

Request for Expression of Interest

India

GEF - Sustainable Urban Transport Project (GEF-SUTP)

Consultancy Services for Project Management Consultant (PMC) for construction of (1) Cycle track and walkway at Naya Raipur and (2) Bus Depot, Control Centre, Bus Shelters, Pick up points etc. at Raipur and Naya Raipur under SUTP

GEF Grant No.: TF095549 - IN

This Request for Expressions of Interest follows the general procurement notice for this project that appeared in Development Business, Issue Number 737 of October 01, 2008

1. The Government of India has received a grant from the Global Environment Fund (GEF) through International Bank for Reconstruction and Development and intends to apply part of the proceeds of this grant to payments under the contract for 'Project Management Consultancy for monitoring and supervising the construction works under SUTP - Naya Raipur'.
2. In this project, the consultant will carry out the Project Management Consultancy for monitoring and supervising the construction of the following works under SUTP - Naya Raipur:
 - a) Cycle Tracks and Pedestrian Walkways in Naya Raipur,
 - b) Bus depot and Control Centre at Naya Raipur,
 - c) Bus shelters in Naya Raipur
 - d) Pick up points in Raipur Rail station and existing Mantralaya at Raipur
3. The objective of the present consultancy are as follows:

Effectively monitoring and supervising the construction activities which will include day to day supervision, quality control, taking measurement at site for billing etc. for the execution and development of cycle track, pedestrian walk way, bus shelters, bus depot, control centre and bus terminal/pick up terminals in Raipur and Naya Raipur.

The duration of the consultancy services is expected to be 15 months from the date of award of the contract.

4. Naya Raipur Development Authority now invites eligible consultants to indicate their interest in providing the services.

A consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by Bank Borrower, May 2004 and revised in October 2010 available at www.worldbank.org/procure. Companies/Consultants may associate to enhance their qualifications.

5. Submission Requirements:

Interested consultants must provide information indicating that they are qualified to perform the Services. This should include the following:

I. Company Profile and financial strength

Provide a brief description of the background and organization of your firm/entity and each associate along with audited financial statements of last three years.

II. Consultant's Experience

Provide information in respect of their experience in monitoring and supervising the construction activities for implementation of each similar assignment, completed since the year 2007 covering

- Project control and monitoring
- Contract management
- Supervision and quality control
- Certification of billing and measurements
- check and certify the "As built drawings" submitted by the contractors and the final bill after reconciliation of quantities of work done

6. It is advised to provide project information in the format provided in the website www.nayaraipur.com and <http://nayaraipur.com/SUTP/Pages/Default.aspx>
7. Terms of Reference for the consultancy can be downloaded from www.nayaraipur.com/sutp
8. Interested Consultants may obtain further information, if required, at the address given below:

Name of officer: S. R Shrivastava

Name of office: Chief Engineer (Engineering), Naya Raipur Development Authority

Postal address: Naya Raipur Development Authority, In Front of Mahanadi Dwar of Mantralaya, Raipur (C.G.) PIN - 492001

Telephone number: 0771- 4066011

Facsimile number: 0771-4066188

E-mail: ceo@nayaraipur.com with copy to cee@nayaraipur.com and psc@nayaraipur.com

Website: www.nayaraipur.com, <http://nayaraipur.com/SUTP/Pages/Default.aspx> and www.sutpindia.com

During office hours: 10:00 Hours to 17:00 Hours on all working days from Monday to Friday.

9. Documents superscripted with the title "**Expression of Interest for Project Management Consultant (PMC) for construction of (1) Cycle track and walkway at Naya Raipur and (2) Bus Depot, Control Centre, Bus Shelters, Pick up points etc. at Raipur and Naya Raipur under SUTP**" must be delivered to the address indicated above not later than 16:00 hours on 10.07.2012. The proposals are to be submitted in Hard copy only (electronic submission of the proposal is not acceptable).

Chief Executive Officer
Naya Raipur Development Authority
Raipur (C.G.)

TERMS OF REFERENCE

Project Management Consultant (PMC) for construction of (1) Cycle track and walkway at Naya Raipur and (2) Bus Depot, Control Centre, Bus Shelters, Pick up points etc. at Raipur and Naya Raipur under SUTP

1. BACKGROUND

Naya Raipur Development Authority is a Special Area Development Authority constituted under C.G. Town and Country Planning Act, 1973; by the Government of Chattisgarh for planning and development of a green field city "Naya Raipur" for its capital functions.

Under the GEF India Sustainable Urban Transport Programme being implemented by the Ministry of Urban Development, Government of India, Naya Raipur Development Authority (NRDA), has availed funds to provide urban transport infrastructure and services between Raipur and Naya Raipur and within Naya Raipur. These investments are expected to promote environmentally sustainable transport and reduce green house gas emissions in the city. The project consists of implementing multiple components focused on sustainability.

NRDA intends to apply part of the proceeds of this grant under the contract for Project Management Consultancy for monitoring and supervising the construction of the following works under SUTP - Naya Raipur:

- a) Cycle Tracks and Pedestrian Walkways in Naya Raipur,
- b) Bus depot and Control Centre at Naya Raipur,
- c) Bus shelters in Naya Raipur
- d) Pick up points in Raipur Rail station and existing Mantralaya

2. OBJECTIVES OF THE CONSULTANCY

NRDA intends to appoint a Project Management Consultant (PMC), for effectively monitoring and supervising the construction activities which will include day to day supervision, quality control, taking measurement at site for billing etc., as detailed hereunder, for the execution and development of cycle track, pedestrian walk way, bus shelter, bus depot, control centre and bus terminal/pick up terminals in Raipur and Naya Raipur.

3. DETAILED SCOPE OF WORK OF THE PMC

3.1 PREAWARD STAGE

The PMC shall

- 3.1.1 Be required to develop proper understanding of the project objective, designs and drawings, after studying the DPR and visiting the project sites
- 3.1.2 Review all available project documents, including the following and list out deficiencies, errors and inconsistencies etc. from the perspective of implementation.
 - a. Contract Documents
 - b. Reports, specifications, designs and drawings, project costing
 - c. Bill of Quantities (BOQ)
 - d. Implementation strategy and sequencing of activities,
 - e. Environmental and Social Management Plans (ESMP measures), including sequence of implementation of ESMP measures
 - f. Any other relevant documents, as may be required

The PMC shall coordinate with all concerned to ensure that the required modifications are incorporated in the drawings and documents, by the technical consultants.

- 3.1.3 Assist the client in obtaining the statutory approvals required before commencement of the works.
- 3.1.4 Prepare an implementation schedule for each work in conformity with the overall project implementation schedule of the project.
- 3.1.5 Prepare a budget and cash flow statement for the works and to update the same as and when required.

3.2 CONSTRUCTION STAGE

The PMC shall perform all duties, function & obligations of the Engineer-in-charge, as laid down in contract documents, with reasonable care and due diligence to ensure that the works are completed according with the drawings, designs, specifications and contract conditions of the contract within the specified time frame and cost. For efficiently discharging its obligations, the PMC shall be responsible for the following activities during the construction stage

3.2.1 PROJECT CONTROL AND MONITORING

The PMC shall

- a) Formulate all tools and procedures for, programming, monitoring and resource management
- b) scrutinise the implementation schedules submitted by the contractors in the prescribed software, suggest corrections / modifications, if any, in respect to the sequencing of activities, mobilization of materials and other resources and their interdependence, for timely completion, commensurate with

the milestones laid down in the contract and finally approve the implementation schedules for different components

- c) Review month wise cash flow statement, commensurate with the implementation schedule, deriving from the BOQ.
- d) Examine and approve construction methods proposed by the contractors for carrying out the work to ensure compliance with the technical requirements, specifications, project implementation schedule, environmental and safety aspects.
- e) Identify the implementation issues and hindrances in execution of works and follow up with the concerned entity for timely remedial action.
- f) Organise periodical coordination meetings with all concerned authorities/ agencies and to record minutes of meeting and decision taken
- g) Monthly review of progress of works with reference to the programme and to identify slippages, reasons for delays, if any, and to recommend appropriate corrective / preventive actions.
- h) Ensure timely issue of drawings / clarifications / instructions to the contractors, after required modifications, if any, due to site conditions.
- j) Foresee hindrances in execution of the works and to guide the Contractors and advise the client, to minimise time and cost over runs.
- k) Submit monthly progress report in the prescribed format indicating physical and financial progress with actual site photographs. The format of the monthly progress report shall be finalised by the PMC in consultation with the client
- l) Submit monthly Environmental audit report on the prescribed format which shall be finalised by the PMC in consultation with the client
- m) Submit monthly safety audit report on the prescribed format which shall be finalised by the PMC in consultation with the client and shall also include construction safety aspects and its compliance by the contractors.

3.2.2 CONTRACT MANAGEMENT

The PMC shall

- a) make day to day correspondence with the contractors on behalf of the client
- b) manage the contracts efficiently to minimise disputes and variations, extra/substituted items with an overall objective of completing the works within the budgeted cost and time
- c) maintain all the required records, such as site order book, hindrances register in the formats of which shall be finalised by the PMC in consultation with the client
- d) scrutinise requests for extension of time, if any, by proper reference to all documents, correspondence and site records and to submit recommendations for grant of extension of time
- e) analyse and recommend rates of extra/substituted items, issue variation orders on behalf of the client, after taking approval of client
- f) collect and deliver to the client all guarantees/warrantees stipulated in the contracts
- g) check compliance of all laws, bye laws, regulations and rules by the contractors
- h) receive and examine contractual claims

- i) assist the client in resolving the contractual disputes.
- j) assist the client in conciliation and arbitration proceedings

3.2.3 SUPERVISION AND QUALITY CONTROL

The PMC shall

- a) be responsible for day to day supervision of works at site to ensure quality execution according to the drawings, specifications and applicable Indian Standards
- b) scrutinise and approve the quality assurance plans of the contractors
- c) approve testing arrangements for field and laboratory testing of materials and ensure that all mandatory testing is done as per requirements
- d) supervise all tests in field and laboratory; check and certify results of all tests.
- e) ensure calibration of all gauges, measuring instrument & field testing equipment, as per applicable guidelines.
- f) ensure removal of all defective / sub-standard materials from the site and rectification or redoing of defective work by the contractors
- g) carry out periodical safety audits and issue necessary instructions to the contractors, for rectification of violations
- h) monitor implementation of social and environmental management plan

3.2.4 BILLING AND MEASUREMENTS

The PMC shall

- a) be responsible for recording of joint measurements of works executed by the Contractors. The PMC shall be responsible for checking and certification of running bills. 100% Measurements shall be recorded and checked by the Field Engineers, 50% Measurements shall be checked by the responsible Senior Engineers and 10% Measurements shall be test checked by the Project manager.
- b) record the details of all disputed items in the bills certified for payment
- c) issue completion certificates in the prescribed format

3.2.5 CONSTRUCTION SAFETY

During the entire assignment, PMC should give particular emphasis on construction safety risks of these construction works in Urban Area to ensure safety to traffic, pedestrian and their project staff including their own workers. While reviewing the construction methodology, quality assurance plan and during supervision of works, PMC shall ensure that contractors prepare suitable traffic and pedestrian management plans, including safe working zones, which should be duly approved before commencing the construction work and followed during construction works. PMC shall also ensure that construction workers wear Personal Protecting Equipments (PPEs) and contractors provide high importance to construction safety aspects. PMC shall also organize a sensitizing training workshop for contractors before commencement of work to highlight these aspects.

3.3 POST COMPLETION ACTIVITIES

The PMC shall

- a) check and certify the "As built drawings" submitted by the contractors
- b) check and certify the final bill after reconciliation of quantities of work done
- c) assist in handing over completed works to the client
- d) prepare the Maintenance manual of the works
- e) prepare and submit a detailed note on contractual disputes and claims giving reference to the relevant records, for each contract
- f) If required within six months after the expiry of contract, the PMC s assist NRDA in resolving any issues relating to any of the above activities by deputing competent personnel for clarification. NRDA shall reimburse the return economy class airfare and Rupees Fifteen Thousand (10,000/-) per diem for the purpose.

4. DELIVERABLES AND TIME FRAMES

The consultant shall commence work within a week of signing the contract. The Table 1 lists the deliverables and their respective timeframes. Detailed work plan has been given in Table 2. Along with the deliverables listed in the table below, the consultant shall also submit a monthly progress report.

Table 1: Deliverables and Time Frame

SI No.	Report	Frequency	Time Frame
1.	Inception Report	One time	15 days after commencement of services
2.	Progress Report (Monthly)	Monthly	Within 5 th days of every Month for the previous month
3.	Environment and Social Management Plan (ESMP) Compliance Report	Monthly	Within 5 th days of every Month for the previous month
4.	Safety Audit Report	Monthly	Within 5 th days of every Month for the previous month
5.	Maintenance Manual	One time	Within 15 days from date of issue of certificate of completion of construction
6.	Completion Report	One time	Within 30 days from date of issue of certificate of completion of construction

The project duration shall be 15 months inclusive of 12 months construction period.

Table 2: Work Plan

S. No.	Designation	Estimated man-month	Project Duration (Months)															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Project Manager	14																
2a	Senior Engineer - I	14																
2b	Senior Engineer Civil – II	14																
3a	Field Engineer Civil – I	12																
3b	Field Engineer Civil – II	12																
3c	Field Engineer Civil – III	12																
3d	Field Engineer Civil – IV	12																
3f	Field Engineer - Electrical	5																
4	Quantity Surveyor	12																
5	Quality Control Engineer	12																
6	Safety Engineer	12																
7	Design Engineers (From back office)	8																

Key:

—————	Continuous
- - - - -	Intermittent

Staffing: Qualification and experience of Key Personnel

S. No.	Designation	Qualification	Experience
1	Project Manager	Graduate in Civil Engineering	Minimum 15 yrs of experience in the construction management, contract management and construction supervision / execution of infrastructure projects with minimum 3 years experience in the capacity of project manager in India
2	Senior Engineer - Civil	Graduate in Civil Engineering	Minimum 10 yrs of experience in the construction management, and construction supervision of infrastructure projects related to Buildings and Roads
3	Field Engineer (Civil)	Graduate in Civil Engineering	Minimum 5 yrs of experience in the construction management, and construction supervision / execution of infrastructure projects related to Buildings and Roads
4	Field Engineer (Electrical)	Graduate in Electrical Engineering	Minimum 5 yrs of experience in construction supervision / execution of electrical works associated with a building / industrial structure
4	Quantity Surveyor	Graduate in Civil Engineering	Minimum 5 yrs of experience as quantity surveyor in construction projects
5	Quality Control Engineer	Graduate in Civil Engineering	Minimum 5 yrs of experience quality control in construction projects
6	Safety Engineer	Graduate in Civil / Electrical / Mechanical Engineering	Minimum 5 yrs of experience as safety engineer in construction projects
7	Design Engineer (From back office)	Post Graduate in Civil Engineering	Minimum 5 yrs of experience in designing of components, similar to the subject project

5. Supervision

The PMC will be supervised by the NRDA and monitored by the National Project Management Unit (PMU) and World Bank.

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Format for providing project information

It is advised that the information is provided in the following format:

Project 1 of _____

- Project Name:
- Name and address of Client:
- Country:
- Participation: Lead firm / associate firm
- Value of Services (Rs. Million):
- Start Date (dd/mm/yyyy):
- Completion Date (dd/mm/yyyy):
- Detailed Narrative Description of the Project:
- Detailed Description of the Actual Services Provided by your Firm relevant to the assignment (DETAIL KEY POINTS RELEVANT FOR THE ASSIGNMENT SAME AS CONSULTANT EXPERIENCE):

Note:

- Indicate no more than 20 reference projects (Not more than 2 pages per project) that the firm/association/joint venture feels are relevant to this project.
- It is desirable that a summary table of all projects listed should be provided at the top in a separate page.
- It is desirable that description of a project should start in a new page
- All supporting documents, substantiating qualification to perform the services, experience in providing similar services in similar assignments and skills among staff in providing the services, as per the Terms of Reference, should be annexed