

Government of Himachal Pradesh
Himachal Pradesh Public Works Department
HIMACHAL PRADESH GRAM SADAK DEVELOPMENT AGENCY
O/o E-in-C, Nirman Bhawan, Nigam Vihar, Shimla-2

Invitation of Expression of Interest for Empanelment of DPR consulting agency

Chief Engineer(PMGSY) , HP PWD , Nirman Bhawan , Nigam Vihar , Shimla-2 , on behalf of Himachal Pradesh Gram Sadak Development Agency , Shimla , invites Expression of Interest for Empanelment of DPR Consulting Agency. Complete RFP Document is available @ **“hppwd.gov.in”** under **“TENDERS”** section. Last date for submission of Technical & Financial Proposal is **10/11/2020 upto 3:00 PM.**



Chief Engineer (PMGSY)
HPPWD, (HPGSDA) Nirman Bhawan,
Nigam Vihar, Shimla-2
Himachal Pradesh
Phone No. (0177) 2621402
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Himachal Pradesh Public Works Department
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Himachal Pradesh Gram Sadak Development Agency (HPGSDA) is an Authority under Government of Himachal Pradesh engaged in planning, execution and maintenance of roads of Pradhan Mantri Gram Sadak Yojna (PMGSY) in the State. Expression of interest along with technical and financial proposal (Complete RFP Document is available @ hppwd.gov.in under “**Tenders**” Section) is invited from reputed, competent and experienced DPR consulting agency/firm for empanelment for preparation of Detailed Project Reports of Rural roads of following types:

- (1) New Connectivity.
- (2) upgradation
- (3) Long Span Bridge,

Also getting them vetted by STA appointed by NRIDA for construction of rural roads and bridges to be taken up under PMGSY schemes in Himachal Pradesh State with following qualifying criteria.

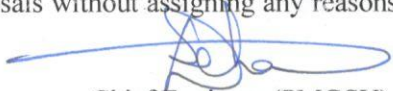
- (i) Staff on panel should be of 10 key personnel comprising of highway engineer, bridge engineer, road safety specialist, material specialist, soil specialist, traffic specialist, surveyor, BOQ specialist.
 - (ii) Experience of having prepared a minimum of 4 DPRs for roads including short span bridges covering a minimum length of 25 km for road project and Minimum span of 40 m for bridge project during the previous three years. The firm should have experience in design of all types of small and HL Bridges. Consultant may submit expression of Interest either for Roads or Bridge individually or in combination with Road and Bridges.
 - (iii) An annual average financial turnover of Rs. 15 lakh during the last three years.
 - (iv) Consultant should have sufficient cash flow(Rs. Three lacs) to conduct survey and investigation at site.
 - (v) For Engg. Graduates/Post Graduates (civil) who have passed out in/after 2012 the condition of turnover & Past experience is waived. If empanelled he shall be eligible for only two DPRs with maximum length of not more than 10.00 Km. each. He shall be eligible only for further work only after satisfactorily completion and due certification of satisfactory work by the concerned Superintending Engineer.
 - (vi) The Consultants shall be empanelled for a period of Three Years with the condition of reviewing the quality of work done every years. System of addition/deletion of the Consultant shall be followed every year subject to fulfillment of eligibility criteria. Employer has full right to remove the Consultant from the empanelled list if his work is not found satisfactory at the time of review at the end of each year.
 - (vii) Undertaking that the firm has not been blacklisted by any government department/agency.
2. The envelopes should be super scribed with “**Confidential**” ,“**EOI for PMGSY DPR consultancy**”.

3. The applicants should have registered office in Himachal Pradesh and shall give an undertaking to start an office in Himachal if not already established at any Distt. Head Quarter, if the work is assigned to them.
5. A refundable bid security amounting to Rs. Ten Thousand only in the form of Fix Deposited (Valid for a period of Six months beyond 30/10/2020) of any Nationalized Bank pledged in favour of Superintending Engineer(WB) , HP PWD , Nirman Bhawan , Nigam Vihar , Shimla-2 , shall accompany the proposal. The same shall be refunded after the completion of Empanelment process.
4. The expression of interest (Technical & Financial Proposal) with complete profile should reach **the Chief Engineer (PMGSY), HPPWD (HPGSDA), O/o E-in-C, Nirman Bhawan, Nigam Vihar, Shimla-2** on or before **10/11/2020 upto 3.00 PM** & shall be opened same day thereafter. Expression of interest received after this will not be considered for empanelment. The evaluation shall be done as per the annexure(J)

Following self attested documents in prescribed schedule A to F are required to be submitted along with EOI.

- (i). Registration of the firm. (Schedule A)
- (ii). Turn over during last 3 years. (Schedule B)
- (iii). Experience of the firm (General & relevant to the present assignment) along with work orders and payment certificates for the last three years. (Schedule C)
- (iv). Manpower (both technical and Admn.) along with CV. (Schedule D)
- (v). List of field equipments, design software available with firm. (In Separate sheet)
- (vi). Income tax certificate PAN card and Service GST tax registration certificate. (Schedule A)
- (vii). Annual performance report of the consultant, if issued by any State Government Establishment. (Schedule E)
- (viii). Technical Audit issued by PTA, if any, in favour of the consultant. (Schedule F)
- (ix). Cash flow certificate from any Nationalized Bank for not less than Three Lacs.(G)
- (x). Type of topographic surveys, soil and material investigation equipment and instruments available within the firm. Arrangements/tie-up with firms having such equipment and instruments may also be indicated (**Schedule H**)
- (xi). Financial Proposal (**Schedule-I**)
- (xii). Any other relevant document.

HPGSDA has full right to accept or reject any or all proposals without assigning any reasons Bidders have no right to seek reasons for rejection.


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TERMS OF REFERENCE (TOR) FOR EMPANELMENT OF CONSULTANTS FOR PREPARATION OF DPRs FOR RURAL ROADS AND BRIDGES IN THE STATE OF HIMACHAL

A. Introduction

Himachal Pradesh Gram Sadak Development Agency (HPGSDA) through its PIUs /divisions of Himachal Pradesh Public Works Department, proposes to take up construction of rural roads including short span and Long Span bridges of appropriate width (as per guidelines issued by NRIDA from time to time) with /without foot paths along with approaches and protection works, if any, in the Himachal Pradesh State under Pradhan Mantri Gram Sadak Yojana.

It is proposed to get detailed project reports prepared by empanelling competent and qualified consultancy firms.

Objective:

The main objective of the consultancy services are:

- (i) To carry out the detailed survey & investigation, detailed engineering and preparation of drawing of the proposed roads and bridges and approaches in most economical manner but consistent with requirement of safety and to established technical feasibility of bridge project.
- (i) To prepare Detailed Project Report as per MoRD/ NRRDA guidelines and get it scrutinized by the State Technical Agency (STA).
- (iii) To prepare Bidding Documents for tendering.
- (iv) To report to SRRDA Shimla as and when called for centralized instructions and guidelines and carryout amendments as desired by MoRD /NRIDA/STA.

B. Implementation Arrangements:

1. A) The consultants would be required to establish one main/ local office for all monitoring and co-ordination purposes at Shimla/District Headquarter and site offices as per the requirement. A proof of office/residence at Shimla/Distt. Head Quarters must be attached.

B) The Consultant will have to deploy Senior Level Personnel for liaison with PIUs/DPIUs & SRRDA. This would be essential so that there is no communication gap and required activities continue without time lag in the decision making.

C) All the consulting firms who wish to be considered for empanelment may be required to provide the following information:

- (i) Organization Structure of consultancy firm indicating nature of employment(permanent/ temporary/ on contract)- **SCHEDULE 'A'**
- (ii) Financial turnover for last Five Years- **SCHEDULE 'B'**
- (iii) Experience of the consultants and type of consultancies undertaken by them during the last three years. This should accompany certificate from the clients of the consultants indicating the type of consultancy services provided and the consultant's overall performance- **SCHEDULE 'C'**
- (iv) Brief details of best Three DPRs for roads/bridges prepared by the consultants. This may particularly include DPRs for rural roads under PMGSY or other programmes. Copies of the DPRs may be asked for by SRRDA for scrutiny and evaluation of quality of work.
- (v) (a) Permanent strength of consultant organization together with break-up according to nature of expertise/specialization available with the organization. – **SCHEDULE 'D'**.
(b) Details of personnel out of above to be assigned the tasks of field visits and preparation of DPRs
- (vi) Annual performance report of the consultant, if issued by any State Government Establishment. **(Schedule E)**
- (vii) Technical Audit Report issued by PTA, if any, in favour of the consultant. **(Schedule F)**
- (viii) Cash flow certificate from Bank for not less than Three Lacs. **(Schedule G)**
- (viii) Type of topographic surveys, soil and material investigation equipment and instruments available within the firm. Arrangements/tie-up with firms having such equipment and instruments may also be indicated **(Schedule H)**
- (ix) Financial Proposal **(Schedule-I)**

C. Scope of Activities:

Preparation of DPRs

(1) Design of Roadworks and preparation of their DPRs:-

- (a) The Consultants shall carry out the Longitudinal Section, Cross section, Materials and Traffic Surveys etc as prescribed in DPR Template for preparation of DPRs for roadworks and bridge works available on website www.pmgcy.nic.in under circular section vide letter no. P-14011/1/2011-Tech, dated-03.02.2012 and any additions/changes issued thereafter.
- (b) Rural Roads to be constructed under PMGSY must have proper embankment and drainage. Adequate number and type of Cross Drainage (CD) works, including causeways, where appropriate, must be provided based on site requirements ascertained through necessary investigations. Minor bridges (of span upto 15 mtrs.) may be provided where necessary. In case the length of an individual bridge exceeds 15m, a separate DPR will be

prepared by bridge consultant after site inspection jointly by the Consultant along with the Superintending Engineer and the State Technical Agency (STA).

The Consultant will prepare the DPRs of such road-works as per the guidelines under PMGSY and DPR Template mentioned in Para 1(a).

(2) Preparation of Bridge DPRs:-

(a) Hydraulic Survey and Hydrological Investigations:-

Hydraulic survey using total station and hydrological investigation shall be conducted as per relevant IRC standards for all proposed Nallah/ stream/ river crossing. The Consultant shall carry out desk study of available data on topography, storm duration, rainfall statistics etc. so as to assess the catchment areas and hydraulic parameters for all proposed bridges. The findings of the desk study would be further supplemented and augmented by a reconnaissance along the area.

The Consultant shall collect information on high flood level (HFL), low water level (LWL), discharge velocity etc. from available past records, local inquiries and visible signs, if any, on structural components and embankments. Local inquiries shall also be made with regard to the road sections getting overtopped during heavy rains. The consultants shall finalise hydraulic particulars including design discharge, linear water way, scour depth etc.

(b) Geotechnical Investigations and Sub-soil Exploration for Bridges:-

The Consultant shall carry out geo-technical investigations and subsurface explorations for the proposed bridges and any other location as necessary for proper design of the works and conduct all relevant laboratory and field tests on soil and rock samples. The Consultant shall finalize such requirements for the geotechnical investigations in consultation with the Employer at Commencement Report stage.

(ii) The scheme for boring locations and depth of boring and other investigation requirements shall be prepared by the Consultant and submitted to the Employer for approval before starting the work.

(c) Design of Bridges and Structures :-

(i) The Consultant shall prepare General Arrangement Drawings (GAD) and alignment plan showing salient features of the following structures proposed to be constructed/re-constructed along the project road and identify cost effective options;

(ii) Identify the requirement of approaches, protection works, if any, and optimum cost.

(iii) The GAD for new bridges shall be supplemented by preliminary designs. In respect of span arrangement and type of new bridge a few alternatives and cost-benefit implications should be submitted to enable Employer to approve the best alternative.

(iv) Subsequent to approval of the GAD and alignment plan by the Employer the Consultant shall carry out sub-soil exploration under each pier & abutment and testing as per the requirements of relevant IRC codes/ Ministry guidelines should be carried out either directly by the Consultant or through sub-soil consultant with per bid be up approval of the Employer. The soil testing reports shall be in the format prescribed in relevant IRC codes and prepare detailed designs and working drawings for all the components of the bridges and structures. The Consultant shall furnish the design and working drawings for suitable protection works and /or river training works wherever required. The designs shall be carried out and presented in detail with cross references, supporting data, detailed geotechnical data, sketches and input/ output data in case of analysis through a structural analysis package. All the design calculations should be clear and legible and be fully cross referenced. The designs, drawings should be signed and dated by the Bridge Design Engineer and Key Personnel in charge of structural design. Without this the structural designs, drawings shall not be accepted by the Employer.

(v) The consultants, based on their experience, shall recommend use of pre-cast alternatives wherever possible for speedy and quality construction. The designs proposed shall fully conform to the international standards but at the same time shall be the most economical.

(vi) The Consultant shall carry out the design and make suitable recommendations for protection works and/ or river training works for bridges and drainage structures.

Note: Bridge of span upto 15 mtrs. Will be part of Road DPR and nothing extra shall be paid. For span beyond 15 mtrs. Separate DPR by Bridge consultant shall be prepared.

(3) Scrutiny of DPRs by STA, preparation of Bidding Documents, Making subsequent changes in Working Drawings/Designs to suit variations in field conditions:

The Consultant, after preparation of the DPRs as mentioned in Paras (i) to (iv) above, will get them scrutinised by the STA. After clearance of the proposal from Govt. of India, the consultant will also prepare the Bidding Documents in consultation with the respective PIUs/ HPGSDA. During the construction of the road or bridge, if any variation is observed in the actual field condition with respect to the condition mentioned in the DPR, the Consultant will make necessary changes in the designs and drawings for obtaining sanctions to the changes by the competent authority.

Preparation of Bidding Documents: as per requirements under PMGSY guidelines and to the satisfaction of the Employer.

D. Facilities:

The consultant will have to make his own arrangements for office, utilities, accommodation and transport and should include cost of all these elements in his Financial Offer.

E. Reports:

**Stage-1:
Inception Report**

The consultant is required to submit his inception report within 15 days of award of work. The report shall cover the following

- (i) Project preparation
- (ii) Detailed methodology to meet the requirement of TOR including number of teams mobilized for deployment, scheduling of various activities to be carried out for completion of different stages of works within the stipulated time schedule.
- (iii) Task assignment and work schedule
- (iv) Work programme
- (v) Proforma for data collection
- (vi) Key personnel to be employed
- (vii) Time frame for submission of various reports

The consultant shall carryout the modification if required in the inception report. The approval of inception report will generally be given within 15 days of its submission

Stage-2:

Preliminary project

- (i) Hydraulic data for Bridge.
- (ii) General Arrangement drawing of RCC/PSC bridge, indicates the SP an arrangement and levels.
- (iii) Details of existing structure, if any and report about their functioning.
- (iv) Alignment Plan showing horizontal and vertical details as per IRC:SP:19-2001 for approach roads & protection works needed
- (v) Shifting of Utility Services

- (vi) Collecting field data for preparation of DPRs of road-works

Stage-3:

Detail Project Report (DPR)

VOLUME - 1

- i) Executive Summary.
- ii) Project Description.
- iii) Sub-soil/ Soil Investigation.
- iv) Investigation for materials including borrow area soil.
- v) Philosophy of high embankment design.
- vi) Pavement design and cross sectional elements.
- vii) Drainage facilities including culverts on approaches.
- viii) Miscellaneous items such as protective works, River training works, etc.
- x) Construction programme.
- x) Conclusions and recommendations

VOLUME - II

Design calculations for Roads/Bridge components, pavements, retaining structure and miscellaneous items etc

VOLUME- III

Bill of Quantities, items rates and estimate including rate arteries

VOLUME- IV

Technical specifications

VOLUME - V

Drawing Site Plan Working drawing for roads/bridge, pavement design, retaining structure protection works etc. Cross section showing pavement details of approach road Detailed drawings for culverts and other structures. Any other drawing considered relevant. All Changes or modifications in the design drawing and estimates if required, by the client shall be done by the consultant to the satisfaction of the client for acceptance within one month of the instructions by the client.

VOLUME - VI

DPRs must be prepared in all respect ie, no bridge gap should be left . DPRs of bridges within 15 m is part of road DPRs , and separate volume of Long span Bridge for more than 15m should be attached with DPRs of road. MoRD/NRIDA circular no.4/2011 dt. 28.042011 fo PMGSY road/bridge in this regard must be followed.

REPORTS AND DOCUMENTS TO BE SUBMITTED BY THE CONSULTANT

The consultant shall submit to the employer the following reports and documents after completion of each stage of work in the number of copies indicated against each stage for each lot of the assignment awarded.

Sl. No.	Activity	No. of copies	Time w.e.f. date of commencement of services (in days)	Time period for acceptance (in days)
1	Site mobilization including Inception report	2 + soft copy	15 days	5 days
2	Preliminary Project report including details of drawings of structures viz RCC Culverts/Bridge etc.	3 + soft copy	35 days	5 days
3	Detailed Project Report and working drawings (Draft Final)	6 + soft copy	30 days	
4.	Technical Sanction as per approved DPR	4+ Soft Copy	As and when required	
4	Bid Documents with BOQ	2 + soft copy	As and when required	

PAYMENT SCHEDULE

Payment schedule for the consultancy work will be as follows:

- i) Inception Report: 10%
- ii) Approval of Preliminary Project Report: 10%
- iii) Approval of Detailed Project Report by STA: 30%
- iv) Clearance of Proposals by MoRD, GOI: 20%

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- v) Finalization of Bidding Documents incorporating any changes required and submission in required no of copies. 20%
- (iii) After completion of pre-construction activities of the road/ layout of the bridge at site :10%

Any under- prepared, incomplete/ inadequate or part submittal shall be deemed as invalid submittal. The adequacy of the submittal shall be determined at the sole discretion of the employer.

RESPONSIBILITY FOR ACCURACY OF PROJECT DOCUMENTS

1. The consultant shall be wholly responsible for accuracy of the data collected by him directly or produced from other agencies/ authorities, the designs, drawings, estimates and all other details prepared by him as part of these services. He shall indemnify the Authority against any inaccuracy in the work that might surface during implementation of the project. The consultant will also be responsible for all the correction at his own cost and risks, the drawings, including resurvey/ investigation and correcting layout etc. if required during the execution of the service.
2. The consultant shall be fully responsible for all accuracy of design and drawings of the bridges and structures. All the designs and drawings for bridges and structures including all their components shall be fully checked by a Senior Engineer after completion of designs. All drawings for bridges and structures shall be duly signed by (a) Designer, (b) Senior Checking Engineer, and (c) Senior Bridge/ Structure Expert. The designs and drawings not signed by the three persons mentioned above shall not be assented.
3. All the designs, drawings, reports and documents etc. prepared by the consultant shall be signed by the Team Leader.

SCHEDULE 'A'

STRUCTURE AND ORGANISATION

(Documentary proof to be enclosed wherever required)

1.	Name of applicant with full address	:	
2.	Tel. No.	:	
3.	Fax No.	:	
4.	Email	:	
5.	Whether the firm is an individual, proprietary concern, a Registered Partnership firm or a Limited Company.	:	
6.	Name and address of the Chief Executive or the person holding the Power of Attorney, if any.	:	
7.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
8.	Name of bankers with full address.	:	
9.	Permanent Account Number (copy of PAN Card to be enclosed)	:	
10.	Copy of audited Balance Sheet of the last three financial years duly examined and certified by a Chartered Accountant.	:	
11.	Details of empanelment with any other SRRDA or Central/State government agency	:	
12.(i)	Total Number of professionals in the organisation	:	
(a)	Management	:	
	Senior	:	
	Junior	:	
(b)	Road/bridge engineers	:	
	Senior	:	
	Junior	:	
(c)	Others	:	
	Senior	:	

	Junior	:	
12. (ii)	Number of dedicated professionals proposed for PMGSY works	:	
(a)	Management	:	
	Senior	:	
	Junior	:	
(b)	Road/bridge engineers	:	
	Senior	:	
	Junior	:	
(c)	Others	:	
	Senior	:	
	Junior	:	

* Senior means more than 10 years of experience



SCHEDULE 'B'

(Documentary proof to be enclosed)

1. Give Balance Sheet and turnover of last three financial years of the Company
2. Information in following format.

Financial Status

Sr. No.	Year	Value of Consultancy Contracts completed (Rs. in lakh)		Total
		Project Preparation	Design	



SCHEDULE 'C'

Format for Experience of Firm in Preparing DPR

Details of work done during last three years

Sl. No.	Name of work	Length of road (km) bridge (m)	Nature and brief scope of consultancy services	Name of client	Cost of consultancy contract (Rs. lakh)	Remarks
A.	Roads					
B.	Bridges					

[Handwritten signature]

SCHEDULE 'D'

1. Information about key personnel including surveyors, soil/material/hydrological investigation specialist.

Sl. No.	Field of Specialization	No. of Persons

2. CV Signed and countersigned by employee to be submitted

Brief Profile of Key Personnel

1. Name:
2. Date of Birth:
3. Educational Qualifications:
4. Membership of Professional Institutes:
5. Experience in the field of Road/Bridge Engineering:
6. Experience in preparation of DPRs for roads / bridges
7. Since when employed in the Company:

SCHEDULE 'E'

Proforma for Annual Performance Report of Consultant Firm.

Financial Year: _____

Name, Address and Contact Details of the Firm:

Sl .No	Name of District	DPRs prepared for		Total value of Consultancy work (Rs. In Cr.)	Time Period for completion of Consultancy Work (Months)
		Nos. of road works	Length (In km)		
1.					
2.					
3.					
District Total					
1.					
2.					
3.					
District Total					
Grand Total					

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Schedule-F

Technical Audit Report , issued by PTA , if any

Schedule-G

Cash Flow Certificate issued by Bank

Schedule-H

Type of topographic surveys, soil and material investigation equipment and instruments available within the firm. Arrangements/tie-up with firms having such equipment and instruments may also be indicated

(Schedule-I)

Financial Proposal

1. Cost Per Km. for Roads Rs.----- (In Words.....)
2. Cost Per Mtr. For Major Bridges for which separet DPR is required Rs.----- (In Words.....)

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Evaluation and qualifying criteria for selection of DPR Consultancy and Individual DPR Consultant							
					Annexure J		
Total marks	SR No	Description	sub-description	Marks			Cummulative score
				For Consultancy (Roads)	For Consultancy (Bridges only)	For Individuals (Civil Engineering Graduates) who have passed out in /after 2012 (applicable for two DPRs of not more than 10 kms each) Only for Road works (not for Bridges)	
70%	1	Registration of Firm	Company	9	9	N.A.	9.00
			Firm	6	6	N.A.	
			Private Ltd	6	6	N.A.	
			Individuals	N.A.	N.A.	9	
	2	Turn Over during last 3 year	> 5 Crore	9	9	9	9.00
			>3 to 5 cr	7	7		
			.50 lacs to 3 cr	5	5		
			<50 lacs	3	3		
	3	Experience of the firm (General and relevant to present assignment) Preparation of DPRs for	Road> 400 Km length	9	N.A.	9	9.00
			Road< 400 Km length	6	N.A.		
			Bridge >=75 mtr span	N.A.	9	N.A.	
			Bridge < 75 mtr span	N.A.	6	N.A.	
	4	Manpower Technical	1 No. personal having Post Graduation in Civil Engg field Plus 2 No.s Graduate in Civil or more (For Company,Firm, Pvt. Ltd.)	9		9	9.00
			1 Graduate in civil and 1 Post graduate (For Company,Firm, Pvt. Ltd.)	6			
			1 Post graduate/one Graduate in Civil Engg. (For Company,Firm, Pvt. Ltd.)	4			
	3	List of field equipment	All field Equipment available	6		9	9.00
			Software available	3			
	4	Work Experience in Hilly area	Company/Firm/Private Ltd	9		9	9.00
	5	Annual performance Report of the firm (Value of the Consultancy Works done)	> 5 Crore	9		9	9.00
			>3 to 5 cr	7			
			.50 lacs to 3 cr	5			
			<50 lacs	3			
	6	Type of topographic survey,soil and material investigation equipment and instrument available with firm /individual .Arrangement /tie up with firm having such equipment and instrument may also be indicated	Instruments available	7	7	7	7.00
			Not available	0	0		
Technical Score						70.00	
30%	7	Financial Score				30.00	
Total						100.00	

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