenderer has to submit the Signed copies of Certificates pertaining to their Eligibility Criteria, Essential Conditional Criteria, Financial Criteria Documents, etc. No soft Documents will be considered. All the Participants shall produce all the Original Documents for Verification whenever called for.
II. Financial Bids (cover –B) of Tenderers whose Technical Bids (Cover A) do not satisfy the Eligibility Criteria as mentioned above, will not be opened.

III. The TSIIC reserves the right to reject any or all of the Tenders without thereby incurring any Liability or Obligation to inform the Tenderers of the Reasons for such action.

IV. Tenderers may obtain further information at the Office of the Chief Engineer, TSIIC, Engineering Division, 5th Floor, Parishram Bhavan, Basheerbagh, Hyderabad – 500 004 on all working days during working hours.

V. Corrigendum’s / Modifications / Corrections, if any, will be published in the Website only.

VI. For any queries and further information required can be obtained from the web site www.tsiic.telangana.gov.in or put an e mail to the ID: ce@tsiic.telangana.gov.in, or contact us on 040 – 23237622,24,25.
PROJECT MANAGEMENT CONSULTNACY SERVICES

FOR THE PROJECT

Construction of T – Hub (Phase-II) at in Hyderabad Knowledge City, Raidurg Panmaktha Village Serilingampally Mandal, Ranga Reddy District

REQUEST FOR PROPOSAL

Telangana State Industrial Infrastructure Corporation Ltd.
(Govt. of Telangana State Undertaking)

Regd. Office : “ParisramaBhavanam” 5th Floor, 5-9-58/B, Fateh Maidan Road, Basheerbagh, HYDERABAD-500 004. A.P., India.
Tel : 40- 23233128, 40-23237622, 24, 25 Fax : 040- 23240205,
Offers are invited from reputed Consultants at National level for rendering PMC services in respect of the PROJECT “Construction of T – Hub (Phase-II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, Ranga Reddy District.

1. **Objectives and the Scope of the Assignment:**

2. The Bidders are required to submit their sealed bids before 5 PM on **02.02.2017** and after technical evaluation by the screening committee, Financial bids will be opened on **14.02.2017**.
3. Technical Bid in Cover A shall comprise of Technical information and conceptual proposal of MS Project/Primavera/CPM and PERT and views of sufficient Methodology to bring out the scheme of the Project and the views of the Consultant.

4. To monitor Physical Progress of the Works to be completed in Scheduled Time Frame as per approved working drawings.

5. To be responsible for Quality Assurance both for Materials and Workmanship and day – to – day Supervision of each Activity at appropriate Stages of Construction.

6. To deploy the Professional and Subordinates as per the Need of Assignment for day – to – day Supervision of the Works.

7. To monitor the Work by adopting Scientific Principles of Construction Management, Heavy Structural steel fabrication and erection management, Quantity Surveyor, Quality Management, Cost and Time Control, Safety Measures and achieve Satisfactory Completion of the Project with respect to Cost, Time and Quality.

8. To highlight Lacunae, if any, and also suggest Steps / Solutions for the same so that to achieve the Overall Target of Quality Assurance.

9. To assist the Client (TSIIC) to carry out Testing (both Field and Laboratory) of Materials / Elements / Products used in Construction Work for Quality Assurance as per Relevant APDSS / BIS / IS Specifications.

10. To ensure that Minimum Frequency of Tests on various samples is conducted by the Construction Agency as per the Norms stipulated in APDSS / BIS / IS Specifications.
11. To obtain Independent and Objective Assessment of the Technical Quality of all Construction Works to be completed and to ensure that the Works are constructed with Construction Materials as per Standards and Norms.

12. To assist and prepare the Methodology, Workmanship and Quality of various Materials / Elements / Product of the Works.

13. To identify if there are any Discrepancies / Errors / Omissions in drawings, designs, planning, shop drawings, as built drawings and give Suggestions and Remedial Measures within the Codal Provision.

14. The following technical evaluation information and supporting documents shall be furnished in cover A.

a. Presentation – The presentation shall bring out the state of the art Techno economical conceptual proposal of various projects construction methodology of CPM and PERT to be being adopted for this project.

b. Company Overview – A brief corporate profile is to be presented along with details of past experience with his clients, list of similar projects completed and in progress and work experience

c. Approach and Methodology – Detailed description of each major type of service/ work being executed / executed by Project Management Consultancy as Part of their scope.

d. Project team staffing – Indicate the resources that are planned for this project and a scheme for Project resourcing. Identification of the key project participants.

e. QMS & Software – The Architect to present their quality management system and access to new technologies that are in Place & the software used by them Other than AUTOCAD * MS Projects & MS OFFICE that would bring about value addition to this Project in the disciplines of Architecture, Engineering and Project Management.

f. Local Office – The consultant to be a single window for all the requirements of the Project handing. Those with a fully functional office set up at Hyderabad will be given preference.

g. Cost of the project handled by the consultant should not be less than Rs 168.00 crores project of International standards/ Iconic building/ Tower (or) the single similar work handled should be nature of IT/ Incubation/ Services Building for a minimum plinth area of 5.00 lakhs Sft.

15. Bidder has to submit thenon refundable processing fee of INR Rs 10,000.00 (Rupees Ten Thousand only) in the form Demand Draft, in favour of TSIIC Ltd., Hyderabad payable at Hyderabad drawn at any Nationalized bank and EMD/ Bid Security of INR Rs. 2.00 lakhs (Rupees Two Lakhs Only) in the shape of Demand Draft in favour of TSIIC Ltd., Hyderabad drawn at any Nationalized bank payable at Hyderabad which is refundable only to the unsuccessful bidders.

16. The Bid security will be forfeited
a. if the bidder withdraws its bid during the bid validity period.
b. In case of unsuccessful bidder, if the bidder fails
   i. To sign the contract in time
   ii. To furnish performance security in time

17. Bidders are required to make a 15 min presentation of their proposal before a screening committee on **04.02.2017** from **11.00 am** onwards at the Office of Chief Engineer, 5th Floor, Parisharam Bhavan, Basheerbagh, Hyderabad. The RFP shall be submitted with in stipulated date and time, no extension of time of submission date will be considered.

18. Technical information furnished in cover A shall be evaluated and three best rated proposals will be selected for opening cover B. The cover B containing the financial bid of the selected bidders shall only be opened.

19. TSIIC reserves the right to reject any or all bids without assigning any reason whatsoever.

20. If it is found at any stage, that the bidder has furnished false information, then the bid is liable for rejection at any stage bid security will be forfeited.

21. The bidder shall bear all the costs associated with the preparation of the bid.

22. The Bids submitted shall be valid for a period of **Three Months**. Non adherence to this requirement may be ground for determining the bid to be non responsive. In exceptional circumstances, TSIIC may solicit the bidders consent to an extension of the period of validity.

23. The TSIIC reserves the right to reject any or all of the Proposals without thereby incurring any Liability or Obligation to inform the Consultants of the Reasons for such action.

24. Corrigendums / Modifications / Corrections, if any, will be published in the Website only.

25. For any queries and further information required can be obtained from the web site www.tsiic.telangana.gov.in or put an e mail to the ID: ce@tsiic.telangana.gov.in, or contact us on 040 – 23237622,24,25.
2. **Eligibility Criteria** :

To qualify for Award of this Contract, each Consultant in his name should have in the **last five financial years** i.e. during the years 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 should fulfill the minimum prescribed criteria.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Eligibility Criteria</th>
<th>Documents to be uploaded / Furnished on-line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Project Management Consultancy Firm / Company should have been involved in the Civil Engineering Project Management Consultancy Services for minimum 10 years.</td>
<td>In support of this, the Consultant shall furnish ROC Copy along with the Technical Proposal.</td>
</tr>
<tr>
<td>2.</td>
<td>Achieved at least in one <strong>Financial Year</strong> each a minimum Annual Financial Turnover (in all classes of Civil Engineering project management Consultation Works only) of Rs. <strong>8,02,50,000/-</strong>.</td>
<td>In support of this, the Consultant shall furnish PAN Card, IT returns, Audited Balance Sheets along with the Technical Proposal. Further, the Financial Turnover of the Previous Years shall be given a Weightage of 10% per year to bring them to the Price Level of 2016-17 &amp; Service Tax Registration &amp; ST returns / clearance.</td>
</tr>
<tr>
<td>3.</td>
<td>Executed and completed successfully at least 1 No. (One No.) of Project Management Consultancy Work including Construction Supervision and Quality Control for construction work of <strong>similar nature of Project Management Consultancy (PMC) fees costing not less than Rs. 8,02,50,000/-</strong> in any of the Financial Year for Central Government / State Government / PSU / Urban Local Body and the same shall have been completed in all respects in the <strong>last 5 years</strong>.</td>
<td>The Consultant shall furnish Certificates duly certified by the Competent Authority of Rank not below the rank of the Executive Engineer in case of works done in Central Government / State Government / PSU / Urban Local Body and Chief Executive or the Managing Director or the head of the of the institution / company / Establishment. The Value of the Completed Work shall be given a Weightage of 10% per year to bring them to the Price Level of 2016-17. In case of work certificate furnished from a non govt. organization the TDS certificate issued for the same shall also be furnished.</td>
</tr>
<tr>
<td>4.</td>
<td>Availability of all key personnel as per the clause 5 of GCC. All key personnel should be in the firm from last 3 years. Like Structural, Construction Engineers, Planning Engineers, Fabrication Engineer, Erection Engineer, PHE and Electrical engineers etc.</td>
<td>Appropriate self-attested employers Qualification certificates along with Bio-data.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Valid PF registration.</strong></td>
<td><strong>Appropriate Valid PF Certificate should be produced.</strong></td>
</tr>
</tbody>
</table>
Technical Proposal Evaluation Criteria (Quality & Cost Based Selection Method)

The technical proposal will be evaluated on the basis of applicants experience, its understanding of Terms of Reference (TOR), proposed methodology and work plan, and the experience of key personnel. Only those applicants whose technical proposals get a score of 60(sixty) marks or more out of 100 (one hundred) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (S_Tech).

Criteria, Sub-criteria, and point system for the evaluation are:

### 2.1. Experience of the PMC Services relevant to building projects (30 Points)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Max Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of PMC Service in India</td>
<td>20</td>
<td>Eligible with 1 project: 4 Points. For Every additional Project: 2 points for each additional Project.</td>
</tr>
<tr>
<td>Experience in Steel Structural Buildings/Structural value not less than 168 Crores.</td>
<td>10</td>
<td>3 or more Projects: 10 Points 1 or more and under 3 Projects: 5 Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 2.2. Management status of the Consultant (10 Points) (Financial Turnover)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Max Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Turnover or Credit rating of the Consultant</td>
<td>10</td>
<td>8 to 12 Crores - 5 points 12 to 16 Crores – 8 points 16 and above – 10 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 2.3. Quality of Technical Proposal (25 Points)

#### 2.3.1. Understanding of the Consultant's work scope & clients’ Requirement (25 Points)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Max Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed methodology and work Plan</td>
<td>25</td>
<td>Evaluation will be based on the quality of submissions and relevance to terms of reference and presentation on Comprehensive Methodology (Planning, Erection, etc).</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### 2.3.2. Personnel Qualifications and competence for the field (35 Points)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Max Points</th>
<th>Unit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>5</td>
<td>10 years of Experience: 3 points Extra Every 21/2 years of Experience: 1 point.</td>
</tr>
<tr>
<td>Planning Engineer</td>
<td>4</td>
<td>8 years of Experience: 2 points Extra Every 1 years of Experience: 1 point.</td>
</tr>
<tr>
<td>Position</td>
<td>Rating</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td>Sr. Construction Manager (structural &amp; Civil)</td>
<td>4</td>
<td>-do-</td>
</tr>
<tr>
<td>Sr. Construction Manager (Mechanical)</td>
<td>4</td>
<td>-do-</td>
</tr>
<tr>
<td>Sr. Construction Manager (Electrical)</td>
<td>4</td>
<td>-do-</td>
</tr>
<tr>
<td>Senior Quantity Manager (QS)</td>
<td>4</td>
<td>-do-</td>
</tr>
<tr>
<td>Senior Quality Control (QC) Manager</td>
<td>4</td>
<td>-do-</td>
</tr>
<tr>
<td>Junior Engineer (QS)</td>
<td>2</td>
<td>5 years of Experience: 1 point Extra Every 1 year: 0.5 point</td>
</tr>
<tr>
<td>Junior Engineer (QC)</td>
<td>2</td>
<td>-do-</td>
</tr>
<tr>
<td>Junior Construction Engineer</td>
<td>2</td>
<td>-do-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

3. F

\[ N_{S \_ Fin} = 100 \times F_{\_ Min} / F \]

*F_{\_ Min} : The lowest Financial Proposal*

\[ A_{F} = F : The Amount of Financial Proposed \]

Financial Proposal Evaluation Criteria:

4. Combined and final Evaluation:

4.1 proposals will finally be ranked according to their combined technical (S_Tech) and financial (S_Fin) scores as follows:

\[ S = S_{\_ Tech} \times 0.80 + S_{\_ Fin} \times 0.20 \]

\[ s: The Combined score \]

\[ S_{\_ Tech} : The score of technical proposal \]

\[ S_{\_ Fin} : The score of Financial Proposal \]

Weights assigned to technical proposal and Financial proposal shall be 0.80 and 0.20

4.2 The selected applicant shall be the first ranked applicant (Having the highest combined scores)

4.3 The second ranked applicant shall be kept in reserve and may be invited for negotiations in case the first ranked applicant withdraws, or fails to comply with the requirements specified in owners requirements as the case may be.

The EOI may be submitted to the following address on or before

**INFORMATION TO CONSULTANTS**

1.1 INTRODUCTION

IT E & C Dept has proposed to taken up construction of T Hub (Phase – II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, R.R. District and requested TSIIC to select suitable Project Management Consultancy Services including Planning, Construction Management Services, Supervision of Construction works, Quantity and Quality Control works to assist TSIIC.

Construction of T Hub (Phase – II) is proposed with a built up space of about 5.00 Lakhs Sft area in an extent of 3.12 acres of land at Hyderabad Knowledge City, Raidurg Panmaktha (V), serilingampally (M) Ranga Reddy (district).

Accordingly TSIIC invites Request for Proposal (RFP) from the reputed consultancy

**CONSULTANT**

**CHIEF ENGINEER**
firms for Providing Project Management Consultancy Services including Supervision of Construction works and Quality Control works for the Work of “Construction of T – Hub (Phase-II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, R.R. District.”

2.1 The Scope of Services

2.1.1 The broad scope of services under this contract shall be the Project Management Consultancy (PMC) will act as ‘PMC Consultant’ on behalf of TSIIC for implementing the project. The activities under the scope of work of PMC shall broadly include but not limited to the following:

1. Project Management Consultant will monitor the works regularly for timely execution/completion of the projects based on functional requirements.

2. PMC should facilitate to make engineering decisions with the approval / concurrence of TSIIC required for the successful and timely implementation of the Project.

3. PMC should discharge their duties to assist the TSIIC on the construction work is open to technical/quality audit/ financial audit by any authorized Government agency.

4. PMC shall be fully responsible for quality control and shall put in place such measures as are essential for ensuring regular and periodical on site quality checks and report to TSIIC.

5. The project shall be headed by the sufficiently senior and competent person having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical personnel to be deployed on the site as per the agreement (Key Personnel to be Appointed By PMC) and the deployment schedule shall be submitted to TSIIC after award of work. This schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions / adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the TSIIC and the PMC. The Project Head and other officials assisting Project Head shall not be changed during the implementation of the project except with concurrence of TSIIC. The decision of the TSIIC, however, shall be final in this regard.

2.2.1 Through all the project phases TSIIC expect the consultants to illustrate the interest and commitment to utilize the best construction practices, materials, techniques in order to promote fast, efficient, economical and sound completion of the works. The detailed scopes of services to be rendered under this contract are as given in the section 3 Terms of reference, (TOR)

The selection will be through a competitive bidding which will be single submission in 3(three) cover system as follows.

Sealed Cover ‘A’ : Technical bid comprising of registration of the
firm, Details of past experience especially in similar works handled to value of INR Rs 168.00 crores and provided consultant services to a minimum plinth area of 5.00 lakhs Sft. Annual financial turn over. Key Technical persons, Details of TIN/PAN, Service Tax Registration and Clearance, DDs of INR Rs.10,000/- and Rs 2.00 Lakhs

Sealed Cover ‘B’ : Financial bid –shall contain only financial proposal as per the specified format.

Sealed Cover ‘C’ : Containing Cover ‘A’ & ‘B’ as above.

a) Stage-I: The PMC should co-ordinate with the architect for early finalization of construction drawings (like Architectural, Structural, EMP, Interiors etc., ) which is most suitable to the TSIIC & IT E & C Dept’s requirements. PMC will be invited for making detailed presentation of their planning, construction management techniques, methodology for fabrication and erection of heavy steel structural works.

b) Stage-II: The financial proposal of the Project Management Consultant (PMC) whose design is selected shall be opened and evaluated

2.3.1 The Assignment shall be implemented in accordance with the scope of work, TOR in RFP document.

2.3.2 Prior to submitting their proposals the PMCs should interact with architect, TSIIC Office and advised to visit the site and to have their own assessment & ascertain for themselves the information required for the assignment, such as local bye laws, technical data etc., necessary for preparation and of their proposals, at their own cost and expenses.

2.3.3 The Consultants are expected to have their office in Hyderabad during the contract period / till completion of the work (handing over the work).

2.3.4 Conflict of Interest:

a) The Project Management Consultants shall provide objective, impartial advice and hold the client’s interests paramount without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

b) The firm which has been engaged to provide consultancy services for this project shall be disqualified for providing goods or works or services related to assignments for the same project to any of the construction agencies. Consultants should clarify their situation in this respect to the Client.

2.3.5 The Consultants (including their affiliates / associated / partners) shall observe
the highest standard of ethics during the selection and execution of contract. In pursuance of this policy TSIIC:-

a) Will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.

b) Will cancel the firm’s contract at any time determines that corrupt or fraudulent practices were engaged in by the representatives of the Consultants or their associates during the selection process or the execution of that contract.

c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a contract; and.

For the purposes of above:

(i) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a TSIIC official in the selection process or in contract execution; and

(ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of TSIIC and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive TSIIC/IT E & C Dept of the benefits of free and open competition.

2.4 Preparation of Proposal:

i) Please note that, the costs of preparing the proposal and of negotiating the contract, including visits to the site and TSIIC office, are not reimbursable as a direct cost of the Assignment. TSIIC is not bound to accept any of the Proposals submitted, and TSIIC free to accept only a part of the Proposal.

ii) Consultants are requested to submit their Proposals written in English language.

iii) TSIIC may at their discretion extend the deadline for the submission of proposals

2.5 Technical Proposal:

In preparing the Technical Proposal, Consultants are expected to examine the documents comprising this RFP in detail.

A) The PMC will plan, coordinate and execute the activities leading to completion of intended works/facilities strictly to the specified standards and campus developments on site. Inadequate information provided by you may result in rejection of your Proposal.

i) The design brief and site plan are enclosed at annexure for guidance to the Project Management Consultants (PMC) for working out their technical proposals. However the PMC shall be required to inspect the site, interact with the Architect and TSIIC (Client) collect the necessary information required for conceptual designs, the sitting option taking into consideration into local conditions etc.
ii) Please make sure that only Hard copies of the conceptual plans, Sections, elevation etc (including images, photos/drawings) shall be submitted preferably in A3 size along with a soft copy of the same (in PDF format/Image format). These shall be placed in the technical proposal (cover-A).

iii) At the time of presentation on the technical proposals before the committee the, Project Management Consultants (PMC) can make use of originals.

iv) The technical proposal should contain the following information.

v) Review, study and analyze the brief & design concept provided by Architects to ensure that these are in conformity with the requirements & needs of proposed facility.

vi) PMC will get the works executed as per specifications & requirements approved by TSIIC generally on provisions of APPWD / CPWD Manual by following applicable government procedures.

   a) Project appreciation
   b) Methodology / work programme for the speedy project completion
   c) Proposed office setup at Hyderabad during the assignment period.
   d) Proposed key professionals of the consultants and their relevant experience of providing necessary services in this project.
   e) Where services of associates / sub consultants are proposed to be made use in the assignment for rendering the above services the details of their experience, key professionals should be furnished separately.
   f) The technical proposals will be evaluated by the committee and the selected consultants will be invited to make presentation of their technical proposals for selection through a committee constituted by the client.
   g) The Consultant shall not submit more than one design concept of the Project.

2.5 (B) TECHNICAL PRESENTATIONS:

1. The presentation should consist of, Review, study and analyze the brief & design concept provided by Architects to ensure that these are in conformity with the requirements & needs of proposed facility.

2. PMC should work as per the requirement of TSIIC due consultation with Architect and Construction Agency as per specifications, IS codes & requirements approved by TSIIC. Work should be carried out as for the provisions of APPWD / CPWD / IS Specifications and Manuals of the products by following applicable government procedures.

2.6 Financial Proposal:
The financial proposal shall be inclusive of all taxes (excluding service tax) and expenses as fee in Lump sum should be submitted in the formats furnished. The amount should be quoted in INR only.

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP document. The quoted fee shall be all inclusive, containing all costs associated with the Assignment, including remuneration for staff (in the field and at headquarters), transportation, services and equipment (vehicles, offices equipment, furniture, and supplies), office rent, insurance, printing of documents and surveys.

The financial bid must remain valid for 90 (Ninety) days from the submission date. TSIIC Client will make its best effort to complete the process within this period. It is also obligatory for the tenderer to keep the bid validity open for another 60 days for which request in writing / fax will be sent by TSIIC before expiry of the validity period.

An agreement in usual format shall be drawn up and entered into with the successful bidder for the Project Management Consultancy work entrusted to him on negotiated terms and conditions within the stipulated time as per LOI.

2.7 SUBMISSION OF PROPOSALS:

i) The Proposals shall be submitted in original. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialled with date by the person or persons who sign(s) the Proposal.

ii) An authorized representative of the Consultant shall put his seal and initial on each page of the Proposals. The representative’s authorization is to be confirmed by a written power of attorney, accompanying the Proposal. If the Consultant is an individual or proprietary firm, the bid shall be signed by the individual / proprietary.

iii) The technical proposals (Cover-‘A’) and the financial proposals (Cover-‘B’) each shall be super scribed kept in separate sealed envelopes super scribed clearly, the proposals each cover contents. These 2 envelopes(cover A & B) shall be placed into an outer sealed envelope cover ‘C’ bearing the submission address and name of work.

iv) Over-writing should be avoided. Correction, if any should be made by neatly crossing out, initialing, dating and rewriting.

v) The same should reach to the submission address on or before the time and date stated specified in the RFP. Any Proposal received after the closing time for submission shall be rejected.

2.8 Processing Charges

The Bidder is required to pay a non-refundable processing charge INR of Rs.10,000/- and refundable EMD of Rs 2.00 lakhs in the form of Demand Draft drawn on any Indian Nationalized Bank / Indian branch of Foreign Bank in favour of TSIIC Limited payable at Hyderabad, India. EMD is refundable only
to the unsuccessful bidder.
AGREEMENT

THIS AGREEMENT made on the ________________ Day of ________________ between the Telangana State Industrial Infrastructure Corporation Ltd., an undertaking of Government of Telangana represented by it’s Chief Engineer having it’s office at 6th Floor ParisramaBhavanam, 5-9-58/B, Fatehmaidan Road, Basheerbagh, Hyderabad here-in-after called TSIIC Ltd., which expression, shall include his successors, authorized representatives and assignees on the first part;

AND

___________________________________ having their registered office at __________________________________ represented by __________________________________ (here-in-after called the PMC Consultant) which expression, shall unless repugnant to subject or context or the meaning thereof, include their heirs, executors, partners and representatives, administrators and assignees on the second part.

Whereas ITE&C Department, Government of Telangana desires to establish the Technology Incubation Centre called “T-Hub (Phase - II)” proposed to take up construction of T Hub (Phase – II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, Ranga Reddy District. Construction of T Hub (Phase – II) is proposed with a built up space of about 5.00 Lakhs Sft area in an extent of 3.12 acres of land at Hyderabad Knowledge City, Raidurg Panmaktha (V), Ranga Reddy District, Telangana State.

Accordingly TSIIC have invited Request for Proposal (RFP) from the reputed Architectural / Design consultant / Firms for Architectural and design services for providing the consultancy services. TSIIC Ltd., was requested for executing the intended works, as deposit contribution work. TSIIC Ltd., being a nodal agency to ITE&C Department has agreed to take up the work.

1. Whereas ITE&C Department, Government of Telangana has authorized TSIIC to get the work done on its behalf and undertaken to arrange the required funds for the project to the TSIIC including for the services provided by the Consultant.

2. Whereas TSIIC, Ltd., desires to appoint ___________________________ as Project Management Consultant (PMC) for the proposed work “Construction of T Hub (Phase – II) at Hyderabad Knowledge City, Raidurg Panmaktha Village, Serilingampally Mandal, Hyderabad” as advised by ITE&C Department.

3. Whereas the fees payable to and the services to be rendered by the Consultant are as per the terms & conditions herein after mentioned.

4. Whereas this Agreement between TSIIC and the PMC Consultant is for the works mentioned in the scope of work.

5. AND whereas the Consultant agrees to render the Services here-in-after specified and undertake full responsibility for the proposed T-Hub(Phase-II) at Hyderabad Knowledge city, Raidurg panmaktha(v), Serlingampally(M), R.R.Dist for its completion strictly as per time schedule, Technical Specifications, approved drawings duly adhering to the quality and cost control measures etc., However not-with-standing anything contained above, the liability of the Consultant shall extend up to the period for which the contractor’s liability for the works continues.

CONSULTANT

TSIIC LTD.

CHIEF ENGINEER

Goverment of Telangana
Now therefore, this PMC Agreement witnessed that the said ____________________________ are hereby appointed as Consultant for first above written.

For and on behalf of
PMC CONSULTANT

For and on behalf of the
TSIIC

Chief Engineer
Hyderabad

IN THE PRESENCE OF

1.

IN THE PRESENCE OF

1.
GENERAL TERMS AND CONDITIONS OF CONTRACT

1. DEFINITION

For the purpose of this CONTRACT, unless otherwise specified or repugnant to the subject or context, the following terms shall be deemed to have the following meanings:

1.1 PROJECT MANAGEMENT CONSULTANT (PMC) shall mean __________________ having its registered office __________________ who shall undertake the supervision of and monitoring of project on behalf of and under the control of TSIIC by following approved procedures. PARTIES shall mean TSIIC and PMC each one individually referred to as PARTY.

1.1.1 “ARCHITECTS” shall mean the firm of architects engaged for the PROJECT, within the expression shall unless repugnant to the context or meaning thereof includes Director/Directors of the firm, the survivors or heirs, executors and administrator.

1.1 "AUTHORISED REPRESENTATIVE" shall mean the representatives of "TSIIC" and/or PMC as the case may be who are duly empowered and authorized by their respective organizations to act for and on their behalf.

1.2 "CONTRACT" shall mean this CONTRACT including all Annexures hereto and all documents herein attached and amendments which the PARTIES may hereafter agree in writing to be made to this CONTRACT.

1.3 “CONTRACTOR” shall mean the agency (ies) appointed by TSIIC for executing various civil & services works.

1.4 "DATE OF ACCEPTANCE" shall mean the date on which TSIIC confirms written acceptance of PMC’s SERVICES after having completed them in all respects. In case TSIIC fails to confirm in writing acceptance of PMC services then within 90 days of completion of the said services it shall be deemed to be accepted.

1.5 "OWNER" shall include ITE&C Department, its successors and permitted assigns

1.6 "PARTIES" shall mean TSIIC and PMC each one individually referred to as PARTY.

1.7 “PROJECT “shall mean the building, other facilities & allied work to be developed as T-Hub (Phase – II) at Hyderabad Knowledge City, Raidurg Panmaktha (V), Ranga Reddy District for the use of ITE&C Department.

1.8 "SERVICES" shall mean the responsibilities to be discharged by PMC for fulfilling its obligations under this CONTRACT.

1.9 “Engineer-in-Charge” shall mean the Zonal Manager, TSIIC, Cyberabad or any other designated officer by TSIIC.
2. COMPLETION OF PROJECT

2.1 When the works along with other site development works are completed in all respects i.e. all civil & services (like erection of structural steel, all electrical works, HVAC, PHE, Fire fighting, land scapping etc.,) works are completed, equipments installed & aligned, and statutory approvals obtained etc., PMC shall notify the TSIIC in writing that the Project has been completed in all respects.

2.2 Upon notification of completion of buildings/works in writing by PMC, TSIIC will inspect the same prior to the occupancy. Any defects observed shall be informed to the PMC at the earliest and within 90 days. The PMC shall ensure the rectification of such defects prior to the occupancy at no extra cost to the TSIIC.

2.3 The date of acceptance by TSIIC as aforesaid along with No objection certificate (NOC) for occupation from statutory authorities shall be deemed to be the date of completion of the Project (hereinafter called COMPLETION) for the purpose of this CONTRACT. The PMC has to facilitate TSIIC to obtain occupancy certificate from the statutory authority. However this does not exclude the responsibility of the PMC to obtain the completion certificates through Architect and submit to the TSIIC and also their responsibility for the defect liability period.

3. CHANGES AND ADDITIONS IN PMC SCOPE OF SERVICES

TSIIC shall have the right to request PMC in writing to make any changes, modifications, deletions and/or additions to PMC scope of SERVICES. PMC shall consider such written requests and will work out the estimate of price and time adjustment on account of such changes, modifications, deletion and/or additions sought by TSIIC.

4. DRAWINGS AND DOCUMENTS

TSIIC have right to use all drawings, specifications and documents including transparencies prepared by PMC, if any, for the purposes of construction, operation and maintenance of the building.

5. GUARANTEES AND LIABILITIES

5.1 PMC guarantees that the SERVICES as specified/described under the scope of PMC in this CONTRACT, and technical documents to be developed by PMC shall be in accordance with sound and established engineering practices, using International Standards and Indian Codes and Regulations, (government) wherever applicable, for the purpose(s) specified, free from defects and suitable for respective uses intended.

5.2 LIMITATION OF LIABILITY

Except where otherwise specified in PMC scope of work, PMC’s liability under this CONTRACT for all guarantees or warranties of whatsoever nature, whether expressed or implied, and for all causes whatsoever shall be limited to getting the things rectified without additional fee to the TSIIC.
6. **SERVICE TAX**

PMC remuneration shall be exclusive of statutory levies, such as Service Tax, etc. as applicable on PMC from time-to-time. The consultant shall be reimbursed this tax including revision in the Service Tax imposed by central/state Govt. on actual subject to submission of proof of payment of such taxes.

7. **INDEMNITY**

7.1 PMC shall hold harmless and indemnify the TSIIC, against any claims or liability because of personal injury including death of any employee of PMC and arising out of or in consequence of the performance of this CONTRACT.

7.2 TSIIC shall not be responsible for any loss or damage to property of any kind belonging to PMC or its employees, servants or agents.

7.3 TSIIC shall hold harmless and indemnify PMC against any claim or liability arising in respect of:

7.3.1 Injury to or death of TSIIC's employees, agents and contractors other than engaged for building related activities excluding employees of PMC, howsoever caused; and

7.3.2 Loss of or damage to the property of TSIIC, TSIIC's employees, agents and contractors other than engaged for building related activities except those belonging to PMC or its employees.

8. **SECRECY**

8.1 PMC shall not disclose to any third party, any Technical Information, data, design, drawings, plans, specifications, etc. received from TSIIC at any time either in whole or in part, shall use all reasonable efforts to preserve the secrecy of the above Technical Information and shall not use the same for any purpose other than the construction, maintenance and operation of the services. However, the disclosure of such Technical Information to Government of India or Statutory authorities of Government of India shall not be deemed to be a violation of the Secrecy understanding contained herein.

8.2 The above undertakings shall not, however, extend to any such Technical Information which:

8.2.1 Is in the possession of TSIIC prior to receipt of the same, directly or indirectly from PMC.

8.2.2 Is received by TSIIC without any secrecy obligation.

8.2.3 is or has become part of the public knowledge since receipt of the same, directly or indirectly from PMC

8.3 PMC shall likewise have secrecy obligations in respect of confidential information provided by TSIIC.
9. **FORCE MAJEURE**

9.1 Any delay in or failure of performance by a PARTY shall not constitute default hereunder or give rise to any claims for damages against said PARTY if and to the extent caused by reasons which are beyond the control of the said PARTY, including but not limited to acts of God, strikes or other concerted acts of workman, power cuts, fires, floods, explosions, riots, war (declared or undeclared), rebellion, sabotage, extra ordinary severe weather, civil commotion and criminal acts of third parties.

9.2 Both PARTIES shall keep a record of the circumstances referred to above which are responsible for causing delays in the execution of the project.

9.3 If the execution of the project is likely to be delayed by or as the result of one or more of the circumstances referred to in Clause2.1.1 hereof, TSIIC and PMC shall discuss the situation with a view to find the means to minimize the impact and effect of such circumstances and to reduce the costs and expenses which the PARTIES or either of them may incur.

9.4 The parties agree herein that in the event of the Force Majeure conditions, the period of the Contract shall be extended accordingly for the duration/period for which such conditions exist.

10. **TERMINATION**

10.1 **TERMINATION**

10.1.1 TSIIC have the right to terminate at any time of the contract of PMC for non performing the fulfillment of the scope of work, services of agreement or any written instructions as for the requirement of TSIIC, by giving one month’s written notice.

10.1.2 In the event of termination, PMC shall carry out any reasonable instructions of TSIIC in connection with such termination.

10.1.3 Termination of this CONTRACT shall not relieve either PARTY of their obligations imposed by this CONTRACT with respect to the SERVICES performed by either PARTY prior to such termination.

10.1.4 In the event of termination pursuant, TSIIC shall pay to PMC for all the SERVICES performed by PMC upto the stage of work executed immediately before termination.

10.1.5 In case due to any circumstances, the TSIIC decides to curtail the scope of work or totally abandon the work, the payment to the PMC would be made upto the stage of work executed by them immediately before taking such a decision.

11. **ASSIGNABILITY**

The CONTRACT and benefits and obligations thereof shall be strictly personal to the PARTIES and shall not on any account be assignable or transferable by the PARTIES except with the prior agreement in writing.
12. CESSATION OF PMC’S RESPONSIBILITIES

Upon PMC Guarantees and Liabilities referred to in this CONTRACT having been or being deemed to have been satisfied upon expiry of 24 months from the DATE OF ACCEPTANCE, all responsibilities of PMC under this CONTRACT shall be deemed to have been discharged.

13. SUBLETTING/OUTSOURCING

PMC shall not assign or sublet or outsource any activity within its scope of work without the written approval of the TSIIC.

14. SITE OFFICE OF PMC

The PMC shall have their semi-permanent structure for office and quality control lab at least minimum of 1200 to 1500 sft at or near the Projects site with their own cost with till completion of the project and after completion project site office structure shall be removed from the site

15. LIQUIDATED DAMAGES FOR DELAYS & NON-PERFORMANCE BY PMC

If the PMC is not able to get the works executed in the stipulated time frame from all the Vendors/agencies, which results in overall delay in completion of the project then it will amount to non-performance by PMC. In the event of TSIIC is of opinion that PMC is not performing in accordance with the condition laid down in the agreement, then TSIIC shall impose damages @ Zero Point One percent per week on Estimated Project cost (i.e., on Rs. 168.00 Cr) of delay or such smaller amount as it deems fit subject to maximum of 10% of the total fee payable to PMC. The decision of TSIIC will be final & binding on this account.

16. SECURITY DEPOSIT

a) TSIIC at the time of making any payment for services rendered or work done under Project Management Consultancy Services shall deduct towards security deposits at the rate of 5% of the gross value of the services rendered or work done in each running bill.

b) The security deposit shall be released after satisfactory completion of assigned project plus after defects liability period of 24 Months.

17. Labour & Fair Wages Clause

The Contractor shall employ Skilled and unskilled labour, local and imported, in sufficient number to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the contract and to the satisfaction of Zonal Manager.

The Contractor Shall pay to labour Employed by him either, directly or through subcontractors, wages not less than fair wages as defined in the Contractors labour Regulations.

“Fair” wages means wages whether for time of piecework notified by the Government from time in the area in which the work is situated.
The Contractor shall comply with the provisions of the payment of wages Act 1936, Minimum wages Act 1948, Employer’s liability Act 1930, Workmen’s Compensation Act 1923, Industrial Disputes Act 1947, Contract Labour Regulation and Abolition Act 1970 or any modifications thereof or any other Law relating thereto and Rules made there under from time to time.

The Contractor shall not withstanding the provisions of any clause to the contrary, wages to be paid to the labourer is directly engaged on the work including any labour engaged by subcontractor in connection with the said work as if the labourer had been directly employed by him.

In respect of labour directly or indirectly employed in the work for the purpose of Contractor’s part of the agreement, the contractor shall comply with the Rules & Regulations on the maintenance of suitable records prescribed for this purpose from time to time by Government. He should maintain his accounts and vouchers on the payment of wages to the labourers to the satisfaction of the Zonal Manager.

The Zonal Manager shall have the right to call for such records as required to satisfy himself on the payments of fair wages to the labourers and shall have the right to deduct from the contract amount a suitable amount for making good the loss suffered by the workers.

The contractor shall be primarily liable for all payments to be made and for the observance of the regulations framed by the Government from time to time without prejudice to JPs right to claim indemnity from his subcontractors.

As per contract labour (Regulation and Abolition) Act, 1970 the contractor has to obtain proper license from the licensing officer of the labour department concerned during inspection.

The Contractor shall ensure strict compliance of the provisions of the Employees Provident Fund Act 1952 and the scheme framed there under, so far as they are applicable to their establishment and agencies engaged by them, the contractor is further required to indemnify the Corporation as a result of any claims, damages or penalties for any failure or noncompliance on their part with the provisions of the aforesaid Act and the scheme framed there under.

Any violation of the conditions above shall be deemed to be breach of his contract.

The Contractor should strictly adhere to the Labour Laws like:

- b) Minimum Wages Act 1948.
- c) Payment of wages Act 1936.
- f) The Building and other construction workers (regulation of Employment and conditions of service) Act 1996 and the Cess Act of 1996: All the establishments who carry on any building or other construction work and employs 10 or more workers are covered under this Act. All such establishments are required to pay cess at the rate not exceeding 2% of the cost of construction as may be modified by the Government. The Department of the establishment is required to provide safety measures at the building or construction work.
and other welfare measures, such as canteens, First-aid facilities, Ambulance, Housing accommodations for workers near the work place etc. The Department to whom the Act applies has to obtain a registration certificate from the Registering officer appointed by the Government.

18. Insurance Clause:
The Contractor has to obtain the insurance policy (i.e. workmen compensation policy for the entire staff deployed on the site by the PMC) for agreement period plus defects liability period in favour of T.S.I.I.C Ltd and produce the same at the time of concluding agreement.

2 PROJECT MANAGEMENT SERVICES

Project management shall mean “the planning, monitoring and control of all aspects of a project and the motivation of all those involved in it to achieve the project objectives on to the specified time bound, quality, quantity precision and performance of the project.

In the following sections defined the activities normally proposed for managing the proposed construction, separating these into stages.

2.1. The Consultant shall

2.1.1 Assemble all existing information pertaining to the project and the site including plans, objectives, parameters, constraints, budget, strategies etc., necessary to fully define the project requirements duly taking prior approval of TSIIC.

2.1.2 Prepare a project viability report, which will verify or propose budget, propose a project master program and advise on quality objectives and procurement options in consultation with the TSIIC.

2.1.3 Submit the project plan to TSIIC, which shall define the project deliverables and objectives and propose the actions necessary to achieve these objectives including management systems and quality assurance procedures.

2.1.4 Prepare and submit financial risk analysis to TSIIC which covers the master planning of programme and progress of the work, duly analyzing the drawings, designs and construction elements of the project with a cost plan and expenditure forecast duly coordinating with the consultant (Space form-JV) and contracting agencies.

2.2 CONSTRUCTION MANAGEMENT

Pre Construction Stage: The consultant shall

2.2.1 PMC Shall provide necessary assistance to TSIIC for obtaining approvals from all statutory bodies in obtaining approvals/permits etc., duly coordinating with the Architects and TSIIC.

2.2.2 The Project Management Consultants shall provide the necessary project team consisting of professional engineers and managers and shall apply sound and established engineering procedures and management philosophies to control the project throughout the project duration and to ensure its successful completion of the
project and report well in advance to TSIIC for smooth progress of work. All structures to be built strictly confirming to standard specifications

2.2.3 PMC shall ensure that the contract philosophy incorporated within the tender documentation is consistent with proposed construction management philosophy and program as approved by the TSIIC.

2.2.4 PMC to provide the information on the subject project is consistent with the master program for procurement of the materials required on the work and that the level of detail is adequate to the TSIIC.

2.2.5 **PMC has to provide to the TSIIC a complete project financial system from concept to final account.** A detailed scope of works shall be produced breaking down the elements into an elemental cost plan to TSIIC for approval.

2.2.6 The financial control cycle for a project would be:

Formulate and agree a workable cost plan within client’s financial constraints including a cash flow analysis.

Continually update and monitor change taking timely regressive action as necessary.

PMC to facilitate TSIIC for obtaining required / appropriate guarantees from the contractors and vendors as per the standard practices, prevailing codes and get rectification work done during defects liability period of 24 months.

PMC should employ all the staff on the project with adequate knowledge on all the construction materials and having best knowledge on planning, construction management, erection with relevant IS codes etc..

2.3 Master Programme

The Consultants shall

2.3.1 PMC should conduct meeting for the project with contracting agency duly taking prior approval of TSIIC and establish Site Organization, Project Management procedures, measures relating to insurance, health and safety and the various preliminaries.

2.3.2 PMC shall facilitate to TSIIC for obtaining relevant document from the Contractor. The following essential scheduling and monitoring documents are to be submitted to TSIIC for their concurrence.

- Overall Master Construction Programme.
- Material approval and procurement schedule.
- Shop drawing schedule.
- Site organization.
- Labour histogram.

2.3.3 PMC shall prepare a Master Programme covering all works and supported by detailed procurement programmes for each package duly taking in to the consideration of contractor, architect and report to TSIIC.
2.3.4 PMC shall update the programme as the work proceeds periodically and report to TSIIC.

2.3.5 Safety and environment auditing.

2.3.6 Proactively work with work package contractors on their individual programmes to ensure efficient work follows, consistent with the master programme and in co-ordination with architect, control of the site contractor’s activities (works undertaken by others), to maintain good quality of work, quantities controls and good site practices and report to TSIIC.

2.3.7 Mitigate any delays due to unforeseen circumstance or force majeure.

2.3.8 PMC shall be obtained approvals from the TSIIC for any modifications / suggestions as per the site conditions for smooth functioning of the project like all additions, omissions and supplemental work items in advance of execution of such items.

2.4 Reporting: The Consultants shall

2.4.1 PMC shall report to TSIIC on progress – Give general summary of progress against programme and outline any issues affecting the programmes of the works and provide progress photographs regularly.

2.4.2 Report on construction issues to TSIIC duly refer in to IS Codes/APDSS/latest structural codes duly taking in to consideration of Architectural, structural drawings and designs to suit the site requirements and site conditions – Give information to TSIIC on all current construction issues including assessment of effects and recommendations for taking action.

2.4.3 Master Programme – Provide an update master programme showing the progress for each task.

2.4.4 Financial report information – Provide update financial risk analysis incorporating due to the changes and submit revised financial risk analysis to TSIIC where elements are no longer at risk.

2.4.5 PMC shall report to TSIIC on quality issues including details of measures being implemented to overcome any problem as per the IS / APDSS / CPWD codal norms.

2.4.6 Report on health and safety issues including inspections items arising for action and reported incidents’.

2.4.7 Report on all agreed or potential changes on the project.

2.4.8 Report on all contractor claims including analysis of the potential financial or time related impacts to TSIIC records and verification.

2.4.9 Give information on all current construction issues including assessment of effects and recommendations for action.

2.5 Meeting: The Consultants shall

2.5.1 PMC shall hold regular co-ordination meetings with contracting agency and architect to ensure adequate exchanges information and control of processes duly taking prior approval of the TSIIC for smooth functioning the works.

2.5.2 Hold weekly progress meetings which include the TSIIC representative and to include on the agenda.
To submit the report to TSIIC on Progress and remedial steps to overcome delays

Information requirements

Quality Control

Changes due to site conditions

Prepare the material procurement plan as per the site requirement.

Labour planning as per the site requirement.

2.6 Monitoring and Management:

The Consultants shall

2.6.1 PMC shall assist TSIIC for Liaisoning with Statutory Bodies like Environmental Clearances, Airport Authority Clearances, Fire Clearances and Municipalities / Grama Panchayat and also conduct cost control through periodic review of deviations, substitutions and the quantity variations and the Financial Implication thereof.

2.6.2 PMC should provide experienced and qualified quantity survey team to assist / facilitate for taking measurements and quantities of the work done on the project and submit the details to the TSIIC regularly.

2.6.3 PMC should manage the works to co-ordinate with contractors, architect, to control and mitigate the works and the interface with design team and client. PMC services including verification of designs, drawings is essence in order to minimize design changes, time delays and maximize cost saving.

2.6.4 PMC shall institute a change control systems, which provides details of any changes, the costs involved, responsibilities, reasons and authorization to TSIIC for approval.

2.6.5 Monitoring and supervise the quality of the workmanship and materials including arranging samples for TSIIC approval and ensuring compliance with the specifications.

2.6.6 Monitor and co-ordinate the works package contractors.

2.6.7 Ensure the security of the site.

2.6.8 Manage the safety of the site in line with safety guidelines and contractors approved safety plans.

2.6.9 Co-ordinate the preparation of a commissioning plan for services and ensure that commissioning is to be completed properly and effective in the handing over of a fully functioning facility.

2.6.10 Co-ordinate the handing over of the facilities to the ITE&C Department.

2.6.11 PMC should maintain the following records and submitted to TSIIC.

a) Maintain the Site Order Records.

b) Maintain the Minutes of Meeting Records.

c) Maintain the site inspections records.

d) Maintaining the Quality Control Records as per the IS Codes /APDSS /CPWD.

e) Hindrance Register.

f) Labour on site

g) Materials
h) Health and safety incidents
i) Quality Control procedures
j) Work carried out/progress
k) Weather

2.6.12 Advice on construction related issues.
2.6.13 Proactively manage work packages to mitigate and minimize delays.
2.6.14 Supervise and co-ordinate completion of defects.

2.7 Cost Control and certification: The Consultants shall

2.7.1 PMC shall provide an experienced and qualified quantity survey team for taking the measurements and preparation of bills to assist TSIIC. All the records of measurements shall be furnished to the TSIIC for record and verification.

2.7.2 PMC shall assist TSIIC for Issue certificates of substantial completion.

2.7.3 PMC shall assist the TSIIC for finalization of the Completion Certificate Report.

2.7.4 PMC shall advise to TSIIC on contractual issues.

2.8 Quality Control

2.8.1 The PMC shall provide a Quality Control Engineer ensuring quality in all aspects of construction, advices and report to TSIIC regularly.

2.8.2 PMC shall ensure Quality Control through material approval procedures, on site and off site tests, laboratory tests, site inspections, plant inspections etc.,

2.8.3 PMC shall organize inspection and assist the approval of samples by TSIIC for the various Finishing Items and obtain mock ups erected wherever necessary.

2.8.4 Quality control shall include arranging for the testing of all materials where appropriate e.g. cube testing of concrete, steel structures, structural steel welding testing as per IS norms, samples of all batches, reinforcing steel, other construction materials, Audio visual system, Electrical system including lifts, Air conditioning systems including HVAC, Plumbing system including water supply / storage and sanitary systems, Fire protection systems, security systems, etc., as BIS, APSS and ASTM.

2.8.5 Records: The Consultants shall maintain

2.8.6 PMC shall maintain full Auditable site records shall be maintain Minutes of Meeting Agendas, Site Order Registers, Hindrances, Inspections Reports, Labour reports, plant and materials; progress the environment; safety incidents; expenditure; commitments; changes and proposed cash flow for each works package all in accordance with ISO 9000 requirements and all relevant documents should submitted to TSICC time to time.

2.8.7 PMC shall assist TSIIC for Certifying the work done (work –in -progress) to ensure timely release of funds with respect to work done quantities.

2.8.8 PMC shall also assist the TSIIC with responsible persons to clarify the audit queries during the currency of the contract.
2.9 Document Control

2.9.1 All documents are to be registered when produced or received giving date, revision, number, title, copies issued and location. In this way all documents are to be controlled in their use, distribution and storage and submitted to TSIIC for records.

2.9.2 Documents produced have to be signed by the author, checker and reviewer and documents received have to be initialed by all those on the circulation list in this way accountability and auditability is maintained on all documents and submitted to TSIIC for records.

2.9.3 PMC shall assist TSIIC for evaluating the system to be maintained for correspondence however these are not checked and reviewed by separate staff.

Project Execution Strategy

2.10 Planning & Scheduling

PMC shall submit detailed programme to TSIIC which covers each works package from award of work to completion of works on site.

On awards of contracts, the PMC shall work proactively with all works package contractors to optimize construction periods and co-ordinate with Contracting agency, Architect, Structural Engineer, Erection Engineers and TSIIC within the constraints of the Master programme.

2.11 Disputes / Arbitration by contractors

The PMC shall assist TSIIC to defend all the disputes with contractors.

2.12 Overall supervision to assist the TSIIC: The Consultants shall

2.12.1 Organize testing and commissioning of the various mechanical equipments and systems.

2.12.2 PMC shall liaison and assist the TSIIC for inspection by the various statutory bodies and obtaining substantial required clearance certificates.

2.12.3 PMC shall maintain Site inspection, Site Order, Quality Control, Hindrance etc., registers shall be maintained at on the project site to facilitate recording of observations by the inspecting officers of the TSIIC.

2.12.4 The TSIIC reserves the right for making any random / regular inspections and checks to ensure timely and qualitative construction and also check for any over payment to Construction Agency / PMC. The cost of all defects rectification shall be to the account of either the contactor or the PMC.

2.13 Right of TSIIC
TSIIC reserve the right to add / delete / modify any part of the work, if the situation payments, in order adhere to the target date, from the scope of the Firm and execute through its own agencies and so also for any of the additional items of work not included in the packages.

2.14 Post Construction activity: The Consultants shall

2.14.1 PMC shall submit to the TSIIC compile / snag list and provide action plan for rectification in coordination with the Construction Agency and Architect.

2.14.2 PMC shall assist to TSIIC for Preparation of Final Bill and Completion report as per the Govt., norms in vogue.

2.14.3 PMC shall carryout the Final Inspection and establish Commencement of Defects Liability period and to report to TSIIC for records.

2.14.4 PMC shall ensure that all as built drawings maintenance procedure manuals and warranties are to be obtained and submitted to TSIIC for records.

2.14.5 PMC shall assist to TSIIC for carryout regular inspection till the expiry of defects liability period and assist the TSIIC for getting rectification’s done by Contracting Agency.

3. SCOPE OF PMC SERVICES

SERVICES TO BE PERFORMED BY PROJECT MANAGEMENT CONSULTANT (PMC)

3.0 Broad Scope of Work

PMC will act as ‘Consultant PMC’ on behalf of TSIIC for implementing the project. The activities under the scope of work of PMC shall broadly include but not limited to the following:

1. To monitor Physical Progress of the Works to be completed in Scheduled Time Frame as per approved working drawings as approved by the TSIIC.

2. To be responsible for Quality Assurance both for Materials and Workmanship and day – to – day Supervision of each Activity at appropriate Stages of Construction as per the norms and standard specifications.

3. To deploy the skilled and experienced Professional and Subordinates as per the Need of Assignment for day – to – day Supervision of the Works as per the conditions of contract.

4. To monitor the Work by adopting Scientific Principles of Construction Management, Quality Management, Cost and Time Control, Safety Measures and achieve Satisfactory Completion of the Project with respect to Cost, Time and Quality.

5. To highlight Lacunae, omissions or inadequacy, if any, and also suggest Steps / Solutions for the same so that to achieve the Overall Target of Quality Assurance.
6. To assist the Construction Agency to carry out Testing onsite and offsite tests (both Field and Laboratory) of Materials / Elements / Products used in Construction Work for Quality Assurance as per Relevant BIS Specifications and report to TSIIC.

7. To ensure that Minimum Frequency of Tests is conducted by the Construction Agency as per the Norms stipulated in BIS Specifications.

8. PMC to assist TSIIC, PMC shall Independent and Objective Assessment of the Technical Quality of all Construction Works to be completed and to assure that the Works are constructed with Construction Materials as per Standards and Norms.

9. PMC to assist TSIIC to verify the Methodology, Workmanship and Quality of various Materials / Elements / Product of the Works.

10. PMC shall point out if there are any Discrepancies / Errors / Omissions and give Suggestions and Remedial Measures within the Codal Provision duly consulting with the TSIIC.

11. PMC shall submit assist to TSIIC for planning, coordinate and execute the activities leading to completion of intended works / facilities strictly to the specified standards and campus developments on site. All the activities till the completion of works & their handing over to Client will be taken care of by PMC. All functions, other than those assigned to the Architect as per scope of work required for developing the total infrastructure till handing over of the completed buildings and other infrastructure will have to be performed by the PMC.

12. PMC shall assist to TSIIC for review, study and analyze the briefs, designs, concepts, preliminary & detailed designs, estimates. PMC shall coordinate with architect for preparation of BOQs (i.e. including specification, data's and estimate for approval of TSIIC) for any other items which are inevitable during the course of execution for approval of TSIIC. Thereafter, Contractor shall execute those items as per specifications & requirements approved by TSIIC duly following applicable Govt. procedures.

1. Project Management Consultant will monitor the works regularly for timely execution/completion of the projects based on functional requirements. In addition to this, PMC shall also administer that the contract clauses which are related to quality or quantities of work are respected and the works are executed in accordance with its provisions.

2. PMC will be required to superintend all the works assigned by TSIIC on the project and perform duties as stipulated in the contract on the Project. The PMC will supervise the construction work to ensure adherence to the drawings, designs, fabrication and erection of heavy structural steel, Electrical, HVAC, Fire fighting, PHE, Interiors, Landscaping and hard scapping etc., with prescribed high standards of quality and timely completion of the project and to assist to TSIIC for preparation of the contractor's bills and monitor the progress of the work.

3. PMC shall assist the TSIIC in taking all engineering decisions with the concurrence of Architect Consultant M/s Space Form JV, Hyderabad including necessary correspondence with architects, contractors etc required for the successful and timely implementation of the Project.
4. PMC will ensure adherence to relevant GHMC norms, APPWD / CPWD / IS specifications, BIS codes, CVC guidelines, environment and other regulatory requirements and will also ensure observance of all formalities/ documents/ day to day activities as defined in APPWD Works Manual for execution of 'Works Contract' and as directed by TSIIC form time to time.

5. PMC will perform the function as enumerated in the Works Contract duly taking prior approval of the TSIIC, for which PMC will have to seek prior approval of the TSIIC in time to time during the entire execution of the work.

a) PMC should evaluate additional items or new items in advance which are inevitable during the course of execution and should obtained prior approval well in advance for issuing the orders to the construction agency without causing any delay in execution of the items.

b) PMC shall identify the rates and submit to TSIIC for approval of new items of work or for existing items of work which deviate in quantities beyond the limits defined in the contract;

6. TSIIC may at its discretion, hire the services of an independent agency for quality audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.

7. The construction work is open to technical/quality audit/ financial audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties.

8. PMC shall be fully responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks.

9. The project shall be headed by the sufficiently senior and competent person having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical personnel to be deployed and the deployment schedule shall be prepared by the PMC for approval of the TSIIC after award of work contract. This schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions / adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the TSIIC and the PMC. The Project Head and other officials assisting Project Head shall not be changed during the implementation of the project except with concurrence of TSIIC. The decision of the TSIIC, however, shall be final in this regard.

3.2 Description of PMC Role in various stages of the Project

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

3.2.1 Review & Preliminary Proposal Stage.
1. PMC must Review, study and analyze the brief & design concept provided by Architects to ensure that these are in conformity with the requirements & needs of proposed facility.

2. PMC will get the works executed as per specifications & requirements approved by TSIIC generally on provisions of APPWD/CPWD/BIS/IS Manual by following applicable government procedures.

3.2.2 Pre-Construction Stage

1. Discussions with TSIIC and finalization of project brief including illustrating the TSIIC’s requirements. Preparation of detailed Project timeline schedule as per the Project brief, taking into consideration all aspects of item-wise dependencies, for tendering process for any other new items which are inevitable during the course of excitation of the project, completion time required and detailed planning of the same for effective meeting of the project deadlines.

2. a) Preparing detailed PERT/CPM charts.
   b) Prepare an S Curve for review of Head Office.

3. Analysis for the various project related activities with reference to time frame, resource allocation & scheduling using latest techniques and software as approved by the TSIIC.


5. PMC must check scrupulously all the Architectural, technical specifications, services and all other drawings to ensure their completeness/correctness and advice to TSIIC for taking final decision. Check the working drawings to establish that they are in accordance with the Architectural Drawings.

6. PMC shall have to check of bill of the quantities prepared & submitted by the Architect including cost estimates and submit report to TSIIC.

7. PMC assist TSIIC for process the pre-qualification of vendors generally as per APPWD or pre-prescribed guidelines by following applicable government procedures: -
   a. PMC to verify the drawings / designs received from the Architect based on the results / reports of soil investigations and hydrological studies and advice TSIIC for any betterment.
   b. PMC to Convene interaction meeting in due consultation with TSIIC and vendor’s, and hold pre bid meetings and to ensure clarity on queries generated as when required.
   c. Furnish Financial & Physical progress reports as required by TSIIC based on pre determined formats & time schedules.

8. Prepare to the Quality Control manuals for the work comprising of work Methods, Test to be conducted, the frequency and permissible limits/tolerance.
3.2.3 Construction Stage:

1. PMC shall execute the project in a time bound manner from the 10\textsuperscript{th} day of issue of award letter from TSIIC. PMC shall ensure that no time and cost overrun occurs.

2. PMC shall provide Construction Management Services from the start of construction up to commissioning and handing over of the project to the TSIIC for use. It shall also be the responsibility of the PMC to liaise and coordinate with various agencies for smooth execution of the project. Responsibilities of Project Management Consultant for construction stage shall, inter-alia, be as under:

3. PMC shall co-ordinate with multi-disciplinary construction management teams as approved by TSIIC & SPACE-Form-IV and to have detailed interaction with the architect and the contractor’s Project Team on behalf of the TSIIC to resolve any construction issue to finalized for speedy progress of the works on site.

4. PMC to Prepare detailed coordinated construction schedule duly consulting with construction agencies and submit to TSIIC for approval.

5. PMC shall ensure that the construction drawings are finalized after coordination with other disciplines and all agencies to have clear demarcated responsibility and submit to TSIIC.

6. PMC shall submit the report to TSIIC after Check and finalize contractor’s detailed programme of activities commensurate with the Tender provisions.

7. PMC shall have to do Day-to-day supervision of work to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers & supervisory staffs as per sound engineering practice. PMC will have to provide quantity surveyor with proper detail as per is norms for assisting for preparation of bill quantities for an extent work done as per the codal norms and submit to TSIIC.

8. PMC shall Checking structural steel fabrication drawings/shop drawings and erection methodology, reinforcement steal, Bar-bending schedules, structural glazing, electrical, plumbing and all other architectural/Structural details during construction and if found any inadequate, improper, discrepancies to brought to the notice of TSIIC for clearance along with remedies with relevant codal norms.

9. PMC shall conduct site meetings & coordination meetings with all agencies for timely completion of the project with due consultation with TSIIC.

10. PMC shall Carry out quality assurance checks & adhere to maintain quality reports. If found any inadequacy, or discrepancy or defects on the work, PMC shall report to TSIIC duly advice for rectification if permissible or to reject as per the codal norms.

11. Provide effective coordination between various agencies working at the site and the Architects to ensure timely availability of the inputs required for un-interrupted construction at site all in accordance with agreed programme of the activities.

12. Fully responsible for getting the project work executed as per the drawings & specifications.
and should also ensure completion of job with highest quality expectations, within sanctioned cost outlay of the project.

13. (a) In the event of differences relating to the interpretations of Architectural drawings/specifications/any other part of the Consultancy between the consultant and the contractors, the interpretation and the decision of TSIIC & PMC shall be final and binding.

(b) Assisting in litigation cases that may arise out of the contracts entered into in respect of subject work.

14. PMC shall advice and report to TSIIC for exercising cost control & economy measures to ensure that the approved Estimates are not exceeded in documental formats.

15. PMC shall obtain the approval of TSIIC for any of the material deviation in the design or specification that may be required and felt necessary during execution due to technical or administrative reasons.

16. The Consultant should analyze and report to TSIIC with regard to any deviations on any item of work, in providing detailed specifications and rate as supplemental items, additional items and remains for deletions if any arises during the construction stage.

17. PMC shall advice timely advice for implementing special measures for effecting cost/quality/time benefit for the project.

18. PMC shall provide detailed justification for necessity of changes in terms of design, quantities, and specifications etc. & obtain approval thereof from TSIIC. In case there is likelihood of excess expenditure over the approved estimates at any stage of work, PMC shall submit revised detailed estimates along with justification for effected items of work for approval from TSIIC.

19. PMC shall provide quick clarifications and report to TSIIC for approval with respect to designs or details that have been provided vide drawings or immediate solutions to the clarifications sought by the Vendors/Contractors as per the IS codes.

20. PMC shall Check and inspect testing of materials on work as and when required and report to TSIIC. If so required, testing and checking of manufactured items have to be carried out at the manufacturer’s factory as per provision in the Contract of vendors.

21. PMC shall submit to TSIIC, drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site.

22. PMC shall submit detail Measurements for extent of work done as per the norms in vogue in prescribed format / PMC shall take acceptance of the Measurement from the contracting agency. PMC shall assist TSIIC for scrutiny of running bills for extent of work done by the contracting agency as per the APDSS/CPWD/LS codal norms.

23. PMC shall submit rates for new items of work supported with detailed rate analysis as per the standard data prior to execution of the any particular items for approval of the TSIIC.
24. PMC shall provide contract administration services of all Contract Agreements and devising a suitable dispute-resolution mechanism to facilitate a quick and amicable settlement of disputes, if any.

25. PMC shall facilitate TSIIC to reply and settle the observations/objections/paras (if any) by the Vigilance Department, Audit or any other checking/investigating agency of the Govt., departments and to liaison with the departments.

26. PMC shall submit the report to TSIIC of final inspection, snagging, supervision of testing and commissioning of various systems and assisting the TSIIC in taking over of various parts of works and of various systems.

27. Generate and submit to the TSIIC time-to-time progress reports in the agreed formats and at the agreed frequency. For this all the necessary data relevant to the execution of work including materials brought and consumed at site, hindrances if any, of daily labour deployed etc. shall be maintained.

28. The PMC shall have the overall responsibility of getting the approvals/NOC’s/with the help and support of TSIIC for all services including power, water, sewer, drainage, fire fighting, lifts, DG set etc from authorities concerned and will ensure that all or other such connections or clearances are all obtained well in time before handing over the buildings & services to TSIIC.

29. PMC shall also apprise the TSIIC of the progress and/or activities of the project on weekly/fortnightly/monthly basis as deemed fit by TSIIC by preparing and submitting monitoring reports. The report shall inter-alia include the following:

(a) Name of Project: construction of T HUB Phase II at Hyderabad knowledge city Raidurg Panmaktha (V) Searilingampally (M) R.R dist by TSIIC,

(b) Scope of Works of Contractor; Project Management Consultant, Architect and Contractor

(c) Date of Commencement/Date of Completion: Scheduled & Actual (scheduled Program and actual progress of the project)

(d) Major Issues and Decisions Pending including Drawings Constraints (if any), Site Constraints (if any), Equipment Constraints (if any). Fabrication of heavy structural steel works, erection of minor and major structural steel works on project.

(e) Status of Progress of Work: Cash Flow Chart & Bar Chart

(f) Areas of Concern

(g) List of Registers Maintained by PMC

(h) Labour Deployment Chart

(i) List of Equipment Mobilized at Site

(j) Materials/Personnel at Site
(k) Status of Payment to Contractor

(m) Quality of Material / Tests

(n) Cost Split Up of the Package

(o) Photographs of the Site

(p) Site Order Book

(r) Visitor’s Site Inspection

30. PMC shall assist TSIIC for all contracts the payment, and will be released by TSIIC after scrutiny of bills as per standard procedure of department. TSIIC shall not be responsible and liable for any liabilities and defaults of PMC with any other third party.

31. PMC shall ensure all statutory inspections and checks.

32. PMC shall be fully responsible for dealing with the Court cases, if any, for contracts entered between various agencies. PMC will prepare claims/ counter claims, attend hearings and provide all necessary assistance to TSIIC till final settlement of disputes which shall be as per PWD procedures. It shall be the sole responsibility of PMC to defend the case that the cost of litigation and award if any, arising out of any court case due to reasons attributable to PMC shall be borne by PMC. The PMC shall have to bear the cost of award and litigation/arbitration for reasons attributable to PMC.

PMC shall take all necessary steps to safeguard TSIIC interest while executing the works.

3.2.4 Post Construction Stage

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

(i) Settlement of all accounts of the contractors.

1. PMC shall Witness testing & commissioning of all utilities and certify the same and report to TSIIC in proper documental formats.

2. PMC shall provide project completion report which shall contain all technical and financial information of the project in prescribed documental format to TSIIC.

3. PMC shall co-ordinate with vendors/ contractors and arrange for user operation & maintenance manuals and training to TSIIC representatives. All warranties and guarantees on equipments/fixtures etc procured by the contractors shall be in the name of TSIIC. For specialized works like waterproofing , Expansion joints and structural Glazing works as stipulated in the contract agreement, lifts, air conditioning, DG sets, power substations, fire fighting etc a Two years defects liabilities period is included in the tender documents.

4. PMC shall facilitate for settling the Audit /Vigilance & Enforcement Department Observations and court cases etc, if any and submit report in prescribed documental format to
TSIIC.

5. Provide all documents / reports / statements of facts / counter statements of facts for settling Audit / Vigilance & Enforcement observations and court cases etc. including attending the hearings as and when required by the TSIIC and providing necessary support as may be required by the TSIIC from time to time.

6. Any other activity that is deemed necessary for the project execution & completion, but not included in the above-mentioned list shall form the part of scope of work of the PMC will be decided mutually agreed by both the parties.

3.3 Working procedure during Implementation of the Project

2.3.6 PMC shall ensure proper performance of all activities regarding construction of the projects. The PMC shall have his office at or near the Projects site at its own cost. PMC shall have their semi-permanent structure for office and quality control lab at least minimum of 1200 to 1500 sft at or near the Projects site with their own cost with till completion of the project and after completion project site office structure shall be removed from the site). PMC shall deploy qualified construction engineers, quality engineers and technical personnel on site till completion of project on all calendar days for smooth execution of the works. The PMC shall have the required dedicated personnel stationed there after the approval of TSIIC so that they are available for interaction all the time. No site personnel shall be transferred/ withdrawn without the consent of the TSIIC. Similarly prior to induction new personnel on the Project site, the approval of TSIIC shall be obtained.

1. PMC shall check all architectural, structural and services designs & drawings along with preliminary & detailed estimates. PMC shall ensure self sufficiency of tender documents to eliminate any discrepancy between the intent of the specifications those of the various items of BOQ and Estimates etc. based on architectural drawings and submit report in prescribed documental format to TSIIC.

2. PMC shall maintain records as per “Quality plans” finalized during execution of the works. On the completion of the project, records shall be handed over to TSIIC in a standard format with authorized signature.

3. PMC shall ensure for Checking and inspection of quality of materials and workmanship, deployment of Labour force on project and report in prescribed documental format to TSIIC for issuing suitable instruction to contracting agencies for proper execution of works.

4. PMC shall submit the reports to TSIIC Certification of Quality, measurements for extent of work done by agencies as per standard procedure.

5. PMC shall facilitate for to TSIIC for administration of all contracts and resolve differences and disputes, if any.

6. PMC shall facilitate TSIIC for final inspection, checking/ supervision of testing, commissioning of various systems and documental report shall submitted to TSIIC, for taking over of various parts of works and of various systems.
7. PMC shall appraise the progress and/or activities of the construction agencies & project on monthly basis in review meeting and prepare and submit Progress Reports as per approved documental format to TSIIC.

8. PMC would be responsible to have all mandatory tests on materials carried out at various stages as per applicable codes of Bureau of Indian Standards & maintain such records and submit to TSIIC.

9. PMC shall submit report to TSIIC of an exceptional report for failure of tests (if any) along with remedial/corrective action.

3.4 Other Responsibilities of PMC

1. PMC shall facilitate for settlement of all bills of the contractor’s as per the APDSS/CPWD and as per the government procedure in vogue if any.

2. PMC shall ensure the defect liability activities by the contractors during the respective liability periods.

3. PMC shall organizing/providing all operation and maintenance manuals through contractors and training to the staff of TSIIC and ITE&C Department.

4. PMC shall preparation of Final Report, completion report of different works of project and submit documental report to TSIIC which shall contain technical & financial information of the project.

5. PMC shall submit records related to the PROJECT & maintained by PMC during PROJECT execution shall be handed over to the TSIIC on completion of the PROJECT.

6. PMC will ensure all possible mandatory tests on site.

7. The following minimum equipment should be provided at site in quality control lab.

   a) Cube Moulds (2sets of each 6 no’s)
   b) Compression Testing Machine
   c) Weighing Machine of 10 Kgs,
   d) Sieves for Coarse Aggregate & Fine Aggregate,
   e) Slump Cone,
   f) Leveling Instrument,
   g) Vernier Calipers, Screw Gauge and SWG gauge
   h) Depth gauge
   i) Measuring Jars, Spirit level, Carpenter Square
   J) Measurement Tapes (Steel) and steel scale
   K) Rebound Hammer
   L) Core cutting Equipment
   m) Megger
   N) Multi meter
   o) Digital micron meter and require all testing tools

8. PMC shall facilitate TSIIC for Checking & finalization of final estimates, assisting in the audit/technical observation, etc. (if any).
9. **PMC** shall facilitate and providing obtaining relevant documents from the contractors agencies welders shall be trained, tested and certified according to the appropriate Indian Standards applicable for the job, operators employees for mechanized welding shall be trained and tested to execute the required job, the valid certificate of welder or operator shall be engaged on the site. All records shall be maintained of the welders and operators who are qualified by certificate or tests for respective categories of work on the job. QMCS shall provide all relevant documentation in due consultation with TSIIC for attending Arbitration matters between various agencies till final settlements of disputes.

10. PMC shall facilitate and providing relevant documentation in due consultation with TSIIC for attending Arbitration matters between various agencies till final settlements of disputes.

11. PMC shall prepare draft replies and get it vetted from TSIIC in replying to the observations made by CAG Audit/ Vigilance & Enforcement Department etc., if required.

12. PMC shall maintain all registers/records during execution of works as stipulated in APPWD Works Manual and submit documental report in prescribed format to TSIIC.

13. PMC shall include arranging for the testing of all materials where appropriate e.g. cube testing of concrete, steel structures, structural steel welding testing (i.e., Mechanical Tests, Radiography/Ultrasonic/Magnetic particle on structural steel etc.,) as per IS norms, samples of all batches, reinforcing steel, structural glazing including glass and sealant, other construction materials, Audio visual system, Electrical system including lifts, Air conditioning systems including HVAC, Plumbing system including water supply / storage and sanitary systems, Fire protection systems, security systems, etc., as BIS, APS.

14. PMC shall submit an expenditure and utilization of funds statement in the format of APPWD Manual as per the prescribed procedure at the end of the project to TSIIC.

### 3.5 Obligation of TSIIC

1. The TSIIC shall designate in writing a representative or representatives, authorized to act on its behalf with respect to the project. This designated representative shall interact with PMC on all matters.

2. To provide assistance to the extent possible to PMC for obtaining electrical, water and sewerage connections.

3. PMC shall submit all quality control reports to TSIIC, for the purpose of certification of running and final bills of the contracting agencies for duly pre-audited and certified by Engineer-In-Charge (i.e., Zonal Manager Cyberabad, TSIIC) preferably within 15 working days.

### 3.6 OBLIGATIONS OF THE CONSULTANT

#### 3.7.0 General

#### 3.6.1 Standard of Performance:
The Consultant shall jointly perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this contract or to the services, as faithful advisers to the TSIIC, and shall at all times support and safeguard the TSIIC legitimate interests in any dealings with Sub Consultant or Third Parties.

3.6.2 Law Governing Services:

The Consultant shall perform the Services in accordance with Applicable Law and shall take all practicable steps to ensure that any sub Consultant, as well as the personnel of the Consultant and any sub Consultant, complies with the Applicable Law and Local customs.

3.6.3 Conflict of Interests

3.7.3.1 Consultant Not to Benefit from Commissions, Discounts, etc:

The remuneration of the Consultant pursuant to payment of fee shall constitute the Consultant’s sole remuneration in connection with this Contract the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations hereunder, and the Consultant shall use their best efforts to ensure that any sub Consultant, as well as the personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.6.4 Procurement Rules of Funding Agencies:

The Consultant as part of the services, have the responsibility advising the TSIIC on the procurement of goods, works or services, the Consultant shall comply with any applicable procurement guidelines of the TSIIC and other funding agencies and shall at all times exercise such responsibility in the best interest of the TSIIC. Any discounts or similar payments obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the TSIIC.

3.6.5 Consultant and Affiliates Not to engage in Certain Activities:

The Consultant agree that, during the term of this contract and after its termination the Consultant, and any entity affiliated with the Consultant, as well as any sub consultant and any entity affiliated with such sub consultant, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the Services.

a) During the term of this contract, any business or professional activities in the Government’s country which would conflict with the activities assigned to them under this contract and after the termination of this contract, such other activities as may be specified in the contract.
3.6.6 Confidentiality:

The Consultant their sub Consultant and the personnel of either of them shall not, either during the terms or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the services, this contract or the TSIIC business or operations without the prior written consent of the TSIIC.

3.6.7 Accounting, Inspection and Auditing:

The Consultant (i) shall keep accurate and systematic accounts and records in respect of the Services, hereunder in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the bases thereof (ii) shall permit the TSIIC or its designated representative periodically, and up to one year from the expiration or termination of this contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the TSIIC.

3.6.8 Consultant Actions Requiring TSIIC Prior Approval:

The Consultant shall obtain the TSIIC prior approval in writing before taking any of the following actions:

a) Appointing such members of the personnel as are listed under (“To be appointed Key Personnel”) merely by title but not by name;

b) Entering into a subcontract for the performance of any part of the services, it being understood (i) that the selection of the sub consultant and the terms and conditions of the subcontract shall have been approved in writing by the TSIIC prior to the execution of the subcontract, and (ii) that the Consultant shall remain fully liable for the performance of the Services by the consultant and its Personnel pursuant to this contract; and

c) Any other action that may be specified in the General Conditions

d) Any action which results into time or cost overrun or both shall required prior approval TSIIC.

3.6.9 Documents prepared by the Consultant to be the Property of the TSIIC:

All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant shall become and remain the property of the TSIIC, and the Consultant shall, not later than upon termination or expiration of this contract, deliver all such documents and software to the TSIIC, together with a detailed inventory thereof.

The drawings cannot be used on any other project without prior consent of TSIIC/ Architect of this project

3.7 Consultant Personnel and Sub Consultant

3.7.1 General:

The Consultant shall employ and provide such qualified and experienced personnel and sub
Consultants are required to carry out the services

3.7.2 Description of Personnel:

The titles, agreed job descriptions, minimum qualification and estimated periods of engagement in the carrying out of the services of each of the Consultant’ Key Personnel are described in the contract.

3.7.3 Approval of Personnel:

The Key Personnel listed by title are hereby approved by the TSIIC. In respect of other key personnel which the Consultant proposes to use in the carrying out of the services, the Consultant shall submit to the TSIIC for review and approval. PMC shall submit to TSIIC a copy of their biographical data and a copy of a satisfactory medical certificate for prior approval. If the TSIIC does not object in writing (stating the reasons for the objection) within Twenty one (21) calendar days from the date of receipt of such biographical data and (if applicable) such certificate, such key personnel shall be deemed to have been approved by the TSIIC.

3.7.4 Removal and/or Replacement of Personnel:

a) PMC ensure that except as the TSIIC may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the reasonable control of the Consultant, it become necessary to replace any of the Personnel, the Consultant, shall forthwith provide as a replacement a person of equivalent or better qualifications with the prior approval of the TSIIC.

b) If the TSIIC (i) find that any of the personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the Consultant shall, at the TSIIC written request specifying the grounds there for, forthwith provide as a replacement a person with qualifications and experience acceptable to the TSIIC.

3.7.5 Resident Project Manager

The Consultant shall ensure that at all times during the Consultant’ performance of the services, a Resident Project Manager, acceptable to the TSIIC, shall take charges of the performance of such Services, who shall confirm the progress made, as per the reporting requirements.

3.8 Fairness and Good Faith:

3.8.1 Good Faith:

The parties undertake to act in good faith with respect to each other’s right under this contract and to adopt all reasonable measures to ensure the realization of the objectives of this contract.

Consultant

CHIEF ENGINEER, TSIIC
3.8.2 Operation of the Contract:

The parties recognize that it is impractical in this contract to provide for every contingency which may arise during the life of the contract, and the parties hereby agree that is their intention that this contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this contract either party believes that this contract is operating unfairly, the parties will use their best efforts to agree on such action as may be necessary to remove the cause or cause of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute.

3.9 Settlement of Disputes

3.9.1 Amicable Settlement:

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

3.9.2 Dispute Settlement:

Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party’s request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified.

3.10 Time of Completion of the Project.

The Project Management Consultant shall provide the services till completion of the project plus defect liability of 24 months after completion of work. The time shall commence from the tenth day of award of work to PMC and it will be expected to achieve as agreed between TSIIC and PMC. The PMC will be required to prepare the detailed time schedule based on the total completion period. The entire project will be divided into activities and events and CPM/PERT charts will be prepared by PMC.

Monitoring on regular basis will be carried out by them. PMC will submit monthly monitoring of progress to TSIIC along with their events, PERT chart and expenditure milestones and recommendations. In case of delays in any activity then the PMC will suggest & recommend remedial measures in order to get the project completed within stipulated time.

PAYMENT OF FEE TO PMC SERVICES

4.0 MODE OF PAYMENT:

4.1 For each of the services in the scope of services, the Consultant shall be paid in the following stages consistent with the work done as agreed upon. Payments made to the consultant shall be adjusted against the final fee payable. The payments shall be made in the form of crossed cheque in favour of the Consultant.

4.2 The fee includes pre construction, during construction and post construction project management consultancy services, co–ordination with the TSIIC, Architect Consultant and

Consultant

CHIEF ENGINEER, TSIIC
the fee @____%(INR) of on actual work done with estimated rate and payment will be made as detailed below.

Stage – 1 Pre construction Management  
Stage – 2 Construction Stage Management
  a. On completion of foundations 
  b. On completion of 50% work 
  c. On completion of site work in all respect

Stage – 3 Post Construction Management
  a) On completion of Post Construction Management
  b) On completion of defects liability period of period contracts of the project

4.3 REIMBURSABLE EXPENSES:-

No additional payment will be made towards travel expenses, lodging & boarding at Hyderabad.

4.4 OTHER CONDITIONS:

4.4.1 The services under any stage will be treated to be complete only after such services carried out by the Consultant are approved by TSIIC. All the stages of work shall be completed by the Consultant according to the time schedule as agreed. The works throughout the stipulated period of contract will be carried out with due diligence.

4.4.2 In the event of Consultant’s firm closing its business or failing to complete balance work within reasonable time, TSIIC will have the power to employ any other agency to complete the work at the cost of the original Consultant.

4.4.3 In the event of failure on the part of Consultant to complete their work, committing a breach of any one or more of the terms and conditions of the agreement, TSIIC will be entitled to rescind the agreement without prejudice to its rights to claim damages or remedies under the law.

4.4.4 The Consultant must have the approval of TSIIC before initiating any stage of his duties. Any stage of services here in before mentioned shall be deemed to be complete only when the services carried out under that stage are approved by TSIIC.

4.4.5 Any dispute arising out of the provision of this agreement shall be subject to the jurisdictions of the courts in Hyderabad only and no other courts shall have jurisdiction to entertain any petition, application or suit to resolve such disputes.

5. Key Personnel to be Appointed By PMC

<table>
<thead>
<tr>
<th>S.No</th>
<th>Designation on this Project</th>
<th>Nos</th>
<th>Minimum Qualification Required</th>
<th>Minimum Experience in the respective</th>
</tr>
</thead>
</table>

Consultant  
CHIEF ENGINEER, TSIIC
<table>
<thead>
<tr>
<th></th>
<th>Position</th>
<th>Required Qualification</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager (Civil)</td>
<td>B.E/B.Tech (Civil)</td>
<td>10 To 15 years</td>
</tr>
<tr>
<td>2</td>
<td>Sr. Planning / Construction Engineer</td>
<td>B.E/B.Tech (Civil)</td>
<td>8 to 10 years</td>
</tr>
<tr>
<td>3</td>
<td>Senior Engineer (MEP)</td>
<td>BE/B.Tech (Elec.)</td>
<td>8 to 10 years</td>
</tr>
<tr>
<td>4</td>
<td>Sr. Erection &amp; Fabrication Engineer</td>
<td>B.E/B.Tech (Civil/Mechanical)</td>
<td>8 to 10 years</td>
</tr>
<tr>
<td>5</td>
<td>Sr. Electrical Engineer (licensed consultant)</td>
<td>B.E/B.Tech(Electrical)</td>
<td>5 to 8 Years</td>
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<tr>
<td>6</td>
<td>Sr. Quality Engineer</td>
<td>B.E/B.Tech (Civil)</td>
<td>5 to 8 Years</td>
</tr>
<tr>
<td>7</td>
<td>Jr. construction Engineer</td>
<td>Diploma or Degree (Civil)</td>
<td>5 to 8 Years Diploma or 3 to 5 Years degree</td>
</tr>
<tr>
<td>8</td>
<td>Jr. Engineer (MEP)</td>
<td>Diploma or Degree (Electrical)</td>
<td>-DO-</td>
</tr>
<tr>
<td>9</td>
<td>Jr. Erection &amp; Fabrication Engineer</td>
<td>Diploma or Degree (Civil/Mechanical)</td>
<td>-DO-</td>
</tr>
<tr>
<td>10</td>
<td>Jr. Quality Engineer</td>
<td>Diploma or Degree (Civil)</td>
<td>-DO-</td>
</tr>
<tr>
<td>11</td>
<td>Jr. Project Engineer</td>
<td>Diploma or Degree (Civil)</td>
<td>-DO-</td>
</tr>
</tbody>
</table>
LETTER OF SUBMISSION OF PROPOSAL

(On the Letter head of the Consultant)

From: (Name and Address of Firm)

To: The Chief Engineer,

TSIIC,
5th Floor, Parisramabhavan, Basheerbagh,
Hyderabad- 500004

Sir,

Sub: Providing Project Management Consultancy Services including Supervision of Construction works and Quality Control works for the project Construction of T Hub (Phase – II) at Hyderabad Knowledge City, Raidurg Panmaktha (Village) Serilingampally Mandal, Ranga Reddy(distrit)

Duly authorizing to represent and act on behalf of the sole applicant. I/We, the undersigned, having reviewed and fully understood of the RFP requirements and the information provided and inaccordance with your RFP dated .11.2016.

I/We submitting our proposal which includes the pre-qualification proposals, Technical proposals and a Financial Proposals in sealed envelopes.I/We undertake that if the work is awarded, we will execute the majority of work from the office in Hyderabad. The designs, drawings etc., will be done from our office at Hyderabad.

I/We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by TSIIC and in any subsequent communication sent by TSIIC. I/We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from TSIIC. Our proposal contains no conditions.

The proposals are valid for a period of 90(Ninety days) from the submission due date. If negotiations are held during this period I/We undertake to negotiate, is binding upon us and subject to the modifications resulting from contract negotiations.

The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. I/We would be solely responsible for any errors or omissions in our Bid.

I/We understand you are not bound to accept any proposal you receive. We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of the Firm
Address, Telephone:

Please furnish the power of Attorney for signing the proposals (on a stamp paper of relevant value)
# Details of Similar Consultancy Services / Works Completed During the Last Three Years

(This will be used for evaluating the eligibility criteria)

<table>
<thead>
<tr>
<th>S No</th>
<th>Name of Project</th>
<th>Name of the Client</th>
<th>Completed Cost of Work Rs - Lakhs</th>
<th>Date of commencement</th>
<th>Date of completion</th>
<th>Name, address and Contact details of person / officer to whom reference can be made</th>
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**Note:**

- The works of Central / State govt / Govt undertaking / Institutional buildings will be weightage in evaluation.
- Specify the services rendered by the applicant and his sub-consultant clearly in each of the above projects.
- Firm’s references with best illustrative qualification should be enclosed for each of the above projects only.

Signature of Authorized Representative with Seal:
## DETAILS OF SIMILAR CONSULTANCY WORKS IN PROGRESS / AWARDED

<table>
<thead>
<tr>
<th>S No</th>
<th>Name of Project</th>
<th>Name of Client</th>
<th>Completed Cost of Work Rs - Lakhs</th>
<th>Date of commencement</th>
<th>Expected Date of completion</th>
<th>Name, address and Contact details of person / officer to whom reference can be made</th>
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</table>

**Note:**
- The works of Central / State govt / Govt undertaking / Institutional buildings will be given weightage in evaluation.

Signature of Authorized Representative with Seal:

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*Consultant*

*CHIEF ENGINEER, TSIIC*
FIRMS ANNUAL FINANCIAL TURNOVER
(This will be used for evaluating the eligibility criteria)

1. Gross Annual Financial Turnover (by way of Professional receipt/in terms of consultancy fee received) for the past three years.

2. Details of Income tax
   a. Permanent Account No
   b. Details of latest Income tax return

<table>
<thead>
<tr>
<th>Years</th>
<th>Professional receipt /Consultancy fees received Rs – Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
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<td>2012-13</td>
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<td>2013-14</td>
<td></td>
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<tr>
<td>2014-15</td>
<td></td>
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<tr>
<td>2015-16</td>
<td></td>
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</tbody>
</table>

Signature of Chartered Accountant Name:
Seal & Registration Number:
Signature of Authorized Representative Name:

Seal:

Consultant

CHIEF ENGINEER, TSIIC
**Form - V(A)**

**DETAILS OF IN HOUSE KEY PERSONNEL OF THE CONSULTANT**

(A) Details of in house Key personnel

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Qualification</th>
<th>Position held</th>
<th>Date &amp; Years with the Applicant Firm*</th>
<th>Experien ce of the person (in No. of Years)</th>
<th>His/Her expertise</th>
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Note:
*Less than one year service with the applicant will not be taken into account.

Brief C.V’s of the above key personnel shall be submitted (not exceeding two pages). Along with the signature of the key personnel and duly attested by the authorized signatory.

Signature of Authorized Representative with Seal:

**Form - V (B)**

(B) Sub – Consultants and their experience

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Consultant &amp; Address</th>
<th>Contact person, position &amp; Phone no/ fax / email/ details</th>
<th>Specialization of the Consultant</th>
<th>Task / Services utilized so far by the applicant in their completed / ongoing projects</th>
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</table>

Signature of Authorized Representative with Seal:

*Consultant*

*CHIEF ENGINEER, TSIIC*
II. FINANCIAL BID
(To be submitted in Cover 'B')

BID OFFER

We, ____________________________, hereby offer to render the architectural, design and allied services for “___________________________” indicated in the scope of work as per the Terms & Conditions in this document at _____% (____________________Only) of actual project cost as per clause 5 of Terms and Conditions excluding service tax and including all other taxes i.e. IT etc.

CONSULTANTS

FOOTNOTE TO BID OFFER:

1.0 The Consultants shall carefully fill the bid offer both in figures and words in terms of percentage. Over writing shall not be permitted. Errors if any in the bid offer shall be corrected by striking out and rewriting clearly and initialed.

2.0 If on check any difference is found in the bid offer between the percentages given by the consultants in words and figures the lower of the two shall only be considered.

3.0 The bidder is not allowed to make any alterations to the Terms & Conditions. For any such alteration the offer of the consultants is liable for rejection.

4.0 If two or more bidders offer the same percentage then preference in selection from among the bidders will be given to those having better credentials, performance experience in handling similar projects.

5.0 The TSIIC reserves the right to reject any bid or all the bids without assigning any reason therefore.

6.0 Conditional bid/offer will not be accepted.