

Empanelment of Consultants for Construction Project Management & Supervision Services in
Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)

GURU GHASIDAS VISHWAVIDYALAYA BILASPUR (C.G.)

**EMPANELMENT OF CONSULTANTS FOR
CONSTRUCTION PROJECT MANAGEMENT & SUPERVISION SERVICES
FOR EXECUTION OF CONSTRUCTION PROJECTS IN THE GGV CAMPUS
FOR THE PERIOD 2012-2015**

**Invitation for Expression of Interest for providing Project Management Consultancy
Services for Construction Project (Civil & Electrical) works at GGV, Bilaspur (C.G.).**

GGV, Bilaspur invites sealed applications from Public Sector Undertakings (PSUs) of National repute, under Govt. of India (GOI) for Project Management & Supervision Services as Consultants for the period 2012-2015, for project (Civil & Electrical) works of Rs. 250 crores (approx.). Following are eligibility criteria.

1. ELIGIBILITY CRITERIA

- 1.1 Should have satisfactorily rendered Project Management and Supervision Consultancy services in the past five years, including works under progress, of at least **one similar work of value not less than Rs.200 crores, or two works of value not less than Rs.100 crores each, or three works of value not less than Rs.80 crores each.** “Similar work” means Construction Project Management Consultancy and supervision for the works as mentioned Sec. 3. TDS certificate should be enclosed as proof of carrying out the work. Such works without TDS certificates will not be considered as eligible.
- 1.2 Should have had an average annual business turnover of not less than Rs. 25 Crores (in terms of consultancy fees received) in the last three years ending March 2012. Balance sheet for the last three years ending March 2012 certified by a chartered accountant should be enclosed.
- 1.3 Should not have incurred any loss in more than three years during the last five years ending 31-3-2012.

2. SUBMISSION OF APPLICATIONS

- 2.1 Applicants may download application for expression of interest from the web site of **GGV Bilaspur** (www.ggu.ac.in) on or after 20-06-2012.
- 2.2 Application along with supporting documents to fulfill the eligibility criteria should be submitted in a sealed envelope as mentioned below:

Mode of Submission

The EOI document shall be submitted in two parts.

Part-A : Envelope-I: Earnest Money Deposit : Containing EMD amount Rs.10. lakhs in the form of demand draft in favour of **Registrar, Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)**, drawn on any scheduled bank payable at Bilaspur (C.G.).

Part-A : Envelope-II: Technical Part : Containing EOI, with all relevant information of turnover, experience, key personnel etc. Only those bids whose EMD is found valid will be opened.

Part-B : Envelope-III: Price Part : Containing the price bid for execution. Price bid of only of those tenderers whose techno-commercial bid (Part-A) found acceptable shall be opened subsequently for which prior intimation will be given to tenderers to enable them to attend the opening of the tender (Part-B).

All the three envelopes shall be sealed separately and shall bear markings indicating the part of the bid. These three envelopes in turn shall be enclosed and sealed in an outer envelope marked “**Expression of Interest for providing Construction Project Management Consultancy and Supervision for Project works at GGV Bilaspur**”.

- 2.3 **Price Bid:** The bidder shall quote his fees towards PMC services as a percentage of project cost. Project Cost shall mean the accepted bid value of the project for which the Consultant would render his services of project management.
- 2.4 Date of Pre-bid Meeting for any query and clarification: 06.07.2012 @ 10:30 AM
- 2.5 Last date for receipt of applications 16.07.2012 @ 03:00 PM
- 2.6 Date and Time of opening of the applications 16.07.2012 @ 03:30 PM
- 2.7 If any information furnished by the applicant is found to be incorrect at a later date and stage, he / she shall be liable to be debarred from undertaking Construction Project Management Consultancy works of **GGV Bilaspur**.

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- 2.8 The University reserves the right to verify the particulars furnished by the applicant independently and to obtain feedback from clients for whom project management works were carried out.
- 2.9 The University reserves the right to reject any application without assigning any reason, and to restrict the list of consultants to any number deemed suitable.
- 2.10 Mere fulfilling the above criteria does not entitle/guarantee the applicant to be shortlisted/selected/awarded the Consultancy Services at GGV.
- 2.11 **Earnest Money Deposit:** The bidders shall submit Earnest Money Deposit of Rs. Rs.10.0 lakhs (Rupees Ten Lakhs only) in the form of demand draft in favour of **Registrar, Guru Ghasidas Vishwavidyalaya Bilaspur** (C.G.) drawn on any scheduled bank payable at Bilaspur (C.G.). EOI application submitted without the EMD shall be summarily rejected.
- 2.12 **Period of Validity of Bids:** Bids shall be kept valid for 06 months from the final bid due date. A bid valid for a shorter period shall be rejected by **GGV Bilaspur** as non-responsive. The bidder shall not be entitled during the said period of 06 months, to revoke or cancel its Bid or to vary the Bid given or any term thereof.

3. SCOPE OF WORK

The scope of the work is to create new infrastructure, in the GGV Bilaspur campus. The *infrastructure* includes construction of new buildings in the academic area, hostels for students, staff accommodation of various types, buildings for general facilities such as cafeteria, guest house, roads, gardens, sports complex, stadium, boundary wall, health centre, shopping complex, school etc., along with related utilities such as water supply, electricity supply for the whole campus. The above various facilities are to be developed for the permanent campus of **GGV Bilaspur**. As and when required, **GGV** reserves the right to award a part or full of the work.

3.1 Pre-Construction Stage

- 3.1.1 Coordination with the Architects to review all drawings, detailed estimates, BOQs and all tender documents
- 3.1.2 On behalf of **GGV Bilaspur**, the PSU will do pre-tendering activities like preparation of notice inviting tenders, giving wide publicity of tenders, receipt of

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tenders and opening of tenders, as per norms CVC/CPWD guidelines and by that PSU.

- 3.1.3 On behalf of **GGV Bilaspur**, the PSU will do the evaluation of tenders, justification of tenders, and award of work.
- 3.1.4 The PSU will also do Site survey and soil investigations.
- 3.1.5 The PSU has to take approval from local statutory body, if any.

3.2 Planning and Co-ordination

- 3.2.1 The PSU will do execution planning work, resource planning, scheduling and implementing construction programs to complete the project in time. Ensuring proper quality control and safety practices (in the planning and coordination phase, the PMC should develop safety procedures as per (Occupational Safety and Health Administration) OSHA or any other relevant body. These should then be implemented during construction).
- 3.2.2 To co-ordinate with the Architects and **GGV Bilaspur** for the necessary construction drawings.
- 3.2.3 Documentation of all project related matters.
- 3.2.4 Preparation of periodical reports relating to time, cost and quality.
- 3.2.5 Manage the contracts according to the Conditions of Contract.
- 3.2.6 Preparation of monthly cash flow statement for each contract.

3.3 Construction Supervision

- 3.3.1 Deploy requisite number of qualified and experienced Engineers in the relevant field at site to supervise the day-to-day works and also to monitor the progress of work as per approved drawings, construction procedures, quality control in house and also third party testing and setting of site laboratories for effective quality control, and safety practices and to ensure quality in day-to-day work as per specifications and standards.

The PMC should provide a weekly update on the progress of work and expenditure to **GGV Bilaspur**, review the completed tasks and detail specific steps and measures to be implemented for tasks with delays in schedule.

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- 3.3.2 Check all the measurements recorded in the Measurement books by contractor at site with respect to approved drawings and certify the accuracy.
- 3.3.3 Check the bills submitted by the contractor and certify their accuracy.
- 3.3.4 To do all correspondence with the contractors for proper execution of work in time.
- 3.3.5 Co-ordinate with all agencies working at site and liaise with local authorities for obtaining appropriate permissions / commencement certificates, etc.
- 3.3.6 Conduct frequent periodic meetings with the contractors.
- 3.4 **Post Construction**
 - 3.4.1 Ensure proper commissioning and handing over for occupation.
 - 3.4.2 Ensure maintenance during the defect liability period (two years).

4. INSTRUCTIONS TO APPLICANTS

- 4.1 The various information sought in the enclosed forms should be furnished in complete form.
- 4.2 The application should be type written and should be signed by the authorized person.
- 4.3 If any information furnished by the applicant is found to be incorrect either immediately or at a later stage/date, the applicant is liable to be debarred from taking part in any tenders of **GGV Bilaspur**.
- 4.4 The following words and expressions have the meaning hereby assigned to them:
 - a. Employer: Registrar, **GGV Bilaspur**
 - b. Applicant: Public Sector Undertakings under GOI.
 - c. Year : Financial year
- 4.6 **Signing the Application**
 - a. The application shall be signed by a person who is competent enough and authorized by PSU for which a authorization letter shall be submitted.
- 4.7 The particulars furnished regarding the work to be executed are provisional and liable to be modified.
- 4.8 Letter of transmittal and forms 'A' to 'H' seeking information/documents are given in Appendix-I.
- 4.9 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this

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fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

- 4.10 The application should be type written. The applicant should sign and affix his office seal on each page of the EOI document downloaded from GGV Bilaspur website. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing, dating and rewriting. The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Pages of the prequalification document are numbered. Additional sheets, if any added by the applicant, should be numbered. All these should be submitted as a package with signed Letter of Transmittal. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
- 4.11 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of the Executive Engineer or equivalent.
- 4.12 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.
- 4.13 The EOI document in prescribed form duly completed and signed should be submitted in hard copy (original), in a sealed cover through registered/speed post. The sealed cover superscribed as, **“INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSTRUCTION MANAGEMENT & SUPERVISION CONSULTANTS E.O.I. NOTICE NO.:/ /EOI/GGV/BSP/12/ Dtd. ”**, shall be received in the office of the Registrar, Guru Ghasidas Vishwavidyalaya (A Central University), Koni, Bilaspur 495009, Chattisgarh up to 15.00 hrs on - 16.07.2012. Documents submitted in connection with EOI will the document of GGV BILASPUR.

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- 4.14 GGV BILASPUR reserves its right not to respond to any such query which it thinks not essential in the interest of the University.
- 4.15 GGV Bilaspur is not bound to accept any or all the EOIs. GGV Bilaspur, reserves the right to reject any or all EOIs without assigning any reasons. No applicant shall have any cause of action or claim against GGV Bilaspur or its officers, employees, advisors, agents, successors or assignees for rejection of this EOI.
- 4.16 Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- 4.17 It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither GGV Bilaspur nor any of their respective officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by GGV Bilaspur, or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.
- 4.18 The discretion and decision of Vice-Chancellor; Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) in respect of the 'EOI', shall be final.

4.19 Applicant should furnish the following:

4.19.1 Organization Information

Applicant is required to submit the following information in respect of his organization (Appendix-I: Form - 'A' to 'H').

- a. Name , postal address, Telephone , Fax Number , email id and URL
- b. Year of establishment and commencement of practice.
- c. Copies of original documents defining the legal status, place of registration and principal places of business.
- d. Name and title of Directors and Officers to be concerned with the project, with designation of individuals authorized to act for the organization.
- e. Information on any litigation in which the applicant was involved during the last five years including any current litigation.
- f. Authorization to employers to seek detailed references.

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g. Number of technical professionals, in the present company, indicating their deployment in the proposed work as in relevant formats enclosed in Appendix-I.

5. EVALUATION OF THE APPLICATIONS

Applicants who qualify as per the eligibility criteria given above will be shortlisted for further evaluation and are required to give a presentation of their methodology and understanding of the project. The past performance and credentials of the firm will be assessed by a panel of experts. This will form a part of technical evaluation besides the documentary credentials submitted by the applicant.

Technical evaluation once completed, the applicants would be invited for opening of Financial Proposal. Financial bids of only those applicants who score a minimum of 55 marks out of 100 in the Technical Qualification Criteria will be opened. The selection of the successful applicant would be on the “Quality cum Cost Basis”.

Sl No	Sub Head	Marks*
1	Firm's previous experience in last ten years of similar works as mentioned in Sec.3 as per Appendix-I, Forms D-I to D-IV.	15
2	Complete Project monitored by the Team in last five years proposed to be engaged for project of GGV Bilaspur	05
3	Strength of Technical Personnels proposed to be engaged for project of GGV Bilaspur	05
4	Proposed Staffing Schedule for GGV Projects	20
5	Turnover of the company (average of five years)	10
6	Credentials of on-going projects as mentioned in Sec.3 i.e., (i) Total cost (ii) Works/part of works completed in time	10
7	Any International/National awards received by the PSU.	10
8	In house testing facility	05
9	Presentation before Selection Panel in support of firm's credentials, understanding of the project, methodology, satisfactory answers to the queries of members of Selection Panel.	20
Total Technical Score (Ts)		100

Note: Proper certificate is required in support of any statement made by the organization as above.

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The Applicant who has quoted the lowest price will be given a score of 100. The Applicants will be allotted score relative to the score of Applicant with lowest quote, which will be as below:

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

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_L = The price of lowest priced Financial Proposal

F = The price of Financial Proposal under consideration

The score of technical proposals would be given 80% weightage and that of the financial proposals would be given 20% weightage. The weighted total score of both the Technical and Financial proposals shall be used to rank the Applicants.

The first ranked Applicant is eligible for award of the work.

$$\text{Total Score} = 80\% \times T_s + 20\% \times F_s$$

5.1 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc., should be defined.

5.2 Empanelment of the consultants shall be subject to thorough verification of their credential and inspection of similar works carried out / in progress by them, through a Technical Committee of experts to be constituted by GGV Bilaspur.

6. PAYMENT OF CONSULTANCY FEES

The Construction Management & supervision fee will be worked out on awarded cost (and not on completed cost) and shall be paid as under:

- i) 60% of the fee payable in equal monthly instalments based on the schedule completion period for the work, from the date of award of first tender package.
- ii) 35% shall be paid after recording of completion certificate and finalization of final bill and closure of Contract for each package of work.

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iii) 5% shall be payable after the completion of Defect Liability Period for each package of work after a certificate is submitted by the consultant stating that no defects are pending.

The whole PMC job will be distributed into several packages to determine/specify the duration, contract value and professional fees.

7. LANGUAGE OF BID

The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by bidder and **GGV Bilaspur** shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern. Metric measurement system shall be applied.

8. PERFORMANCE GUARANTEE

Consultant shall submit to **GGV Bilaspur** an unconditional, irrevocable and on first demand guarantee from any Indian scheduled bank situated in India and registered with Reserve Bank of India.

The value of Contract Performance Guarantee shall be 5% of the professional fees of PMC job for the due performance of the Contract. The Contract Performance Guarantee shall be valid for a period of three months beyond the defect liability period of the contract. All expenses incurred in obtaining such guarantee shall be borne by Consultant.

In case of extension of completion period, Consultant shall be required to extend the performance guarantee for an appropriate period of time as per contractual requirements.

For the purpose of calculation of the amount of Performance Guarantee, cost of project will be taken on the basis of preliminary estimate. This amount will subsequently be regulated in line with awarded value of work.

9. TAXES AND DUTIES

Consultant shall pay any and all taxes including service tax, duties, levies etc. which are payable in relation to the performance of the Contract. The quoted price shall be inclusive of all such taxes and duties.

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Statutory variation in taxes (CST, LST, withholding tax, service tax etc.) and duties, if any, within the contractual completion period shall be borne by **GGV Bilaspur**. No variation in taxes duties or levies other than statutory taxes & duties shall be payable.

Consultant will not claim from **GGV Bilaspur** any taxes paid by him.

GGV Bilaspur shall deduct Income tax at source at applicable rates.

10. PRICE REDUCTION SCHEDULE (PRS)

In case Consultant fails to complete the services within the stipulated period then unless such failure is due to force majeure as defined elsewhere in the document or due to **GGV**'s default, there will be a reduction in contract price @ 0.50% for each week of delay or part thereof subject to a maximum of 5 % of contract price.

GGV Bilaspur may without prejudice to any methods of recovery, deduct the amount of such PRS from any money due or which may at any time become due to Consultant from its obligations and liabilities under the contract or by recovery against the Performance Bank Guarantee. The above percentage of price reduction are genuine pre-estimates of the loss/damage which **GGV Bilaspur** would have suffered on account of delay/ breach on the part of Consultant and the said amount will be payable on demand without there being any proof of the actual loss or damage caused by such breach/delay. The decision of **GGV Bilaspur** in the matter of applicability of price reduction shall be final and binding.

11. STAFFING SCHEDULE

The total implementation period for the Construction Supervision Consultant will consist of (i) individual construction periods of works contract and (ii) a defects liability period during which the Consultant will only require part time input over the first 24 months of completion of each contract, as per the arrangement proposed.

The Supervision Consultant's site team would be mobilized progressively on the date of actual commencement of works by the contractors, or as decided by **GGV BILASPUR**. During the first 24 months of defects liability period, the Consultant's Team Leader along with other staff will be required to continue on a periodic basis, as and when required, which will be dealt with separately at the appropriate stage towards the completion of the construction works.

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After award of the contract for Consultancy Services, GGV BILASPUR expects all the proposed key personnel to be available during implementation of the Contract as per the agreed staffing schedule. GGV BILASPUR will not consider substitutions during contract implementation except under exceptional circumstances. In case of such replacements, the Consultant will ensure that there is a reasonable overlap between the staff to be replaced and the replacement wherever feasible/possible.

The applicant shall submit a tentative staffing schedule he proposes to deploy during the project period assuming suitable completion periods for the structures mentioned in Sec. 3. Detailed CVs of the key personnel (refer to Appendix – I) shall be submitted along with the EOI application.

12. ASSIGNMENT

Consultant shall not have the right to assign or transfer the benefit and obligations of the contract or any part thereof to the third party without the prior express approval in writing of GGV BILASPUR which it shall do at its discretion. However, in event of that all legal/contractual obligations shall be binding on Consultant only.

13. LIABILITIES

Without prejudice to any express provision in the contract, Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its gross negligence within the next 12 months after the issuance of the provisional acceptance certificate of the contract. The amount of liability will be on the basis of actual loss/damage and it will be the maximum of consultancy fee charged by PSU.

14. CONTRACT AGREEMENT

The contract agreement will be made between the GGV Bilaspur and the empanelled PSUs.

15. EXTENSION OF CONTRACT

In the interest of the University, in order to complete certain on going projects, the GGV reserves the right to extend the period of contract maximum of two years (one + one).

16. TERMINATION OF CONTRACT

16.1 Termination for Default

GGV BILASPUR reserves its right to terminate / short close the contract, without prejudice to any other remedy for breach of CONTRACT, by giving one month notice if Consultant fails to perform any obligation(s) under the CONTRACT and if Consultant, does not cure his failure within a period of 30 days (or such longer period as GGV BILASPUR may authorize in writing) after receipt of the default notice from GGV BILASPUR.

16.2 Termination for Insolvency

GGV BILASPUR may at any time terminate the CONTRACT by giving written notice without compensation to Consultant, if Consultant becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to GGV BILASPUR.

16.3 Termination for convenience

GGV BILASPUR may by written notice sent to consultant, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by GGV BILASPUR till the date upon which such termination becomes effective.

17. COURT JURISDICTION

Court jurisdiction: Bilaspur, Chhattisgarh

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APPENDIX-I
FORM – ‘A’

ORGANISATIONAL STRUCTURE

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID (within 150KM radius of GGV BILASPUR)	
2	a. Year of Establishment b. Date & Year of commencement of practice	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of Technical staff:- i) Project Managers: (BE (Civil)+15yrs experience above) ii) Sr.Civil Engineers Civil (BE+ 10yrs experience) iii) Engineers Civil (BE+3yrs or Diploma Engrs+7 yrs experience) iv) Quantity Surveyors(BE or Diploma Engrs with5 yrs Experience) v) Sr. Engineers Electrical(BE+ 10yrs experience) vi) Engineers Electrical (BE+3yrs or Diploma Engrs+7 yrs experience) vii) Sr.Enginers Mechanical/HVAC (BE+ 10yrs experience) viii)Engineers Mechanical/HVAC (BE+3yrs or Diploma Engrs+7 yrs experience) ix) Safety & Labour Officer (Degree/Diploma	

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	with certificate on Safety with 5yrs Experience) x) Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office (in Bilaspur)	

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APPENDIX-I
FORM – ‘B’

DETAILS OF TECHNICAL PERSONNEL

Sl. No.	Details of Technical Personnel	Experience			Total No. of Personnel Strength as on 31-3-2012	Remarks
		10 years & above	more than 5 years	less than 5 years		
1	Project Manager					
2	Structural Engineering					
3	Public Health Engineering					
4	Electrical					
5	Mechanical					
6	HVAC					
7	Firefighting/Engineering					
8	Administrative/Support Staff, categories to be mentioned i) Safety & Labour Officer					
9	Office Equipments a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine f. g.					
10	Soft ware available					

APPENDIX-I
FORM – ‘C’

DETAILS OF TECHNICAL PERSONNEL

Format of Curriculum Vitae (CV) of Key Technical Personnel's (Senior Technical Personnel such as Project Manager, Senior Engineer , Safety & Labour Officer).

(This form to be furnished by Consultant/Agencies applying for the Empanelment, furnish separately for each)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe *degree of responsibility* held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

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Working Knowledge of Central Govt Procedures

Name of Central Govt Project executed indicating the Dept and the address telephone No, email ID for reference, GRIHA-Certification, Name of the project.

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodata correctly describe my qualifications, my experience and myself.

Date:

Signature

ATTESTED BY

Authorized signatory of Consultant

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APPENDIX – I
FORM – ‘C 1’

LIST OF DOCUMENTS MAINTAINED AT SITE

Sl.no	Name of Document	Details of document maintained
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A LABOUR

- 1)
- 2)

B MATERIAL

- 1)
- 2)

C) STAGE PASSING

- 1)
- 2)

D) OTHERS

- 1
- 2

Note; Format is indicative .Details of documents maintained at site w.r.t CVC to be indicated.

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APPENDIX – I
FORM – ‘D’

DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH MARCH 2012

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

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

Empanelment of Consultants for Construction Project Management & Supervision Services in
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APPENDIX – I
FORM – ‘D-I’

LIST OF WORKS EXECUTED WITH GOVT/CENTRAL GOVT.

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

Empanelment of Consultants for Construction Project Management & Supervision Services in
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APPENDIX – I
FORM – ‘D-II’

LIST OF WORKS EXECUTED WITH OTHER THAN GOVT/CENTRAL GOVT.

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

Empanelment of Consultants for Construction Project Management & Supervision Services in
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APPENDIX – I
FORM – ‘D-III’

LIST OF WORKS EXECUTED WITH GRIHA CERTIFICATION

Sl. No	Description	1	3	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Names of Project In charge & Key staff & nos. of staff involves.			
4.	Any other information			

FORM – ‘D-IV’

LIST OF WORKS SUBJECTED FOR CENTRAL VIGILANCE COMMISSION

Sl. No	Description	1	3	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Names of Project In charge & Key staff & nos. of staff involves.			
4.	Any other information			

Empanelment of Consultants for Construction Project Management & Supervision Services in
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APPENDIX – I
FORM – ‘E’

**DETAILS OF ALL WORKS OF IN HAND ENDING LAST DAY OF THE MONTH
MARCH 2012**

Sl. No	Description	1	3	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Status of work in % as on March 2012			
8.	Litigation / arbitration pending / in progress with details *			
9.	Service rendered			
10.	Names of Project In charge & Key staff & nos. of staff involves.			
11.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

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

Empanelment of Consultants for Construction Project Management & Supervision Services in
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APPENDIX - I
FORM – ‘F’

PERFORMANCE REPORT OF WORKS

(to be issued by the Employer)

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	i. Quality of work	Excellent/Very Good/Good/Fair/Poor
	ii. Financial soundness	Excellent/Very Good/Good/Fair/Poor
	iii. Technical Proficiency	Excellent/Very Good/Good/Fair/Poor
	iv. Resourcefulness	Excellent/Very Good/Good/Fair/Poor
	v. General Approach & Behaviour	Excellent/Very Good/Good/Fair/Poor

Dated:

Signature & Seal of
Executive engineer or equivalent

Empanelment of Consultants for Construction Project Management & Supervision Services in
Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)

APPENDIX-I
FORM – ‘G’

FINANCIAL INFORMATION

I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year				
	2007-08	2008-09	2009-10	2010-11	2011-12
i. Gross Annual turnover on construction work. (In Lakhs)					
ii. Profit / Loss					
iii. Certified by					

II. The following certificates are enclosed:

- (a) Current Income Tax clearance Certificate / Profit & Loss account
- (b) Solvency Certificate from bankers of Applicant.

Signature of Chartered Accountant with seal

Empanelment of Consultants for Construction Project Management & Supervision Services in
Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)

APPENDIX-I
FORM – ‘H’

INHOUSE TESTING FACILITY

Sl. No.	Particulars	
1.	In-situ testing facility	
2.	Laboratory testing facility	