

**Architectural Planning and Detailed Design  
Consultancy Services for Construction of the Proposed  
Aliah University Campus & New Haj Tower Complex  
in the State of West Bengal, India**

**ADDENDUM NO. 3  
TO RFP DOCUMENT  
Dated 07.02.2012**

**HOOGLY RIVER BRIDGE COMMISSIONERS**  
(A Statutory Organization under Government of West Bengal)  
**TRANSPORT DEPARTMENT**  
**MUNSHI PREMCHAND SARANI**  
(ST. GEORGE'S GATE ROAD)  
**KOLKATA – 700 021**

❏ ***Important Note*** ❏

**Last date of submission of bids and bid opening is 13.02.2012 instead of 15.02.2012  
(Refer Sl. No. 30 & 32 of List of Corrigenda inside the document)**

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TO RFP DOCUMENT  
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**CONTENTS:**

- Addendum No. 3 to RFP Document consists of the following documents:
1. List of corrigenda.
  2. Volume I : Section 3 (Version 2).
  3. Volume II (Version 2) : Financial Offer.

## List of Corrigenda

In pursuance with Clause 9 of Section 2 of Volume I (i.e. Instruction to bidders), the following modifications are made to the RFP Document:

Sl. No.	Location in RFP Document	Modifications
<b>Volume I, Section – 2 : Instructions to Bidders</b>		
1	Sub-Clause no. 1.1 Project Background Page -8	In the 1 <sup>st</sup> line of the 2 <sup>nd</sup> paragraph, the following words “Architect/Design Consultancy” is deleted and substituted by “Consultancy”.
2	Sub-Clause no. 1.1 Project Background Page -8	The existing 3 <sup>rd</sup> paragraph is deleted and substituted by “The proposed Aliah University Campus shall be built on a 20 acre land at New Town, Rajarhat. The main building will be around 20 storied having 40,000 to 55,000 sq.m. of built up area. Besides, the Administrative Building and some allied buildings along with roads and pathways, drainage, water supply, sewerage, electricals, landscaping and beautification etc. shall be built.”
3	Sub-Clause no. 1.1 Project Background Page -8	The existing 4 <sup>th</sup> paragraph is deleted and substituted by “The proposed New Haj Tower Complex shall be built on a 5 acre land at New Town, Rajarhat, a 12 storied building having 7,000 to 10,000 sq.m. of built up area will be built along with all infrastructural amenities including roads and pathways, drainage, water supply, sewerage, electricals, landscaping and beautification etc.”
4	Sub-Clause no. 1.2.1 Scope of Work Page -8	In the 2 <sup>nd</sup> line of the 1 <sup>st</sup> paragraph, the following words “Architect/Consultancy” is deleted and substituted by “Consultancy”.
5	Sub-Clause no. 1.2.1 SI No (xi) Page -9	At the end of the line, the following words “Letter of Acceptance” is deleted and substituted by “Notice to Commence”.
6	Sub-Clause no. 1.2.4 SI No. b. Architectural Design Page - 10	The existing clause is deleted and substituted by “The bidder shall submit more than one concept plan. Also, the bidder shall give a technical presentation through Power Point to the empowered committee showing the conceptual schemes with all the features given in the scope of work for approval of the final concept plan. A soft copy of technical presentation shall be furnished by the bidder on the date of technical presentation. After approval of the client preliminary conceptual scheme with plan of each floor, all elevations, sections through important parts etc. and perspective view of the projects have to be submitted along with conceptual design and preliminary cost estimate of the projects.”
7	Sub-Clause no. 1.2.5 SI No. c. Structural Design Page -11	In the 2 <sup>nd</sup> line, the following word “BESU” is replaced by “BESU (Bengal Engineering and Science University, Shibpur, Howrah)”

**List of Corrigenda(Contd.)**

Sl. No.	Location in RFP Document	Modifications
8	Sub-Clause no. 1.2.7 Construction Stage Page -12	The last two sentences of existing Clause “For revision/ modification of working drawings, no charges shall be paid by the Employer. But for the key person who will visit the site a sum of Rs.2000.00 per person per day as daily allowance and Rs.1000.00 per trip per person as travelling cost shall be paid by the Employer” is deleted and replaced by “For revision/modification of working drawings, charges shall be paid by the Employer. Also for the key person who will visit the site a sum of Rs.2000.00 per person per day as daily allowance and Rs.1000.00 per trip per person as travelling cost shall be paid by the Employer.”
9	Sub-Clause no. 1.2.8 Time for completion Page -12	The existing sentence is deleted and replaced by “The successful bidder will have to complete the works within 9 (nine) months from the date of issue of the ‘Notice to Commence’ ”.
10	Sub-Clause no. 2.1 Eligible Bidder Page -12	In the last line, the following words “Sub-Clause 2.2 and Clause 3” is deleted and substituted by “Sub-Clause 2.2, Sub-Clause 2.3, Sub-Clause 2.4 and Clause 3”
11	Sub-Clause no. 2.3 Eligible Bidder Page -12	In the 2nd line, the following words “The bad partner” is replaced by “The lead partner”.
12	Sub-Clause no. 2.3 Eligible Bidder Page -12	In the 6 <sup>th</sup> line, the following words “Copy of agreement” is replaced by “Copy of the said agreement”.
13	Clause no. 2 Eligible Bidder Page -12	Add Sub Clause No. 2.4 as below: “Bidder should submit a written power of attorney authorizing the signatory of the bid to commit the bidder.”
14	Sub-Clause no. 3.1(a) Consultancy Experience Page -13	The description in the 4 <sup>th</sup> column in the existing table is deleted and substituted as shown below : <div data-bbox="1057 1283 1398 1398" style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">Detail of the project, Cost of the project, Total covered area of the project, Facilities provided</div>
15	Sub-Clause no. 3.1(a) Consultancy Experience Note below Table Page -13	In the 1 <sup>st</sup> line of note, the following words “To desire” is replaced by “To derive”.
16	Sub-Clause no. 3.3(a) Technical Manpower Deployment Page -14	The existing 1 <sup>st</sup> paragraph, viz. “The consultant must give ..... Letter of undertaking should be attached with the proposal” is deleted and substituted by “The consultant must give undertaking that they will deploy the following key personnel for carrying out the consultancy services in connection with the two projects if the contract is awarded to them eventually. The key technical personnel must be on their regular roll of the firm/consultancy for at least one year prior to the date of bid submission. But in case of Geotech Expert, Mechanical Expert HVAC Engineer, this provision is not mandatory. Besides, the consultancy firm will also undertake to deploy non-technical manpower and provide adequate design and drafting facilities including software. The bidder should submit undertaking for technical manpower deployment as per format given in Vol. I, Section 3E”.

**List of Corrigenda(Contd.)**

Sl. No.	Location in RFP Document	Modifications
17	Sub-Clause no. 3.3(a) Technical Manpower Deployment / Details of Manpower – sl. (iv) Page -14	The following words “ <b>Structural Engineer</b> (two numbers) shall be a Master Degree in Architecture” is replaced by “ <b>Structural Engineer</b> (two numbers) shall be a Master Degree in Structural Engineering”.
18	Sub-Clause no. 3.3(a) Technical Manpower Deployment / Details of Manpower – sl. (vi) Page -14	The following words “ <b>Geotech Expert</b> (one number) shall be a Master Degree and shall have experience of 6 years of works of similar nature” is replaced by “ <b>Geotech Expert</b> (one number) shall be a Master Degree in Geotechnical Engineering and shall have experience of 6 years of works of similar nature”.
19	Sub-Clause no. 3.3(a) Technical Manpower Deployment / Details of Manpower – Note Page -14	The last sentence “The CV should give all details in order to satisfy the requirements mentioned above” is deleted and replaced by “The CV should give all details in order to satisfy the requirements mentioned above as per format given in Vol. I, Section 3F”.
20	Sub-Clause no. 7.1 SI No. 8 Page -15	The following words “Letter of Undertaking for Technical Manpower Deployment” is replaced by “Undertaking for Technical Manpower Deployment”.
21	Sub-Clause no. 7.2 Page -15	The last sentence “Pursuant to Clause 25, bids which as per opinion of the employer are not substantially responsive to the requirements of the bid RFP documents will be rejected.” is deleted and replaced by “Pursuant to Clause 25, bids which are not substantially responsive to the requirements of the RFP document will be rejected.
22	Sub-Clause no. 12.1 Bid Prices Page -16	1) In the 1st line, the following word “slated” is replaced by “stated”. 2) In the 2nd line, the following words “Sub-Clause 1.2” is replaced by “Clause 1 of Vol. I Section - 2 ”.
23	Sub-Clause no. 15.4 Bid Security Page -17	In the 2nd line, the following words “after issuance of LOA” is replaced by “after final selection of the bidder”.
24	Sub-Clause no. 15.6 (b) Bid Security Page -17	The following words “pursuant to Sub-Clause 15.2” is replaced by “pursuant to Clause 26”
25	Sub-Clause no. 17.2 Format and Signing of Bid Page -17	In the first sentence, the following words “pursuant to Sub-Clause 3.1(a)” is replaced by “pursuant to Sub-Clause 18.1 sl. No. (4)”
26	Sub-Clause no. 18.1 sl (4) Sealing and Marking of Bids Page -18	The existing sentence “A written of Power of Attorney authorizing the signatory of the bid” is replaced by “A written Power of Attorney authorizing the signatory of the bid as per Sub Clause 2.4”
27	Sub-Clause no. 18.1 sl (5) Sealing and Marking of Bids Page -18	The following words “Letter of Undertaking for technical manpower deployment” is replaced by “Undertaking for technical manpower deployment as per Vol I Section 3E”.

**List of Corrigenda(Contd.)**

Sl. No.	Location in RFP Document	Modifications
28	Sub-Clause no. 18.1 Sealing and Marking of Bids Page -18	Add sl. no. 7 as below: Copies of agreement duly self attested as per Sub Clause 2.3 in case of joint venture company or the consortium.
29	Sub-Clause no. 18.1 Sealing and Marking of Bids Page -18	In the 1 <sup>st</sup> line of the last paragraph, the following words “sealed in a outer single” is replaced by “sealed in an outer single”.
30	Sub-Clause No. 19.1 <b>Deadline for Submission of Bids</b> Page - 18	The existing Clause is deleted and substituted by “Bids must be received by the Director (Pl. & Dn.), HRBC at the address specified at Sub-Clause 18.2(a) not later than <b>14.00 hrs. on 13.02.2012</b> ”.
31	Sub-Clause no. 20.1 Late Bids Page -19	In the last line, the following words “by the employee” is replaced by “by the employer”.
32	Sub-Clause No. 22.1 <b>Bid opening</b> Page - 19	The first paragraph is deleted and substituted by “The Director (Pl. & Dn.), HRBC will open the outer envelope containing the proposal, including withdrawals and modifications made pursuant to Clause 21, in the presence of bidder’s representatives who choose to attend, at <b>14.30 hrs. on 13.02.2012</b> at the chamber of Director (Pl & Dn), Hooghly River Bridge Commissioners, Munshi Prem Chand Sarani (St. George’s Gate Road), Kolkata 700 021, India”.
33	Sub-Clause no. 22.1 Bid Opening Page -19	In the 1 <sup>st</sup> line of the 2 <sup>nd</sup> paragraph, the following words “RFP document” is replaced by “Document”.
34	Clause no. 24 Page -20	The existing heading is deleted and replaced by “ <b>Clarification of Bids / Break down of lumpsum fees</b> ”
35	Sub-Clause no. 24.1 Page -20	In the 3rd line, the following words “ <u>breakdowns of unit rates</u> ” is replaced by “ <u>breakdowns of lumpsum fees</u> ”.
36	Sub-Clause no. 26.1 Correction of Errors Page -21	The last sentence “If there is a discrepancy between the rate in figures and words, the rate and amount in words shall prevail” is deleted and replaced by “If there is a discrepancy between the quoted fees in figures and words, the fees in words shall prevail”.
37	Sub-Clause no. 28.1 Award Page -21	The existing clause is deleted and substituted by “Subject to Clause 29, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the Lowest Evaluated Bid Price”.
38	Sub-Clause no. 30.1 Notification of Award Page -22	In the 5th line, the following words “pay the Contractor” is replaced by “pay the Consultant”.
39	Sub-Clause no. 30.3 Notification of Award Page -22	The existing clause is deleted and substituted by “Upon final selection of the bidder, the Employer will promptly notify the other bidders that their bids have been unsuccessful”.

**List of Corrigenda(Contd.)**

Sl. No.	Location in RFP Document	Modifications
40	Clause no. 34 Issue of Notice to Commence Page -22	In the 1 <sup>st</sup> line, the following words “the contractor” is replaced by “the consultant”.
<b>Volume I, Section – 3</b>		
41	Volume I Section - 3 Page -23 to 28	The existing set of Volume I, Section – 3 as provided in earlier volume is deleted and substituted by a new set as Volume I, Section 3, Version 2 in Addendum No.3 to RFP Document with page mark from Pg. 23 to 28D.
<b>Volume I, Section – 4</b>		
42	Sub-Clause no. 1.1 (h) Definitions Page -30	In the last line, the following words “in scope of Bid in Clause 1” is replaced by “in scope of Bid in Clause 1 of Vol. I, Section 2”.
43	Sub-Clause no. 1.1 (j) Definitions Page -30	In the last line, the following words “successor and assign” is replaced by “successor and assignee”.
44	Sub-Clause no. 1.1 (m) Definitions Page -30	The existing clause is deleted and substituted by “Any communication given by the engineer’s representative/ assistant to the consultant shall have the same effect as though it had been given by the engineer. If the consultant questions any communication of the engineer’s representative/assistant he may refer the matter to the engineer who shall confirm, reverse or vary the contents of such communications.”
45	Sub-Clause no. 2.4.3 Extension of time Page -33	The existing Sub Clause No. 2.4.3 shall be read as Sub Clause No. 2.4.4.
46	Sub-Clause no. 2.4.3 Extension of time Page -33	In the 1 <sup>st</sup> line, the following words “pursuance to this contract” is replaced by “pursuant to this contract”.
47	Sub-Clause no. 3.2.3 Page -36	The existing heading is deleted and replaced by “Consultants and Affiliates not to be otherwise Interested in Project”.
48	Sub-Clause no. 3.2.3 Page -36	In the 3 <sup>rd</sup> line of the existing clause, the following words “works or service” is replaced by “works or services”.
49	Sub-Clause no. 3.4 (a) Liability of the Consultants Page -37	In the 2 <sup>nd</sup> line, the following words “out the act” is replaced by “out of the act”.
50	Sub-Clause no. 3.6 (c) Insurance to be taken by the Consultants Page -38	In the 1 <sup>st</sup> line, the following words “employee’s liability” is replaced by “Employer’s liability”.
51	Sub-Clause no. 3.7 Accounting, Inspection and Auditing Page -38	The existing clause is deleted and substituted by “The Consultants (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and cost, and the bases thereof and (ii) shall permit the Client or its designated representative periodically, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Client.”

**List of Corrigenda(Contd.)**

SI. No.	Location in RFP Document	Modifications
52	Sub-Clause no. 5.5 Indemnification of the consultants by the client Page -40	In the last line, the following words “or is employees or agents” is replaced by “or its employees or agents”.
53	Sub-Clause no. 10.1 Compensation for Delay Page -41	In the 1 <sup>st</sup> line, the following words “The work shall carried out” is replaced by “The work shall be carried out”.
<b>Volume II : Financial Offer</b>		
54	Volume II Financial Offer Page -42 to 45	The existing set of Volume II : Financial Offer as provided in earlier volume is deleted and substituted by a new set as Volume II : Financial Offer – Version 2 in Addendum No.3 to RFP Documents with page mark from Pg. 42 to Pg. 45.

- All other terms and conditions of the RFP Document will remain unaltered.

**VOL. I - SECTION 3:**  
**SECTION 3A FORM OF BID**  
**SECTION 3B FORM OF AGREEMENT**  
**SECTION 3C FORM OF BANK GUARANTEE  
FOR PERFORMANCE SECURITY**  
**SECTION 3D UNDERTAKING FOR NOT BLACKLISTED**  
**SECTION 3E UNDERTAKING FOR TECHNICAL  
MANPOWER DEPLOYMENT**  
**SECTION 3F C.V. FOR KEY TECHNICAL PERSONNEL**

**VOL. I SECTION 3A.**  
**FORM OF BID**

**Name of Contract:** Architectural Planning and Detailed Design Consultancy Services for Construction of the Proposed Aliah University Campus & New Haj Tower Complex in the State of West Bengal, India.

To  
The Vice Chairman,  
Hooghly River Bridge Commissioners,  
Munshi Prem Chand Sarani,  
St George’s Gate Road,  
Kolkata – 700 021  
West Bengal, India

Gentlemen,

1. In accordance with the Conditions of Contract and Specifications furnished by HRBC and drawings as furnished by HRBC, and Addenda for execution of the above named works, we the undersigned offer to conduct the Consultancy Services for Architectural Planning and Detailed Design for the amount of (insert amount first in numbers and then in words) .....  
..... quoted by us in the Financial Offer as prescribed by HRBC in accordance with the said Conditions and other bid documents.
2. We undertake, if our Bid is accepted, to commence the Works as soon as possible after the receipt of the notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Bid.
3. We agree to abide by this Bid until ....., 2012 and it shall remain binding upon us and may be accepted at any time before the expiration of that date.
4. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We agree to execute the works at the quoted lumpsum fees without escalation from the date of LOA upto the date of completion including extensions.

6. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ..... day of ....., 2012

Signature..... in the capacity of .....  
..... duly authorized to sign bids for and on behalf of  
..... (in block  
letters or typed)

Address: .....

.....

Witness: .....

Address: .....

.....

Occupation: .....

**VOL. I SECTION 3B.**  
**FORM OF AGREEMENT**

This CONTRACT ( hereinafter called the "Contract" ) is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2012 between, on the one hand, The Vice Chairman, Hooghly River Bridge Commissioners, St George's Gate Road, Kolkata-700 021 ( hereinafter called the "Client" ) and, on the other hand, \_\_\_\_\_ ( hereinafter called the "Consultants" )

**WHEREAS**

- (A) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions attached to this Contract ( hereinafter called the "Services" );
- (B) the Consultants, having represented to the Client that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a) The Agreement
  - b) Letter of Acceptance
  - c) Addenda to the RFP Document, if any
  - d) Form of Bid duly filled up
  - e) Instructions to Bidder
  - f) The General Conditions of Contract
  - g) Financial Offer with Payment Schedule
  - h) Drawing
  - i) Notice Inviting Request For Proposal
  - j) Other Documents as agreed upon
  
- 2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:
  - (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract, and
  - (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND ON BEHALF OF**  
**[CLIENT]**

By \_\_\_\_\_  
**Authorized Representative**

**FOR AND ON BEHALF OF**  
**[CONSULTANTS]**

By \_\_\_\_\_  
**Authorized Representative**

**VOL. I SECTION 3C.**

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

WHEREAS ..... (Name of Bidder) (hereinafter called “the Consultant”) has submitted his bid dated ..... (Date) for “Architectural Planning and Detailed Design Consultancy Services for Construction of the Proposed Aliah University Campus & New Haj Tower Complex in the State of West Bengal, India” (herein called “the Bid”) by “Hooghly River Bridge Commissioners”, HRBC Bhawan, St. Georges Gate Road, (Munshi Prem Chand Sarani), Kolkata – 700 021 (hereinafter called the employer which expression shall unless repugnant to or inconsistent with the context mean and include its successors and assigns).

KNOW ALL MEN by these presents that, We, ..... (Name of Bank) having its registered office at ..... (hereinafter called “the Bank”) are bound unto ..... (Name of Employer) (hereinafter called “the Employer”) in the sum of Rs. .... (Amount of Guarantee) for which the payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this ..... day of ..... 2012.

THE CONDITIONS of this obligation are:

1. If the bidder having been notified of the acceptance of his Bid by the Employer during his period of validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders.
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to Bidders,

Or

2. If the bidder fails or refuses to execute the assignment as specified in the contract.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurrence condition or conditions.

This Guarantee will remain in force upto ..... or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

NOTWITHSTANDING anything contained hereinabove,

- (i) Our liability under this Bank Guarantee shall not exceed Rs.....  
(Rupees ..... only)
- (ii) This Bank Guarantee shall be valid upto ..... and
- (iii) We are liable to pay the Bank Guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before .....

DATE.....  
.....  
(SIGNATURE OF THE BANK)

WITNESS .....  
.....  
(BANK SEAL)

.....  
(Signature, Name and Address)

**VOL. I SECTION 3D.**

**UNDERTAKING FOR NOT BLACKLISTED**

We do hereby undertake that we have not been blacklisted or deregistered by any central/state government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last 5 years.

.....  
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

- NOTE:**
1. In case of JV/Consortium, the undertaking shall be submitted by each member of the JV/Consortium.
  2. The undertaking shall be signed by authorized signatory of the bidder or constituent member in case of JV/Consortium.

**VOL. I SECTION 3E.**

**UNDERTAKING FOR TECHNICAL MANPOWER DEPLOYMENT**

I ..... (Name and designation) appointed as the attorney/authorized signatory of the Consultant (including its constituents), M/s. ....  
..... (hereinafter called the Consultant) for the purpose of the Bid for the work of '*Architectural Planning and Detailed Design Consultancy Services for Construction of the Proposed Aliah University Campus & New Haj Tower Complex in the State of West Bengal, India*' do hereby solemnly affirm and state on behalf of the Consultant including its constituents as under:

1. We undertake that we will deploy the following key technical personnel, as given in enclosed sheet for carrying out the consultancy services in connection with the two projects.
2. We undertake to deploy non-technical manpower and provide adequate design and drafting facilities including software.

Enclosures: Sheet showing details of key technical personnel.

.....  
**SEAL AND SIGNATURE OF  
THE CONSULTANT**

***Architectural Planning and Detailed Design Consultancy Services for  
Construction of the Proposed Aliah University Campus & New Haj Tower Complex  
in the State of West Bengal, India.***

**DETAILS OF KEY TECHNICAL PERSONNEL**

*(Enclosed sheet of Form 3E)*

<b>Name of the Firm:</b>				
<b>Sl. No.</b>	<b>Name of the personnel</b>	<b>Qualifications</b>	<b>Experience in similar kind of work (in years)</b>	<b>Assigned for the proposed work (full time/part time)</b>

**VOL. I SECTION 3F.**

**CURRICULUM VITAE (CV) FOR KEY TECHNICAL PERSONNEL**

- 1) **Proposed Position** *[Only one candidate shall be nominated for each position]:* \_\_\_\_\_
- 2) **Name of Firm** *[Insert Name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
- 3) **Name of Staff** *[Insert full name]:* \_\_\_\_\_
- 4) **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
- 5) **Education** *[Indicate college/University and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]:* \_\_\_\_\_  
\_\_\_\_\_
- 6) **Membership of Professional Association:** \_\_\_\_\_
- 7) **Other Training** *[Indicate significant training since degrees under 5 – Education obtained]:* \_\_\_\_\_  
\_\_\_\_\_
- 8) **Countries of Work Experience** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_  
\_\_\_\_\_
- 9) **Languages** *[For each language indicate proficiency: good, fair or poor in speaking, reading and writing]:* \_\_\_\_\_  
\_\_\_\_\_
- 10) **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:*  
From [Year] \_\_\_\_\_ To [Year] \_\_\_\_\_  
Employer: \_\_\_\_\_  
Position held: \_\_\_\_\_

<p><b>11) Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12) Work undertaken that best Illustrates Capability to handle the Tasks Assigned</b></p> <p><i>[Among the assignment in which the staff has been involved, indicate the following information for those assignment that best illustrate staff capability to handle the tasks listed under point 11]</i></p> <p>Name of assignment of project: _____ _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13) **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]* *[Day/Month/Year]*

\_\_\_\_\_  
Signature of the Bidder

**VOLUME II**  
**FINANCIAL OFFER**

**FINANCIAL OFFER**

<b>Sl. No.</b>	<b>Schedule of Consultancy</b>	<b>Consultancy fees in Rs. (in lump sum) as per Cl. 12 of Instructions to Bidders (To be written both in figures and words)</b>
1	Providing Architectural Planning and Detailed Design Consultancy Services in terms of Clause 1 of Instructions to Bidders for construction of the proposed Aliah University Campus and New Haj Tower Complex combined as a single package.	

Note: For the purpose of making interim payments, the following Payment Schedule shall be followed. Total payment at the end of the work shall be limited to the lump sum consultancy fees quoted by the bidder.

.....  
(Signature of Consultant)

**PAYMENT SCHEDULE**

Stage	Delivering of Services	PAYMENT %
1	<ul style="list-style-type: none"> <li>• On site surveying with Total Station, Contour survey etc. furnishing reports and drawings for survey works.</li> <li>• Carrying out soil tests as required for structural design of buildings and other allied works and on submission of reports thereof.</li> <li>• Preparation and submission of draft master layout plans, site plan as also concept plans including the technical presentation as detailed in the RFP document and submission on approval of the same by the authority.</li> <li>• Preparation and submission of Preliminary Estimate of cost.</li> </ul>	7.5 % of total fee
2	<ul style="list-style-type: none"> <li>• Preparation and submission of Plans / drawings / design to local civic bodies as per their rules and after obtaining approval from the local / statutory authorities submission of the approved documents in original to the client.</li> <li>• Preparation and submission of basic working details and drawings, schedule of quantities and rates with analysis covering all items of works, specifications etc. based on sanctioned / approved drawings.</li> <li>• Preparation of Environmental Impact Assessment and obtaining NOC from concerned Environmental Dept/ Authorities.</li> <li>• Obtaining NOC from concerned Fire Dept., Wireless and Tele-Communication Dept. etc.</li> <li>• Preparation and submission of foundation and Basement design and drawings with all details after obtaining vetting from the Proof Consultant.</li> </ul>	25 % of total fee
3	<ul style="list-style-type: none"> <li>• Preparation and submission of layout model and buildings model.</li> <li>• Preparation and submission of Detailed Project Report (DPR).</li> <li>• Preparation and submission of 3D views and perspective views of the projects.</li> <li>• Preparation and submission of detailed drawings consisting of floor plans, external and internal elevations, cross and long sections etc. as detailed in the scope of work.</li> </ul>	25 % of total fee
4	<ul style="list-style-type: none"> <li>• Preparation and submission of all remaining structural drawings with design calculations duly vetted by the Proof Consultant.</li> <li>• Preparation and submission of detailed engineering design and working drawings with specifications for proper execution of works with respect to following works.               <ol style="list-style-type: none"> <li>1. Architectural</li> <li>2. Structural</li> <li>3. Drainage, water supply, sewerage etc. both internal and external.</li> <li>4. Internal and External Electrical Works, Elevators, Air Conditioning and ventilation system etc.</li> <li>5. Fire Fighting and Fire detection system.</li> <li>6. Roads, Landscaping / horticulture, site-development and other services.</li> </ol> </li> </ul>	30 % of total fee

<b>Stage</b>	<b>Delivering of Services</b>	<b>PAYMENT %</b>
5	<ul style="list-style-type: none"><li>• On submission in requisite volumes and copies of reports, drawings, soft copies etc.</li><li>• On compliance of modifying and revising architectural / structural / working drawings or for any other specific requirement relating to services of the consultant.</li><li>• On completion of the scope of work as provided in the contract to the satisfaction of the client.</li></ul>	7.5 % of total fee
6	<ul style="list-style-type: none"><li>• For revision of working drawings consequent to site requirement during construction stage of the buildings as per Sub Clause 1.2.7 of Vol. I, Section 2.</li></ul>	5 % of total fee

**Note:** The stage wise payment schedules stated above may be further split up at the time of signing agreement by consent of both parties to facilitate payment.