



## **BHAKTA KAVI NARSINH MEHTA UNIVERSITY**

Govt. polytechnical Campus, Khadiya, Junagadh – 380016

---

### **STANDARD BID DOCUMENT**

(Volume – I: Technical Bid)

---

**Job No.: 12/2025-26**

**E-Tender ID (nProcure):**

---

**APPOINTMENT OF PROJECT MANAGEMENT CONSULTANT (PMC) FOR THE  
CONSTRUCTION OF VARIOUS BUILDINGS AND INFRASTRUCTURE WORKS IN  
BKNMU, JUNAGADH.  
(2nd Attempt)**

---

**Two-Bid QCBS System (70:30)**

Technical Bid + Financial Bid

---

**Estimated Project Cost**

**above Rs.100 Crores**

---

## KEY TENDER DATA SUMMARY

Sr. No.	Particular	Details
1	Name of Work	Appointment of Project Management Consultants (PMC) for the construction of various Building and Infrastructure works In BKNMU, Junagadh.
2	Tender Notice No.	BKNMU/PMC/ /
3	Estimated Project Cost	above Rs. 100 Crores
4	Tender Fee (Non-Refundable)	₹ 18,000/- (Demand Draft in favour of “BHAKTA KAVI NARSINH MEHTA UNIVERSITY, Junagadh”)
5	Earnest Money Deposit (EMD)	₹ 2,00,000/- (Demand Draft from Nationalized/Scheduled Bank)
6	Validity of EMD	210 Days (180 Days + 30 Days Claim Period)
7	Proposal Validity	180 Days from date of opening of Technical Bid
8	Performance Security	5% of PMC Contract Value (Bank Guarantee)
9	Retention Money	5% deducted from each Running Bill (Maximum 5% of total consultancy fee)
10	Contract Period	36 Months Construction + 12 Months Defect Liability Period
11	Tendering Authority	The Authority, BKNMU-JUNAGADH
12	Method of Selection	QCBS (Technical 70% + Financial 30%)
13	Joint Venture	Not Permitted
14	Mode of Submission	Technical Bid Online + Financial Bid Online + EMD & Tender Fee Physical
15	Prebid Meeting	

## (Volume – I: Technical Bid)

## INDEX

Section	Description
Section–1	Notice Inviting Tender (NIT)
Section–2	Instructions to Bidders (ITB)
Section–3	Eligibility Criteria & Technical Evaluation Methodology
Section–4	Terms of Reference (Scope of Work)
Section–5	General Conditions of Contract (GCC)
Section–6	Manpower Deployment Schedule
Section–7	Technical Forms & Annexures
Section–8	Bill certification, quality control & contract administration framework
Section–9	Contract Administration, Record Keeping & Reporting System
Section–10	Performance Security, Retention, Liquidated Damages, Termination & Legal Provisions
Section–11	Forms, Affidavits & Schedules

## (Volume – II: Financial Bid)

SECTION	DESCRIPTION
SECTION–1	FINANCIAL PROPOSAL SUBMISSION FORM (FP–1)
SECTION–2	FINANCIAL QUOTE FORMAT (FP–2)
SECTION–3	QCBS EVALUATION METHODOLOGY (For Committee Use Only)

# SECTION – 1

## NOTICE INVITING TENDER (NIT)

(Through e-Procurement System – nProcure)

### BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Govt. Polytechnic campus Khadiya, Junagadh – 362 263

Tender Notice No.: **BKNMU/PMC/ /**

E-Tender ID: **BKNMU/PMC/ /**

## NOTICE INVITING TENDER (Two-Bid QCBS System)

Online percentage-rate tenders are hereby invited by **The Authority, BHAKTA KAVI NARSINH MEHTA UNIVERSITY (BKNMU), Junagadh**, from reputed, experienced, technically competent and financially sound Project Management Consultancy (PMC) firms for the following work:

### 1. NAME OF WORK

**Appointment of Project Management Consultants (PMC) for the construction of various Building and Infrastructure works In BKNMU, Junagadh.**

### 2. TENDER PARTICULARS

Sr. No.	Particular	Details
1	Estimated Project Cost	Above Rs.100 Crores
2	Type of Tender	Two-Bid System (Technical + Financial)
3	Mode of Submission	e-Tendering through nProcure Portal
4	Tender Fee	<b>₹ 18,000/- (Non-refundable)</b>
5	Earnest Money Deposit (EMD)	<b>₹ 2,00,000.00/-</b>
6	Contract Period	36 Months Construction + 12 Months Defect Liability Period
7	Proposal Validity	180 Days
8	Method of Selection	QCBS (70% Technical + 30% Financial)
9	Joint Venture	Not Permitted

### **3. SCOPE OF WORK (Brief)**

The selected PMC Consultant shall provide comprehensive services including:

1. Pre-construction review and coordination
2. Design interface supervision
3. Quality assurance and material testing monitoring
4. Full-time site supervision
5. RA Bill certification and measurement verification
6. CPM/PERT based progress monitoring
7. Specialized supervision for works
8. Supervision of Associated All Services (Plumbing, Electrical, ELV, Fire Fighting, Lift, HVAC)
9. Supervision of Interior Work.
10. Defect Liability Period monitoring

Detailed Scope is provided in Section–4 of this Tender Document.

---

### **4. MINIMUM ELIGIBILITY CRITERIA**

Only those bidders who satisfy the following minimum eligibility conditions shall be considered:

#### **4.1 Registration Criteria**

The Bidder shall be:

- A legally registered entity in India.
  - Registered / empanelled with State Government Department / Semi-Government Organization / Municipal Corporation / Development Authority.
  - Documentary proof shall be attached.
-

#### 4.2 Experience Criteria

The Bidder must have successfully completed as PMC:

- One project  $\geq$  Rs. 80 Cr and above
- OR
- Two projects  $\geq$  Rs. 50 Cr each and above
- OR
- Three projects each of value  $\geq$  ₹40 Cr each and above

Completion Certificate and Work Order shall be submitted.

#### 4.3 Financial Criteria

Particular	Requirement
Average Annual Turnover (Last 3 Years)	Minimum ₹ 7.5 Crores
Bank Solvency Certificate	Minimum ₹9 Lacs (Issued within last 6 months)

Audited Financial Statements and CA Certificate mandatory.

#### 5. CRITICAL DATES SCHEDULE

Sr. No.	Activity	Date & Time
1	Download of Tender Documents	<a href="http://www.nprocure.com">www.nprocure.com</a>
2	Pre-Bid Meeting	As per Portal Schedule
3	Last Date for Online Submission	(up to 18:00 hrs)
4	Last Date for Physical Submission of EMD & Tender Fee Same Day up to 18:00 hrs	
5	Opening of Technical Bids	18:00 hrs on notified date
6	Opening of Financial Bids	To be notified (Online)

Bidders shall regularly check nProcure portal for corrigendum/addendum.

## **6. EARNEST MONEY DEPOSIT (EMD)**

1. EMD amount of ₹ 2,00,000.00/- shall be submitted in form of Demand Draft / Bank Guarantee.
  2. Drawn in favour of “BHAJTA KAVI NARSINH MEHTA UNIVERSITY, Junagadh”.
  3. Issued by Nationalized or Scheduled Commercial Bank.
  4. Valid for 210 Days (180 Days + 30 Days Claim Period).
  5. Bids without valid EMD shall be summarily rejected.
- 

## **7. TENDER FEE**

Non-refundable Tender Fee of ₹18,000/- shall be submitted in form of Demand Draft.

---

## **8. MODE OF SUBMISSION**

1. Technical Bid: Online submission only.
2. Financial Bid: Online submission only.
3. EMD and Tender Fee: Physical submission in sealed envelope clearly superscribed:

“Tender Fee & EMD – PMC For construction of various Building and Infrastructure works–BKNMU”  
Tender Notice No.:

---

## **9. DISQUALIFICATION CONDITIONS**

The Bid shall be rejected if:

1. EMD not submitted.
  2. Tender Fee not submitted.
  3. Financial details mentioned in Technical Bid.
  4. Conditional Bid submitted.
  5. Bidder blacklisted by any Government Department.
  6. False information furnished.
  7. Multiple bids submitted.
  8. Joint Venture participation.
-

## **10. RIGHT TO REJECT**

The Authority reserves the right:

1. To accept or reject any or all tenders.
2. To annul the tender process at any stage.
3. To reject the lowest financial offer.
4. To seek clarification.
5. To cancel the tender without assigning reasons.

No claim whatsoever shall lie against BKNMU for such action.

---

## **11. PERFORMANCE SECURITY**

The successful bidder shall submit Performance Security equal to 5% of PMC Contract Value in form of unconditional Bank Guarantee valid till completion of contract plus DLP.

---

## **12. DEFECT LIABILITY PERIOD**

The PMC shall remain responsible for services during 12 months Defect Liability Period.

---

## **13. JURISDICTION**

All disputes shall be subject to jurisdiction of Courts at Junagadh only.

---

**By Order and in the Name of**

BHAKTA KAVI NARSINH MEHTA UNIVERSITY

---

**The Authority**

BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Govt. Polytechnic campus Khadiya, Junagadh – 362 263

Date: \_\_\_\_\_

Seal & Signature



## **SECTION – 2**

### **INSTRUCTIONS TO BIDDERS (ITB)**

(Applicable for e-Procurement through nProcure Portal)

---

#### **2.1 GENERAL**

##### **2.1.1 Introduction**

These Instructions to Bidders (ITB) govern the submission and evaluation of proposals for:

**Appointment of Project Management Consultant (PMC) For Appointment of Project Management Consultants (PMC) for the construction of various Building and Infrastructure works In BKNMU,Junagadh.**

The Tender is being invited by:

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY (BKNMU), Junagadh**  
(hereinafter referred to as “the Employer” or “the Authority”)

The selection shall be carried out under a **Two-Bid QCBS System** through the State Government’s approved e-Procurement portal (nProcure).

---

##### **2.1.2 Cost of Bidding**

The Bidder shall bear all costs associated with preparation and submission of the Bid including:

- Site visits,
- Data collection,
- Documentation,
- Clarifications,
- Presentation before evaluation committee.

The Employer shall not be responsible or liable for such costs irrespective of outcome of tender process.

---

##### **2.1.3 One Bid per Bidder**

Each Bidder shall submit only one bid.

Submission of multiple bids directly or indirectly through affiliates shall result in rejection of all bids.

Joint Venture (JV) participation is strictly not permitted.

---

## **2.2 E-TENDERING PROTOCOL**

### **2.2.1 Portal**

This tender is processed through:

[www.nprocure.com](http://www.nprocure.com)

All bids shall be submitted electronically using valid Digital Signature Certificate (DSC).

---

### **2.2.2 Digital Signature**

The Bidder shall possess:

- Class-III DSC
- Valid registration on nProcure portal

Bids submitted without valid digital signature shall not be considered.

---

### **2.2.3 Uploading of Documents**

The Bidder shall upload:

- Technical Proposal
- All supporting documents
- Scanned copies of affidavits
- Eligibility proof
- Financial documents

File format shall be PDF only unless otherwise specified.

---

### **2.2.4 Financial Bid Submission**

The Financial Proposal shall:

- Be submitted online only.
- Contain only single consultancy percentage.
- Not be uploaded in Technical Bid folder.

Any disclosure of financial information in Technical Proposal shall lead to rejection.

---

### **2.2.5 Physical Submission**

The following shall be submitted physically:

1. Tender Fee DD – ₹₹-18,000/- (Seventeen Thousand Seven Hundred Only)
  2. EMD DD – ₹ 2,00,000.00/- (Two Lacs Only)
-

In sealed envelope superscribed:

“Tender Fee & EMD – PMC For of various Building and Infrastructure works In BKNMU,Junagadh.– BKNMU”

Tender Notice No.: BKNMU/PMC/PT-CYCLO/2026-01

Failure to submit physical instruments within prescribed time shall render the bid non-responsive.

---

## **2.3 TWO-BID SYSTEM**

The tender shall be processed under Two-Bid System:

### **2.3.1 Technical Bid (Part-I)**

Shall contain:

- Eligibility documents
- Experience certificates
- Financial capacity documents
- Key personnel CVs
- Methodology
- Undertaking & Affidavit
- Supporting certificates

No financial details shall be included.

---

### **2.3.2 Financial Bid (Part-II)**

Shall contain:

- Single percentage consultancy fee

To be submitted online only.

---

## **2.4 EARNEST MONEY DEPOSIT (EMD)**

### **2.4.1 Amount**

₹ 2,00,000.00/- (Two Lacs Only)

---

### **2.4.2 Form**

Demand Draft / Bank Guarantee drawn in favour of:

“BHAKTA KAVI NARSINH MEHTA UNIVERSITY, Junagadh”

Issued by Nationalized / Scheduled Commercial Bank.

---

### **2.4.3 Validity**

EMD shall remain valid for 180+30= 210 days.

---

### **2.4.4 Forfeiture**

EMD shall be forfeited if:

1. Bid withdrawn during validity period.
2. Bidder fails to sign agreement.
3. Bidder fails to submit Performance Security.
4. False information submitted.
5. Bidder refuses to accept LoA.

No interest shall be payable on EMD.

---

## **2.5 ELIGIBILITY VERIFICATION**

### **2.5.1 Mandatory Compliance**

The Employer shall verify:

- Experience Certificates
  - Turnover documents
  - Solvency certificate
  - Registration details
  - Litigation disclosure
- 

### **2.5.2 Clarification**

Employer may seek written clarification.

No modification of price shall be permitted.

---

### **2.5.3 Rejection Without Clarification**

Bid shall be rejected outright if:

1. Eligibility criteria not met.
  2. EMD invalid.
  3. Tender Fee not paid.
  4. Conditional bid submitted.
  5. Documents forged or misleading.
-

## **2.6 TECHNICAL EVALUATION**

### **2.6.1 Evaluation Method**

Technical Proposals shall be evaluated based on:

- Experience in similar projects
- Financial capacity
- Key personnel deployment
- Methodology
- Presentation

Minimum qualifying technical score shall be as defined in Evaluation Methodology.

---

### **2.6.2 Presentation**

Technically responsive bidders may be invited for presentation

Failure to attend may lead to rejection.

#### **2.6.2 Presentation Before Evaluation Committee**

##### **2.6.2.1 Eligibility for Presentation**

2.6.2.1.1 Only those Bidders whose Technical Bids are found responsive during Preliminary Scrutiny and who meet the Minimum Eligibility Criteria prescribed under Clause 2.4 of this Tender Document shall be considered for detailed Technical Evaluation.

2.6.2.1.2 Bidders securing the minimum qualifying Technical Score as prescribed under the QCBS Evaluation Methodology shall be shortlisted for Presentation before the Evaluation Committee constituted by BKNMU.

2.6.2.1.3 The decision of BKNMU regarding eligibility for Presentation shall be final and binding upon all bidders.

---

##### **2.6.2.2 Objective of Presentation**

2.6.2.2.1 The Presentation shall form an integral part of the Technical Evaluation process under the QCBS system.

2.6.2.2.2 The purpose of the Presentation shall be to assess:

- b) Experience in similar shielding and infrastructure projects;
  - c) Proposed supervision methodology;
  - d) Deployment strategy of key personnel;
  - e) Quality control and reporting framework;
  - f) Risk identification and mitigation measures;
  - g) Project scheduling system (CPM / Primavera / MSP).
  - h) Understanding of Safety Measures
-

2.6.2.2.3 Marks shall be awarded strictly as per the QCBS Evaluation Matrix approved by the Competent Authority.

---

#### **2.6.2.3 Communication of Presentation Date**

2.6.2.3.1 The Date, Time and Venue of Presentation shall be communicated only to technically qualified bidders.

2.6.2.3.2 Communication shall be made through:

- i. Notification on the nProcure Portal; and
- ii. Official email sent to the registered email address of the Bidder.

2.6.2.3.3 The date of upload on the nProcure Portal shall be deemed as official communication.

2.6.2.3.4 It shall be the sole responsibility of the Bidder to regularly monitor the nProcure portal and its registered email address for communication.

---

#### **2.6.2.4 Notice Period**

2.6.2.4.1 A minimum notice period of Three (3) Working Days shall be provided between the date of communication and the scheduled Presentation.

2.6.2.4.2 “Working Day” shall mean any day other than Sunday or a Public Holiday declared by the Government of Gujarat.

---

#### **2.6.2.5 Venue and Mode**

2.6.2.5.1 Presentation shall ordinarily be conducted at:

Office of The Authority  
BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
Junagadh – 380016

2.6.2.5.2 BKNMU reserves the right to conduct the Presentation physically, virtually, or in hybrid mode as deemed appropriate.

---

#### **2.6.2.6 Authorized Representatives**

2.6.2.6.1 Presentation shall be made by:

- a) Authorized Signatory of the Bidder; and
- b) Proposed Team Leader / Project Director.

2.6.2.6.2 Authorization letter shall be produced at the time of Presentation.

---

#### **2.6.2.7 Consequence of Non-Attendance**

2.6.2.7.1 If a bidder fails to attend the Presentation:

- a) Technical Score shall be awarded solely on the basis of submitted documents; OR
- b) The Bid may be rejected if the Presentation is declared mandatory.

2.6.2.7.2 No second opportunity shall be granted except in proven Force Majeure circumstances supported by documentary evidence.

---

#### **2.6.2.8 No Claim for Postponement**

2.6.2.8.1 No request for extension or change of Presentation date shall be entertained except under exceptional circumstances supported by documentary proof.

2.6.2.8.2 The decision of BKNMU in this regard shall be final and binding.

---

#### **2.6.3 Technical Disqualification**

Technical Proposal shall be rejected if:

1. Bidder not legally registered.
  2. Experience insufficient.
  3. Required staff not proposed.
  4. Financial details disclosed in technical bid.
  5. Mandatory forms not submitted.
-

## **SECTION – 3**

### **ELIGIBILITY CRITERIA & TECHNICAL EVALUATION METHODOLOGY**

---

#### **3.1 General**

**3.1.1 Evaluation of the Technical Proposals shall be carried out strictly in accordance with the provisions of this Section.**

**3.1.2 Only those Bidders who satisfy the Minimum Eligibility Criteria prescribed herein shall be considered for detailed Technical Evaluation.**

**3.1.3 The evaluation shall be conducted under the Quality and Cost Based Selection (QCBS) methodology.**

**3.1.4 The Technical Evaluation shall carry above 100 Marks.**

**3.1.5 A Bidder must secure a Minimum Technical Qualifying Score of 70 Marks out of above 100 Marks to be considered technically qualified.**

**3.1.6 Financial Proposals of only technically qualified bidders shall be opened.**

**3.1.7 The decision of the Evaluation Committee, as approved by the Competent Authority of BKNMU, shall be final and binding.**

---

#### **3.2 Minimum Eligibility Criteria (Mandatory)**

**Failure to satisfy any one of the following criteria shall result in disqualification and the Bid shall not be considered for Technical Scoring.**

---

##### **3.2.1 Legal Status & Registration**

- a) The Bidder shall be a legally registered entity in India.  
b) The Bidder shall be registered / empanelled with any:

- State Government Department
- Semi-Government Organization
- Municipal Corporation
- Development Authority
- Public Sector Undertaking

**Attested copy of Registration Certificate shall be submitted.**

---



### 3.2.2 Experience in Similar Works

The Bidder must have completed, as Project Management Consultant (PMC), any one of the following similar nature of work in last five financial years:

- One (1) Project of value  $\geq$  Rs. 80 Cr Crores and above  
OR
- Two (2) Projects of value  $\geq$  Rs. 50 Cr Crores each and above  
OR
- Three (3) Projects of value  $\geq$  Rs. 40 Cr Crores each and above

Completion Certificate issued by Competent Authority and Form-3A shall be submitted.

Only completed projects shall be considered.

---

### 3.2.3 Definition of Similar Work

For the purpose of this Tender, “Similar Work” shall mean:

Project Management Consultancy services for:

- construction of various Building and Infrastructure works In BKNMU, Junagadh. with HVAC-Intensive Buildings & MEP Infrastructure

The project must have been executed for:

- Government Departments
- R&B Departments
- Municipal Corporations
- Development Authorities
- Government Bodies
- 

Private residential or commercial projects shall not be considered.

---

### Financial Supporting Documents & Enhancement Factors

Note:

- i. Chartered Accountant Certificate shall be attached.
- ii. Audited Balance Sheets for the last three (3) financial years shall be attached.
- iii. Income Tax Clearance Certificates / ITR acknowledgements for the last three (3) financial years shall be attached.
- iv. The following enhancement factors shall be used to bring the cost of works executed and financial figures to a common base value.

The below multiplying factors are applicable only if the work was fully (above 100%) completed in the respective year mentioned below:

**Year Before Financial Year Multiplying Factor**

One	2025–26	1.10
Two	2024–25	1.21
Three	2023–24	1.33
Four	2022–23	1.46
Five	2021–22	1.61

**Important Instruction:**

The Applicant shall indicate the actual figures of cost and amount for the PMC / Design Consultancy works executed by them in the schedule without applying the above-mentioned enhancement factors.

The enhancement factors shall be applied separately for evaluation purposes only.

**3.2.4 Financial Capacity**

**Minimum Average Annual Turnover: ₹7.50 Crores**  
(Average of last Three Financial Years)

b) **Bank Solvency Certificate: Minimum ₹9.00 Lacs**  
Issued by Nationalized / Scheduled Commercial Bank  
Not older than 6 months from date of submission.

CA Certificate and Audited Financial Statements must be submitted.

**3.2.5 Office Requirement**

The Bidder shall:

- Have an operational office within Gujarat State;
- OR
- Submit a legally binding undertaking to establish a branch office within Junagadh Metropolitan Area within 30 days from issuance of Letter of Acceptance (LoA).

Failure to comply shall constitute material breach.

**3.3 Technical Evaluation – above 100 Marks**

Technical Proposals of eligible bidders shall be evaluated out of above 100 Marks distributed as under:

Sr. No.	Criteria	Maximum Marks
1	Similar PMC Experience	15
2	Key Personnel Qualification & Experience	15
3	Methodology & Technical Approach	15
4	Project Planning & Scheduling Capability	15
	Presentation Before Evaluation Committee	40
<b>Total</b>		<b>above 100 Marks</b>

### 3.4 Detailed Marking System

#### 3.4.1 Similar PMC Experience – 15 Marks

Marks shall be awarded only for completed projects supported by documentary proof.

##### (A) Building Experience – Maximum 5 Marks

Experience of completed Building Projects (without component):

- 1 Completed Building Projects  $\geq$  Rs. 80 Cr and above  $\rightarrow$  5 Marks
- 2 Completed Building Project  $\geq$  Rs. 50 Cr and above  $\rightarrow$  5 Marks
- 3 Completed Building Project  $\geq$  Rs. 40 Cr and above  $\rightarrow$  5 Marks

Experience in PMC services for:

- Building works with MEPF works
- Infrastructure Projects

Marks distribution:

- 1 Completed Building Project with MEPF  $\geq$  Rs. 80 Cr and above  $\rightarrow$  15 Marks
- 2 Completed Building Project with MEPF  $\geq$  Rs. 50 Cr and above  $\rightarrow$  15 Marks
- 3 Completed Building Project with MEPF  $\geq$  Rs. 40 Cr and above  $\rightarrow$  15 Marks

Maximum under this criterion: 15 Marks

**3.4.2 Key Personnel Qualification & Experience – 15 Marks**

Marks shall be awarded as follows:

Position	Marks
Team Leader	4
Resident Project Manager	3
MEPF Engineer	4
QA/QC Engineer	1
Planning Engineer	1
Site Engineer	1
Safety Engineer	1
Total	15

Marks shall be based on:

- Relevant experience
- Similar project exposure
- Qualification
- Years of experience beyond minimum eligibility

If any key personnel fail to meet minimum qualification requirement, zero marks shall be awarded for that position.

**3.4.3 Methodology & Technical Approach – 15 Marks**

Evaluation shall consider:

- Project Management Techniques
- QA/QC mechanism
- Risk identification & mitigation
- Reporting system

Marks:

- Excellent → 13–15
- Adequate → 10–12
- Poor → 0–9

**3.4.4 Project Planning & Scheduling Capability – 15 Marks**

Marks shall be awarded based on:

- CPM Network submission
- Primavera / MSP usage
- Delay recovery methodology

**Distribution:**

- Advanced structured planning → 14–15
  - Basic explanation → 12–13
  - Inadequate → 0–12
- 

**3.4.5 Presentation Before Evaluation Committee – 40 Marks**

Presentation shall be an integral part of Technical Evaluation.

**Marks distribution:**

Component	Marks
Understanding of Project Complexity	10
Project Planning strategy	8
Quality Control & Testing Mechanism	6
Deployment Strategy	6
Risk Mitigation Framework	5
Response to Technical Queries	5
Total	40

Marks shall be recorded individually by each Committee Member and averaged.

---

**3.5 Minimum Technical Qualifying Score**

**3.5.1** A Bidder must secure minimum 70 Marks out of above 100 Marks to qualify.

**3.5.2** Bidders securing less than 70 Marks shall be declared Technically Non-Responsive.

**3.5.3** Financial Proposal of such bidders shall not be opened.

---

**3.6 Financial Evaluation (QCBS – 70:30)**

Financial Score (Sf) shall be calculated as:

$$Sf = (L / F) \times \text{above } 100$$

Where:

L = Lowest Financial Quote

F = Financial Quote of the Bidder

---

### **3.7 Composite Score**

**Composite Score = (Technical Score × 0.70) + (Financial Score × 0.30)**

**The Bidder securing highest Composite Score shall be ranked H-1.**

---

### **3.8 Tie-Breaker**

**In case of equal Composite Score:**

- a) Bidder securing higher Technical Score shall be ranked higher.**
  - b) If still equal, Bidder with higher Infrastructure Experience shall be ranked higher.**
  - c) If still equal, decision of Competent Authority shall be final.**
- 

### **3.9 Audit & Record**

**3.9.1 All evaluation sheets shall be signed by Committee Members.**

**3.9.2 The complete evaluation record shall form part of the Tender File.**

**3.9.3 No post-evaluation modification shall be permitted.**

## SECTION – 4 (A)

### TERMS OF REFERENCE (TOR)

#### SCOPE OF PROJECT MANAGEMENT CONSULTANCY SERVICES

(Appointment of PMC for **construction of various Building and Infrastructure works – BKNMU**)

---

#### 4.1 PROJECT BACKGROUND

The Bhakta Kavi Narsinh Mehta University (BKNMU), Junagadh, proposes **construction of various Building and Infrastructure works In BKNMU, Junagadh of project value up to above 100 Crores.**

The project includes:

- Civil work for various buildings.
- MEPF works
- Lifts
- Interior work
- External Development works

Due to the highly specialized nature of the facility, structured supervision, quality monitoring, contract administration and compliance oversight is mandatory.

The PMC shall function as **Engineer's Representative / Client's Representative** for supervision and contract administration purposes.

---

#### 4.2 GENERAL RESPONSIBILITY OF PMC

The PMC shall:

1. Act impartially and in the interest of the Employer.
2. Ensure works are executed as per:
  - Approved drawings
  - Specifications
  - Tender conditions
  - Applicable codes
  - Site safety norms
3. Monitor progress, quality, and compliance.
4. Certify contractor's bills after verification.

5. Maintain complete documentation.
6. Assist Employer in dispute resolution.

The PMC shall **not execute construction work**, nor assume contractor's statutory or contractual liability.

---

#### **4.3 PRE-CONSTRUCTION PHASE SERVICES**

##### **4.3.1 Review of Drawings & Designs**

PMC shall:

1. Review architectural, structural, MEP, and Fire drawings.
2. Verify compatibility of drawings.
3. Check shielding thickness compliance.
4. Review gantry foundation tolerances.
5. Confirm coordination between:
  - HVAC systems
  - Electrical & ELV layouts
  - Fire drawings

Design responsibility shall remain with Design Consultant.

---

##### **4.3.2 Master Project Scheduling**

PMC shall:

1. Prepare CPM-based Master Schedule.
  2. Use Primavera / MSP for monitoring.
  3. Define critical path.
  4. Establish milestone schedule.
  5. Identify long-lead procurement items.
  6. Prepare cash-flow projections.
-



#### **4.4 CONSTRUCTION PHASE SERVICES**

---

##### **4.4.1 Site Supervision**

PMC shall deploy full-time staff as per Section-6 (Manpower Schedule).

PMC shall:

1. Maintain Daily Site Register.
  2. Record measurements jointly.
  3. Verify layout and levels.
  4. Supervise concrete pours.
  5. Monitor formwork & reinforcement.
  6. Check quality of materials.
  7. Ensure approved mix design compliance.
- 

##### **4.4.2 Quality Assurance & Quality Control**

PMC shall:

1. Ensure contractor establishes site laboratory.
2. Verify calibration of equipment.
3. Witness cube testing.
4. Monitor high-density concrete density.
5. Issue Non-Conformance Reports (NCR).
6. Maintain Quality Register.
7. Maintain Material Receipt Register.
8. Maintain Test Report Log.

Quality responsibility remains with contractor. PMC role is supervisory and verification-based.

---

#### **D. Electrical & ELV Systems**

PMC shall:

1. Monitor HT/LT installation.
2. Check UPS & earthing.
3. Verify panel installation.
4. Witness load testing.
5. Supervise fire alarm integration.

## **E. Fire Fighting System**

PMC shall:

1. Monitor Fire Fighting complete system.
  2. Verify panel installation.
  3. Witness testing of firefighting system after installation
- 

### **4.4.4 Bill Certification**

PMC shall:

1. Record joint measurements.
2. Verify quantities.
3. Check RA bills.
4. Certify that works comply with drawings.
5. Submit recommendation to Employer.
6. Maintain Measurement Book (MB).

Final financial sanction authority remains with Employer.

---

### **4.4.5 Variation & Extra Items**

PMC shall:

1. Scrutinize extra item proposals.
2. Prepare rate analysis.
3. Maintain variation register.
4. Recommend approval or rejection.
5. Ensure prior written approval before execution.

No deviation shall be executed without written sanction.

---

### **4.4.6 Progress Monitoring**

PMC shall:

1. Update CPM schedule monthly.
  2. Maintain Hindrance Register.
  3. Maintain Risk Register.
  4. Submit Monthly Progress Report.
-

5. Submit Fortnightly Progress Summary.
  6. Suggest corrective measures.
- 

#### **4.4.7 Safety Compliance Monitoring**

The PMC shall:

1. Monitor contractor's safety compliance
2. Maintain Accident Register
3. Record safety violations
4. Issue safety observations
5. Issue Non-Conformance Reports (NCR)
6. Assuring & witnessing periodic tool box talk meetings & mock drills by contractor.

Primary safety responsibility shall remain with Contractor.

---

#### **4.4.8 Coordination with Statutory Authorities**

PMC shall:

1. Coordinate with UGVCL/Torrent.
  2. Coordinate with Fire Department.
  3. Coordinate with Pollution Control Board.
  4. Assist in obtaining approvals.
  5. Maintain approval tracking log.
- 

#### **4.5 COMPLETION & HANDOVER**

Upon completion of works, PMC shall:

1. Verify completion of works.
2. Scrutinize As-Built Drawings.
3. Ensure submission of warranties.
4. Prepare Completion Dossier.
5. Assist in obtaining Completion Certificate. -
6. Submit Final Project Report.

PMC shall hand over:

- 2 Hard Copies of As-Built Drawings
-

- 2 Soft Copies
  - Test reports
  - Quality registers
  - Measurement books
  - DLP register
- 

#### **4.6 DEFECT LIABILITY PERIOD (12 MONTHS)**

During DLP, PMC shall:

1. Conduct site visit every 3 months.
2. Prepare DLP inspection report.
3. Identify defects.
4. Recommend rectification.
5. Verify rectification.
6. Issue DLP completion certificate.

Final 10% consultancy payment shall be linked to DLP compliance.

---

#### **4.7 LIMITATION OF PMC RESPONSIBILITY**

PMC shall not be responsible for:

1. Design errors.
2. Contractor workmanship defects not attributable to PMC negligence.
3. Structural certification.
4. compliance certification.
5. Contractor's financial liabilities.

Liability shall be limited to consultancy fee received, except in case of fraud or wilful misconduct.

## **SECTION – 4 (B)**

### **TERMS OF REFERENCE (TOR)**

#### **SCOPE OF PROJECT MANAGEMENT CONSULTANCY SERVICES**

(Appointment of PMC for **construction of various Building and Infrastructure works in BKNMU, Junagadh.** – BKNMU)

---

#### **4.1 PROJECT BACKGROUND**

4.1.1 Bhakta Kavi Narsinh Mehta Institute (BKNMU), Junagadh, Junagadh proposes to construct a construction of various Building and Infrastructure works Including and Associated Infrastructure with an estimated project cost up to above 100 Crores.

4.1.2 The Project broadly comprises:

- a) Civil work
- b) Electrical, Fire Fighting, Fire Alarm & ELV Systems
- c) Integrated MEPF Coordination
- d) Interior Work

4.1.3 Due to the highly specialized and -sensitive nature of the facility, structured supervision, quality monitoring, technical coordination, contract administration, documentation control, and compliance oversight are mandatory.

4.1.4 The Project Management Consultant (PMC) shall function as the **Engineer's Representative / Client's Representative** for supervision, monitoring and contract administration purposes only.

4.1.5 The PMC shall not execute any construction work nor assume contractor's statutory, contractual, or financial liabilities.

---

#### **4.2 GENERAL RESPONSIBILITIES OF PMC**

4.2.1 The PMC shall act impartially and in the best interest of the Employer (BKNMU).

4.2.2 The PMC shall ensure that works are executed strictly in accordance with:

- a) Approved Good-for-Construction (GFC) Drawings
- b) Technical Specifications
- c) Tender Conditions
- d) Applicable Indian Standards (IS Codes)
- e) Safety Norms

4.2.3 The PMC shall:

- a) Monitor physical progress
- b) Monitor quality of materials and workmanship
- c) Monitor statutory compliance
- d) Certify contractor's bills after due verification

- e) Maintain complete project documentation
- f) Assist Employer in dispute resolution and arbitration support

4.2.4 The PMC's role shall be supervisory, administrative and verification-based.

---

### **4.3 PRE-CONSTRUCTION PHASE SERVICES**

---

#### **4.3.1 Review of Drawings & Designs**

4.3.1.1 The PMC shall review Architectural, Structural, MEP and drawings.

4.3.1.2 The PMC shall verify inter-disciplinary compatibility of drawings.

4.3.1.3 The PMC shall:

- a) Check shielding thickness compliance
- b) Review gantry foundation dimensional tolerances
- c) Verify coordination between HVAC systems and structural layouts
- d) Verify electrical layouts and equipment vendor requirements

4.3.1.4 Design responsibility shall remain solely with the appointed Design Consultant.

---

#### **4.3.2 Master Project Scheduling**

The PMC shall:

- a) Prepare CPM-based Master Schedule
  - b) Use Primavera / MSP for monitoring
  - c) Define critical path
  - d) Establish milestone schedule
  - e) Identify long-lead procurement items
  - f) Prepare cash-flow projections
- 

### **4.4 CONSTRUCTION PHASE SERVICES**

---

#### **4.4.1 Site Supervision**

4.4.1.1 The PMC shall deploy full-time staff as per Section-6 (Manpower Schedule).

4.4.1.2 The PMC shall:

- a) Maintain Daily Site Register
  - b) Record joint measurements
  - c) Verify layout and levels
  - d) Supervise concrete pours
  - e) Monitor formwork & reinforcement
-

- f) Check quality of materials
- g) Ensure approved mix design compliance

---

#### **4.4.2 Quality Assurance & Quality Control**

4.4.2.1 The PMC shall ensure that the Contractor establishes a functional Site Laboratory.

4.4.2.2 The PMC shall:

- a) Verify calibration of testing equipment
- b) Witness cube testing
- c) Issue Non-Conformance Reports (NCR)
- f) Maintain Quality Register
- g) Maintain Material Receipt Register
- h) Maintain Test Report Log

4.4.2.3 Quality responsibility remains with the Contractor. The PMC role shall be supervisory and verification-based.

The PMC shall:

1. Monitor wall thickness
2. Verify density of shielding concrete
3. Check reinforcement placement
4. Ensure no void formation in mass concrete
5. Verify equipment foundation tolerance ( $\pm 3$  mm)
6. Maintain shielding compliance log

Certification of adequacy shall remain with the competent statutory authority.

#### **D. Electrical & ELV Systems**

The PMC shall:

1. Monitor HT/LT installation
2. Check UPS & earthing system
3. Verify panel installation
4. Witness load testing
5. Supervise fire alarm & ELV integration

#### **E. Fire Fighting System**

PMC shall:

1. Monitor Fire Fighting complete system.
  2. Verify panel installation.
  3. Witness testing of firefighting system after installation
-

#### **4.4.4 Bill Certification**

The PMC shall:

1. Record joint measurements
2. Verify quantities
3. Scrutinize RA Bills
4. Certify work compliance
5. Submit recommendation to Employer
6. Maintain Measurement Book (MB)

Final financial sanction authority shall remain with Employer.

---

#### **4.4.5 Variation & Extra Items**

The PMC shall:

1. Scrutinize extra item proposals
2. Prepare rate analysis
3. Maintain variation register
4. Recommend approval or rejection
5. Ensure prior written approval before execution

No deviation shall be executed without written sanction of Employer.

---

#### **4.4.6 Progress Monitoring**

The PMC shall:

1. Update CPM schedule monthly
  2. Maintain Hindrance Register
  3. Maintain Risk Register
  4. Submit Monthly Progress Report
  5. Submit Fortnightly Summary
  6. Suggest corrective measures
- 

#### **4.4.7 Safety Compliance Monitoring**

The PMC shall:

7. Monitor contractor's safety compliance
  8. Maintain Accident Register
  9. Record safety violations
  10. Issue safety observations
-



11. Issue Non-Conformance Reports (NCR)
12. Assuring & witnessing periodic tool box talk meetings & mock drills by contractor.

Primary safety responsibility shall remain with Contractor.

---

#### **4.4.8 Coordination with Statutory Authorities**

The PMC shall:

1. Coordinate with GEB (Gujarat Electricity Board)/Local Power distribution services
  2. Coordinate with Fire Department
  3. Assist in obtaining statutory approvals
  4. Maintain approval tracking log
- 

#### **4.5 COMPLETION & HANDOVER**

Upon completion of works, the PMC shall:

1. Verify completion
2. Scrutinize As-Built Drawings
3. Ensure submission of warranties
4. Prepare Completion Dossier
5. Assist in obtaining Completion Certificate
6. Submit Final Project Report

PMC shall hand over:

- 2 Hard Copies of As-Built Drawings
  - 2 Soft Copies
  - Test Reports
  - Quality Registers
  - Measurement Books
  - DLP Register
- 

#### **4.6 DEFECT LIABILITY PERIOD (12 MONTHS)**

During the Defect Liability Period:

1. PMC shall conduct site visits every Three (3) months
  2. Prepare DLP inspection reports
  3. Identify defects
  4. Recommend rectification
-

5. Verify rectification compliance
6. Issue DLP Completion Certificate

Final 10% Consultancy Payment shall be linked to satisfactory DLP compliance.

---

#### **4.7 LIMITATION OF PMC RESPONSIBILITY**

The PMC shall not be responsible for:

1. Design errors
2. Contractor's workmanship defects not attributable to PMC negligence
3. Structural certification
4. compliance certification
5. Contractor's financial liabilities

4.7.6 PMC liability shall be limited to the Consultancy Fee received, except in case of fraud, gross negligence or wilful misconduct.

## **SECTION – 5**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

(Appointment of Project Management Consultant for construction of various Building and Infrastructure works in BKNMU, Junagadh.BKNMU)

---

#### **5.1 DEFINITIONS**

Unless repugnant to the context, the following expressions shall have the meanings hereby assigned to them:

5.1.1 **“Employer”** shall mean Bhakta Kavi Narsingh Mehta Institute (BKNMU), Junagadh.

5.1.2 **“Authority”** shall mean the Director, BKNMU or any officer authorized to act on behalf of BKNMU.

5.1.3 **“Engineer-in-Charge”** shall mean the officer designated by BKNMU to supervise and administer the Project.

5.1.4 **“PMC” / “Consultant”** shall mean the Project Management Consultant appointed under this Contract.

5.1.5 **“Contract”** shall mean the Agreement executed between Employer and PMC including Tender Documents, Corrigenda, Letter of Acceptance, and all annexures.

5.1.6 **“Project”** shall mean the Construction of construction of various Building and Infrastructure works in BKNMU, Junagadh. Including and Associated Infrastructure at BKNMU.

5.1.7 **“Contractor”** shall mean the civil/MEP contractor appointed by Employer for execution of works.

5.1.8 **“Defect Liability Period (DLP)”** shall mean 12 (Twelve) months from the date of completion of works.

---

#### **5.2 CONFLICT OF INTEREST**

5.2.1 The Consultant shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified in writing to the Contracting Authority without delay.

5.2.2 The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Consultant shall ensure that its staff, including its management, are not placed in a situation which could give rise to conflict of interests. Without prejudice to contract conditions, local laws & applicable acts. The Consultant shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

5.2.3 The Consultant shall refrain from any contact which would compromise its independence or that of its personnel. If the Consultant fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith, without giving formal notice thereof.

5.2.4 The Consultant shall after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Consultant and any other contractor, consultant or supplier with whom the Consultant is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the Project.

---

### 5.3 COMMENCEMENT OF SERVICES

5.3.1 The PMC shall commence services within 7 (Seven) days from the date of issuance of Letter of Acceptance (LoA).

5.3.2 Failure to commence services within stipulated period shall constitute material breach of contract.

---

### 5.4 CONTRACT PERIOD

5.4.1 The Contract Period shall be:

- 36 Months (Construction Phase – Estimated)
  - Plus 12 Months (Defect Liability Period)
  - Or until actual project completion, whichever is later.
- 

### 5.5 PERFORMANCE SECURITY

5.5.1 The PMC shall furnish **Performance Security equivalent to 5% (Five Percent) of the Contract Value** in the form of an unconditional Bank Guarantee.

5.5.2 The Bank Guarantee shall:

- a) Be issued by a Nationalized / Scheduled Commercial Bank
- b) Remain valid till completion of Project + 12 Months DLP
- c) Be in format approved by BKNMU

5.5.3 Failure to submit Performance Security within 15 days of LoA shall result in:

- Cancellation of LoA
  - Forfeiture of EMD
  - Blacklisting proceedings
- 

### 5.6 CONSULTANCY FEE

5.6.1 The Consultancy Fee shall be calculated as:

$$P = (A \times C) + \text{GST}$$

---

Where:

A = Certified value of work executed (excluding price variation and escalation)

C = Approved PMC percentage quoted

GST = Applicable GST

5.6.2 The Consultancy Fee shall remain firm and fixed throughout the Contract Period.

5.6.3 No escalation shall be payable under any circumstances.

---

## **5.7 PAYMENT TERMS**

5.7.1 Payment shall be made on basis against certified executed value of works.

5.7.2 No advance payment shall be made.

5.7.3 Maximum 90% of total consultancy fee shall be released during construction phase.

5.7.4 Balance 10% shall be released after satisfactory completion of DLP.

5.7.5 Payments shall be made within 30 days from submission of verified invoice.

---

## **5.8 RETENTION MONEY**

5.8.1 5% (Five Percent) shall be deducted from each running bill.

5.8.2 Total retention shall not exceed 5% of total consultancy fee.

5.8.3 Retention shall be released after completion of DLP and issue of DLP Clearance Certificate.

---

## **5.9 LIQUIDATED DAMAGES (LD)**

5.9.1 If delay in certification of contractor's bills attributable solely to PMC exceeds 10 working days:

Penalty = 0.25% of Monthly Consultancy Fee per week of delay

Maximum = 2% of Annual Consultancy Fee

5.9.2 If PMC fails to submit mandatory reports beyond 7 calendar days:

Penalty = 0.25% of Monthly Consultancy Fee per week

Maximum = 1% of Annual Consultancy Fee

5.9.3 If PMC fails to deploy mandatory manpower:

Penalty = 0.25% of Monthly Consultancy Fee per week of non-deployment

5.9.4 Total cumulative penalty shall not exceed 10% of total Consultancy Fee.

5.9.5 Liquidated Damages shall not relieve PMC of its obligations.

---

## **5.10 REPLACEMENT OF KEY PERSONNEL**

5.10.1 Replacement of Key Personnel shall require prior written approval of Employer.

5.10.2 Unauthorized replacement shall attract:

- Project Director / Resident Project Manager: ₹1,00,000 per instance
- QA/QC / Planning / Expert: ₹50,000 per instance
- Site Engineer / Surveyor: ₹25,000 per instance

5.10.3 No penalty shall apply in case of death, permanent disability or medically certified ization.

### **5.11 SUSPENSION OF SERVICES**

5.11.1 Employer may suspend services partially or fully by written notice.

5.11.2 PMC shall not claim compensation for suspension unless suspension exceeds 90 days without fault of PMC.

### **5.12 TERMINATION**

#### **5.12.1 Termination by Employer**

Employer may terminate contract if PMC:

- a) Fails to perform obligations
- b) Engages in fraudulent practice
- c) Becomes insolvent
- d) Fails to deploy staff

15 days written notice shall be issued before termination.

#### **5.12.2 Termination by PMC**

PMC may terminate contract if Employer fails to make payment for more than 90 days after written notice.

### **5.13 INDEMNIFICATION OF THE CLIENT BY THE CONSULTANTS**

5.13.1 The Consultants shall keep the client, both during and after the term of this contract, fully and effectively indemnified all losses, damage, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including but not limited to, legal fees and expenses, suffered by the client or any Third Party, where such loss, damage, injury or death is the result of a wrongful action, negligence or breach of contract of the consultants or their sub-consultants, or the personnel or agent of either of them, including the use or violation of any copyright work or literary property or patented invention, article or appliance.

### **5.14 LIMITATION OF LIABILITY**

5.14.1 PMC shall not be liable for:

- a) Design errors
- b) Contractor's execution defects not attributable to PMC negligence
- c) compliance certification

5.14.2 Liability shall not exceed total consultancy fee received.

### **5.15 CONFIDENTIALITY**

5.15.1 PMC shall maintain confidentiality of all project documents.

5.15.2 No data shall be disclosed without written consent of Employer.

---

### **5.16 FORCE MAJEURE**

5.16.1 Force Majeure shall include natural calamities, war, civil unrest, Government restrictions.

5.16.2 Affected party shall notify within 7 days.

5.16.3 Duration of contract may be extended accordingly.

---

#### **5.17 DISPUTE RESOLUTION**

5.17.1 Parties shall attempt amicable settlement within 30 days.

5.17.2 Failing settlement, dispute shall be referred to Sole Arbitrator.

5.17.3 Arbitration shall be conducted under Arbitration & Conciliation Act, 1996.

5.17.4 Venue shall be Junagadh.

5.17.5 Proceedings shall be in English.

5.17.6 Courts at Junagadh shall have exclusive jurisdiction.

---

#### **5.18 GOVERNING LAW**

This Contract shall be governed by laws of India and rules applicable in State of Gujarat.

---

#### **5.19 AUDIT & INSPECTION**

5.19.1 PMC shall allow inspection by:

- Internal Audit

5.19.2 PMC shall preserve records for 5 years after completion.

---

#### **5.20 NON-ASSIGNMENT**

PMC shall not assign or transfer contract without written approval of Employer.

---

#### **5.21 NO EMPANELMENT**

This contract is project-specific and does not create empanelment rights.

# SECTION – 6

## MANPOWER DEPLOYMENT SCHEDULE

(Appointment of Project Management Consultant – **construction of various Building and Infrastructure works In BKNMU, Junagadh., BKNMU**)

### 6.1 GENERAL

6.1.1 The PMC shall deploy qualified, experienced, and competent personnel strictly as specified herein for the entire duration of the Contract.

6.1.2 The manpower prescribed under this Section constitutes **Minimum Mandatory Deployment** and shall be maintained at site during active construction period.

6.1.3 Non-deployment or unauthorized withdrawal of personnel shall constitute material breach of contract and shall attract penalties as per Section–5 (GCC).

6.1.4 All key personnel shall remain under direct payroll or legally binding full-time engagement of the PMC.

6.1.5 No personnel shall be replaced without prior written approval of the Employer.

6.1.6 Age limit of Key Personnel who is team number identified for this project shall not be more than 60 Years.

6.1.7 The Key Experts & Senior Experts proposed in this tender must not be part of any other tender being submitted for this tender procedure. They must therefore engage themselves exclusively to the tenderer.

6.1.8 Details of Resources Sheet – Equipment & Software available with the Consultancy Agency

6.1.9 Accommodation & Transportation of the personnel of supervision consultant will be responsibility of the consultant for which the cost shall be considered in their lumpsum offer per month.

6.1.10 Office supplies, drafting supplies, computers, etc. will be provided by the bidder at their cost which will be deemed to be included in their price offered.

6.1.11 Only temporary office at site will be provided to the selected consulting firm by client including furniture, electricity, air conditioning, sweeping & cleaning etc.

### 6.2 MANDATORY CORE TEAM STRUCTURE

(Project Cost: Approx. above ₹ 100 Crores)

Sr. No.	Designation	Minimum Qualification	Minimum Experience	Nos.	Deployment Requirement
1	Team Leader	BE (Civil)/ME (Civil)	BE (Civil) 15 Years or ME (Civil) 10 Years	1	Minimum 2 visit per month



## TENDER DOCUMENT

Sr. No.	Designation	Minimum Qualification	Minimum Experience	Nos.	Deployment Requirement
2	Resident Project Manager	BE (Civil)	15 Years	1	Full Time at Site
4	Senior Civil Engineer	BE (Civil)	10 Years	1	Full Time at Site
5	QA/QC Engineer	BE (Civil)	8 Years (Quality Control Mandatory)	1	Full Time at Site
6	Planning Engineer	BE (Civil)	7 Years (Primavera/MSP Mandatory)	1	Full Time
7	Billing & Contracts Engineer	BE (Civil)	8 Years (RA Bill Certification Experience)	1	Full Time
8	Surveyor	Diploma/ITI	5 Years (Total Station & AutoCAD)	1	Whenever required or directed by BKNMU
9	Site Engineer (Civil)	BE (Civil) – 5 Years OR Diploma – 7 Years	Relevant	2	Full Time
10	MEP Engineer	BE (Electrical)/Mechanical – 7 Years OR Diploma – 10 Years	Relevant	1	Full Time
11	Safety Engineer	BE / B.Tech or BSC (any discipline) with PG Diploma/Advance diploma in Industrial Safety	5 Years as Safety engineer (Project Site Work/Industrial work)	1	Full Time

### **6.3 SPECIALIZED DEPLOYMENT REQUIREMENTS**

6.3.1. QA/QC Engineer shall:

- a) Witness all cube testing
- b) Verify density compliance of shielding concrete
- c) Maintain Quality Registers

6.3.2 Planning Engineer shall:

- a) Prepare CPM schedule
- b) Update Primavera/MSP monthly
- c) Submit delay analysis

6.3.3 Electrical & HVAC Engineers shall:

- a) Supervise HVAC works
- c) Witness air balancing
- d) Verify electrical panel integration

---

### **6.4 DEPLOYMENT CONDITIONS**

6.4.1 All personnel marked “Full Time” shall remain physically available at project site during working hours.

6.4.2 If multiple work fronts operate simultaneously, PMC shall increase manpower proportionately without additional fee claim unless specifically approved.

6.4.3 Absence of Key Personnel:

If any Key Personnel remains absent:

- More than 5 consecutive working days;
- OR
- More than 15 cumulative working days in a financial year;

PMC shall deploy replacement within 7 days.

Failure shall attract:

- Pro-rata deduction of fees;
- AND
- Additional penalty of 0.5% of Monthly Consultancy Fee per instance.

## **6.5 REPLACEMENT OF PERSONNEL**

6.5.1 Replacement of the following shall require prior written approval:

- Project Director
- Resident Project Manager
- Shielding Expert

6.5.2 Unauthorized replacement shall attract:

- Team Leader / Resident Project Manager – ₹1,00,000 per instance
- QA/QC / Planning / Expert – ₹50,000 per instance
- Site Engineer / Surveyor – ₹25,000 per instance

6.5.3 No penalty shall apply in case of:

- Death
- Permanent disability
- Medically certified inaction

---

## **6.6 DOCUMENTARY REQUIREMENTS**

The PMC shall submit the following for each deployed personnel:

- a) Degree Certificates
- b) Experience Certificates
- c) Employment Proof
- d) Professional Registration (if applicable)
- e) CV in prescribed format

Failure to submit documentary proof shall result in non-consideration during evaluation.

---

## **6.7 PERFORMANCE MONITORING OF STAFF**

6.7.1 Employer may review performance of deployed personnel at any time.

6.7.2 If any personnel is found incompetent, negligent, or below qualification:

PMC shall replace within 7 days.

6.7.3 Failure to replace shall attract:

- Pro-rata fee deduction; AND
- Additional penalty up to 50% of monthly cost attributable to that position.

---

## **6.8 CONTINUITY OBLIGATION**

6.8.1 PMC shall ensure continuity of services during:

- Critical concreting works
- Equipment installation
- Commissioning phase

6.8.2 No simultaneous withdrawal of more than 20% of site staff shall be permitted without written approval.

---

## **6.9 NON-COMPLIANCE**

6.9.1 Persistent failure to maintain required manpower shall constitute:

- Material breach of contract
  - Ground for termination
  - Forfeiture of Performance Security
- 

## **6.10 DECLARATION**

The PMC shall submit a signed declaration confirming:

“I/We hereby confirm that manpower deployment shall be strictly maintained as per Section-6 of Tender Document. Any deviation without written approval of BKNMU shall attract penalties as prescribed.”

## **SECTION – 7**

### **TECHNICAL FORMS & ANNEXURES**

(Appointment of Project Management Consultant for construction of various Building and Infrastructure works In BKNMU, Junagadh. – BKNMU)

---

#### **7.1 GENERAL INSTRUCTIONS FOR FORMS**

7.1.1 All Forms under this Section shall be:

- a) Duly filled in English language;
- b) Signed by Authorized Signatory;
- c) Stamped with official seal of the Bidder;
- d) Digitally signed while uploading on nProcure portal.

7.1.2 Incomplete forms, unsigned forms, or forms without supporting documentary evidence shall be treated as non-responsive.

7.1.3 No alteration in the format of the prescribed Forms shall be permitted.

7.1.4 All documentary proofs referred to in the Forms shall be self-certified and serially indexed.

---

#### **7.2 FORM–T1**

##### **TECHNICAL PROPOSAL SUBMISSION LETTER**

(To be submitted on Company Letterhead)

To,  
The Authority  
BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
Khadiya,  
Junagadh – 380016

Sub: Submission of Technical Proposal for Appointment of Project Management Consultant (PMC) for construction of various Building and Infrastructure works In BKNMU,Junagadh.Including and Associated Infrastructure at BKNMU.

Sir,

1. We, the undersigned, hereby submit our Technical Proposal for the above-mentioned work in accordance with the Tender Document.
2. We confirm that:
  - a) We have examined the Tender Document in full;
  - b) We meet the Eligibility Criteria prescribed under Section–3;
  - c) We agree to deploy manpower strictly as per Section–6;
  - d) We accept all Terms & Conditions under Sections 4 and 5.
3. We understand that any false information shall result in:

- Rejection of Bid;
- Forfeiture of EMD;
- Blacklisting proceedings.

4. We confirm that we have not been blacklisted by any Government / PSU / Statutory Authority.

5. Our Proposal shall remain valid for 180 days from the date of opening of Technical Bid.

Yours faithfully,

Authorized Signatory

Name:

Designation:

Seal of Firm

Date:

---

### 7.3 FORM-T2

#### ELIGIBILITY COMPLIANCE STATEMENT

Sr. No.	Eligibility Criteria	Requirement	Compliance (Yes/No)	Supporting Document Attached (Page No.)
1	Legal Registration	Registered Entity in India		
2	Similar PMC Experience	As per Clause 2.4.1		
3	Average Annual Turnover	₹7.5 Crores (Last 3 Years)		
4	Bank Solvency	₹9 Lacs		
5	Gujarat Office / Undertaking	Mandatory		

Declaration:

We certify that all information provided above is true and correct.

Signature

Seal

Date

---

#### 7.4 FORM-T3

##### DETAILS OF SIMILAR PROJECTS

(Project Experience for Technical Evaluation)

| Sr. No. | Name of Project | Location | Project Cost (₹ Cr) | Type ( / / ) | Role as PMC | Client |  
Completion Year | Completion Certificate Attached (Yes/No) |

Note:

- Only completed projects shall be considered.
  - Documentary proof mandatory.
- 

#### 7.6 FORM-T5

##### FINANCIAL CAPACITY DETAILS

**Financial Year Turnover (₹ Crores) CA Certificate Attached (Yes/No)**

2021-2022

2022-2023

2023-2024

2024-2025

2025-2026

Average Turnover: ₹ \_\_\_\_\_ Crores

Bank Solvency Certificate (₹9 Lacs)

Bank Name:

Date of Issue:

Signature

Seal

Date

---

#### 7.7 FORM-T6

##### KEY PERSONNEL CV FORMAT

(Separate Form for Each Personnel)

1. Name:
  2. Proposed Designation:
  3. Qualification (Attach Certificate):
  4. Total Experience (Years):
  5. Relevant Experience in / Projects:
  6. Current Employment Status (Payroll / Contract):
-

7. Key Projects Handled (Last 10 Years):

8. Declaration of Availability for Full-Time Deployment:

“I hereby confirm my availability for full-time deployment for this project.”

Signature of Personnel

Signature of Authorized Signatory

Seal

---

## **7.8 FORM-T7**

### **METHODOLOGY & TECHNICAL APPROACH**

The Bidder shall provide detailed write-up covering:

1. Understanding of Project
2. Shielding Supervision Strategy
3. Quality Control System
4. Project Planning Methodology (Primavera/MSP)
5. Risk Mitigation Plan
6. Documentation & Reporting Framework
7. Specialized Supervision of HVAC

(Maximum 30 Pages)

---



**7.9 FORM-T8****LITIGATION DISCLOSURE**

Sr. No.	Project	Nature of Dispute	Amount Involved	Current Status

If none, state:

“No litigation / arbitration pending.”

Non-disclosure shall result in disqualification.

---

**7.10 FORM-T9****INTEGRITY PACT DECLARATION**

We hereby declare that:

- No corrupt practice has been adopted;
- No collusive bidding has been undertaken;
- No influence has been exercised.

We understand that violation shall result in:

- Rejection of Bid;
- Forfeiture of EMD;
- Blacklisting;
- Criminal proceedings.

Signature

Seal

Date

---

### **7.11 FORM–T10**

#### **ANTI-CORRUPTION UNDERTAKING**

We undertake that:

1. No bribe, gift, or undue advantage has been offered.
2. No employee of BKNMU has been approached improperly.
3. All information submitted is genuine.

Violation shall attract:

- Termination
- Performance Guarantee forfeiture
- Blacklisting for minimum 5 years

Signature

Seal

Date

---

### **7.12 ANNEXURE–A**

#### **AFFIDAVIT (ON ₹300 STAMP PAPER)**

(To be notarized)

Affidavit confirming:

- No Blacklisting
- No Criminal Proceedings
- No Conflict of Interest
- Commitment to Manpower Deployment

Format strictly as per Tender.

---

### **7.13 ANNEXURE–B**

#### **DECLARATION OF MINIMUM TECHNICAL QUALIFYING SCORE**

The Bidder acknowledges that:

Minimum Technical Qualifying Score = 70 Marks (Out of 100)

Only bidders scoring  $\geq 70$  shall qualify for Financial Bid opening.

Signature

Seal

---

**7.14 ANNEXURE–C****CHECKLIST FOR TECHNICAL BID**

<b>Sr. No.</b>	<b>Document</b>	<b>Attached (Yes/No)</b>
1	Technical Proposal Letter	
2	Eligibility Compliance	
3	Similar Project Experience	
4	Financial Capacity Documents	
5	Key Personnel CVs	
6	Methodology	
7	Litigation Disclosure	
8	Integrity Pact	
9	Anti-Corruption Undertaking	
10	Affidavit	

Incomplete checklist shall lead to rejection.

---

## **SECTION – 8**

### **BILL CERTIFICATION, QUALITY CONTROL & CONTRACT ADMINISTRATION FRAMEWORK**

(Appointment of Project Management Consultant – construction of various Building and Infrastructure works In BKNMU, Junagadh. BKNMU)

---

#### **8.1 GENERAL RESPONSIBILITY**

8.1.1 The Project Management Consultant (PMC) shall function as the Engineer-in-Charge's Technical Representative for the purposes of:

- a) Supervision of works;
- b) Verification of quality;
- c) Recording of measurements;
- d) Certification of contractor's bills;
- e) Monitoring contractual compliance.

8.1.2 The PMC shall act strictly within the scope of authority granted under this Contract and shall not assume:

- a) Contractor's contractual liabilities;
- b) Statutory obligations of the Contractor;
- c) Execution responsibility of the works;
- d) Design responsibility of the Design Consultant.

8.1.3 Certification by the PMC shall not absolve the Contractor from:

- a) Any defect;
- b) Any omission;
- c) Any deviation from approved drawings;
- d) Non-compliance with specifications or statutory norms.

8.1.4 The PMC's role shall be supervisory, administrative, verification-based, and documentation-oriented.

---

#### **8.2 MEASUREMENT & BILL CERTIFICATION PROCEDURE**

##### **8.2.1 Joint Measurement**

8.2.1.1 The PMC shall record all measurements jointly with the authorized representative of the Contractor.

8.2.1.2 Measurement Books (MB) shall:

- a) Be maintained in bound format;
- b) Be serially page-numbered;
- c) Contain no overwriting without authentication;
- d) Be signed by both PMC representative and Contractor representative.

8.2.1.3 Entries shall be:

- a) Legible;
- b) Sequential;
- c) Supported by sketches where necessary.

8.2.1.4 Digital measurement records shall be maintained as secondary backup documentation.

8.2.1.5 No Running Account (RA) Bill or Final Bill shall be processed without duly recorded measurements.

---

## **8.2.2 Running Account (RA) Bills**

8.2.2.1 Upon submission of RA Bill by the Contractor, the PMC shall:

- a) Scrutinize claimed quantities;
- b) Verify quantities against MB records;
- c) Verify applicable rates with Agreement;
- d) Confirm compliance with approved drawings;
- e) Verify completion of mandatory tests before certification.

8.2.2.2 The PMC shall prepare a detailed Certification Note stating:

“Certified that the quantities claimed have been jointly measured and verified, and are found in accordance with approved drawings, technical specifications, and contract conditions.”

8.2.2.3 Certification shall be:

- a) Evidence-based;
- b) Supported by test reports;
- c) Supported by inspection records.

8.2.2.4 The PMC shall not recommend payment for:

- a) Unmeasured quantities;
- b) Unapproved deviations;
- c) Non-tested materials;
- d) Non-compliant works.

---

## **8.2.3 Final Bill Certification**

8.2.3.1 Before recommending Final Bill, the PMC shall:

- a) Verify final quantities;
- b) Reconcile materials issued and consumed;
- c) Verify all variations and extra items;
- d) Ensure completion of punch list items;
- e) Confirm closure of all NCRs.

8.2.3.2 PMC shall confirm submission of:

- As-built drawings;
- Test certificates;

- Warranties & guarantees;
- Completion certificate from Contractor;
- O&M manuals.

8.2.3.3 No Final Bill shall be recommended unless all statutory and contractual compliances are fulfilled.

---

#### **8.2.4 Variation & Extra Items**

8.2.4.1 PMC shall examine necessity and technical justification of extra items.

8.2.4.2 Rate analysis shall be conducted based on:

- a) Approved Contract Rates; OR
- b) Gujarat R&B Schedule of Rates; OR
- c) Market Rate Analysis duly supported by quotations.

8.2.4.3 PMC shall prepare a reasoned recommendation note.

8.2.4.4 No extra item shall be executed without prior written approval of BKNMU.

---

#### **8.2.5 Time Extension Recommendation**

8.2.5.1 PMC shall examine delay analysis submitted by Contractor.

8.2.5.2 PMC shall verify:

- a) Hindrance Register;
- b) Critical Path impact;
- c) Contractor's responsibility for delay.

8.2.5.3 PMC shall submit a reasoned recommendation for approval or rejection of Time Extension.

8.2.5.4 Time Extension shall not be automatic.

---

### **8.3 QUALITY CONTROL FRAMEWORK**

#### **8.3.1 Establishment of Field Laboratory**

8.3.1.1 PMC shall ensure Contractor establishes site laboratory including:

- Concrete testing setup;
- Cube testing machine;
- Slump testing apparatus;
- Rebound hammer;
- Compression testing machine;
- Density testing setup for concrete.

8.3.1.2 PMC shall verify calibration certificates periodically.

---

### **8.3.2 Material Testing**

PMC shall ensure compliance with:

- Cement batch verification;
- TMT steel grade testing;
- Cube testing as per IS standards;
- Density checks for concrete;
- Waterproofing tests;
- Radiography / Chemical Test of Welding Joints;
- HVAC duct leakage tests;
- Fire Fighting Line pressure & leakage test;

All reports shall be entered in Quality Registers.

---

### **8.3.3 RCC**

For works, PMC shall ensure:

- a) Approved mix design;
- b) Continuous monitoring during pouring;
- c) Absence of honeycombing;
- d) Controlled vibration;
- e) Proper curing protocol.

compliance certification remains with statutory authority.

---

### **8.3.4 Non-Conformance Report (NCR)**

8.3.4.1 Upon detection of deviation, PMC shall:

- a) Issue NCR in writing;
- b) Record photographic evidence;
- c) Monitor rectification;
- d) Close NCR only after compliance verification.

8.3.4.2 All NCRs shall be serially numbered and audit traceable.

---

### **8.3.5 Registers to be Maintained**

PMC shall maintain:

- Material Receipt Register;
- Cube Test Register;
- Steel Register;
- Cement Register;
- Waterproofing Register;
- Inspection Register;
- Safety Register;
- Hindrance Register;

- Variation Register;
- Measurement Book.

All registers shall be audit-ready and page-numbered.

---

## 8.4 SPECIALIZED WORKS SUPERVISION

---

### 8.4.1 Electrical & MEP Integration

PMC shall supervise:

- Load balancing;
- Panel testing;
- Earthing verification;
- UPS synchronization;
- DG testing;
- Fire alarm integration.

---

### 8.4.2 Equipment Foundation & Gantry Alignment

PMC shall verify:

- Foundation tolerances within  $\pm 3$  mm;
- Anchor bolt positioning;
- Level verification;
- Interface coordination with equipment supplier.

---

## 8.5 PROGRESS MONITORING

PMC shall:

- Monitor project using CPM (Primavera/MSP);
- Submit Monthly Progress Report;
- Conduct weekly site meetings;
- Maintain Risk Register;
- Report schedule slippage beyond 5%;
- Recommend corrective measures.

---

## 8.6 SAFETY COMPLIANCE MONITORING

PMC shall:

- Monitor contractor's safety compliance
- Maintain Accident Register
- Record safety violations
- Issue safety observations



- Issue Non-Conformance Reports (NCR)
- Assuring & witnessing periodic tool box talk meetings & mock drills by contractor.

Primary safety responsibility remains with Contractor.

---

## **8.7 AUDIT & VIGILANCE COMPLIANCE**

8.7.1 All certifications shall:

- a) Be documented;
- b) Be evidence-based;
- c) Be verifiable;
- d) Withstand CAG / Vigilance scrutiny.

8.7.2 Fraudulent certification, collusive verification, or willful negligence shall constitute material breach of contract.

8.7.3 BKNMU shall be entitled to:

- Terminate contract;
- Forfeit Performance Security;
- Initiate blacklisting;
- Initiate legal proceedings.

# **SECTION – 9**

## **CONTRACT ADMINISTRATION, RECORD KEEPING & REPORTING SYSTEM**

(Appointment of Project Management Consultant – construction of various Building and Infrastructure works In BKNMU, Junagadh. BKNMU Cost above Rs. 100 Crores)

---

### **9.1 GENERAL**

9.1.1 The Project Management Consultant (PMC) shall establish, implement, and maintain a structured Contract Administration System strictly in accordance with:

- a) Government of Gujarat procedural norms;
- b) Roads & Buildings Department administrative practices;
- c) Audit and Vigilance compliance requirements;
- d) Sound engineering and documentation practices.

9.1.2 All project records shall be:

- Chronologically maintained;
- Properly indexed and cross-referenced;

- Legible and audit-traceable;
- Available for inspection by BKNMU, Audit Authorities, Vigilance Authorities, CAG, and any statutory agency.

9.1.3 All original project records shall be preserved for a minimum period of Ten (10) years from the date of completion of the Project or closure of DLP, whichever is later.

---

## **9.2 DOCUMENT CONTROL SYSTEM**

### **9.2.1 Drawing Control & Revision Management**

9.2.1.1 The PMC shall maintain:

- Drawing Issue Register;
- Drawing Revision Control Log;
- Drawing Approval Tracking Sheet.

9.2.1.2 No work shall be permitted to be executed on superseded drawings.

9.2.1.3 All revised drawings shall be:

- a) Dated;
- b) Serially numbered;
- c) Signed by authorized Design Consultant;
- d) Recorded in Revision Log.

9.2.1.4 PMC shall ensure withdrawal of obsolete drawings from site circulation.

---

### **9.2.2 Correspondence Register**

9.2.2.1 The PMC shall maintain:

- Incoming Correspondence Register;
- Outgoing Correspondence Register;
- Digital scanned archive.

9.2.2.2 Each correspondence shall contain:

- a) Unique reference number;
- b) Date of issue;
- c) Clear subject line;
- d) Proper distribution marking.

9.2.2.3 Electronic correspondence shall also be printed, indexed, and archived.

---

### **9.2.3 Site Order Book**

9.2.3.1 The PMC shall maintain a Site Order Book at site containing:

- Daily instructions;

- Non-compliance observations;
- Corrective directions;
- Safety observations.

9.2.3.2 Each entry shall be:

- a) Dated;
- b) Signed by PMC representative;
- c) Counter-signed by Contractor representative.

9.2.3.3 Refusal to sign by Contractor shall be recorded with witness signature.

---

#### **9.2.4 Hindrance Register**

9.2.4.1 The PMC shall maintain Hindrance Register recording:

- Date of hindrance;
- Nature of hindrance;
- Responsible party;
- Duration;
- Supporting photographic evidence;
- Recommended action.

9.2.4.2 The Hindrance Register shall form the primary basis for evaluation of Time Extension requests.

---

#### **9.2.5 Variation Register**

9.2.5.1 The PMC shall maintain Variation Register containing:

- Description of variation;
- Quantity deviation;
- Financial implication;
- Justification;
- Approval status;
- Date of BKNMU approval.

9.2.5.2 No variation shall be included in RA Bill without written approval from BKNMU.

---

### **9.3 REPORTING FRAMEWORK**

#### **9.3.1 Inception Report**

9.3.1.1 The PMC shall submit Inception Report within Seven (7) days from commencement.

9.3.1.2 The Report shall include:

- Organization chart;
- Deployment schedule;
- Master CPM schedule;

- Risk identification matrix;
  - Communication protocol.
- 

### **9.3.2 Daily Progress Report (DPR)**

9.3.2.1 DPR shall be prepared and maintained daily.

9.3.2.2 DPR shall include:

- Activities executed;
- Labour strength deployed;
- Machinery in use;
- Materials received;
- Tests conducted;
- Safety observations;
- Site instructions issued.

9.3.2.3 DPR shall be digitally stored and available for inspection.

---

### **9.3.3 Weekly Review & Minutes of Meeting**

9.3.3.1 PMC shall conduct weekly review meetings at site.

9.3.3.2 Minutes of Meeting (MOM) shall be issued within 48 hours.

9.3.3.3 MOM shall record:

- Progress status;
  - Issues discussed;
  - Action points;
  - Responsibility allocation;
  - Compliance tracking.
- 

### **9.3.4 Monthly Progress Report (MPR)**

9.3.4.1 MPR shall be submitted before 10th day of following month.

9.3.4.2 MPR shall include:

1. Physical progress (%)
  2. Financial progress
  3. Comparison with baseline schedule
  4. Critical path analysis
  5. Delay analysis
  6. Site photographs
  7. Updated cash flow projection
-

8. Risk Register update
9. Quality summary
10. Safety summary

9.3.4.3 MPR shall be treated as official monitoring document for project review.

---

### **9.3.5 Risk Register**

9.3.5.1 PMC shall maintain a live Risk Register covering:

- Design risks;
- Execution risks;
- Procurement risks;
- interface risks;
- MEP integration risks.

9.3.5.2 Each risk entry shall include:

- Probability rating;
  - Impact rating;
  - Mitigation strategy;
  - Responsible officer.
- 

## **9.4 DIGITAL RECORD MANAGEMENT**

9.4.1 PMC shall maintain digital records including:

- Scanned test reports;
- Digital measurement backups;
- Soft copies of drawings;
- Project progress database.

9.4.2 Digital data shall be periodically backed up and shared with BKNMU.

9.4.3 PMC shall ensure data integrity and cybersecurity safeguards.

---

## **9.5 COMPLETION DOSSIER**

Upon completion of works, PMC shall prepare Completion Dossier containing:

1. Approved As-Built Drawings (2 Hard + 2 Soft Copies);
2. Test certificates;
3. Calibration certificates;
4. Warranty certificates;
5. Completion certificate;

6. Final measurement reconciliation;
  7. Variation statement;
  8. Final financial statement;
  9. DLP schedule;
  10. Asset Register (if applicable).
- 

## **9.6 DEFECT LIABILITY PERIOD (12 MONTHS)**

9.6.1 During DLP, PMC shall:

- Conduct site visit every Three (3) months;
- Prepare Defect Inspection Report;
- Identify rectification items;
- Monitor rectification compliance;
- Issue DLP Completion Certificate.

9.6.2 Release of retention amount shall be linked to DLP certification.

---

## **9.7 CONFIDENTIALITY**

9.7.1 PMC shall maintain strict confidentiality regarding:

- Technical data;
- layout and shielding details;
- Financial information;
- Institutional drawings and layouts.

9.7.2 Unauthorized disclosure shall constitute material breach and may result in:

- Termination;
  - Forfeiture of Security;
  - Legal action under applicable law.
- 

## **9.8 LIABILITY RECORDING**

9.8.1 PMC shall formally record:

- Unsafe conditions;
- Design conflicts;
- Contractor deviations;
- Quality lapses.

9.8.2 Failure to report a known defect or safety risk may attract professional liability.

---

## **9.9 STATUTORY COORDINATION**

PMC shall coordinate with:

---

- UGVCL/Torrent Power;
- Fire Authority;
- Local Development Authority;
- Regulatory Authority;
- Municipal Authorities.

PMC shall assist BKNMU in obtaining Completion Certificate / Occupancy Certificate.

---

#### **9.10 RECORD ACCESS**

9.10.1 All project records shall remain sole property of BKNMU.

9.10.2 PMC shall not withhold any document upon:

- Completion of Project;
- Termination of Contract;
- Request by BKNMU.

9.10.3 All original records shall be handed over in indexed format upon closure.

## **SECTION – 10**

### **PERFORMANCE SECURITY, RETENTION, LIQUIDATED DAMAGES, TERMINATION & LEGAL PROVISIONS**

(Appointment of Project Management Consultant – construction of various Building and Infrastructure works In BKNMU, Junagadh. BKNMU Estimated Project Cost above Rs.100 Crores)

---

#### **10.1 PERFORMANCE SECURITY (SECURITY DEPOSIT)**

##### **10.1.1 Amount**

The Successful Bidder shall, within Ten (10) days from the date of issue of Letter of Acceptance (LoA), furnish a Performance Security equivalent to **5% (Five Percent) of the total PMC Contract Value.**

Failure to furnish Performance Security within stipulated period shall constitute material breach of contract.

---

##### **10.1.2 Form of Performance Security**

The Performance Security shall be submitted in the form of:

- a) **Unconditional and Irrevocable Bank Guarantee;**
- b) Issued by a Nationalized Bank or Scheduled Commercial Bank;
- c) Executed in favour of:

**“BHAKTA KAVI NARSINH MEHTA UNIVERSITY, Junagadh”**

The Bank Guarantee shall:

- Be payable on first written demand without demur;
- Not contain any conditional clauses;
- Be enforceable in India.

---

##### **10.1.3 Validity**

The Performance Security shall remain valid:

- For entire Contract Period (36 Months estimated);
- Plus 12 Months Defect Liability Period;
- Plus additional 90 (Ninety) days claim period.

Failure to maintain validity shall empower BKNMU to invoke the Bank Guarantee.

---

##### **10.1.4 Consequences of Non-Submission**

Failure to submit Performance Security within stipulated time shall result in:

1. Cancellation of Letter of Acceptance;
2. **Forfeiture of Earnest Money Deposit (₹ 2,00,000/-);**



3. Initiation of blacklisting proceedings as per Government of Gujarat norms.
- 

## **10.2 RETENTION MONEY**

### **10.2.1 Deduction**

Retention amount equal **to 5% (Five Percent)** shall be deducted from each Running Account Bill of the PMC.

---

### **10.2.2 Ceiling**

Total retention shall not **exceed 5% of total consultancy fee.**

---

### **10.2.3 Release**

Retention shall be released only after:

- Completion of 12-Month Defect Liability Period;
- Certification of defect rectification;
- Submission of Final DLP Report.

No interest shall be payable on retention amount.

---

## **10.3 LIQUIDATED DAMAGES (LD)**

Liquidated Damages shall be applicable where delay, negligence, or deficiency is attributable solely to PMC.

LD shall be imposed after written notice and opportunity of cure.

---

### **10.3.1 Delay in Mandatory Reports**

If delay exceeds Seven (7) calendar days beyond prescribed due date:

LD = 0.25% of Monthly Consultancy Fee per week of delay

Maximum Cap = 1% of Annual Consultancy Fee

---

### **10.3.2 Delay in Certification of Contractor's Bills**

If certification of Contractor's Bills is delayed beyond Ten (10) working days without justified reason:

LD = 0.25% of Monthly Consultancy Fee per week

Maximum Cap = 2% of Annual Consultancy Fee

---

### **10.3.3 Absence of Key Personnel**

If Key Personnel remain absent:

---

- More than Five (5) consecutive working days; OR
- More than Fifteen (15) cumulative working days in a year;

And replacement is not deployed within Seven (7) days:

- Pro-rata deduction of corresponding fees; AND
  - Additional penalty of 0.5% of Monthly Consultancy Fee per instance.
- 

#### **10.3.4 Unauthorized Replacement**

Without prior written approval of BKNMU, the following penalties shall apply:

<b>Category</b>	<b>Penalty</b>
Project Director / Resident Project Manager	₹1,00,000 per instance
Expert / QA-QC / Planning Engineer	₹50,000 per instance
Safety Engineer	₹25,000 per instance
Site Engineer / Surveyor	₹25,000 per instance

---

#### **10.3.5 Measurement Negligence**

If proven measurement discrepancy exceeds  $\pm 3\%$  due to PMC negligence:

- Rectification at PMC's cost; AND
- Penalty of ₹25,000 per verified instance.

Repeated negligence (more than three instances) may attract disciplinary proceedings including termination.

---

#### **10.3.6 Quality Certification Failure**

If independent audit establishes supervisory negligence:

- PMC shall not be entitled to consultancy fee on affected portion; AND
- Additional penalty up to 1% of Monthly Consultancy Fee.

This clause shall not apply where defect is solely attributable to contractor concealment or fraud.

---

#### **10.3.7 Maximum Cap**

Total cumulative penalties shall not exceed **10% of total Consultancy Fee**, except in case of fraud, misrepresentation, or wilful misconduct.

---

### **10.4 SUSPENSION OF SERVICES**

BKNMU may suspend PMC services for:

- Material breach;
- Non-deployment of manpower;
- Conflict of interest;
- Serious negligence.

Written notice shall be issued.

PMC shall not claim compensation for suspension arising out of its own fault.

---

## **10.5 TERMINATION**

### **10.5.1 Termination for Default**

BKNMU may terminate contract if PMC:

1. Fails to deploy required staff;
2. Commits serious professional negligence;
3. Engages in fraudulent practices;
4. Submits false documentation;
5. Abandons services.

Upon termination:

- Performance Security may be forfeited;
  - Pending payments may be withheld;
  - BKNMU may engage alternate PMC at risk and cost of defaulting PMC.
- 

### **10.5.2 Termination for Convenience**

BKNMU may terminate contract without assigning reason by giving Thirty (30) days written notice.

PMC shall be paid for services satisfactorily performed up to termination date.

No claim for loss of profit or consequential damages shall be entertained.

---

### **10.5.3 PMC Right to Terminate**

PMC may terminate only if:

- BKNMU fails to release certified payment beyond Ninety (90) days without valid reason.

Thirty (30) days written notice shall be mandatory.

---

## **10.6 FORCE MAJEURE**

Force Majeure shall include:

- Natural disasters;
  - War;
-

- Government restrictions;
- Epidemics;
- Civil unrest.

PMC shall notify BKNMU within Seven (7) days of occurrence.

Time extension may be granted.

No financial compensation shall be payable under Force Majeure.

---

## **10.7 DISPUTE RESOLUTION**

### **10.7.1 Amicable Settlement**

Disputes shall first be attempted to be resolved amicably within Thirty (30) days.

---

### **10.7.2 Arbitration**

If unresolved:

- Dispute shall be referred to Sole Arbitrator;
- Mutually appointed;
- Governed by Arbitration & Conciliation Act, 1996.

Venue: Junagadh

Language: English

Arbitral Award shall be final and binding.

---

### **10.7.3 Jurisdiction**

Courts at Junagadh shall have exclusive jurisdiction.

---

## **10.8 INDEMNITY**

PMC shall indemnify and keep indemnified BKNMU against:

- Professional negligence;
  - Fraud or misrepresentation;
  - Third-party claims arising due to PMC fault;
  - Financial loss caused by wrongful certification.
- 

## **10.9 INSURANCE**

PMC shall maintain:

- Professional Indemnity Insurance;
  - Valid throughout Contract Period and DLP;
  - Coverage adequate for project value.
-

- Personal Accident Policy covering risk of working on construction site for all Deployed Staff Members.
- No personal account policy covering working on construction project risk to be covered.

Proof of insurance shall be submitted prior to commencement.

---

#### **10.10 CONFIDENTIALITY & DATA PROTECTION**

PMC shall not disclose:

- Technical drawings;
- layouts;
- Institutional infrastructure data;
- Financial records.

Violation may attract:

- Immediate termination;
- Forfeiture of security;
- Blacklisting;
- Legal action.

---

#### **10.11 NON-ASSIGNMENT**

PMC shall not assign, transfer, or sublet the Contract without prior written approval of BKNMU.

---

#### **10.12 AUDIT RIGHTS**

BKNMU reserves the right to:

- Inspect PMC records;
- Conduct performance audit;
- Seek clarifications at any stage.

PMC shall provide full cooperation.

# **SECTION – 11**

## **FORMS, AFFIDAVITS & SCHEDULES**

(Volume-I: Technical Bid – Mandatory Upload Forms)

### **Appointment of Project Management Consultant (PMC)**

For construction of various Building and Infrastructure works In BKNMU, Junagadh Including and Associated Infrastructure, Junagadh

Estimated Project Cost: above Rs.100 Crores

---

### **11.1 GENERAL INSTRUCTIONS**

11.1.1 All Forms contained in this Section are mandatory unless specifically stated otherwise.

11.1.2 Each Form shall be:

- Typed clearly and legibly
- Signed by Authorized Signatory
- Sealed with Firm's official seal
- Scanned and uploaded on nProcure portal

11.1.3 Non-submission of any mandatory Form shall render the Technical Bid non-responsive.

11.1.4 Financial information shall not be disclosed in any Form under this Section.

---

### **FORM – 1**

#### **TECHNICAL BID SUBMISSION LETTER**

(To be submitted on Firm's Letterhead)

To,  
The Authority  
BHAKTA KAVI NARSINH MEHTA UNIVERSITY,  
Junagadh – 380016

Subject: Submission of Technical Bid for Appointment of PMC for **construction of various Building and Infrastructure works In BKNMU, Junagadh.**– BKNMU

Sir,

We, the undersigned, hereby submit our Technical Bid for the above-mentioned work in conformity with the Tender Document including all Sections, Annexures, General Conditions of Contract, and Terms of Reference.

We hereby declare that:

1. We have examined the entire Tender Document and have no reservation, deviation, or condition.
  2. We fulfil all eligibility criteria as specified under Clause 2.4.1.
-

## TENDER DOCUMENT

3. We agree to deploy the mandatory minimum staff as specified under Clause 2.4.3.
4. We have not quoted or disclosed any financial information in this Technical Bid.
5. We understand that furnishing false information shall lead to rejection, forfeiture of EMD of ₹-----/-, and blacklisting.
6. We accept that the validity of this bid shall remain 180 days from Technical Bid opening date.

We further confirm that:

- Tender Fee of ₹-----/has been submitted.
- EMD of ₹-----/has been submitted.

We agree to abide by all decisions of BKNMU-JUNAGADH.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Seal & Signature

Date: \_\_\_\_\_

---

### FORM – 2

#### ELIGIBILITY COMPLIANCE STATEMENT

(Project Value: Approx. ₹above 100 Crores)

Sr. No.	Eligibility Condition	Required Criteria	Bidder's Compliance	Document Reference
1	Legal Registration	Registered in India	Yes / No	Annexure ____
2	Similar PMC Experience	As mentioned in Eligibility Criteria	Yes / No	Annexure ____
3	Average Annual Turnover	≥ ₹7.5 Crores (Last 3 Years)	Yes / No	Annexure ____
4	Bank Solvency	≥ ₹9 Lacs	Yes / No	Annexure ____
5	Gujarat Office / Undertaking	Existing Office OR Undertaking	Yes / No	Annexure ____

We certify that all above information is correct and supported by documentary proof.

Authorized Signatory

Seal & Signature

**FORM – 3****LIST OF SIMILAR PROJECTS COMPLETED**

(Last 5 Years Only)

Sr. No.	Name of Project	Nature ( / / Institutional )	Project Cost (₹ Crores)	Role as PM C	Client Name	Completion Date	Completion Certificate Attached (Yes/No)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Note:** Only completed projects shall be considered.

Signature &amp; Seal

**FORM – 4****KEY PERSONNEL DEPLOYMENT DETAILS**

(As per Clause 2.4.3 – Mandatory Staff)

Sr. No.	Name	Proposed Designation	Qualification	Total Experience (Years)	Relevant Experience	CV Attached (Yes/No)
1						
2						
3						



4						
5						
6						
7						
8						

All CVs must be supported with:

- Degree Certificates
- Experience Certificates
- Employment Proof

Signature & Seal

## FORM – 5

### FINANCIAL CAPACITY DETAILS

Annual Turnover (₹ Crores):

- 2023–2024: \_\_\_\_\_
- 2024–2025: \_\_\_\_\_
- 2025–2026: \_\_\_\_\_

Average Turnover: \_\_\_\_\_

Certified by Chartered Accountant:

Name of CA: \_\_\_\_\_

Firm Registration No.: \_\_\_\_\_

Seal & Signature

**FORM – 6****LITIGATION / ARBITRATION DISCLOSURE**

Sr. No.	Project Name	Nature of Dispute	Amount Involved (₹)	Current Status
1				
2				
3				
4				
5				

**Declaration (If None):**

“We hereby declare that no litigation / arbitration is pending against our firm.”

**Seal & Signature****FORM – 7****METHODOLOGY & TECHNICAL APPROACH STATEMENT**

The Bidder shall provide a detailed technical note covering:

1. supervision methodology.
2. Quality Control framework (Field Lab, Cube Testing, Density Control).
3. Primavera / MSP scheduling approach.
4. Risk mitigation strategy.
5. Safety monitoring framework.
6. Coordination mechanism for HVAC, Fire & Electrical Systems.

Minimum 15 pages required.

Signature & Seal

**FORM – 8****INTEGRITY PACT DECLARATION**

We hereby declare that:

- We shall not offer any inducement, bribe, or illegal gratification.
- We shall not collude with other bidders.
- We shall not engage in corrupt or fraudulent practices.
- We accept that violation shall result in forfeiture of EMD and blacklisting proceedings.

Signature & Seal

---

## **FORM – 9**

### **ANTI-CORRUPTION UNDERTAKING**

We undertake:

- To observe highest standards of professional ethics.
- To permit audit inspection by BKNMU and Government authorities.
- To comply with CAG / Vigilance / CVC guidelines.
- To provide all documents and records when demanded.

Signature & Seal

---

## **FORM – 10**

### **NOTARIZED AFFIDAVIT**

(On ₹300 Non-Judicial Stamp Paper)

I/We \_\_\_\_\_ (Authorized Signatory), on behalf of \_\_\_\_\_ (Firm Name), solemnly affirm and declare that:

1. All information submitted in Technical and Financial Proposal is true and correct.
2. We are not blacklisted by any Government / PSU / Statutory Authority.
3. No criminal case / CBI / Vigilance case is pending against the firm.
4. No conflict of interest exists.
5. We accept all tender conditions without deviation.

In case of false declaration:

- Bid may be rejected;
- EMD may be forfeited;
- Contract may be terminated;
- Blacklisting proceedings may be initiated;
- Legal action may be taken.

Signed before Notary.

Signature

Seal

Date

## **(Volume – II : Financial Bid)**

---

**Appointment of Project Management Consultant  
(PMC) *For Construction of various Building and  
Infrastructure works In BKNMU, Junagadh.***

**Estimated Project Cost: above Rs. 100 Crores**

---

**Authority:**

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY Govt.  
Polytechnic campus Khadiya, Junagadh – 362 263**

# SECTION – 1

## **FINANCIAL PROPOSAL SUBMISSION FORM (FP-1)**

(To be submitted Online Only)

To,  
The Registrar,  
BHAKTA KAVI NARSINH MEHTA UNIVERSITY  
Junagadh

Subject: Submission of Financial Proposal – PMC for CONSTRUCTION OF VARIOUS BUILDINGS AND INFRASTRUCTURE WORKS IN BKNMU, JUNAGADH.

Sir,

We hereby submit our Financial Proposal under QCBS (70:30) for appointment as Project Management Consultant for the above project.

We hereby confirm:

1. We have carefully examined Volume–I and Volume–II of the Tender Document.
2. Our quoted consultancy fee percentage is unconditional and without deviation.
3. The quoted percentage is inclusive of:
  - All manpower deployment
  - Site supervision
  - Travel & logistics
  - Administrative expenses
  - Insurance
  - Statutory compliances
  - All overheads and incidentals  
(Excluding GST only).
4. No escalation shall be claimed under any circumstances.
5. We understand that Financial Proposal must be submitted strictly online through nProcure portal.
6. We accept that disclosure of financial percentage in Technical Bid shall result in rejection.

The Consultancy Fee quoted shall remain firm and valid for entire contract duration including Defect Liability Period of 12 months.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Seal & Signature

Date: \_\_\_\_\_



## **SECTION – 2**

### **FINANCIAL QUOTE FORMAT (FP-2)**

(Online Entry – Percentage Basis)

The Consultancy Fee shall be quoted as a single percentage (%) of the Certified Value of Work Executed.

Quoted Consultancy Fee:

\_\_\_\_\_ % (In Figures)

\_\_\_\_\_ percent (In Words)

---

### **BASIS OF PAYMENT**

The Consultancy Fee shall be calculated as:

$$P = (A \times C) + \text{GST}$$

Where:

P = Payment payable to PMC

A = Actual value of work executed and certified (including price variation, escalation, statutory increases, compensation events, and extra items unless specifically approved by BKNMU-JUNAGADH)

C = Consultancy Fee percentage quoted

GST = Applicable GST at prevailing rates

---

### **IMPORTANT CONDITIONS**

1. The quoted percentage shall remain firm and fixed.
  2. No escalation shall be payable.
  3. GST shall be paid separately at prevailing rates.
  4. Consultancy Fee shall be calculated strictly on certified executed value.
  5. No separate claim for overheads, manpower, travel, testing, or incidental expenses shall be entertained.
  6. Conditional financial proposals shall be rejected.
  7. Arithmetic correction, if required, shall be carried out by the Authority and shall be binding.
-

## SECTION – 3

### **QCBS EVALUATION METHODOLOGY**

(For Committee Use Only)

Evaluation System: Quality and Cost Based Selection (QCBS)

Technical Weightage = 70%

Financial Weightage = 30%

---

#### **PART A – TECHNICAL SCORE (St)**

Technical Evaluation shall be conducted out of above 100 Marks.

Minimum Qualifying Technical Score: **70 Marks**

Only bidders securing 70 Marks or above shall qualify for Financial Bid opening.

##### **Technical Evaluation Parameters:**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Maximum Marks</b>
1	Similar PMC Experience	15
2	Key Personnel Qualification & Experience	15
3	Methodology & Technical Approach	15
4	Project Planning & Scheduling Capability	15
5	Presentation	40
Total		above 100

Technical Score (St) = Marks Obtained by Bidder

---

#### **PART B – FINANCIAL SCORE (Sf)**

Financial Score shall be calculated as:

$$Sf = (L / F) \times 100$$

Where:

L = Lowest quoted percentage among technically qualified bidders

F = Percentage quoted by respective bidder

---

#### **PART C – COMPOSITE SCORE (Sc)**

Composite Score shall be calculated as:

$$Sc = (St \times 0.70) + (Sf \times 0.30)$$



Bidder securing highest Composite Score shall be ranked First (H1).

---

#### **PART D – ABNORMALLY LOW BID**

If quoted percentage appears abnormally low:

1. Authority may seek written justification.
  2. Detailed manpower costing and resource deployment plan may be demanded.
  3. If justification is unsatisfactory, the bid may be rejected.
- 

#### **PART E – TIE BREAKER**

In case of identical Composite Scores:

1. Bidder with higher Technical Score shall rank higher.
  2. If still tied, bidder with higher Similar PMC Experience marks shall rank higher.
  3. Decision of Authority shall be final and binding.
-

## SECTION – 4

### FINANCIAL EVALUATION SHEET

(Committee Format)

Sr. No.	Name of Bidder	Technical Score (St)	Financial Quote (%)	Financial Score (Sf)	Composite Score (Sc)	Rank
1						
2						
3						
4						
5						
6						
7						

Evaluation Committee:

1. \_\_\_\_\_ (Chairperson)
2. \_\_\_\_\_ (Member)
3. \_\_\_\_\_ (Member)
4. \_\_\_\_\_ (Technical Expert)
5. \_\_\_\_\_ (Finance Representative)

Signatures: \_\_\_\_\_

---

## **SECTION – 5**

### **PAYMENT TERMS (For Contract Reference)**

1. Monthly pro-rata payment based on certified executed value.
  2. 5% retention from each running bill.
  3. Total retention shall not exceed 5% of total consultancy fee.
  4. 90% of consultancy fee payable during execution stage.
  5. Balance 10% payable after completion of Defect Liability Period.
  6. Payment within 30 days from submission of certified invoice.
  7. No advance payment shall be made.
- 

### **SECTION – 6**

#### **VALIDITY & ACCEPTANCE**

1. Financial Proposal shall remain valid for 180 days.
  2. Acceptance shall be issued through Letter of Acceptance (LoA).
  3. Performance Security equal to 5% of PMC Contract Value shall be furnished before signing Agreement.
  4. Failure to furnish Performance Security shall result in forfeiture of EMD of ₹ 2,00,000.00/-.
- 

#### **END OF VOLUME – II (FINANCIAL BID DOCUMENT)**

---