**Terms & Conditions for Empanelment of
“BUSINESS ASSOCIATES/FIRMS/ INDIVIDUALS/ EXPERTS FOR PMC”**

**1. Purpose**

NITCON proposes to form a panel of independent and competent Business Associates for carrying out PMC. The range of service will be as under :-

1. Feasibility Studies
2. Preparation of Master Plan
3. Conceptualization of Schemes
4. Engineering Designs
5. Bid Preparation
6. Techno Commercial Evaluation
7. Award of Work
8. Implementation and Monitoring
9. Quality Assurance and Inspection
10. Construction Management
11. Pre-construction:
	* Design Stage:
		+ Finalize Architect
		+ Survey/Investigations
		+ Master/Concept Plan
		+ Preliminary Cost Estimates
		+ Statutory Authorities Approval (if required)
		+ Detailed Design Engineering
	* Solicitation Process:
		+ - Preparation of Bid Document
			- Invitation for Bid & Bid evaluation
			- Contract Award
			- Finalize Agreement
12. Construction Stage**:**
	* + - * Supervise & Monitor
				* Quality Assurance
				* Verification of Measurement
				* Process Bills
13. Post-Construction Management**:**
* Finalize Accounts
* Maintenance Period Obligations
* Attend Rectification Jobs
* Project Closure

**2. Scope of Work**

1. The PMC will give necessary, full time, on-site supervision i.e. day to day supervision of ‘Works’ to ensure that the ‘Works’ are being executed strictly in accordance with the contract, working drawings, specifications and as per programme. For this purpose, the Consultants shall deploy a team of Engineers, Supervisors & other staff headed by a Project In-charge as per requirement of Project.
2. The Consultant shall check revised estimate, if and when submitted by Architect on the basis of the detailed drawings**/**measurements on the rates indicated in the tender documents of the Contractor with proper reasons/justification for the deviations, if any.
3. Develop & implement systems for Construction Management, which will include preparation of construction schedule in co-ordination with NITCON, Client and ‘Contractor’ for effective management of the ‘Works’.
4. Undertake "Resource Scheduling" of manpower, materials & construction equipment.
5. Monitor the progress, identify the likely delays, if any and undertake appropriate corrective / remedial measures required for completion of the project within stipulated project schedule/period and in accordance with the contractual requirements.
6. Prepare estimate of cash flow for monthly expenditure based upon the Contractors programme of works.
7. Ensure adherence of the contractors and all concerned to the time frame for execution of work.
8. Develop and implement systems & formats for monitoring and reporting physical & financial progress of the project.
9. Furnish clarifications on project requirement, specifications, drawings, tender conditions etc., to the construction agency.
10. Supervise the works regularly in order to ensure adherence to the construction drawings, contractual requirements and applicable specification norms & codes of practice etc.
11. Ensure quality of work by carrying out checks on all materials brought to site and ensure the conduct of necessary tests such as cube test, and all other tests required as per list of mandatory tests prescribed in Tender document/specifications for the said project and maintain registers and other relevant records for laboratory tests.
12. Maintain all site records and registers such as Site Order Book, Hindrance Register, Drawings Register, Cement and other ‘materials at site’ register, registers for mandatory tests or any other tests etc. as may be required as per CPWD norms and procedure.
13. Record/check measurements in the Measurement Books as per conditions of tender/contract agreement.
14. Maintain records pertaining to level book, lead chart etc. for computation of earth work quantities.
15. Scrutinize contractor's bills, including checking and certification of measurements and recommending to NITCON for payment.
16. Maintain and check accounts for all materials as required in contract agreement, so as to ensure that material consumption and quality of work is as per specifications.
17. Maintain works accounts and submit them to NITCON at at least once every month.
18. Any other work/activity which may be required for successful completion of the project and not covered by the scope mentioned above.

**3. Minimum Eligibility Criteria**

 The minimum eligibility criteria for the Business Associates are provided in **Annexure‐A**.

**4. Application Submission Guidelines**

 The application shall be submitted in accordance with the following guidelines:

(i) One Applicant shall submit only a single application and cannot be a constituent to any other application.

(ii) Application shall be submitted in the format prescribed in **Annexure‐B.**

(iii) The application shall be unconditional; otherwise it would be liable for rejection.

(iv) All the information/details are to be supported by authentic documents duly certified by the Applicant.

(v) Applications shall be submitted in a sealed envelope titled ‘**Application For Empanelment of PMC Business Associate of NITCON’**.

**5. Empanelment Period**

1. The Business Associate firm shall be empaneled for a period of 3 years on payment of a fee of INR 25,000/- and Security of INR 5,000/-, by draft to NITCON Limited, payable at par in New Delhi. This fee shall be refundable only in cases of non-selection of applicant firms for empanelment. Security amount will be returned without interest on termination of contract mutually. The performance as ‘empaneled consultant/ associate’ shall be reviewed annually by NITCON. NITCON reserves its right to de‐list the name of the business associate at any stage, by the competent authority of NITCON at its own discretion without assigning reasons thereof. Post-empanelment, NITCON shall not refund the empanelment fee to the firm for any reason whatsoever.
2. Selected Business Associate will be required to sign a MoU with NITCON for a period of Three years.
3. For implementation of any Project through the Business Associate a SLA will be required to be executed between NITCON and the Business Associate.

**Annexure‐A: Eligibility Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.**  | **Criteria** | **Requirements** |  |
| 1 | Who may apply | Individual/Sole Proprietorship Firm, Partnership Firm/Limited Liability Partnership, Ltd Companies, PSUs, Govt Agencies. MSME registered Companies and ‘Start-Ups’. |
| 2 | Qualification | Companies should be registered under the required Company’s Act 1956. In case of partnership firm, any one of the active partners should possess such registration; In case of Company any one of the executive directors should possess such registration. MSME registered Companies and ‘Start-Up’ Companies are also encouraged to apply  |
| 3 | No. of Years of Experience | The Company will be required to have Five years’ experience in the relevant trade, in case of Companies registered u/s. Five years’ experience will not be applied to MSME registered Companies and ‘Start-Ups’. |
| 4 | No. of assignments with Government/Private sector | The Company should have completed at least five projects in the relevant sector successfully. |
| 5 | PAN/TAN/GST | The Applicant should confirm having PAN, TAN and GST. |
| 6 | Financial Details | Turn Over of 2016-17 should be more than INR 10 Lakhs. ‘Start-Ups” and MSME sector Companies should give details of their Financial Bodies and Financing Institutions with the details authenticated by the concerned agency. |

**ANNEXURE‐B: APPLICATION FORMAT FOR EMPANELMENT**

**I. General Information**

| **S.No.** | **Particulars** | **Description** |
| --- | --- | --- |
| 1 | Type of experience | The Business Associate should be in existence for the last 5 years. In support the BA should submit evidentiary proof along with the application document.The BA should have executed at least 3 (three) Projects, each costing not less than Rs. 5.00 lakhs during last 3 years for which they are seeking empanelment. The details of the similar jobs done during last 5 years should be submitted along with the application documents. Preference shall be given to the BAs who have the experience of execution of orders with Government Departments.The BA should be in existence for the last 5 years. In support the BA should submit evidentiary proof along with the application document. |
| 2 | Name of the Company |  |
| 3 | Constitution of Firm/Company |  |
| 4 | Date of Birth/ Date of Incorporation |  |
| 5 | Office Address |  |
| 6 | Telephone/Fax Email ID |  |
| 7 | PAN |  |
| 8 | TAN |  |
| 9 | GST |  |
| 10 | General Profile of the Applicant |  |
| 11 | No. of Years of Experience, highlighting the segment of industry |  |
| 12 | Recent photograph of the key persons along with names whose credentials are being considered for satisfaction of Qualification criteria | *\*To be signed across* |
| 13 | Name of key persons, their qualification & Age |

|  |  |  |
| --- | --- | --- |
| **Name & Age** | **Qualification and Institution** | **Year of Qualification** |
|  |  |  |
|  |  |  |

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| 14 | Turnover / Income over the past 3 years |  |  |  |
|  |  |  |
| 15 | No. of PMC assignments undertaken with Education Institutions, and others (mention specifically for whom) |  |

I/we hereby apply for empanelment as Business Associate in your organisation and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. I/We shall submit the reports as per standard formats prescribed by NITCON with correct and full information and without negligence;
4. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
5. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
6. I/We understand that Empanelment as such does not guarantee award of PMC assignments by NITCON;
7. I/We understand that Entrustment of PMC assignment is subject to periodical review by NITCON;
8. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
9. The PMC assignments shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time to time;
10. I/We shall maintain secrecy of the business allotted by NITCON;
11. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other parties;
12. If any wrong conduct of operation is detected, I/We hereby consent that NITCON may take steps as deemed fit;
13. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as a PMC Business Associate;
14. I/We have not concealed or suppressed any material information, facts and record and I have made a complete and full disclosure;
15. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
16. I/We am/are a citizen/incorporated/registered in India;
17. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
18. I/We have not been found guilty of misconduct in professional capacity; or have not been black-listed by any Govt or CPSE organization.
19. I/We have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 or other related Tax matters.

Date:

Place: Signature of the Applicant

 ( With Rubber Stamp)

*(To be signed by the individual/ authorised signatory of the firm/ company)*