

**TAMILNADU POLYMER INDUSTRIES PARK LIMITED**

**( A Joint Venture of TIDCO & SIPCOT )**

**Selection of Project Management Consultant for  
Implementation of Plastic Industries Park  
in Voyalur /Kattupalli villages, Ponneri Taluk,  
Tiruvallur District, Tamil Nadu**

**REQUEST FOR PROPOSAL**

**August 2017**

**Director**

**Tamilnadu Polymer Industries Park Limited**

**19-A, Rukmini Lakshmipathi Salai**

**Egmore, Chennai –600 008**

**Phone: 044-2855 1192; Fax: 044-2855 3729**

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## **Disclaimer**

Information contained in this Request for Proposal (“RFP”) document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of Tamilnadu Polymer Industries Park Limited (TPIPL) or any of its employees or advisors or promoters (collectively referred to as “TPIPL Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer nor invitation by TPIPL to any other party. The purpose of this RFP document is to provide interested parties with information to enable formulation of their proposal.

This RFP document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. TPIPL Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP document, award of the assignment, the information and any other information supplied by or on behalf of TPIPL or otherwise arising in anyway from selection process. The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder’s staff. Under no circumstances, TPIPL will be responsible for any non-compliance by the Bidder with statutory requirements relating to the Bidder’s staff.

TPIPL may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. TPIPL reserves the right to accept or reject any or all proposals without assigning any reasons. Bidding process shall be governed by Laws of India and Courts in the State of Tamil Nadu will have jurisdiction over matters concerning and arising out of this RFP document.

**SECTION 1**  
**LETTER OF INVITATION**

.....September 2017

[Name and address of Consultants]

Dear Sir,

Tamilnadu Industrial Development Corporation Ltd. (TIDCO) and State Industries Promotion Corporation of Tamilnadu Ltd. (SIPCOT) have formed a Special Purpose Vehicle (SPV) viz, Tamilnadu Polymer Industries Park Limited (TPIPL) as a Joint Venture to develop a Plastic Industries Park in Tiruvallur District, Tamil Nadu under the Plastic Park Scheme of Dept. of Chemicals and Petrochemicals (DC&PC), Ministry of Chemicals and Fertilizers, Govt. of India.

TPIPL intends to appoint a Project Management Consultant (CONSULTANT) for providing services in accordance with the Terms of Reference specified in Section 5 of this RFP.

The Request for Proposal (RFP) includes the following documents:

- Information to Consultants
- Data Sheet
- Technical Proposal - Standard Forms
- Financial Proposal - Standard Forms
- Terms of Reference

We request you to kindly submit the bids duly completed as per this RFP **on or before 3.00 PM on 26<sup>th</sup> September, 2017**

Yours faithfully,

For Tamil Nadu Polymer Industries Park Limited

Director

**SECTION 2**  
**INFORMATION TO CONSULTANTS**

**1. INTRODUCTION**

- 1.1 The Client named in the "Data Sheet" will select a Consultant among in accordance with the method of selection indicated in the Data Sheet.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.3 The Request for Proposal (RFP) document is available on the website of TIDCO [www.tidco.com](http://www.tidco.com) from 18<sup>th</sup> August 2017 onwards. The RFP document is priced at Rs.25,000/- (Rupees Twenty Five thousand only) plus GST @ 18%. Bidders can purchase the RFP document at TPIPL Registered office on payment of the document fee. Those Bidders who have chosen to download the RFP document from the website are required to submit a non-refundable fee of Rs.25,000 (Rs.Twenty five thousand only) plus GST @ 18%. towards the cost of bidding document through a crossed Demand Draft drawn on any scheduled bank in favour of Tamilnadu Polymer Industries Park Limited , payable at Chennai along with Technical proposal. Those proposals not accompanied by above fee will be treated as Non responsive and will be summarily to be rejected
- 1.4 A Bid Security for an amount of Rs. 5,00,000/- (Rupees Five Lakh only) in the form of a Demand draft / Bankers Cheque payable at Chennai drawn in favour of "Tamilnadu Polymer Industries Park Limited ." from any Scheduled bank shall be submitted along with the Original Proposals.

Those proposals not accompanied by Bid Security will be treated as Non responsive and will be summarily rejected. Bid Security of the successful bidder will be returned upon receipt of the Performance Security. The Bid Security of the unsuccessful bidders will be returned within four weeks of completion of the selection process. TPIPL is entitled to cause forfeiture of the Bid Security if the Bidder revokes / withdraws the Bid during the period of its validity and / or fails to comply with the conditions of the Letter of Award.

- 1.5 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the Consultant under each phase must be to the client's satisfaction before work begins on the next phase.
- 1.6 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, Consultants are encouraged to pay a visit to the Client before submitting a Proposal, and to attend a pre-bid meeting specified in the Data Sheet. Attending the pre-bid meeting is optional. The Consultant's representative should contact the officials named in the Data Sheet for any information that may be required for their visit.
- 1.7 The Client will provide the inputs specified in the Data Sheet and make available relevant project data and reports.
- 1.8 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the sites & or Client, are not reimbursable and (ii) the Client is not bound to accept any of the Proposals submitted in this regard.
- 1.9 TPIPL is subject to provisions of the Tamilnadu Transparency inTenders Act.

## **2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

- 2.1 Consultants may request clarifications on the RFP document. Any request for clarifications must be sent in writing by paper mail, telex, facsimile, or electronic mail to TPIPL's address indicated in the Data Sheet. TPIPL will give its response (including an explanation of the query, but without identifying the source of the query) at a pre-bid meeting to be convened on the date mentioned in the data sheet under the title "Information to the Consultants" and will send it by mail, facsimile or electronic mail to those who procured RFP document after the pre bid meeting. TPIPL reserves the right to change the date of such pre-bid meeting.
- 2.2 At any time before the submission of Proposals, TPIPL may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, telex, facsimile, or electronic mail to all tenderers who have been issued this RFP and will be binding on them. TPIPL may at its discretion extend the deadline for the submission of Proposals.

### **3. CONDITIONS OF ELIGIBILITY**

#### **3.1.1 Technical Eligibility**

The Consultant should have experience in the following assignments during the last ten years preceding 30<sup>th</sup> June, 2017.

Eligible Assignments: For the purposes of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, below mentioned advisory/consultancy assignments shall be deemed as eligible assignment.

- (i) Experience in planning and design services for minimum three Manufacturing Industrial Parks/ Manufacturing Industrial Estates/ Manufacturing SEZs having a minimum extent of 250 Acres with a minimum project cost of INR 150 Crores each during the last ten years.
- (ii) Experience in providing Project Management Consultancy services for a minimum of three Area Development / Infrastructure Projects including Urban Infrastructure Projects with a minimum project cost of INR 150 Crores each during the last ten years. Out of the three projects, the consultant would have provided Project Management Consultancy services for atleast one Government / Government agencies project.

For the purpose of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, Area Development Projects will include Manufacturing SEZs / Manufacturing Industrial Estates/ Manufacturing Industrial Parks, Infrastructure shall include roads, Sewerage system, Water distribution network, electricity distribution network and Construction of buildings.

#### **3.2 Financial Eligibility**

The Consultant shall have received a minimum average annual income of Rs. 10.00 crores (Rupees Ten Crore ) per annum from professional fees during the last 5 (five) financial years preceding the Proposal Due Date. Professional fees hereunder refer to fees received by the Consultant from his clients for providing consultancy services required similar to the Terms of Reference of this assignment.

### 3.3 Availability of Key personnel

The Applicant shall make available all Key Personnel meeting the requirements as given in the following table throughout the Consultancy Period

<b>Position</b>	<b>Educational Qualifications</b>	<b>Years of Professional Experience</b>	<b>Minimum Experience</b>	<b>Desired</b>
Team Leader	Graduate in Civil Engineering with Post Graduate in Civil / Structural Engineering	15	Should have an overall experience in design and project management two area development projects (Manufacturing) having a minimum extent of 250 acres/ Urban infrastructure projects in the capacity of Team Leader / Project Manager / Project Director	
Resident Project Engineer	Graduate in Civil Engineering / Mechanical Engineer	10	Project Management and supervision experience for two area development / urban infrastructure projects.	
Urban Planner / Urban Designer	Graduate in Planning	10	Experience in preparation of Five Master plans for Manufacturing industrial parks/ SEZ.	
Architect	Master's Degree in Architecture	10	Experience in design and execution of buildings having a minimum area of 25000 sqft.	
Infrastructure Engineer ( Roads and Drainage )	Masters in Civil Engineering/ Transportation Engineering	10	Experience in design of roads and drainage for two Area Development / Urban sector projects	



<b>Position</b>	<b>Educational Qualifications</b>	<b>Years of Professional Experience</b>	<b>Minimum Experience</b>	<b>Desired</b>
Infrastructure Engineer ( Water and Wastewater )	Masters in Environmental Engineering / Planning	10	Experience in planning design and proof check of water and wastewater systems for two Area Development / Urban sector projects	
Structural Engineer	Masters in Civil / Structural Engineering	10	Experience in design and proof check of Civil structures / Industrial structures / buildings for Area Development / Urban Infrastructure Projects	
Electrical and HVAC engineer	Masters in Electrical Engineering or equivalent	10	Experience in design and proof check of electrical works for two Area Development / Urban Infrastructure Projects	
Procurement Expert	Masters in Engineering / Planning / Management / Science	10	Experience in preparation of Tender documents and bid process for two area development / Urban infrastructure projects	
Quantity Surveyor	Graduate in Civil Engineering	10	Experience in cost estimation, preparation of BOQs, bill certifications for two area development / urban infrastructure projects	
Finance cum Accounts Professional	ICWA / MBA (Finance) / M.Com	10	Experience in Preparing /verifying cost estimates, Passing of bills for payment and Taxation.	

#### **4. PREPARATION OF PROPOSAL**

4.1 Consultants are requested to submit a Proposal written in the English language.

#### **TECHNICAL PROPOSAL**

4.2 In preparing the Technical Proposal, Consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.

4.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- i. If a firm considers that it does not have all the expertise for the Assignment, it may obtain full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.
- ii. In case if a applicant is submitting a proposal as a consortium, then a Consortium MoU stating the consortium partners along with roles and responsibilities including jointly and severally for completing this assignment has to be submitted along with the proposal. The MoU should also state that who would be the lead consortium member and that member firm would be authorized for signing the documents to be submitted during the Bid and on subsequent dealings with TPIPL throughout the contract period.
- iii. Each consortium members offered towards eligibility criteria will be evaluated independently and should satisfy the requisite criteria on its own. He Technical / Financial Criteria of the Consortium members will not be aggregated to determine the eligibility.
- iv. Proposed key professional staff must have the minimum experience indicated in the Data Sheet.
- v. Individual Experts / Retainer Consultants can be included as Key personnel with an undertaking from the Applicant. Only two positions shall be allowed to be fielded as Individual Experts / Retainer Consultants except Team Leader and Resident Project Engineer positions.
- vi. Alternative key professional staff should not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vii. Reports to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Data Sheet.

- 4.4 The Technical Proposal should provide the following information using the attached Standard Forms (Section 4):
- i. Financial Capacity of the Consultant ( Section 4C)
  - ii. A brief description of the Consultant's organization and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement ( Section 4D).
  - iii. A description of the methodology and work plan for performing the assignment (Section 4E).
  - iv. The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member, and their timing (4F).
  - v. CVs signed by the proposed key professional staff and the authorized representative submitting the proposal (Section 4G). CVs with photographs and original signatures shall be considered for evaluation. No clarification shall be sought from the applicants. A firm attested Photo identity card should also be enclosed.
  - vi. Activity Schedule (Section 4H)
  - vii. Technical Proposal shall contain the Original Consortium MoU signed by the partners
- 4.5 The Technical Proposal shall not include any financial proposal, which should be submitted in a separate sealed cover.

#### **FINANCIAL PROPOSAL**

- 4.6 In preparing the Financial Proposal, Consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 5).
- 4.7 Consultants shall express the price of their services in Indian Rupees only.
- 4.8 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the Consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Consultants who do not agree have the right not to extend the validity of their proposals.

## **5. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

- 5.1 The original Proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
- 5.2 For Technical Proposal, Consultant should prepare the number of copies indicated in the Data Sheet. Each Technical Proposal should be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 5.3 The original and all copies of the Technical Proposal shall be placed in a separate sealed envelope clearly marked "Technical Proposal," and the original of the Financial Proposal shall be in a separate sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes along with Bid Security Demand Draft and RFP Document Fee demand draft ( in instances where the document was not purchased but was downloaded from the website) shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER EVALUATION COMMITTEE."
- 5.4 The completed Technical and Financial Proposal must be deposited in the Tender box kept at the submission address on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- 5.5 After the deadline for submission of proposals the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client until all submitted proposals are opened publicly.
- 5.6 RFP document can be obtained between 11:00 hrs and 17:00 hrs on all working days on payment of a fee of **Rs. 25,000 (Rupees Twenty five thousand only)** plus GST @ 18%. in the form of a crossed Demand Draft (DD) drawn on any Scheduled Bank in India in favour of "Tamilnadu Polymer Industries Park Limited" and payable at Chennai.

## **5.7 PERFORMANCE SECURITY**

Within five working days of the date of the Letter of Award from TPIPL and prior to the execution of the agreement, the successful Bidder shall furnish to TIDCO a Performance Security in the form of an irrevocable Bank Guarantee from any Scheduled Bank in favour of "Tamilnadu Polymer Industries Park Limited"

enforceable in Chennai for an amount equivalent to Ten Percent of the Awarded Lumpsum Fees in the Format given under Section 5 of RFP. Failure of the Successful bidder to lodge the required Bank Guarantee shall constitute sufficient grounds for the termination of the Award. The performance security shall remain in force until the satisfactory completion of the contract and will be discharged thereafter. The obtaining of such Guarantee (and the cost of Guarantee) shall be at the expense of the successful bidder.

## **5.8 LIQUIDATED DAMAGES**

In the event of delays in Stage I – Engineering Design and Bid Process vis a vis the Timeframe prescribed for the proposed Deliverables in Section 6 of the RFP, Liquidated Damages will be payable at the rate of one Percent of the Awarded Lumpsum Fees per week or part thereof of delay, subject to a maximum of Five Percent of the Awarded Lumpsum Fees. In the case of delays in Stage – II – PMC Services vis a vis the Timeframe prescribed for the proposed Deliverables in Section 6 of the RFP, Liquidated Damages will be payable at the rate of one Percent of the Awarded Lumpsum Fees per month or part thereof of delay, subject to a maximum of Five Percent of the Awarded Lumpsum Fees

## **6. PROPOSAL EVALUATION**

- 6.1 From the time the proposals are opened to the time the contract is awarded, if any Consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Consultant's proposal.
- 6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is completed.
- 6.3 The Tender Evaluation Committee appointed by the Client as a whole, and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

- 6.4 In the first stage, the Technical Proposal will be evaluated on the basis of Consultant's experience, proposed approach and methodology and Work Plan, and the experience of Key Personnel's. Only those Consultants who are Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration. The scoring criteria to be used for evaluation shall be provided in **DATA SHEET**.
- 6.5. All the Consultants scoring 70 or more marks in Technical evaluation shall be pre-qualified and short-listed for financial evaluation in the second stage.
- 6.6. In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score ( $S_F$ ). The evaluation committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest Financial Proposal ( $F_M$ ) will be given a financial score ( $S_F$ ) of 100 points. The Financial Scores of other proposal will be computed as follows:
- $$S_F = 100 \times F_M / F$$
- (F = amount of Financial Proposal)
- 6.7 Proposals will finally be ranked according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores as follows:
- $$S = S_T \times T_W + S_F \times F_W$$
- Where S is the combined score, and  $T_W$  and  $F_W$  are weights assigned to Technical and Financial Proposal that shall be **0.80** and **0.20** respectively.
- 6.8 After the evaluation of quality is completed, the Client shall notify those Consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 6.9 The Financial Proposals shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.

- 6.10 The selected firm/consultancy shall be the first ranked applicant (having the highest combined score). 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 the RFP document.

## **7. NEGOTIATIONS**

- 7.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 7.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 7.3 Having selected the Consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Consultant may be disqualified.
- 7.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Consultant will initial the agreed contract. If negotiations fail, the Client will invite the firm who has quoted the second lowest price for negotiations. The process will be repeated till an agreed contract is concluded.

## **8. AWARD OF CONTRACT**

- 8.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those Consultants who did not pass the technical evaluation
- 8.2 The Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet

## **9. CONFIDENTIALITY**

- 9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the proposals or to other persons not officially concerned with the process, until the contract has been executed with winning Consultant.



**SECTION 3**  
**DATA SHEET**

**Clause Reference**

2.1 A Technical and a Financial Proposals are requested: Yes

The name, objectives and description of the Assignment are:

1. Name of the Assignment:

*Request for Proposal for Selection of Consultants for providing Project Management Services (CONSULTANT) for implementation of Plastic Industries Park proposed in Tiruvallur Distrit, Tamil Nadu*

The name, address, and telephone numbers of TPIPL's official is Thiru. R. Karthikeyan, Director, Tamilnadu Polymer Industries Park Limited , 19-A, Rukmini Lakshmi pathi Salai, Egmore, Chennai –600 008; Phone: 044-28551192; Fax: 044 - 28553729; E- mail:karthik.tidco@nic.in.

Clarifications requested will be given during the Pre Bid meeting and / or will be communicated to the all those who have procured the RFP, by mail, facsimile or electronic mail and the same will be uploaded in the website. The time table for the Bidding process is given below

<b>Milestone</b>	<b>Date</b>
Issue of Advertisement	18 <sup>th</sup> August, 2017
Last date for receipt of request for clarifications to be given at the pre bid meeting.	30 <sup>th</sup> August, 2017
Pre Bid meeting	6 <sup>th</sup> September, 2017 at 10.30 AM
Cost of RFP Documents	Crossed Demand draft of Rs.25,000/- plus GST @ 18%. payable in the form of crossed Demand Draft drawn on any nationalized bank in favour of "Tamilnadu Polymer Industries Park Limited " payable at Chennai
Last date for submission of proposals	26 <sup>th</sup> September, 2017 (on or before 3.00PM)

- 2.2 Proposals should be submitted in the English language
- 2.3 Proposals must remain valid for **90 days** after the submission date
- 2.4 Consultants must submit an original and two additional copies of each proposal.
- 2.5 Proposal submission address is as given in the Letter of Invitation. Information on the outer envelope should also include: PROPOSALS FOR SELECTION OF CONSULTANTS FOR “PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF PLASTIC INDUSTRIES PARK IN TIRUVALLUR DIST., TAMIL NADU”
- 3.5.3 Proposals must be submitted not later than following date & time: on 26<sup>th</sup> September 2017 at 3.00 PM
- 3.5.3 Evaluation Criteria and points to be given under each parameter of the Evaluation Criteria.

The parameters to be considered for assessing the technical capabilities and the maximum scores to be assigned for each parameter are detailed as below.

<b>S. No</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
<b>1.</b>		<b>40</b>
a)	Experience in planning and design services for minimum three Manufacturing Industrial Parks/ Industrial Estates/ SEZs having a minimum extent of 250 Acres with a minimum project cost of INR 150 Crores each during the last ten years	20
b)	Experience in providing Project Management Consultancy services for a minimum of three Area Development / Infrastructure Projects including Urban Infrastructure Projects with a minimum project cost of INR 150 Crores each during the last ten years. Out of the three projects, the consultant would have provided Project Management Consultancy services for atleast one Government / Government agencies project.	15
<b>2.</b>	<b>Approach and Methodology and work plan</b>	<b>5</b>
<b>3.</b>	<b>CVs – Competency of Key Staff</b>	<b>30</b>
a)	Team Leader	3
b)	Resident Project Engineer	3

<b>S. No</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
c)	Urban Planner / Urban Designer	3
d)	Architect/ Structural Engineer	3
e)	Infrastructure Engineer ( Roads and Drainage )	3
f)	Infrastructure Engineer ( Water and Wastewater )	3
g)	Electrical and HVAC engineer	3
h)	Procurement Expert	3
i)	Quantity Surveyor	3
j)	Finance cum Accounts Professional	3
<b>Total</b>		<b>70</b>

3.5.4 Remaining marks will be assigned as below

<b>Si.No</b>	<b>Criteria</b>	<b>Maximum Marks</b>
1.	One additional marks will be given for each additional project with experience defined in Si.No 1.(a above up to a maximum of five projects	5
2.	One additional mark will be given for one additional project with experience defined in Si.No.1. (b above up to a maximum of five projects	5
3.	Two additional marks will be given for the Key Personnel if they possess additional qualification and experience in their respective fields defined in Clause 3.3 of Section.2	20
<b>Total</b>		<b>30</b>

**Note:** Work Orders /Completion Certificates shall be submitted along with the reference. The assignments without the Work orders / Completion Certificates will not be considered for evaluation.

**SECTION 4.**  
**TECHNICAL PROPOSAL - STANDARD FORMS**

- 4(A). Technical Proposal submission form**
- 4(B). Brief Description of the Consultant / Consultant Firm / Consortium of Consultants**
- 4(C). Financial Capacity of Consultant**
- 4(D). Firm's references**
- 4(E). Description of the methodology and work plan for performing the assignment**
- 4(F). Team composition and task assignments**
- 4(G). Format of Curriculum Vitae of proposed professional staff**
- 4(H). Activity (work) schedule.**
- 4(I). Format of the Bank Guarantee for Performance Security**

#### 4 (A). TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

From: (Name of Firm)

TO: (Name and Address of TPIPL)

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**Gentlemen:**

**Subject:** SELECTION OF CONSULTANTS FOR “PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF PLASTIC INDUSTRIES PARK IN TIRUVALLUR DIST., TAMIL NADU”

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (Name of Bidder) for the captioned Project in one (1) original and one (1) copy, with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of **90 days** from \_\_\_\_\_ (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

**4 (B). BRIEF DESCRIPTION OF THE CONSULTANT / CONSULTANT FIRM /  
CONSORTIUM OF CONSULTANTS**

#### 4C. FINANCIAL CAPACITY OF CONSULTANT

SI No.	Financial Year	Annual Revenue (Rs in Crores) (Refer Clause 3.2 of Section 2)
	2012 - 2013	
	2014 - 2015	
1.	2014 - 2015	
2.	2015 - 2016	
3.	2016 - 2017	

#### Certificate from the Auditor

This is to certify that **(NAME OF THE CONSULTANTS)** has received the payments shown above against the respective years on account of professional fees as defined in Clause 3.2 of Section 2 of RFP document.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

#### 4 (D). FIRM'S REFERENCES

##### Relevant Services Carried Out in the Last Ten Years

##### That Best Illustrate Qualifications

(Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

<b>Assignment Name:</b>		<b>Country:</b>
<b>Location within Country:</b>		<b>Professional Staff Provided by Your Firm/entity (Profiles):</b>
<b>Name of Client:</b>		<b>No. of Staff:</b>
<b>Address:</b>		<b>No. of Staff-Months; Duration of Assignment:</b>
<b>Start Date (Month/Year):</b>	<b>Completion Date (Month/Year):</b>	<b>Approx. Value of Services (In Rs/US\$):</b>
<b>Name of Associated Consultants, if any:</b>		<b>No. of Months of Professional Staff, provided by Associated Consultants:</b>
<b>Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:</b>		
<b>Narrative Description of Project:</b>		
<b>Description of Actual Services Provided by Your Staff:</b>		

Note : Work Orders /Completion Certificates shall be submitted along with the reference. The assignments without the Work orders / Completion Certificates will not be considered for evaluation



**4 (E). DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

**( Approach and Methodology should not exceed three pages )**

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**4 (F). TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Technical/ Managerial Staff**

<b>SL. No.</b>	<b>Name</b>	<b>Position</b>	<b>Task</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**2. Support Staff**

<b>SL. No.</b>	<b>Name</b>	<b>Position</b>	<b>Task</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**4 (G). FORMAT OF CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF**  
**( CV should be restricted to four pages )**

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Profession:
5. Date of Birth:
6. Years with Firm/Entity: Nationality:
7. Membership in Professional Societies:
8. Detailed Tasks Assigned:
9. Key Qualifications:

*[Give an outline of staff member's in-depth and successful experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations, Reference projects, Client's acknowledgments of successful completion of projects. Use about half a page.]*

10. Education:

*[Summarize college/university and other specialized/management/ professional education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

11. Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held and locations of assignments. For experience in last ten years, also give types of activities performed and Client references, where appropriate. Use about three quarters of a page.]*

12. Languages:

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

13. Certification:

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

**Date:**

***[Signature of staff member and authorized representative of the Firm]Day/Month/Year***

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

#### 4 (H). ACTIVITY (WORK) SCHEDULE

##### A. Activity Schedule:

		<b>Week wise Program (in form of Bar Chart)</b> <i>[1st, 2nd, etc. are weeks from the start of assignment]</i>									
<b>S. No</b>	<b>Item of Activity (work)</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>

##### B. Completion and Submission of Reports:

<b>Reports</b>	<b>Program: (Date)</b>
1. Inception Report	
2. Draft Report	
3. Final Report	

#### 4 (I) FORMAT OF THE BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

(Name of Bank) ..... hereby agree unequivocally and unconditionally to pay at Chennai within 48 hours on demand in writing from the Tamilnadu Polymer Industries Park Limited (TPIPL) or any Officer authorized by it in this behalf, of any amount up to and not exceeding Rs. .... (Rupees.....only) **(an amount equivalent to 10% of the awarded Lumpsum Fees)** to the said Tamilnadu Industrial Development Corporation Limited on behalf of ....., (hereinafter referred to as Bidder) who have undertaken to TPIPL to provide Consultancy Services for

PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF PLASTIC INDUSTRIES PARK IN TIRUVALLUR DIST., TAMIL NADU”

This guarantee is irrevocable and shall be valid and binding on this Bank up to and including (date corresponding to twenty four months from the date of execution of the Agreement) and shall not be terminable by notice or any change in the constitution of the Bank or the form of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given, concerned or agreed with or without our knowledge or consent, by or between parties to the said within written contract. The claim period shall be Ten days from the date of validity of the guarantee.

In case any dispute arising out of or in connection with the encashment of Bank Guarantee, the courts in Chennai will have jurisdiction.

We .....(name of the Bank) do hereby irrevocably undertake to, without any reference to the Bidder or any other person and irrespective of the fact whether any dispute is pending between TPIPL and the Bidder before any court or tribunal or arbitrator relating thereto, pay the amount due and payable under this guarantee without any demur, merely on a demand from TPIPL stating that the amount claimed is due by way of loss suffered by reason of any breach by the said Bidder of any the terms and conditions contained in the said RFP and other communications or by reason of the said Bidder’s failure to perform the covenants of the same. Any such demand made on the Bank shall be conclusive, absolute and unequivocal as regards the amount due and payable by the Bank under this guarantee. The claim shall be made any time during the validity of the Bank Guarantee and within Ten days from the expiry of the Bank Guarantee.

Place:

Date:

Signature

-----

For

-----

Banker’s Rubber Seal and Full Address

**SECTION 5.**  
**FINANCIAL PROPOSAL - STANDARD FORMS**

[Location, Date]

From: (Name of Firm)

To: (Address of TPIPL)

\_\_\_\_\_  
\_\_\_\_\_

**Gentlemen:**

**Subject:** PROPOSALS FOR SELECTION OF CONSULTANTS FOR “PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF PLASTIC INDUSTRIES PARK IN TIRUVALLUR DIST., TAMIL NADU”

We, the undersigned offer to provide the consulting services for the above in accordance with your Request for proposal dated **xxxxx** and our proposal (technical and financial proposal) dated xxxxx. Our attached financial proposal is for the sum of **Rs. .... (Figs) (Rupees. Words only/-)**. This amount includes all applicable taxes including local which we have estimated at **Rs. (Figs xxx) (Rupees. words only/-)** and is exclusive of the Applicable Goods and Service Tax.

Our financial proposal is binding upon us up to expiring of validity period of the proposal, **i.e. date xxx.**

We undertake that, in competing for and if the award is made to us, in executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand that you are not bound to accept any proposal you receive.

Lump sum fee for providing services including out of pocket expenses and all other expenses, but excluding GST.	Fee in Rs. figure. (Rupees in words)
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Yours sincerely,

Authorized Signature:

Name and Title of Signatory:Name of the Firm:

Address:

## **SECTION 6**

### **TERMS OF REFERENCE**

#### **1.0 Preamble**

The Department of Chemicals and Petrochemicals (DC&PC), Government of India has formulated a scheme for setting up of sector specific industrial parks in the country for development of Polymers / Plastics Industry.

In response to the scheme, Tamilnadu Industrial Development Corporation Limited (TIDCO) forwarded a proposal along with the final Detailed Project Report (DPR) for establishing a Plastic Industries Park in about 306 acres of lands in possession of TIDCO in Voyalur / Kattupalli village, Tiruvallur district, Tami Nadu to the Department of Chemicals and Petrochemicals (DC&PC), Government of India in September / October, 2015.

The proposal of TIDCO was approved by DC&PC in June 2016. As per the scheme requirements, a SPV has been formed as a Joint Venture of State Industries Promotion Corporation of Tamilnadu (SIPCOT) and TIDCO viz Tamilnadu Polymer Industries Park Limited (TPIPL) to implement the project confirming to the requirements of Plastic Park Policy of DC&PC. TPIPL proposes to implement the project on an EPC format.

#### **2.0 Objective**

The objective of this assignment is to provide Complete / Full Project Management Services for implementation and commissioning of all the components of the project of the Plastic industries Park in Ponneri Taluk of Thiruvallur District of Tamilnadu.

#### **3.0 Scope of Services**

Scope of Services expected out of the Consultancy is as follows

Stage I – Engineering Design and Bid Process Design and Management based on the Detailed Project Report (Revised and submitted to Dept. of Chemicals and Petrochemicals, Govt. of India in September / October, 2015).

( 6 Months )

Stage II – Project Management Services (18 Months)

The scope of services specified in this TOR are not exhaustive and the Consultant shall undertake such other tasks as may be necessary for the successful implementation of the Project.

#### **4.0 Stage I – Engineering Design and Bid Process**

##### **4.1 Collection and review of available data**

On award of work, Consultant shall collect the available data with TPIPL including the revised Final Detailed Project Report and also from other sources relevant to the project.

##### **4.2 Review of the Revised Final DPR and Firming up of Project Parameters / Requirements**

The Consultant is expected to carry out a detailed review of the final revised DPR already completed and which was submitted for approval by DC&PC in September / October, 2015 and firm up the project parameters / requirements in consultation with TPIPL

##### **4.3 Surveys / Investigations /Studies / Reports**

###### **4.3.1 Topographic Survey**

Consultant has to review the survey data generated as part of the DPR and revalidate the data through a random survey / inspection basis considering the project requirements including fixing up of the boundary of Plastic Industries Park area and the area of about 79 acres which may be used for storage of feed stock raw materials for Plastic Industries Park.

###### **4.3.2 Geotechnical Investigations**

Consultant has to review the earlier soil investigations report and carry out geotechnical investigations on random basis considering the project requirements

##### **4.4 Infrastructure Demand**

The Consultant to revalidate the infrastructure demand provided in the Final Revised DPR and firm up the demand.

##### **4.5 Detailed Master Plan**

The Consultant will review the master plan prepared as a part of the Final Revised DPR, identify the improvements it required and revise the master plan in consultation with TPIPL. The Consultant shall ensure that the revised master plan confirms to the local byelaws. It is also to be ensured that the revised



master plan takes care of environmental and social aspects. The revised master plan should clearly define the processing and non processing areas along with green areas / open spaces. This revised master plan shall be developed up to the plot level.

#### **4.6 Engineering Design**

Preliminary Engineering design has been carried out as part of the final revised DPR which was submitted for the approval of DC&PC in September / October, 2015. The preliminary designs were carried out for site grading, roads and drainage, water supply storage and distribution, waste water treatment, power supply and social infrastructure components. The Consultant is expected to revalidate and update the earlier design considering the project requirements. The updated designs shall be supported with design drawings, bills of quantities and technical specifications suitable for bidding on an EPC format.

#### **4.7 Environmental Impact Assessment Studies**

The consultants should carryout / arrange to carry out the Environmental Impact Assessment Studies for the Project and also prepare relevant applications / proposals for the submission to the concerned Authorities for TPIPL to obtain the necessary approvals.

#### **4.8 External Infrastructure**

**Road Connectivity-** Consultant should study the present condition of the access road leading to the project site and the future plans for road connectivity described in the final revised DPR.

**Water** – Based on the identified source of water, the Consultant shall design the facilities required for drawing the water from the source to the proposed facility. Typical drawings shall be provided along with specifications.

**Power** – Consultant shall provide the details for drawing the power from the identified substation to the proposed facility. The facilities required for drawing the power shall be conceptualized and presented in the DPR.

#### **4.9 Cost Estimates**

Consultant shall review the earlier estimates and update them as per the updated design. Consultant has to prepare the estimates considering the Schedule of Rates of Government of Tamil Nadu.

#### **4.10 Project Packaging and Procurement Plan**

Based on the project development plan envisaged by TPIPL, the Consultant will prepare a project packaging plan followed with a procurement plan.

#### **4.11 Documentation and assistance for clearances required**

The Consultant will support TPIPL and render all assistance in securing the following approvals for the successful implementation of the project

- Approval from Tamil Nadu Pollution Control Board;
- Building Height clearance from Airports Authority of India (AAI);
- Layout approval from Directorate of Town and Country Planning
- Building plan and other approvals from the relevant Authorities
- Approval for Power and Water Supply and Sewerage disposal from concerned Authorities;
- Approval from Fire and Explosives Department
- Approvals from the other relevant / statutory Govt. Depts./ Agencies

The Consultant shall assist TPIPL by providing with required documentation for seeking the approvals from the concerned statutory bodies.

#### **4.12 Bid Process Management**

##### **4.12.1 Preparation of Tender Documents**

The Consultant has to prepare the Tender Documents based on the approved procurement Plan that may be divided into a few components. The process for selection of the implementing agencies can be two stage / single stage tendering system as per TPIPL's requirements. The Consultant shall accordingly / prepare the Request for Proposal / Request for qualification documents for inviting bids on Engineering Procurement Construction (EPC) basis. The Consultants shall specify the minimum qualification criteria, bid evaluation criteria along with general conditions and special conditions of contract.

##### **4.12.2 Bid Process**

- The Consultant will support TPIPL and make arrangements for floating of bids for conducting the prebid meeting, providing response to the queries sought by the bidders and drafting addendums to Bid documents if any.
- The Consultant shall assist TPIPL in the opening of the bids, and shall evaluate the contents of each envelope and submit a detailed Report to TPIPL.
- The Consultant will carry out the Bid evaluation as per the RFP conditions at each stage of the evaluation along with a comprehensive bid evaluation

report covering all the stages as defined in the RFP. In the bid evaluation report, the Consultant has to provide the recommendations and the reasonability of the shortlisted bid followed by assisting TPIPL during the negotiations with the selected bidder.

- The Consultant will assist TPIPL in issuance of letter of award followed by signing of the agreement with the selected bidder.

## **5.0 Stage II – Project Management Consultancy Services**

The Consultancy Services expected during this stage is as follows

- Contract Management
- Proof Checking of Designs and Drawings
- Project Management Services including Construction Supervision

The Scope of Services is further detailed as below:

### **5.1 Contract Management**

- During the Project execution period, the Consultant is expected to monitor the Contractual Obligations and advice / and assist TPIPL in ensuring the compliance by the EPC Contractor(s).
- The Consultant shall also advise TPIPL on fulfillment / default of contractual obligations by the EPC Contractor(s) and suggest TPIPL on the actions to be taken on the agency.

### **5.2 Proof Checking of Design and Drawings**

The Consultant should review the detailed designs and drawings prepared by the implementing agency to ensure

- Compliance to RFP Conditions, specifications and standards
- Compliance to general safety and design standards

The Consultant shall review all designs, documents, drawings, estimates, specifications, makes and information provided by the Contractor(s) .The Consultant shall proof check the documents & drawings submitted by the Contractor(s) through reputed organization(s) approved by TPIPL and shall monitor, co-ordinate, seek clarification, design overview.

In case of any alternative design / specifications proposed may or may not having adverse impact on the project cost, the Consultant is expected to interact

with the Contractor(s) and understand the changes being proposed and mitigate the issue. In case if the changes are warranted then the Consultant will provide a justification for the changes supported with cost variation if any and impact of the changes and recommend to TPIPL for approval of the changes.

### **5.3 Project Management Services including Construction Supervision**

The Consultant shall provide overall Project Management Services covering but not limited to the following:

- Establish Project Management System and procedures
- Planning & Scheduling Control and monitoring
- Cost Control
- Change order Control Management
- Project Documentation Control

During execution of the Project, the Consultant shall act as representatives of TPIPL for reviewing and monitoring the progress and quality of the construction / equipment of the Project. The Consultant shall be fully responsible for effective time & cost control of the Project failing which he shall be liable for levy of penalty.

The Consultant shall provide all the approved Project personnel (team leader & his team), full-fledged office, and administrative support, at the Project Site so as to coordinate the activities between TPIPL and the EPC Contractor(s) and perform the Roles.

#### **5.3.1 Construction Phase**

The role play expected from Consultant during the construction phase is as follows:

- a) Prepare a master construction schedule using prima vera or MS project and monitor the project. Review the overall Project Schedules/network, identifying critical path, discussing with the EPC Contractor(s), setting priority activities and the timely completion of the Project
- b) Shall prepare and implement Quality assurance system by designating a quality assurance manager who shall formulate and monitor the quality system for this project. The quality of the services shall be ensured by deployment of resources – personnel and equipment and through regular interaction with TPIPL.

- c) Monitor the Project (both physical & financial) during entire Project duration and submit monthly reports as well as during intermediate periods, as required by TPIPL. Cost Control of Project considering resource mobilization and resource leveling, Analysis of Project records; Identification of present conditions; Forecasting requirements for completion; Preparation of incremental and cumulative costs records.
- d) Review and update the networks and Project schedules regularly and take / initiate pro-active actions to avoid delays and ensuring timely completion of the Project and also suggest remedial actions to catch up the delayed activities.
- e) Develop Project Information system for highlighting slippage and hold up the EPC Contractor(s) for management, action and control.
- f) Shall be a single point contact for all technical and contractual matters as well as site office coordination.
- g) Carry out the function of accounting, financial record and controls of all the Project related activities including payments schedules and deliverables of Contractor(s).
- h) Review and finalize Quality Control Manual and construction safety manual to be prepared by the EPC Contractor(s).
- i) Coordinate the activities such as site take over, discussion with TPIPL and the EPC Contractor(s), review Contractor's work schedule, work plan and implementation schedule as per the contract, review of master list of equipment's and materials, review of master list of personnel, review of the Contractor's insurance policy, making arrangements for items like site office, laboratories etc.
- j) In case of deviations / variations in the Project design / specifications, the Consultant shall compute the saving / excess in the Project costs due to the same, the time attributable to the deviations, review and recommendation of the rate analysis, estimated quantity, etc.
- k) Shall address issues relating to specific site conditions, design modifications; review matters related to supervision of safety and environment management measures by EPC Contractor(s) for the Project.
- l) Shall supervise Quality control, commissioning procedures and assist TPIPL in issuing certificate of satisfactory completion of works / milestones, establishment

of quality control lab at site by the EPC Contractor(s). Compile and review all day-to-day quality control data obtained from the construction sites, and verify the accuracy of such data by random checks of the records and by carrying out independent testing as necessary;

- m) Performance control with respect to the quality of materials proposed by the Contractor(s) and delivered to the Project site by conducting the required test specified in the specifications periodically as set and approved by TPIPL, these will include:
  - n) Quality tests on all construction material like reinforcement steel, aggregate, sand, cement, concrete, wood, PVC, pipes & materials etc as per requirement and make sure they comply with the Standards & Specifications and accepted method of quality control.
  - o) Inspection & certification of quality for material /equipment procured by Contractor(s) by inspecting the manufacturer's certificates and test results and ensure compliance with the specifications.
  - p) Shall document the EPC Contractor's activities & issue letters/work instructions/notice recommendations as and when required.
  - q) Conduct Project site review meetings on weekly basis where TPIPL and other officials of the TPIPL may also be present.
  - r) Submit progress reports to TPIPL and in the formats required for the promoters viz. TIDCO and SIPCOT and other Government authorities as may be required by TPIPL.
  - s) Shall carryout, in coordination with TPIPL, all the activities required for the safe and timely completion of the Project / minimizing Cost Over-runs; assure quality of work as per applicable standards in all activities related to the Project.
  - t) Liaise with TPIPL and EPC Contractor(s) to resolve design related problems encountered during the Construction Stage.

Consultant is also expected to perform the following activities

- I. Assist TPIPL to address legal issues associated with the EPC Contract. Any assistance with respect to court cases and contract agreement needs to be provided.
- II. Analyze and allocate / apportion delays attributable to TPIPL, EPC Contractor(s), etc and suggest remedial as well as penal action. Assist in

interpreting and applying the various legal provisions of the contract documents, and in amicably resolving disputes.

- III. Examine and make recommendations on all claims from the Contractor(s) for time extension, extra compensation, or expenses or other similar matters;

### 5.3.2 Post Construction phase

The activities during post construction phase expected from consultant include

- a) Submission of Operational & Maintenance Manuals (both hard & soft)
- b) Review and finalise all as-built drawings/data developed by the EPC Contractor(s).
- c) Submit final report, which will contain all technical and financial information of the project right from conceptualization to completion. The final report should be a complete comprehensive document including as-built drawings, variations, problems faced, actions taken, major events, contract changes, claims or disputes or any other substantive matters having an effect on the cost and progress of the work etc.

## 6.0 Deliverables and Time Frame

Proposed deliverables and timeframe for the study are provided in the following table.

S. No	Deliverable	Timeframe ( from the date of signing of agreement with TPIPL)
<b>Stage I – Engineering Design and Bid Process</b>		
1.	Inception Report	Two weeks
2.	Master Plan and Design Report along with Draft Tender documents	Ten Weeks
3.	Submission of Final Tender Documents by Consultants	Twelve Weeks
4.	Submission of Bid Evaluation Report / Recommendations	Twenty Four Weeks
<b>Stage II – PMC Services – 18 Months</b>		
1	Monthly Progress Reports	

## 7.0 Payment Terms

The proposed payment terms for the study are provided in the following table.

	<b>Deliverable</b>	<b>% to total work order value</b>
<b>Stage I – Engineering Design and Bid Process</b>		
1.	Inception Report	5%
2.	Master Plan and Design Report along with Draft Tender Documents	15%
3.	Submission of Final Tender Documents	15%
4.	Submission of Bid Evaluation Report & Recommendations	15%
<b>Stage II – PMC Services – 18 Months</b>		
5.	To be paid on monthly basis for the entire duration of the project implementation period	50%