



# CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

**EoI No. 01 of 2013**

**Dated: 11.10.2013**

## INVITATION FOR EXPRESSION OF INTEREST (EoI) FOR ENGAGEMENT OF PROJECT MANAGEMENT CONSULTANT (PMC)

EoI is invited from Govt agencies/PSUs/PSEs for execution of development & construction works of the Central University of Kashmir (hereinafter referred as the University) at its campus coming up at District Ganderbal, Kashmir, J&K. The last date for receipt of EoI is **07.11.2013 (04:00 pm)**. Before submitting the bid, it is mandatory that the authorized representatives of the bidders should visit the campus site of the University as per the schedule given in this document.

### 1. THE UNIVERSITY & ITS CAMPUS

The Central University of Kashmir (*erstwhile Central University of Jammu & Kashmir*) has been established in 2009 by an Act of Parliament with jurisdiction over Kashmir Division of the State including Leh & Kargil and is envisaged to be a model University for the State Universities in the region.

The objects of the University are:

1. to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;
2. to make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes;
3. to take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research;
4. to educate and train manpower for the development of the country;
5. to establish linkages with industries for the promotion of science and technology; and
6. to pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

The University has been allotted around 500 acres of land in District Ganderabal, Kashmir for its permanent campus. So far, the University has established 11 teaching departments & is currently operating from rented buildings in Srinagar city.

### 2. ELIGIBILITY:

Only those PSUs/ PSEs/Government Agencies having mandate of construction & allied activities and who have **undertaken (initiated or completed)** PMC works for at least **one single Project** for campus development/construction of

an **higher educational institution** with total **cost of Rs. 100 crore** or above during the **last 5 years** (as on the last date of submission of EoI) are eligible for submission of this EoI. In case the allotted work of above value is ongoing & not completed, the applying PSU/PSE/Govt Agency will be considered eligible only, if payment of atleast **Rs 50 Crores** & above has been made by its client against the PMC work. Work completion certificate to the above effect against each allotted/completed work is to be obtained by the applying PSU/PSE/Govt Agency from its client on the prescribed format (Annexure – I) and submitted with the proposal. In case of failure to submit the requisite certificate or deviation from the prescribed format, the University reserves the right to reject the proposal/deduct the score without any intimation.

**3. SELECTION PROCESS:**

The process of selection of PMC shall be done on the basis of **Combined Quality Cum Cost Based System (CQCCBS)** covering the Technical Bid, Presentation & Financial Bid. PMC shall be selected on the basis of the highest score obtained out of 100 Points (70 + 30). The details of the scoring system applicable to the process are as:

**I. Technical Bid & Presentation:**

<b>S.No.</b>	<b>Sub-Head</b>	<b>Max Score</b>	<b>Remarks</b>
1	Projects undertaken as PMC for higher educational institutions in last five years as on last date of submission of bid	25	<ul style="list-style-type: none"> <li>• 10 for each completed project of with total cost of Rs. 100 crore or above</li> <li>• 05 for each ongoing project with payment received to the extent of Rs 50 crores &amp; above</li> </ul>
2	Annual turnover in last five years.	15	3 points for each year with minimum annual turn-over of Rs 150 crores.
3	Awards received for exemplary work in PMC	10	<ul style="list-style-type: none"> <li>• 05 points for each international award</li> <li>• 03 points for each national level award</li> </ul>
4	Presentation before Consultancy Evaluation Committee (CEC)	20	Presentation in support of Agency profile, understanding of the project, GRIHA ratings, methodology, quality control, manpower to be deployed etc
<b>Total Points</b>		<b>70</b>	

## **II. Financial Bid: Max Score of 30 points**

The bidder who has quoted the lowest consultancy fee (%) will be assigned a score of 30 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = FL/F \times 30$$

Where:

$F_s$  = The financial score of the Financial Proposal being evaluated

$FL$  = The consultancy fee (%) of lowest priced Financial Proposal

$F$  = The consultancy fee (%) of Financial Proposal under consideration

For above selection process, the bidder should provide the following information/documents:

### **1. Technical Bid:**

- a. Submission of Letter of EoI on the prescribed format (Annexure – II).
- b. Details of similar projects handled as PMC (initiated or completed in the last 5 years) giving date of start, date of completion, cost of project and delay if any attributable to PMC. The Certificates issued to this effect must be as per the format at Annexure – I. Photographs of work may also be given if available.
- c. List of similar projects in hand with PMC with description of projects, cost, time limit, targets etc. The Certificates issued to this effect must be as per the format at Annexure – I.
- d. Certified copies of Audited Balance Sheet & Income Tax Returns for the last 5 years ending FY-2012-13.
- e. Report explaining PMCs approach particularly to this project describing implementation strategies starting from conceptualization, phasing, development approach, time management etc.
- f. Time schedule for complete development of total project in the form of BAR CHART.
- g. Alternate models/ methodology, phasing and development strategy.
- h. PMC's strategy for quality control on the project.
- i. List of Experts with PMC, to be made available for this project.
- j. The composition of the core team to be deployed on permanent basis to act as PMC. The number of officers and their designation, qualification & experience may be indicated.
- k. An undertaking that team deployed for the execution of the project will not be changed without the prior consent of the University.
- l. An affidavit on a Rs 100/- (Rupees hundred only) Non-judicial stamp that: information furnished in their bid is true to best of their knowledge and the official/s to be engaged in this project have never been under any type of disciplinary/ vigilance proceedings. They would also undertake that their firm/ organization has not been blacklisted/barred by any State/Central Govt agency in past 10 years.

2. **Presentation:**

Only eligible bidders shall be allowed to participate in the presentation. The bidders are expected to cover following areas in their presentations:

- a. Methodology of handling Project Management Consultancy of a project of similar type, size & magnitude bringing out complex nature of the project and expertise of PMC in handling it.
  - b. An overview of PMC capabilities in handling project of this nature.
  - c. Vision and management planning to be adopted for completion of this project on broad basis but specially bringing out the manpower proposed to be deployed on the project and highlighting their proper and effective utilization and contribution towards this project. The qualifications & experience of the team to be deputed on the project should also be elaborated.
3. **Financial Bid:** Bidders will be required to quote their consultancy fee as percentage of the **final Built up** cost fully to be paid by the University (Annexure – III). The quoted percentage shall be inclusive of all costs and charges in Indian rupees for providing Project Management Consultancy Services to the University. The service tax on consultancy fee if applicable shall be borne by the University. However, the amount payable as fee shall be subject to TDS as per norms.

As mentioned in the Schedule of Fee (Clause – 10), the initial installments of consultancy fee to the PMC shall be made on the basis of the estimated cost of the project/work. The total amount to be paid as the consultancy fee shall however be reduced to the percentage of the **final Built up** cost at the completion of the project.

4. **BID DOCUMENT, EMD & PERFORMANCE SECURITY:**

The bid document for the engagement of PMC can be downloaded from the University website [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The bidder shall deposit the cost of bid document of **Rs 5000 (five thousand only)** & EMD of **Rs 5,00,000 (Rs five lacs only)** in the form of separate Demand Drafts drawn from any nationalized bank in favour of Central University of Kashmir payable at Srinagar (J&K). Both DDs must be kept in sealed envelope & submitted with the proposal. Other than DDs, no other mode of payment is acceptable for depositing cost of bid document & EMD.

The bidders are advised not to make any corrections, additions, alterations in the downloaded bid document. In case, any corrections, additions, alterations are made in the downloaded bid documents; such bid shall summarily be rejected.. The EMD for all the bidders shall be returned without any interest after the PMC has been selected by the University. No exemption from depositing the EMD shall be allowed to any participating bidder. The EMD without any interest shall be refunded to all bidders after signing of agreement with the selected PMC.

The selected PMC shall have to deposit **10% of the estimated consultancy fee** as the Performance Security in the shape of DD drawn from any nationalized bank in favour of Central University of Kashmir payable at Srinagar (J&K). The amount shall be refunded to the PMC without any interest on successful

completion of project as laid down in the agreement. In case of non-satisfactory performance, the University reserves the right to forfeit the Performance Security.

## **5. INSTRUCTIONS FOR SUBMISSION OF BIDS**

**Envelope-1:** Technical bid should include DD towards cost of tender document as well as EMD along with all accompanying documents, reports, photographs, time schedule, management planning etc in a sealed cover. The bid document downloaded from the University website shall be duly signed on each page by the bidder and should be enclosed along with technical bid in envelope-1. In case, cost of the document and/or EMD is not deposited along with the technical bid, proposal of such bidder shall not be evaluated and shall be kept out from participating in the further bid process.

**Envelope-2:** Financial bid as per the format enclosed in the **Annexure- III**. should be packed in a separate envelope and sealed. Financial bid of only those firms shall be opened who are found eligible as per the requirements of the project.

**Envelope-3:** This should contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the name of the project, date & time of submission and should be either hand delivered to the **Registrar, Central University of Kashmir, Transit Campus, Sonwar, Srinagar – 190 004 (J&K)** or sent by regd. Post/ speed post/ courier to reach the above address before the last date fixed for the receipt of bids.

## **6. DISQUALIFICATION:**

The University may disqualify bids on account of but not limited to the following reasons:

- a) If received after the last date and time.
- b) If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee
- c) If the participant attempts to influence any member of the selection board.
- d) Receipt of conditional bids.
- e) If the bidder provides any misleading information or conceals any information.

The decision of the University in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any disqualified bidder thereafter.

## **7. OTHER INSTRUCTIONS**

- 1) The University reserves the right to modify unilaterally any part of this document at any stage of the selection of the PMC as per its own requirements.
- 2) All provisions in this document and future documents to be issued by the University in connection with this consultancy work are supplementary and complementary to each other and are not to be read in isolation.

- 3) Applicants are advised to visit the University website [www.cukashmir.ac.in](http://www.cukashmir.ac.in) regularly for latest updates & clarifications regarding this EoI and subsequent stages.
- 4) The University reserves the right to:
  - i. Accept or reject any or all applications for this EOI without assigning any reason, whatsoever.
  - ii. Amend the selection process at any stage without assigning any reason, whatsoever.
  - iii. Amend the provisions of this EOI or any other document issued at any stage of selection without assigning any reason, whatsoever.
  - iv. Amend the scope of work without assigning any reason, whatsoever.
  - v. Debar applicant if during the process of selection process or later at any stage, it is found or discovered that applicant has/ had provided incorrect/ misleading information or material misrepresentation or concealment of information sought by the Institute.
  - vi. Close the invitation at any stage without assigning any reason whatsoever
- 5) The University reserves the right to engages the PMC out of the reserve panel in case the selected PMC is not able to complete the project as per the time schedule & other requirements laid down by the University.
- 6) The University shall not be bound to give justification for any aspect of the selection process and the decision of the University shall be final and binding on all without any right of appeal. Further, In case of any dispute, any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.
- 7) The eligible bidders, if interested can attend the opening of the Financial Bids.
- 8) In case the last date fixed for the submission of the EoI is declared a holiday/off-day, the next working day shall be deemed to be the last date.
- 9) For any clarification, please send us your query at [campus@cukashmir.ac.in](mailto:campus@cukashmir.ac.in)

## 8. TIME SCHEDULE

S.NO.	ACTIVITY	DATE
1	Availability of bidding document on website	12.10.2013
2	Joint Visit of the bidders & the University team <i>(Interested parties should contact the University well in advance through email for the above visit)</i>	22.10.2013
3	Receipt of clarifications by email, if any	24.10.13to 26.10.2013
4	Posting of reply to the clarifications through email	29.10.2013
5	Last date of submission of bids	07.11.2013
6	Opening the Technical Bids	08.11.2013
7	Presentations, Opening of Financial Bids & Declaration of Final Results	16.11.2013

*Note: Changes if any, to the above dates will be notified on the University website. Further, as mentioned in this document, only eligible bidders shall be allowed to participate in presentation & onward process. List of such eligible bidders shall be available on the University website shortly after opening of Technical Bids.*

**9. SCOPE OF PMC SERVICES:**

Pursuant to the selection of the PMC, an agreement shall be signed by the University & the PMC elucidating the scope of services, duties & responsibilities of the PMC. An Integrity Pact shall be a component of the Agreement. The contents of the agreement shall broadly include but not limited to the following:

**I. Phase – I of Campus Development:**

The proposed campus of the Central University of Kashmir would be developed in Phases and the quantum of the same shall however depend upon the availability of the funds as well as actual requirement to be determined by the number of schools those would come up for establishment. The scope of the work to the selected PMC under this EoI is **limited to Phase – I of the campus development** which would broadly comprise of the following:

<b>S.No.</b>	<b>Item Description</b>
1	Construction of Pre-fab structures as per the requirements of the University
2	Administrative Building (01 No)
3	Academic Building – I
4	Academic Building – II
5	Academic Building – III
6	Guest House (01 No)
7	Boys Hostel (01 No) with 200 seating capacity on double occupancy basis)
8	Girls Hostel(01 No) with 200 seating capacity on double occupancy basis)
9	Landscape Development around the above buildings
10	Providing of amenities like road, water, electric supply etc to meet the requirement of the University

The University reserves the right to amend the above list to the extent of reduction or addition of structures. Further, the agreement is subject to the extension to incorporate the Phase – II & onwards works, on the basis of mutual agreement of the University & the selected PMC.

**II. Broad Scope of Work:**

The selected PMC will work on the construction & development of the University campus in tandem with the Architect engaged by the University through a separate process. The activities under the Scope of work of PMC shall broadly include but not limited to the following:

- a. PMC will plan, coordinate and execute the activities leading to the construction of buildings and campus developments on the University campus. All the activities from conceptualization till the completion of buildings & their handing over to the University will be taken care of by PMC. All functions, other than those assigned to the Architect required for developing the total infrastructure till handing over of the

completed buildings and other infrastructure of the campus will have to be performed by the PMC.

- b. PMC will review, study and analyze the briefs, designs, concepts, preliminary & detailed designs, estimates, BOQ for tender documents etc. prepared by the Architect before recommending them for approval of the University. Thereafter, PMC will issue NIT, process & award the works and get them executed as per specifications & requirements approved by the University by following applicable Govt. procedures.
- c. The Project Management Consultant will award the work to the Contractor for timely execution/completion of the projects based on functional requirement of the University after approval of the University. In addition to this, PMC shall also administer the Works Contract and ensure that the contract clauses whether related to quality or quantities of work are respected and the works are executed in accordance with provisions contained therein.
- d. PMC will be required to superintend and perform duties as stipulated in the contract between the University & PMC. The PMC will supervise the construction work to ensure adherence to the drawings, prescribed high standards of quality and timely completion of the project and verify and certify the contractor's bills and monitor the progress of the work.
- e. PMC will make all engineering decisions including necessary correspondence with contractors required for the successful and timely implementation of the Project.
- f. PMC will ensure adherence to relevant State PWD norms, CPWD specifications, BIS codes, CVC guidelines, environment and other regulatory requirements and will also ensure observance of all formalities/ documents/ day to day activities as defined in CPWD Works Manual for execution of 'Works Contract' and as directed by the University from time to time.
- g. In case of any bottleneck in execution of the project arising out of any activity in the scope of work of the Architect, PMC will undertake such an activity so that the project does not get delayed or stuck up. However, for the work which is not in the scope of services of PMC, extra fee shall be paid to PMC as mutually agreed by the University and PMC.
- h. PMC will perform the function as as enumerated in the Works Contract with the exception of the following for which PMC will seek prior approval of the University:
  - a) Issuing/approving variation orders which have financial implications, except in emergency situation as reasonably determined by the Project Management Consultant;
  - b) Approving rates for new items of work or for existing items of work which deviate in quantities beyond the limits defined in the contract if it is not due to fault on the part of the PMC;
  - c) Approving the extension of time of completion of the works stipulated in the construction contracts.



- i. The University may at its discretion, hire the services of an independent agency for quality audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.
- j. The construction work is open to technical/quality audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties.
- k. PMC shall be primarily responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks. In cases requiring independent tests, preferably from a Govt. Institutes/NABL approved labs, the cost shall be borne by PMC.
- l. The project shall be headed by sufficiently senior and competent person having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work. This schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions / adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the University and the PMC. The Project Head and other officials assisting Project Head shall not be changed during the implementation of the project except with concurrence of the University. The decision of the University, shall be final and binding in this regard.

### **III. Description of PMC Role in various stages of the Project**

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

#### **a. Review & Preliminary Proposal Stage.**

- i. Review, study and analyze the brief & design concept provided by Architects to ensure that these are in conformity with the requirements & needs of the University.
- ii. After the receipt of drawings and preliminary estimates duly scrutinized by PMC, the entire proposal will be processed by the University for administrative approval of competent authority. Further work beyond this stage will be taken up by PMC only after the University conveys its administrative approval.
- iii. PMC will issue NIT, Process & scrutinize the tender and award the works (Internal & External) and get them executed as per specifications & requirements approved by the University generally on provisions of CPWD Works Manual (latest version) by following applicable government procedures.

**b. Pre-Construction Stage**

- i. Discussions with the University and finalization of project brief including illustrating the University requirements.
  - ii. Preparing detailed PERT/CPM charts.
  - iii. Carry out analysis for the various project related activities with reference to time frame, resource allocation & scheduling using latest techniques and software as approved by the University.
  - iv. Prepare cash flow chart.
  - v. PMC will get the structural design done by Architect and proof checked by Govt. Institutes/ Institutes of repute.
  - vi. Checking of the Architectural drawings, technical specifications, services and all other drawings to ensure their completeness/correctness.
  - vii. Checking of Cost estimates, bill of the quantities prepared & submitted by the Architect
  - viii. Process the pre-qualification of vendors generally as per CPWD guidelines by following applicable government procedures: -
    1. Finalize the drawings / designs received from the Architect based on the results / reports of soil investigations and hydrological studies.
    2. Hold vendor interaction meetings, pre bid meetings and ensure clarity on queries generated.
    3. Analyze the received bids for award of work for various packages of Project after approval of its competent authority & inform the University about award of work.
    4. Furnish Financial & Physical progress reports as required by the University based on predetermined formats & time schedules.
    5. Receive and open the bids and process further for award of work.
- c. **Construction Stage:** PMC shall execute the project in a time bound manner and hand over the building/ other works complete in all respects certified by the University within the time as mutually agreed upon. PMC shall ensure that no time and cost overrun occurs. PMC shall provide Construction Management Services from the start of construction upto commissioning and handing over of the project to the University for use. It shall also be the responsibility of the PMC to liaise and coordinate with various agencies for smooth execution of the project. Responsibilities of Project Management Consultant for construction stage shall, inter-alia, be as under:
- i. Assemble multi-disciplinary construction management team as approved by the University and have preliminary interaction with the contractors.
  - ii. Project Team on behalf of the University to initiate all preliminary actions and mobilization.
  - iii. Prepare detailed coordinated construction schedule.

- iv. To ensure that the construction drawings are finalized after coordination with other disciplines and all agencies to have clear demarcated responsibility.
- v. Check and finalise contractors detailed programme of activities commensurate with the Tender provisions.
- vi. Check and approve all Contractors, sub-contractors and agencies for carrying out the works.
- vii. Signing of Contract with Contractors.
- viii. Day-to-day supervision of work to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers & supervisory staffs as per sound engineering practice. PMC will also depute its financial officers as a part of the project team for vetting / checking the bills.
- ix. Checking fabrication drawings, bar-bending schedules and all other Architectural/Structural details during construction.
- x. Conduct site meetings & coordination meetings with all agencies for timely completion of the project.
- xi. Carry out quality assurance checks & adhere to maintain quality reports.
- xii. Provide effective coordination between various agencies working at the site and the Architects to ensure timely availability of the inputs required for un-interrupted construction at site all in accordance with agreed programme of the activities.
- xiii. Be fully responsible for getting the project work executed as per drawings & specifications and should also ensure completion of job, quality expectations, within sanctioned cost outlay of the project. In case of any deviation from the preliminary approved drawings during execution of the works, the same shall be referred to the University for approval.
- xiv. Rendering timely advice for implementing special measures for effecting cost/quality/time benefit for the project.
- xv. Interact & Liaise with the University to understand, integrate and link the services to the building services.
- xvi. Provide detailed justification for necessity of changes in terms of design, quantities, and specifications etc. & obtain approval thereof from the University. In case there is likelihood of excess expenditure over the approved preliminary estimates at any stage of work, PMC shall submit revised detailed estimates along with justification for effected items of work for approval from the University. The University shall release further funds as per these approved revised estimates.
- xvii. Provide quick clarifications to designs or details that have been provided vide drawings or immediate solutions to the clarifications sought by the Vendors/Contractors.

- xviii. Check and inspect testing of materials and work as required. If so required, testing and checking of manufactured items have to be carried out at the manufacturers factory as per provision in the Contract.
- xix. Drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site.
- xx. Checking and Certification of contractors running and final bills of the works executed for the purpose of payment to be released to the construction agencies.
- xxi. Review & recommend rates for new items of work or for existing items of work which may deviate in quantities beyond the limits defined in the contract for the approval of the University.
- xxii. Provide contract administration services of all Contract Agreements and devising a suitable dispute - resolution mechanism to facilitate a quick and amicable settlement of disputes, if any.
- xxiii. To reply and settle the observations/objections/ paras (if any) of the Chief Technical Examiner, Audit or any other checking / investigating agency of the Govt.
- xxiv. Final inspection, supervision of testing and commissioning of various systems and assisting the University in taking over of various parts of works and of various systems.
- xxv. Generate and submit to the University time-to-time progress reports in the agreed formats and at the agreed frequency. For this all the necessary data relevant to the execution of work including materials brought and consumed at site, hindrances if any, daily labour deployed etc. shall be maintained.
- xxvi. PMC shall assist the University/ Architect/ Working Agencies in getting all connections for services like power, water and sewer from local authorities etc required for occupancy of the building.
- xxvii. PMC shall also apprise the University of the progress and/or activities of the project on weekly/fortnightly/ monthly basis as deemed fit by University by preparing and submitting monitoring reports.
- xxviii. For all contracts awarded by PMC, the payment will be released by PMC, and the University shall not be responsible and liable for any liabilities and defaults of PMC with any other third party.
- xxix. Ensure all statutory inspections and checks.
- xxx. PMC shall be fully responsible for dealing with the Arbitration cases, if any, for contracts entered between various agencies. PMC will prepare claims/ counter claims, attend hearings and provide all necessary assistance to the Arbitrator till final settlement of disputes which shall be as per PMCs own procedures by following Arbitration & Conciliation Act 1996. It

shall be the sole responsibility of PMC to defend the case provided there is no fault/ negligence/ delay on the part of the University on any matter whatsoever for which dispute has arisen between two parties. The cost of arbitration/ litigation, if any, shall be borne by PMC only against claims awarded in favour of contractor attributable to gross negligence of PMC. PMC shall take all necessary steps to safeguard the University interest while awarding the works to the contractor.

**d. Post Construction Stage**

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

- i. Settlement of all accounts of the contractors.
- ii. Witness testing & commissioning of all utilities and certify the same.
- iii. Provide project completion report which shall contain all technical and financial information of the project.
- iv. Co-ordinate with vendors/ contractors and arrange for user operation & maintenance manuals and training to clients representatives.
- v. Getting defects rectified through working agencies during Defect Liability Period
- vi. Settling the Audit /CTE's Observations and Arbitration cases etc, if any.
- vii. Provide all documents/ reports/ statements of facts/ counter statements of facts for settling Audit/ CTE's observations and arbitration cases etc. including attending the hearings as and when required by the University and providing necessary support as may be required by the University from time to time.
- viii. Any other activity that is deemed necessary for the project execution & completion, but not included in the above-mentioned list shall form the part of scope of work of the PMC and the decision of the University shall be final in this regard.

**e. Payments to Contractors / Vendors**

The University will deposit upto 33 % (Thirty Three percent only) of total estimated cost of the project as initial deposit with PMC. Out of this deposit received, PMC will release the payment to the various agencies. Whenever about 70% of the initial deposit is spent by PMC, the University shall provide additional funds to the tune of next 33% of the estimated cost on demand by PMC for timely completion of works. Final instalment of 34% of estimated cost shall be released to the PMC on satisfactory completion of work. At any time PMC is not expected to spend its own funds for the project. If any interest accrues on the deposit/advance given by the University, then the same shall be credited to the project account by PMC. During the execution of works an expenditure and utilization certificate will be forwarded by PMC in an approved CPWD format on monthly basis.

**f. Working procedure during Implementation of the Project:**

- i. To ensure proper performance of all activities regarding construction of the projects, the PMC shall have his office at or near the Projects site and shall have the required dedicated personnel stationed there after the approval of the University so that they are available for interaction all the time. No site personnel shall be transferred/ withdrawn without the consent of the University. Similarly prior to induction new personnel on the Project site, the approval of the University shall be obtained.
- ii. PMC shall check all architectural, structural and services designs & drawings along with preliminary & detailed estimates. PMC shall ensure self sufficiency of tender documents to eliminate any discrepancy between the intent of the specifications, those of the various items of BOQ and Estimates etc. based on architectural drawings.
- iii. PMC shall call the tenders, and award the work to contractors / Vendors as per its approved procedure.
- iv. Maintain records as per PMCs “Quality plans” finalized during execution of the works. On the completion of the project, all records including drawings as completed shall be handed over to the University.
- v. Checking and inspection of quality of materials and workmanship, deployment of Labour force of the contractor and giving suitable instruction for proper execution of works.
- vi. Certification of Quality, measurements & bills of all contractors/ agencies/ vendors as per the terms of the order placed by PMC.
- vii. Administration of all contracts and resolve differences and disputes, if any.
- viii. Final inspection, checking/ supervision of testing, commissioning of various systems and assist the University in taking over of various parts of works and of various systems.
- ix. PMC shall appraise the progress and/ or activities of the Vendors & project on monthly basis in review meeting and prepare and submit Progress Reports as per approved format.
- x. PMC would be responsible to have all mandatory tests on materials carried out at various stages as per applicable codes of Bureau of Indian Standards & maintain such records.
- xi. An exceptional report for failure of tests (if any) along with remedial/ corrective action.

**g. Other Responsibilities of PMC**

- i. Settlement of all accounts of the contractors including reconciliation of materials supplied to the contractors if any.
- ii. Ensuring of defect liability activities by the contractors during the respective liability periods.

- iii. Organizing/providing all operation and maintenance manuals through contractors and training to the University staffs.
- iv. Preparation of Final Report, which shall contain technical & financial information of the project.
- v. PMC will ensure all possible mandatory tests at site.
- vi. Checking & finalization of final estimates, assisting in the audit/technical observation, etc. (if any)
- vii. Conduct Arbitration matters between various agencies till final settlements of disputes
- viii. PMC shall prepare draft replies and get it vetted from the University in replying to the observations made by CTEs branch/ CAG Audit/ Vigilance etc., if required.
- ix. PMC shall handover the buildings & other structures complete in all respect, free from all encumbrances including the vacation of temporary workers, hutments etc. at site, if any to the University.
- x. PMC shall maintain all registers/records during execution of works as stipulated in CPWD Works Manual.(latest version)
- xi. At the end of every financial year and at the end of the project, PMC shall submit an expenditure and utilization of funds statement in the format of CPWD Works Manual.

**h. Obligation of the University**

- i. The University shall designate in writing a representative or representatives, authorized to act on its behalf with respect to the project. This designated representative shall interact with PMC on all matters.
- ii. Obtaining electrical and water connections with the assistance of Architect/PMC. If required PMC shall make an alternate arrangement.
- iii. All contracts for execution of construction works shall be signed by PMC with various agencies. The following clause shall be added in the contracts to be awarded by PMC.
- iv. • “PMC is awarding this work on behalf of Central University of Kashmir. In case M/S..... (PMC) ceases to be the PMC, the right & responsibility of M/s ..... (PMC) in the contract shall get transferred to Central University of Kashmir or their nominated agency.”
- v. The University shall hand over the site to PMC for execution of the work.
- vi. To pay bills of PMC duly pre-audited and certified by PMC preferably within stipulated period.
- vii. To watch and ensure that the labour laws are being followed by PMC.

**i. Time of Completion of the Project**

The Project Management Consultant will get the entire project completed within stipulated period. It will be expected to achieve progress on pro-rata basis as agreed between the University and PMC. The PMC will be required to prepare the detailed time schedule based on the total completion period. The entire project will be divided into activities & milestones and **Critical Path Method (CPM)/ Program Evaluation Review Technique (PERT)** charts will be prepared by PMC. Monitoring on monthly basis will be carried out by them. PMC will submit monthly monitoring of progress to the University along with their events, PERT chart and expenditure milestones and recommendations. In case of delays in any activity then the PMC will suggest & recommend remedial measures in order to get the project completed within stipulated time.

**10. SCHEDULE OF PAYMENT OF FEE TO PMC AGAINST ITS SERVICES**

<b>S.No.</b>	<b>Stages of Work</b>	<b>Percentage of payment</b>
1	Scrutiny and approval of preliminary Schemes, drawings and estimates and approval thereof by the University	5 % of total fee payable on the basis of <b>estimated cost of project.</b>
2	Scrutiny of detailed drawings and detailed estimates, tender documents and then approval of the University	10% of the total fee payable less payment already made at stage –(1)
3	Issue of N.I.T. & award of works to vendors/ agencies	15% of total fee payable less payment already made at stage (1) and (2)
4	During the execution of work by contractors/ vendors (on pro-rata basis) commensurate with the value of the work executed	80% of total fee payable less payment already made at stage (1), (2) & (3) above
5	After successful completion & taking over of project and on acceptance of project by the University	95% of total fee payable less payment already made at stage (1), (2), (3) & (4) <b>and after taking into consideration the difference in fee due to deviation in the estimated cost &amp; final built up cost of the project</b>
6	Balance payment	On Completion of Defect Liability Period



The University shall have the right to request in writing for additions/ alterations/ modifications or deletions in the design and drawing of any part of the work and to request in writing for such work in connection therewith and the PMC shall comply with such requests without any extra cost.

PMC shall not make any material deviation, alteration, addition to or omission from the work shown and described in this document except without first obtaining the written consent of the University.

Sd/-  
**REGISTRAR**

(On client's letter head)

(Applicable for Completed Projects)

**To whom it may concern**

**Certified that M/s..... (name of the Govt Department/PSU/PSE) having its registered office at .....(address) has completed PMC work of one single Project for us with total cost of Rs. .... crores (in words). The said project was completed from ..... (date of initiation) to ..... (date of completion). The brief description of the works completed are as:**

- 1.
- 2.

**The performance of the above agency during this assignment has been satisfactory.**

**Further, this is certified that this institution/organization is an institution of higher education.**

**Signature:**

**Name of the signing authority:**

**Designation:**

**Name of the Institution:**

**Address:**

**Contact Numbers:**

**Website:**

**Dated:**

(On client's letter head)

(Applicable for Ongoing Projects)

**To whom it may concern**

**Certified that M/s..... (name of the Department/PSU/PSE) having its registered office at .....(address) has been allotted PMC work of one single Project by us with total estimated cost of Rs. .... crores (in words). The said project has been initiated on ..... (date of initiation) by the said Department/PSU. The brief description of the works allotted are as:**

- 1.**
- 2.**

**It is also certified that an amount of Rs ..... crores (in words) has been released in favour of M/s..... (name of the Department/PSU) for meeting the expenditure against the allotted works. The performance of the above agency till date has been satisfactory. Further, this is certified that this institution/organization is an institution of higher education.**

**Signature:**

**Name of the signing authority:**

**Designation:**

**Name of the Institution:**

**Address:**

**Contact Numbers:**

**Website:**

**Dated:**

**Format of Letter of Expression of Interest**  
[On Department's/PSU's/PSEs letterhead]

Reference:

Date:

The Registrar  
Central University of Kashmir  
Sonwar, Srinagar – 190004 (J&K)

**SUBMISSION OF EXPRESSION OF INTEREST**

Sir,

We hereby submit our Expression of Interest (EOI) for PMC services as explained in the Invitation for Expression of Interest for the afore-mentioned project. In support we submit all the necessary information and relevant documents for our participation in the process of selection. We hereby submit our willingness to work on the project as detailed in the EoI.

We undertake to abide by the provisions laid down in this EoI and any other document issued by the University during the process of this assignment.

We declare that at the time of submitting this EoI, neither we nor any of our constituents have been barred or blacklisted by Central and/or any State Govt Department/agency of India.

Yours faithfully,

Signature of Applicant:

(Should be signed by authorized representative of Applicant or the lead member in case Applicant is a consortium)

Name of Signatory:

Designation:

Name and address of PSU/PSE/Department:

Contact number:

Fax:

Email:

**Proforma for Financial Bid**  
[On Department's/PSU's/PSEs letterhead]

Reference:

Date:

The Registrar  
Central University of Kashmir  
Sonwar, Srinagar – 190004 (J&K)

Sub; Project Management Consultancy work for development of Central University of Kashmir  
– Financial bid

Sir,

In response to subject work, we hereby quote our Consultancy Fee as under:

Description of Work	Consultancy Fee including all taxes & charges, however excluding Service Tax (As percentage of Project Cost)	
	In Figures	In Words
Project Management Consultancy work for development of Central University of Kashmir	%	

**Notes:**

1. *The Service Tax, if applicable on the consultancy fee will be paid by the University to the concerned Govt agency.*
2. *Amount payable to the PMC shall be subject to TDS as per norms.*

Thanking you,

Yours faithfully,

Signature of Applicant:

(Should be signed by authorized representative of Applicant)

Name of Signatory:

Designation:

Name and address of PSU/PSE/Department

Contact number:

Fax:

Email: