

SPICES BOARD
(Ministry of Commerce & Industry, Govt. of India)
N.H. By-Pass, Palarivattom. P.O, Kochi-682 025

TENDER NOTICE

Date: 31.07.08

Competitive tenders (technical & financial) are invited in separate sealed cover super scribed as “**Consultants for Spices Park**” for the proposed spices park at Edlapadu Mandal of Guntur district, Andhra Pradesh from reputed consultants with competency profile so as to reach the same to the Director, Spices Board, Sugandha Bhavan, Palarivattom P.O., P.B.No.2277, Kochi-682 025 [Fax:0484-2334429/2331429] on or before 31st August, 2008.

Consultants for spices park - Guntur

The scope of the consultancy shall be Master Planning, Design and Detailed Engineering, award of work to eligible contractors on behalf of client, Project Management and Construction Supervision of the project, recommendation for payment of bills. Only those consulting firms with required infrastructure and qualified personnel will be considered.

The Board reserves the right to accept or reject any tender without assigning any reason. The Board will not be responsible for any postal delays.

Terms of Reference

Spices Board is in the process of setting up a Spices Park at Mydavolu and Vankayalapadu villages of Edlapadu Mandal in Guntur district in an area of about 124acres. It is proposed to engage a consultant for the project. The Terms of Reference (ToR) along with scope of services of a consultant shall be as follows:

- (1) **Preparation of a Master Plan of the Park:** The CONSULTANT shall prepare a Master Plan for the Park by taking into account the requirements of common infrastructure and facilities in the Park. The Master Plan shall be duly approved by the client. The CONSULTANT shall also co-ordinate with the other

consultants/agencies appointed by the CLIENT for providing their inputs on Master Plan and other elements of the Park.

(2) **Preparation of Detailed Engineering Designs/drawings.**

~~///~~ Prepare detailed good-for-construction engineering design and drawings of Civil Works including architectural perspective views of the buildings, walkthrough presentation of the park together with bill of quantities (BOQs) and cost estimates based on locally accepted schedule of rates

~~///~~ Prepare detailed engineering designs and drawings of Infrastructure & Administrative Facilities as may be required for the Project together with BOQs and cost estimates based Central Public Works Department (CPWD) schedule of rates / locally accepted schedule of rates / market rates (where rates are not available in CPWD/locally accepted schedule of rates.

(3) **Procurement Process and Selection of Contractor(s):** CONSULTANT shall undertake the procurement process comprising of:

~~///~~ Preparation of advertisement and RFQ documents for pre-qualification of contractors/ suppliers, sale of RFQ documents to potential bidders on behalf of client, receipt of pre-qualification bids, review and analysis of bids and submission of recommendations related to short listing of bidders along with rationale thereof and obtaining approval from client.

~~///~~ Detailed scope of services and responsibilities of the contractors with respect to construction of Infrastructure & Administrative Facilities including general technical requirements, quality control and assurance requirements, performance parameters, special conditions of contracts together with the procedure and documentation for “Take Over of Project” and O&M of the Project.

~~///~~ Sale of bid documents to potential contractors/suppliers on behalf of the CLIENT, providing inputs /clarifications to the participating Bidders, receipt of bids, techno-commercial analysis of bids, submission of recommendation related to selection of successful contractors/suppliers along with rationale thereof and obtaining approval of client, preparation of construction and supply contracts and assisting CLIENT in negotiations and finalization/execution of contractual documents thereof.

~~///~~ Prepare and issuance of good-for-construction drawings to the contractor(s).

~~///~~ Prepare performance specifications for Equipment together with cost estimates, review the design of Equipment as submitted by the Equipment suppliers and supervise issuance of good-for-construction design by Equipment suppliers

~~///~~ CONSULTANT shall ensure quality, completeness and compatibility of the designs with the requirements and objectives of the Project

~~///~~ CONSULTANT shall prepare the documentation as may be required by CLIENT and hand over the same to the Contractors and ensure that documentation formalities are complied with as per the contract conditions, and forward copies of the documents to CLIENT.

~~///~~ CONSULTANT shall prepare the quality assurance manual and safety manual and hand over the same to the Contractors and ensure that the same is adhered to by the Contractors

(4) **Clearances/Approvals** - CONSULTANT shall assist client in providing requisite technical drawings, documents reports and studies for submission and presentation to lenders, investors as well as Statutory and Government Authorities both at the state as well as the central level for obtaining all relevant clearances and approvals as required for implementation of the Project.

(5) **Project Management & Construction/Supply Supervision** - After appointment of the contractors/suppliers, CONSULTANT shall assume the responsibility of monitoring and supervising the work output of the contractors and suppliers, in compliance with the terms and conditions of the contracts with the objective of ensuring quality, adherence to cost, timeliness, completeness and compatibility of the work carried out

Consultant's responsibilities post award of contracts for the Project would include the following:

~~///~~ Review and approval of contractor's implementation methodology and procedures etc. to ensure that the engineering, procurement and construction would meet the contractual requirements in respect of the following aspects:

- Adherence to codes and standards and Good Industry Practices
- Compliance to environmental and other statutory norms
- Obtaining all statutory clearances from the concerned authorities
- Ensure that contractor complies with all labour safety and statutory requirements at their cost.
- Payment of taxes like I.T, S.T, VAT labour cess etc.
- Safety, reliability, operability and maintainability aspects
- Material safety and disposal standards as applicable
- Overall compliance to sound and contemporary engineering practices
- O&M Procedures / Manual

~~///~~ Conducting Project co-ordination meetings on weekly / monthly intervals and review of project co-ordination and communication procedures

~~///~~ Periodical Progress review and monitoring, participation and conducting the review meetings

- ~~///~~ Measurement and recording of work done as per the procedures laid down by CPWD/PWD, and other relevant government agencies
- ~~///~~ Certification of contractor's /supplier's invoices including the final invoice
- ~~///~~ Analysis, review and certification of variations
- ~~///~~ Support/assist the CLIENT in settlement of claims and disputes
- ~~///~~ Resolving design, contractual and site related issues
- ~~///~~ Intensive supervision of construction, erection and commissioning of equipments and facilities by the contractors/suppliers to ensure full compliance of the contracts with regard to quality, costs, timelines (with respect to latest approved schedules), safety and performance
- ~~///~~ Monitoring actual progress with budgeted costs, specifications and timelines indicating slippages and deviations, if any and recommending/supervising remedial measures
- ~~///~~ Maintenance and checking of documentation as may be required by CLIENT.
- ~~///~~ Coordination of construction/supply progress with all contractors/suppliers and conducting periodical meetings with contractors/suppliers
- ~~///~~ Advising CLIENT regarding adequacy of equipments, manpower and resources of contractors/suppliers
- ~~///~~ Review of contractors' work plans for ensuing week/month
- ~~///~~ Review of implementation/supply schedules and preparation of revisions and updates.
- ~~///~~ Preparation of weekly/monthly site progress reports covering current construction status, deviations from approved schedules, critical areas and proposed remedial measures for all the contractors/suppliers and bring the delays that may occur due to any of the contractors/suppliers to the attention of client.
- ~~///~~ Review of documents for testing, commissioning, performance testing for establishing guaranteed performance parameters
- ~~///~~ Review of pre-commissioning checklists for various equipments and systems
- ~~///~~ Witness performance testing of all key equipments/systems at site by the contractors/suppliers, review and evaluation of test results, with comments/recommendations. Conduct independent calculations to verify test results
- ~~///~~ Preparation of Defect and Liability list.
- ~~///~~ Preparation of Warrantee and Guarantee points for the contractors/suppliers
- ~~///~~ Review of O&M Manual to be submitted by Equipment suppliers.
- ~~///~~ Inspection of Equipment at the suppliers' factory (ies) and witness tests before dispatch and give written approval for dispatch of Equipment.

~~✍~~ Issuance of Completion Certificate

~~✍~~ Assistance in arbitration with proper documentation.

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