

**Notice Inviting “Expression of Interest (EOI)”
For Engagement of “Project Management Consultants (PMC)”**

1. Indian Institute of Entrepreneurship (IIE), Guwahati, Assam intends to engage Public Work Organization/Undertakings working in the Prefab Engineering Procurement and Construction Sector under compliance of revised Rule 133 (2) or Rule 133 (3) of GFR for construction of its Multi-Disciplinary Livelihood Business Incubation Centre on Food Processing, Readymade Garment and Handicraft Making at Hunphun, Ukhrul, Manipur and hereby invites “Expression of Interest (EOI) for Engagement of Project Management Consultants(PMC)” with a price validity of 180 days.
2. The PMC shall render services for a period of three(03) years and subsequently extendable as per requirement of the project and as decided by competent authority. However IIE reserves the right to discontinue the PMC at any time without assigning any reason(s) and shall not be liable to pay any compensation on this or on any other account.
3. During the period of its services, the PMC would be required to work on the aforementioned project assigned to it by the Indian Institute of Entrepreneurship. The terms and conditions and fee (PMC Charges) as decided by Indian Institute of Entrepreneurship shall be based on lowest financial bid (**G+3 with per floor built up area of 704 sq.m**) in percentage of estimated amount shall be applicable. The total estimated project outlay is Rs. 13.92 Crores inclusive of all cost and charges.
4. Detailed notice inviting “Expression of Interest (EOI)” for engagement including guidelines and Terms & Conditions of engagement may be downloaded from the IIE website ‘www.iie.gov.in’ or may be collected in person from the office of the undersigned during office hours from 4th of July to 19th of July.
5. Last date and time for submitting the EOIs is Monday, 19th of July 2017 upto 1300 Hours at the address Director , Indian Institute of Entrepreneurship, Lalmati, Guwahati, Assam - 781029
6. Expression of Interest received after the above specified date and time, either by post or by hand, shall not be entertained.
7. All bids will be opened on Monday, 1400 hours, 19th of July, 2017.

Director,
Indian Institute of Entrepreneurship
Lalmati, Guwahati

Indian Institute of Entrepreneurship, Guwahati, Assam

Web Notice

Invitation for Expression of Interest (EOI) for Project Management Consultants (PMC)

Sealed applications are invited by Director, Indian Institute of Entrepreneurship, Lalmati, Guwahati, Assam -781029 from Public Work Organization/Undertakings working in Prefab Engineering, Procurement and Construction Sector for construction of its Multi-Disciplinary Livelihood Business Incubation Centre on Food Processing, Readymade Garment and Handicraft Making at Hunphun, Ukhrul, Manipur and hereby invites "Expression of Interest (EOI)" with a price validity of 180 days.

Selected PMC shall be engaged/ for a period of three years. Indian Institute of Entrepreneurship, however reserves the right to discontinue the PMC at any time without assigning any reasons and shall not be liable to pay any compensation on this or on any other account.

During the period of its services, the PMC would be required to work on the aforementioned project assigned to it by IIE. The terms and conditions as decided by Indian Institute of Entrepreneurship shall be based on lowest financial bid of estimated amount shall be applicable. Application form can be downloaded from Indian Institute of Entrepreneurship website i.e www.iie.gov.in. Any corrigendum/addendum to this publication, would appear on the institute's website. EOI application along with relevant documents shall be submitted to the Director, Indian Institute of Entrepreneurship, Lalmati, Guwahati, Assam -781029.

Indian Institute of Entrepreneurship reserves the right to accept or reject any or all applications without assigning any reason.

The last date and time for submission of applications is Thursday, 1300 hours, 19th of July, 2017. All bids will be opened on Monday, 1400 hours, 19th of July, 2017.

Sd/-
Director
Indian Institute of Entrepreneurship,
Lalmati, Guwahati

Detailed Notice Inviting 'Expression of Interest (EOI)'

For Empanelment of PMC Consultants

1. Objectives :

To set up a State-of-Art Multi-Disciplinary Livelihood Business Incubation Centre on Food Processing, Readymade Garment and Handicraft Making at Hunphun, Ukhrul District, Manipur for enhancement for the present livelihood situation of the local communities.

2. Role of Project Management Consultant in brief :

The Project Management Consultant will be responsible for supporting IIE in project administration, design and engineering services, environmental and social safeguards implementation, contracting, management control, material control, inspection and supervision of construction, control of schedule, quality control and commissioning of the project/projects

3. Detailed Scope of Work of Project Management Consultant :

The PMC shall be responsible for complete project 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:

The services for the PM Consultant are broadly divided into 3 phases:

Phase A : Project Preparation

Phase B : Project Implementation .

Phase C : Post implementation Service

Phase A (Project Preparation)

Before starting the work of Phase A the PMC shall discuss with Indian Institute of Entrepreneurship for finalization of the project's requirement. PMC will be responsible for Project Formulation and Appraisal including the preparation of Conceptual and Schematic level designs for the project including architectural, structural, mechanical, electrical, plumbing and fire-fighting services.

The services to be rendered under this phase are as under:

- (i) PMC will prepare the topographical and Geotechnical survey after necessary investigation at site
- (ii) PMC will engage experienced and competent Architects registered Under Council of Architecture. The selected Architects will be required to submit the master plan with Design Proposals of all the components of the project. PMC will review the work of Architect and obtain approval of the competent authority of Indian Institute of Entrepreneurship, Guwahati or its authorized representative. Further, the PMC will submit a comprehensive schedule/timeline for the steps to be undertaken as per the requirements of IIE, and indicate the major milestones and work tasks of the project.
- (iii) For implementation of the construction/erection works of the project the PMC shall prepare comprehensive and consistent tender documents with the aim of achieving

- the most economical tender prices and equitable sharing of risks between the parties to the contract. The tender documents shall also include all the required specifications, construction drawings, Bill of quantities(BOQ)pertaining to civil, plumbing electrical works and other infrastructural works like internal road, sewage disposal structure etc.
- (iv) After the tender documents are approved, the PMC shall issue notice inviting tenders from agencies having sufficient experience in execution of such projects directly.
 - (v) The contracting task includes also the following services of the PM Consultant :
 - (a) Participation in the award process and negotiations;
 - (b) Recommendation and assistance in contract finalization;
 - (c) Assistance and guidance during financial negotiations until financial closure;
 - (d) Participate in negotiations and assist in contract finalization etc. with the second best evaluated bidder provided that negotiations with the best evaluated bidder have not been successful.
 - (vi) In all the key activities the PMC has to obtain approval from the competent authority of IIE or its authorized representative.

Phase B (Project Implementation)

- (i) The services for Phase B can be split in 3 sub-phases:
 - (a) Review of the detailed design, Supervision of construction and erection, and contract management by Competent Authority of IIE
 - (b) Assigning Building Construction Permission from local body/Occupancy Certificate/other mandatory permissions, etc.
 - (c) Receipt of Project Acceptance Certificate (PAC) and Commissioning of Work
- (ii) Phase A are deemed to be fulfilled with the evaluation of bids from bidders. Based on the construction costs of the given proposals, IIE will decide on whether to proceed with the project or not.
- (iii) The PMC shall supervise the construction work to ensure adherence to the construction drawings, prescribed high standards of quality and timely completion of the project. IIE shall verify and certify the bills and monitor the progress of the work, complying with the periodic progress report.
- (iv) PMC will make all engineering decisions in consultation with IIE for successful and timely implementation of the Project.
- (v) PMC will ensure adherence to relevant local body norms, CPWD specifications, BIS codes, CVC guidelines, environment, firefighting, emergency 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 Indian Institute of Entrepreneurship from time to time.
- (vi) PMC will perform the function as "Engineer-in-Charge" as enumerated in the Works Contract with the exception of the following for which PMC will seek prior approval of the Indian Institute of Entrepreneurship. However, the decision of Indian Institute of Entrepreneurship will be final and binding.
 - (a) Issuing/approving variation order(s) which have additional financial implications, as reasonably determined by the Project Management Consultant.

- (b) Based on detailed report and justification by the PMC, for existing items of work which deviate in quantities beyond the limits defined in the contract with additional financial implications.
- (c) Time extension will not be considered except in exceptional scenario without prejudice to levy of penalties. However, any approval for extension of time of completion of the work stipulated in the contract will be without any additional financial implication on Indian Institute of Entrepreneurship.
- (vii) Indian Institute of Entrepreneurship may at its discretion, hire services of an independent agency for quantity audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.
- (viii) The construction work is open to technical/quality audit/financial audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties.
- (ix) PMC shall be fully responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks. The PMC shall make a mandatory provision in the tender documents for third party test of materials and any equipment (s) (preferably from a Government Institute/Agency/Organization.)
- (x) The PMC shall be headed by a sufficiently senior and competent technical person in the entire tenure of PMC, having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart (As per Annexure-IV). The actual composition of technical and financial personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work.
- (xiii) The PMC shall furnish financial & physical progress reports as required by Indian Institute of Entrepreneurship based on predetermined formats & time schedules. Further, the PMC shall hold bi-monthly review meeting with IIE.
- (xiv) The PMC shall supervise the work on day to day basis to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers and supervisory staff as per sound engineering practice. The PMC shall depute its financial officers as part of the project team for vetting/checking of the bills.
- (xv) The PMC shall check the fabrication drawings, bar-bending schedules and all other architectural/structural details during construction.
- (xvi) The PMC shall carryout quality assurances checks & adhere to maintain quality reports.
- (xvii) The PMC shall provide effective coordination between various stakeholders at project site to ensure un-interrupted construction at site in accordance with the activity chart.
- (xviii) The PMC shall maintain all register/records during execution of works as stipulated in CPWD Works manual.
- (xix) At the end of every financial year and at the end of the project, the PMC shall submit an expenditure and utilization of funds statement as per the format of CPWD/GFR manual as per the prescribed procedure.
- (xx) The PMC shall not make any material deviation, alteration, addition to or omission from the work shown and described in the works contract without the written consent of Indian Institute of Entrepreneurship.

- (xxi) The PMC shall offer timely advice for implementing special measures for effecting cost/quality/time benefit for the project.

Phase –C (Post Implementation Service)

- (i) The PMC shall ensure coverage of defects, liabilities, etc related to works contract during the respective liability periods.
- (ii) The PMC shall settle of all accounts related to the works contract including reconciliation of materials used/procured if any.
- (iii) The PMC shall organize/provide all operation and maintenance manuals through contractors and training to the Indian Institute of Entrepreneurship staff.
- (iv) The PMC shall undertake preparation of Final Report, which shall contain technical & financial information of the project.
- (v) Records related to the PROJECT & maintained by PMC during PROJECT execution shall be handed over to the Indian Institute of Entrepreneurship on completion of the PROJECT.
- (vi) The PMC shall ensure all possible mandatory tests at site.
- (vii) The PMC shall ensure Checking & finalization of final estimates, assisting in the audit/technical observations, etc. (if any).
- (viii) Conduct Arbitration matters between various agencies till final settlements of disputes PMC shall prepare draft replies and get it vetted from Indian Institute of Entrepreneurship in replying to the observations made by Audit/Vigilance etc., if required.
- (ix) Any arbitrary matters arising between IIE and PMC shall be settled within the Jurisdiction of Guwahati High Court

4. Eligibility :

Only those Public Work Organization/Undertakings working in the Prefab Engineering Procurement and Construction Sector under compliance of revised Rule 133 (2) or Rule 133 (3) of GFR are eligible to apply for engagement of Project Management Consultant(PMC).

5. Eligibility Documents required :

The eligible Govt. Organizations has to submit attested copies of following documents compulsorily to get themselves empanelled in Indian Institute of Entrepreneurship for taking up new projects in the role of PMC:

- (i) Memorandum of Association and Article of Association
- (ii) Last three (03) years Audited accounts giving specific detail of turnover on Construction works
- (iii) Financial information: Detail of profit and loss in last three(03) years
- (iv) List of permanent engineers/architects along with designation, educational qualification, No of years of experiences, etc.
- (v) Details of Registered Office and Offices in North Eastern States
- (vi) List of PMC or any equivalent assignment completed in last three (03) years ending 31st March 2017 in North Eastern Region.
- (vii) List of PMC ongoing projects in North Eastern Region
- (vii) Certificate as per Annexure VI
- (viii) Solvency certificate from scheduled bank

CONFLICT OF INTEREST

1. An "Applicant" (PSU/Govt. Dept) shall not have a conflict of interest, as defined hereunder that may affect the selection process.

2. The Applicant shall provide professional, objective and impartial advice and at all-time hold interest of Indian Institute of Entrepreneurship paramount, avoid conflicts with next level of assignments for carrying out consultancy. The Applicant shall not accept or engage in any assignment with Indian Institute of Entrepreneurship, that would not be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of Indian Institute of Entrepreneurship.

3. Without limiting the generality of the above, an Applicant shall be considered to have a conflict of interest, if:

Such applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest, provided that this qualification not apply in cases where the direct or indirect shareholding in a Applicant or a constituent thereof and in other Applicant (s) (or any of its constituents) is less than 5% of its paid up and subscribed capital

or

A constituent of such Applicant is also a constituent of another Applicant,

or

Such Applicant has the same authorized representative for purposes of this Application as any other Applicant,

or

Such applicant has a relationship with the prospective developer (to be engaged by Indian Institute of Entrepreneurship) either directly or through third parties who may bid as developer based on the proposal prepared by Indian Institute of Entrepreneurship empanelled consultant for that particular assignment. The applicant or its subsidiaries shall not take up any assignment which results in conflict with the present assignment.

4. If at any time during evaluation of proposals or during execution of consultancy contract, if any Applicant is found to have a conflict of interest, he shall be disqualified. In the event of disqualification Indian Institute of Entrepreneurship shall forfeit and appropriate the Bid Security compensation and damages payable to Indian Institute of Entrepreneurship for, inter alia, the time cost and effort of Indian Institute of Entrepreneurship including consideration of such Applicants proposal, without prejudice to any other right or remedy that may be available to Indian Institute of Entrepreneurship hereunder or otherwise.

MEMORANDUM OF ASSOCIATION AND ARTICLE OF ASSOCIATION

Enclosed Copy (duly Stamped)

Annexure-II

**LAST THREE (03) FINANCIAL YEARS AUDITED ACCOUNTS OF TURNOVER ON CONSTRUCTION
WORKS FIGURES FOR NORTH EAST REGION TO BE SHOWN SEPARATELY**

Sl	F.Y	Work Details	Cost in Cr	Remarks
	2016-17			
	2015-16			
	2014-15			

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

FINANCIAL INFORMATION: DETAILS OF PROFIT AND LOSS IN LAST THREE (03) FINANCIAL YEARS

S/No	Financial Year	Turnover (Rs. In Crores)	Profit/Loss (-) (Rs. In Crores)
1.	2016-17 (AUDITED/UNAUDITED)		
2.	2015-2016		
3.	2014-2015		

NOTE :

Certified copies of audited Balance Sheets/Chartered Accountants' Certificates to be enclosed for each financial year.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

LIST OF PMC ASSIGNMENT COMPLETED IN LAST THREE (03) FINANCIAL YEARS ENDING 31 MAR 2016 IN NORTH EAST

S/No	Name of Work/Project with location	Short description of Consultancy assignment	Name and address of Owner client	Cost of Work/Project	Date of Start of Work/Project		Date of Completion of Work/Project		Bonus Liquidated damages if any imposed on PMC	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

NOTE :

*Works/project means Project Management Consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.

**Completion certificate from client (not below the rank of Executive Engineer/Project Manager) shall be submitted in support of claim of completion.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

Annexure-V

LIST OF PMC ONGOING PROJECTS IN PROGRESS IN NORTH EASTERN REGION OF INDIA

S/No	Name of Work/Project with address	Short description of Consultancy assignment	Name and address of Owner client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project	Status /Progress of work	Expected date of completion	Any other Relevant Information

NOTE :

Work/Project means PMC work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates.

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

LIST OF PERMANENT ENGINEERS/ARCHITECTS ALONG WITH DESIGNATION, EDUCATIONAL QUALIFICATION, NO OF YEARS OF EXPERIENCES ETC

S/No	Particulars	Qualifications & Experience
1.	Name of Organization	
2.	Engineers: 1. 2. 3. 4.	
3	Architects: 1. 2 3.	
3.	Empanelled Consultants: 1. 2. 3.	

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

ORGANIZATIONAL DETAILS INCLUDING OFFICES IN NORTH EAST

S/No	Particulars	Details to be filled in
1.	Name of Organization	
2.	Address Email Id Telephone No. Fax No.	
3	Year of Establishment/incorporation	
4	Status of Firm (PSU/Govt. Dept)	
5.	Empanelment with other Govt. Organizations along with copies of empanelment letters)	
6.	Offices in North East 1. _____ 2. _____ 3. _____	
7.	Name of Contact Official : Designation : Mobile No : Tel No : Fax No : e-mail id :	

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

To be provided on a Non-Judicial Stamp Paper

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our organization _____ is having in-house capability of carrying out service as the Project Management Consultant as per the Notice Inviting Expression of Interest (EOI) for **'Project Management Consultants for Indian Institute of Entrepreneurship Works.'**

2. It is certified that our PSU/Govt. Dept is not black-listed by any other Govt department.

3. It is certified that our organization is financially sound and technically competent to take up the original works in terms of revised Rule 126 (2)/126 (3) of GFR-2005 from other Govt. Department/Organizations.

4. It is certified that our Organization has Administrative and technical set ups at _____ North Eastern Region as shown in Annexure – IV and V.

5. It is further certified that all information/data furnished in the „Application form and Annexure“ for Empanelment are true to the best of our knowledge and belief.

Place : Signature of the Authorized Signatory

Date : Name & Designation with Stamp

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

1. This is certify that to the best of knowledge and information M/s/.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature) For the Bank

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp