

**GOVERNMENT OF GUJARAT**  
**ROADS AND BUILDING DEPARTMENT**



**Work of: “Empanelment for Consultancy Service of  
New Construction and Repairing of Building Works under  
R&B Panchayat Division, Kheda District Panchayat,  
Nadiad”**

**INVITEE**  
**OFFICE OF EXECUTIVE ENGINEER,**

Kheda District Panchayat

R & B (P) Division,

Nadiad

PHONE NO. 0268 2554119

E-mail: [exepannad@gmail.com](mailto:exepannad@gmail.com)

### **Table of Contents**

Sr No.	Description	Page No.
1	Section-I-Detail NIT	i
2	Section-II – Instructions to Consultants (ITC)	5 – 10
3	Section-III-Terms of Reference (TOR)	11 – 17
4	Section-IV-Technical Proposal Standard forms	18 – 22
5	Section-V-Financial Proposal Standard forms	23 – 27
6	Contract Agreement for Consultant's Services	28 – 31
7	Form of Bank Guarantee or performance security	32 - 33

**REQUEST FOR PROPOSAL**

# **Appointment of Consultant**

**Executive Engineer  
Panchayat (R&B) Division, Nadiad**

## **Section-II: - Instructions to Consultants (ITC)**

## **1 INTRODUCTION:**

- 1.1 Consultants are invited to submit technical and financial proposals online for consulting Services required for the assignment as detailed in TOR.
- 1.2 To obtain firsthand information of the assignment and local conditions, you are requested to pay a visit to the project site and concerned division, before submitting the proposal. You must fully acquaint yourself of the local conditions and take them in to account in preparing your proposal.
- 1.3 Please note the following:
  - 1.3.1 Cost of preparing the proposal including visits to the Client's office and the project area, are not reimbursable as a direct cost of the assignment.
  - 1.3.2 Client is not bound to accept any of the proposals submitted.
- 1.4 The proposals must be properly signed as detailed below:
  - 1.4.1 By the proprietor in case of a proprietary firm.
  - 1.4.2 By the partner holding Power of Attorney, in case of a firm in partnership, (A certified copy of the Power of Attorney shall accompany the proposal).
  - 1.4.3 By a duly authorized person holding the Power of Attorney in case of a limited company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).
- 1.5 Joint venture and association with other consultants are Not Allowed.

## **2 Amendment in the tender document:**

- 2.1 At any time before the submission of the proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a consulting firm, modify the Documents by amendment. The amendment will be notified on line. The client may at his discretion extend the deadline for submission of the proposals.

## **3 PREPARATION OF THE PROPOSAL: -**

Consultants are requested to submit a technical and a financial proposal in prescribed Format online only. The proposal shall be in English language.

- 3.1 Technical Proposal
  - 3.1.1 Consultants are expected to examine all terms and instructions included in the Document Failure to provide all or any of their requested information will be at your risk and may result in the rejection of your proposal.
  - 3.1.2 During preparation of the technical proposal, you must give particular attention to the following: -

- (i) Total assignment period is 12 months which may be extended as per requirement of the assignment. Consultant will have to provide services during extended period also on the same terms & conditions.
- (ii) A good working knowledge of English and Gujarati language is essential for key professional staff on this assignment.
- (iii) All reports must be in the English language.
- (iv) Past performance of the consultant in the Authority will be taken in to account.

3.1.3 Your technical proposal shall include but be not limited to the following:

- (i) Relevant experience of survey & estimation of buildings (including details of the previous experience).
- (ii) Company profile
- (iii) CV of Professional staff

3.2 Curriculum Vitae (C.V) recently signed with date by the proposed key professional staff and also by an authorized official of the firm.

3.3 Financial Proposal

3.3.1 The financial proposal should be submitted in form Fin-1 (Schedule B)

3.3.2 The financial proposals shall be prepared to cover the tasks mentioned in the TOR and also, the tasks you may think should be carried out in order to meet the objective of the Assignment. Remuneration of staff should include all incidental expenses that staff might have to incurred to discharge their duties. No separate payment will be made for any facility that consultant may have to provide to its staff or any other expenditure on any account consultant might have to incurred to full fill the objective of assignment as per TOR. Consultants should include all such charges in the remuneration and other components mentioned in the Form Fin-1.

3.3.3 The financial proposals shall take into account the all-tax liability and cost of insurance etc.

3.3.4 Data Sheet

1	The name of the Project	<b>Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&amp;B Panchayat Division, Kheda District Panchayat, Nadiad</b>
---	-------------------------	---

2	The name of the client	<b>OFFICE OF EXECUTIVE ENGINEER,</b> Kheda District Panchayat R & B (P) Division, Nadiad PHONE NO. 0268 2554119 E-mail: exepannad@gmail.com
3	Scope of work	At present, scope of work is described as per TOR. Client may extend the scope of work/ services according to the requirements.
4	The designation and address of the client	<b>OFFICE OF EXECUTIVE ENGINEER,</b> Kheda District Panchayat R & B (P) Division, Nadiad PHONE NO. 0268 2554119 E-mail: exepannad@gmail.com
5	Earnest Money Deposit	<b>Rs.50,000/- (Rupees Fifty Thousand only)</b> in favor of "EXECUTIVE ENGINEER, Kheda District Panchayat R & B (P) Division, Nadiad " payable at Nadiad Earnest money deposit shall be in form of Fix Deposit from Nationalized Bank valid for the proposal validity period in favor of Client. EMD of the successful bidder will be returned after issuance of the work order to proceed further. EMD of bidders other than selected will also be returned after issuance of workorder to the selected bidder.
6	Tender Fees	<b>Rs.1500/- (Rupees Fifteen Hundred only)</b> in favor of "EXECUTIVE ENGINEER, KHEDA DISTRICT PANCHAYAT" payable at Nadiad
7	Security deposit	<b>2.5% of Security deposit</b> will be deducted from each running bill and it will be released during the final bill of each of the project components.
8	The language of documentation	<b>English</b>
9	Limitation to joint venture or sub-contracts are	<b>Joint venture is not permitted.</b>
10	Working knowledge of a Specified Language	<b>Gujarati or Hindi or English</b>
11	Language of Reporting	<b>English</b>

12	Tax liability, insurances, description or reference to documents	<b>The Consultant's Financial Proposal shall account for all tax and duty.</b>
13	The currency for payment of consultancy fees	<b>Indian Rupees Only</b>
14	Required number of copies of the Proposal	<b>Technical Proposal - 1 original + 1 Duplicate {to be sealed in separate covers} Financial Proposals - Only Online Submission.</b>
15	The Address of submission of Proposal	<b>OFFICE OF EXECUTIVE ENGINEER,</b> Kheda District Panchayat R & B (P) Division, Nadiad PHONE NO. 0268 2554119 E-mail: exepannad@gmail.comg
16	The date and time of Proposal, submission.	<b>/ /2025</b>
17	Validity period	<b>120 days</b>

#### **4. Submission of Proposals: -**

- 4.1.1 Your proposal must be valid for 90 days from the closing date for submission of bid During which you must maintain the professional staff proposed for the assignment.
- 4.1.2 The Consultant must submit Earnest Money for an amount as shown in NIT for the particular package. The Earnest Money shall be pledged in Favor of Executive Engineer, Panchayat (R&B) Division, Nadiad in one of the forms mentioned below: -
  - a) Demand Draft of any scheduled Bank.
  - b) Fixed/Term Deposit receipt of any Scheduled Commercial Bank.
- 4.1.3 The proposals/not accompanied by proper Earnest Money will not be opened.
- 4.1.4 Earnest Money of unsuccessful consultants will be returned within 28 days of the end of the validity period of the offer.
- 4.1.5 The Earnest Money of the successful consultants / and those who agree to be on empanelment at lowest quoted rates will be discharged/ adjusted when consultant has signed the agreement and furnished the required performance security.
- 4.1.6 The Earnest Money may be forfeited
  - a) If the consultant withdraws the offer after submission during the period of Tender validity.



- b) In the case of a successful consultant, if the consultant fails, within the specified time limit to sign the agreement & furnish required performance security.

## 5. **Proposal Evaluation: -**

A two-stage procedure will be adopted in evaluating the proposals;

- (i) Technical evaluation, which will be carried out by a committee constituted for the Purpose prior to opening the financial proposals;
- (ii) Financial evaluation

### 5.1 Evaluation of Technical Proposal: -

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria as under: -

### 5.2 Criteria for Evaluation of Technical Proposal: -

Only those consultants who fulfill following minimum criteria shall be eligible for consideration: -

- (i) The Firm Should have completed minimum **50.00 Cr.** (Estimated amt.) of building survey and estimation works (Experience of Govt./Semi Govt/Experienced empanelled consultant similar work should be considered).
- (ii) The firm should have work experience in jurisdiction of Ahmedabad/Kheda District. (Attached Experience Certificate)
- (iii) **Consultant also have to upload scan copy of Solvency certificate (minimum amount **Rs.10,00,000**), Pan card, GST Certificate, DD, EMD, Proof of Registration of Agency and another required Document for tender)**
- (iv) Last years of average annual Turn Over of Company having must be as below (CA Certificate Require)
  - (a) Min 10 Lacs
- (v) Firm should have specified technical staff as mentioned in TOR Sec-3.
  - (a) Team leader cum project in charge - B.E./B.Tech (Civil)
  - (b) Senior Civil Engineer - B.E./B.Tech (Civil)
  - (c) Junior Civil Engineer - Diploma or B.E./B.Tech (Civil)
  - (d) Data Operator
- (vi) Documents Require of Company/Agency:
  - (a) PAN Card of Agency
  - (b) Registration of Government Authority

(c) GST Certificate

(vii) A Bidder will be disqualified if a bidder does not attend a pre bid meeting.

IF any firm is blacklisted or debar from government, they are not eligible for bidding of Tender document.

(i) The committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, given in the tender document A Proposal shall be rejected at initial stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference.

5.3 Opening of Financial proposals: -

Financial Proposals shall be opened online in the presence of the Consultants representatives who choose to attend. The names of the qualified Consultants, shall be read aloud.

5.4 The evaluation committee will review the detailed content of each Financial Proposal During the review of Financial Proposals any personnel and others involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant who has submitted a Financial Proposal.

**6. Negotiations: -**

Normally negotiation shall not be conducted, however, with the approval of competent authority negotiation may be conducted with the lowest bidder / bidders with a view to withdraw the conditions and reduce the rates Also to Justify bidder/ bidders Lower Rate.

**7. Award of Contract: -**

7.1 On the basis of rates quoted by lowest bidder and agreed upon after negotiation (if any), all other consultants, bidders will be invited to negotiate and to agree for the lowest rates of each of the items and all those who agrees, shall be entitle for empanelment for the work.

7.2 The selected Consultant is expected to commence the assignment FROM the date and at the location specified in empanelment order.

Executive Engineer  
Kheda District Panchayat,

Nadiad

### **SECTION III: -TERMS OF REFERENCE(T.O.R.)**

#### **FOR APPOINTMENT OF CONSULTANT**

#### **Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&B Panchayat Division, Kheda District Panchayat, Nadiad**

#### **PREAMBLE**

Kheda District Panchayat, Nadiad has decided to empanel the consultant/consultants for preparing the detailed cost estimates & Draft Tender Paper for the Works in Kheda District Panchayat, Nadiad. The consultant is required to interact with the concerned division/subdivision Office of Road & Building and gather all the information required for the preparation of detailed estimate & Draft tender Paper of the proposed project.

The detailed estimate & Draft tender Paper of the proposed project shall be based on standards/acceptable to *Roads and Buildings department*, Govt. of Gujarat and specifications of Government of Gujarat, Relevant Roads & Buildings Department of Government of Gujarat standards and guide lines and sound Engineering practices.

Kheda District Panchayat, Nadiad has decided to appoint technical consultant for the services mentioned here under in the scope of work as follows: -

#### **1. scope of work**

The scope of Consultancy services shall include

- (a) To carry out Preliminary & Detailed Field Survey and collection of Data for proposed project.
- (b) To prepare General Arrangement Drawings and generally out plans, General Description of the project, to prepare Bill of Quantities and Cost Estimate for proposed project.
- (c) To prepare detailed estimate & Draft tender Paper of proposed project and to prepare drawings for the same for approval and to prepare BOQ based on detailed design and consultant shall prepare specification for all the items included in the BOQ as per standards and/or R&B Dept. Specifications Additional specifications which are not included in R&B dept. Specifications shall be based on sound engineering & construction practices.
- (d) To carry survey and prepared feasibility reports of same.

- (e) To prepare estimate of buildings as per latest SOR of concern Division.

**2. ABOVE MENTIONED SCOPE OF WORK SHALL BE CARRIED OUT AS SPECIFIED HERE UNDER**

After the letter of **acceptance or /and empanelment** and before starting commencement of the work the consultant has to arrange / attend one joint meeting with concerned Executive Engineer Kheda District Panchayat, and concerned field Engineer for technical discussion.

- (a) Detailed topographical survey for Building Construction to identify the purpose of natural or man-made features as per directed by Engineer-in-charge and submitting all details in Drawing in Soft Copy i.e. CD/Pen drive and hard copy with colored print.
- (b) Preparation of Estimates for New construction of Building work on the basis of Detailed Plan of Building by Analyzing Survey data, site conditions, feasibility report making all necessary rate analysis (with the help of market conditions if required) and prepare Draft Tender Paper with detail specifications and scrutinize Estimate and SBD from Sanctioned Authority and get approval etc. complete as per directed by Engineer-in-charge.
- (c) Preparation of Estimates for Renovation of various category existing Building by making all necessary rate analysis including all drawings like plan, elevation, section etc. (with the help of market conditions if required) and prepare Draft Tender Paper with detail specifications and scrutinize Estimate and SBD from Sanctioned Authority and get approval etc. complete as per directed by Engineer-in-charge.
- (d) Preparation of Estimates for Demolition of various category existing Building by making all necessary rate analysis including all drawings like plan, elevation, section etc. (with the help of market conditions if required) and prepare Draft Tender Paper with detail specifications and scrutinize Estimate and SBD from Sanctioned Authority and get approval etc. complete as per directed by Engineer-in-charge.
- (e) The Financial proposals shall be taken into account the all tax liability and cost of insurance etc.
- (f) Agency shall be submitted soft copy (PDF + editable soft copy) as well as hard

copy (min. 4 set) of proposed estimate and draft tender paper etc.

1) Extension of Time

(a) any period within which a party shall pursuant to this agreement, complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as are sult of force majeure.

(b) The initial time duration for empanelment is ONE YEAR (12 Months).

2) Recovery: Any sum falling due or any loss caused due to this agreement shall be recoverable by the client from the consultant's security deposit and balance as if it were arrears of land revenue.

3) The consultant shall be liable for defects, discrepancies and disorders etc. in preparing cost estimates.

4) The Consultants shall be liable for arithmetical calculations in cost estimates & draft tender papers.

5) All plans, drawings, specifications, design, reports other document and Software prepared by the consultant for the client under this agreement shall be come and remain the property of the client. The Consultant shall, not later than upon termination

6) Or expiration of this agreement, delivery all such document etc. to the Client, together with a detailed inventory thereof. Restrictions about the future use of these documents and software, if any shall be specified in the document.

7) The consultants, their sub-consultants and the personnel of either during the tenure within two (2) years after the expiration of this agreement, disclose any proprietary or confidential information relating to the project, the services, this agreement or the Client's business or operations without the prior written consent of the Client.

8) Consultant shall be liable for surveying of utility shifting & its cost estimate.

9) SETTLEMENT OF DISPUTES

(a) Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this agreement or the interpretation there of.

(b) Dispute Settlement:

Any dispute between the parties as to matters arising pursuant to this agreement which cannot be settle amicably within thirty days after receipt by one party of the other party's request for such amicable settlement may be submitted by either party for settlement to the Executive Engineer, Panchayat (R&B) Division and Addl. Secretary, Nadiad and decision shall be final and binding to both the

parties.

(c) Jurisdiction:

The contract has been entered into the State of Gujarat and its validity, construction, interpretation and legal effect shall be the exclusive Jurisdiction of the courts in concerned district or of the courts at the place where this agreement entered into No other jurisdiction shall be applicable.

(d) Taxes and Duties:

The consultants and the personnel shall pay the taxes, duties; fees, levies and other impositions levied under the existing, amended or enacted laws during life of this agreement and the Client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

10) Reports:

The consultants shall furnish to the client the following report and documents. All reports and document shall be English.

(a) Final estimate -

4 Copies (Hard Copy)

11) Schedule of Service:

(a) Submission of Final estimate

Maximum 15days from  
the date of approval of  
inception reports or  
as urgency of client.

12) Payment Schedule:

Payment schedule for the work will be as follows:

(a) Submission & Final approval of Final Estimate - 100% of the particular job

The particular job **The Payment shall be on the basis of work and actual work done as per BOQ** any under prepared, incompleteness / inadequate or part submittal shall be deemed as invalid submittal. The adequacy of the submittal shall be determined at the sole discretion of the client. Clients will generally accord approval within 30 days of submission of reports.

13) Performance security:

Within 21 days of the letter of acceptance, the consultant shall deliver to the employer a performance security in the form of bank guarantee OR FDR for Rs. 50,000.00 The

bank guarantee / FDR will be released at the time of final payment to the consultant.

14) Responsibility for Accuracy of Project Reports:

(a) The consultants shall be responsible for accuracy of all the data used in Project preparation and estimates prepared by him as part of the project. He shall Indemnify the client against any inaccuracies in the work. For this purpose, retentions money 5% of the particular job will be deducted from job payment and it will be released after completion of job. He shall furnish bank guarantee /FDR for an amount to the extent of 5%of the total consultancy fees to be received by him. The bank guarantee / FDR shall be valid for a period of 1 year from the date of submission of the final Estimates and Draft tender papers. The final installment of 5% of the fees shall be released only on receipt of this bank guarantee.

(b) All the documents, estimates, drawings, calculations, designs, survey data etc shall be signed by the Senior Engineer of the consultant and the same shall be held responsible for any erroneous submissions. In case of major errors, inaccuracies, mistakes, the consulting firm and senior engineer both shall be barred for duration of 6months to 3years as decided by Superintending Engineer of the respective Circle.

15) Termination of work:

- (a) The Client may award the work to another consultant who appear in tender & qualify as agreement price in the case of requirement.
- (b) The client reserves all the rights to terminate work without any prior notice, incase, the sub mission is not done within time schedule.
- (c) The Executive Engineer reserves the rights to bar and/or restrict the services of consultant for repeated erroneous or delayed sub missions.
- (d) If consultant fails to either start or complete the work in stipulated time limit/ schedule he shall be black listed from the works of R&B Department.

**3. MINIMUM REQUIREMENT OF PERSONNEL NUMBERS, QUALIFICATION AND EXPERIENCE E IN RESPECTIVE CATEGORIES WITH THE FIRM**

**1. Team Leader cum project in-charge**

Minimum **ONE Engineer** should be enrolled with the firm as Project In-Charge having graduation in civil engineering and should have minimum **7** years of experience in related works.



**2. Senior Civil Engineer**

Minimum **ONE Engineer** should be enrolled with the firm as Senior Civil Engineer having graduation in civil engineering and should have minimum **5** years of experience in related works.

**3. Junior Civil Engineer**

Minimum **ONE Engineer** should be enrolled with the firm as Junior Civil Engineer having diploma/graduation in civil engineering and should have minimum **5/3** years of experience in related works.

**4. Data Operator**

Minimum **ONE Employee** should be enrolled with the firm as Data Operator having basic knowledge of computer and should practice as a data operator since last **2** year.

**4. RIGHTS/RESPONSIBILITY**

All Plans, designs and data collected for this project shall be the property of concerned Executive Engineer Panchayat (R&B) Division, Nadiad and the consultant will have no right to deal with it in any way without express written consent of concerned Executive Engineer Panchayat (R&B) Division, Nadiad. The entire information as furnished to the consultant as well as that gathered and collected by the consultant in the process of work shall be kept strictly confidential and not passed on to anyone. The consultant shall also indemnify concerned Executive Engineer Kheda District Panchayat against all claims and proceedings for on account of infringement of any patent rights etc.in respect of each and every part of the work Indemnity Bond in the form of Fixed Deposit/Bank guarantee shall be furnished to concerned Executive Engineer Kheda District Panchayat, on acceptance of quotation offer and before any payment. Before final payment of services, if needed indemnity Bond/F.D/B.G.will be retained otherwise Indemnity Bond /bank guarantee will be released after completion of consultancy work.

In addition to what is specified under scope of services the consultant shall be responsible for providing all other necessary facilities and logistical support for himself and supporting staff, including accommodation, transportation, office equipment, communications, utilities, office supplies, insurance and other support requirements for his work.

Field survey data will be collected by the consultant. For any deviation in the same

during execution of the work, it is the responsibility of the consultant to revise the approved detailed design calculations and detailed working drawings without any extra cost.

#### **5. PERIOD OF CONSULTANCY**

The consultancy job shall be for a period of **12(Twelve)months**, as per the details below.

- To carry out Field Survey and collection of data (Photographs) for proposed project.
- To examine suitability of providing various treatments of the project,
- To prepare plans General Description of the project to prepare BOQ, specifications & Cost estimate for proposed project for approval.
- To prepare Detailed Draft Tender Papers, as per requirement of Roads and Buildings Department.

#### **6. MODE OF MEASUREMENT**

For quoted rate the Measurement shall as per Schedule B.

#### **7. PAYMENTS**

- (a) The payments for the work shall be made for only those activities which are assigned to him and completed satisfactory.
- (b) The payments for the works shall be done by the concern Division assigning the works.

#### **SECTION IV. TECHNICAL PROPOSAL-STANDARD FORMS**

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Experience

TECH-3 Team Composition

TECH-4 Curriculum Vitae (CV) for Proposed Professional Staff

**TECH-1 Technical Proposal Submission Form**

[Location, Date]

To:

The Executive Engineer

Panchayat (R&B) Division

Nadiad

I / We, the undersigned, offer to **Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&B Panchayat Division, Kheda District Panchayat, Nadiad**. In accordance with your Request for Proposal dated [    /        /2024] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and Financial Proposal.

If negotiations are held during the period of validity of the Proposal, i.e. before [.../..... /2024]. we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature: - (In full and Initials)

Name and Title of Signatory: -

Name of Firm: -

Address: -

(Attach Firm Registration Proof)

## TECH-2 Consultant's Experience

### Building Section

#### Relevant Services carried out in the last Three years.

Using the format below, provide information on each reference assignment for which your firm for carrying out consulting services similar to the ones requested under this assignment.

Assignment name:	
Country: Location within country:	
Name of Client:	
Narrative description of Project:	
Total Estimated Amt. of Building: -	
Description of actual services provided by your staff within the assignment:	

Authorized Signature [*In full and initials*]:

Firm's Name:

(Attach Experience proof of each assignment separately)

### **TECH-3 TEAM COMPOSITION**

Name of Staff	Area of Expertise	Position Assigned

(Attach copy of educational qualification proof of each staff as per TOR, it is mandatory)

## TECH-4 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL KEY PERSONNEL

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Staff [Insert full name]:
3. Date of Birth:                                      Nationality:
4. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained]:
5. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
7. Employment Record [Starting with present position, list in reverse order every employment held by staff member.]:  
From [Year]: To [Year]:  
Employer:  
Positions held:
8. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

..... Date: ..... (Day/Month/Year)

[Signature of Key personnel]

Full name of authorized representative:

.....

## **SECTION V. FINANCIAL PROPOSAL-STANDARD FORMS**



**FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:

The Executive Engineer

Panchayat (R&B) Division

Nadiad

I / We, the undersigned, offer **Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&B Panchayat Division, Kheda District Panchayat, Nadiad.**

In accordance with your Request for Proposal dated [Insert Date]. The rates quoted by me/us are inclusive of all taxes except GST.

I/We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature: - (In full and Initials)

Name and Title of Signatory: -

Name of Firm: -

Address: -

## Schedule – B

Sr No	Description	Unit	Amount
1	2	3	4
1	Carry out only survey work by total station at 5mx5m grid(interval) including preparing contours map/cross section ( contours interval 0.2mt/cross section at @ 10mts.) and preparing earth work statement and also other relevant details Drawing as per directed by the Engineer and submitting all details in soft copy in CD/per Drive and hard copy incl. preparing either campus drawing or new building campus sheet in AutoCAD. (Plan area)	Per Sqmt	
2	Preparing the valuation Report of Building by Sinking fund method with relevant supporting document (i.e. Building Plan, photographs etc.) as directed by Engineer In charge and submitting all details in soft copy in CD/Pen Drive and hard copy and scructing from sanction authority and get sanction. (Plan Area).	Per Sqmt	
3	Preparing Dismantling Estimate of existing Building along with Building plan, photographs, material credits statement, etc. as directed by Engineer in charge and submitting all details in soft copy in CD/Pen Drive and hard copy and scructing from sanction authority and get sanction. (Plan Area)	Per Sqmt	
4	Preparing Estimate for construction of New building ( with all necessary ancillary work ) including scrutinizing the estimate as per instruction of sanction authority with all required necessary drawing and other details ( Submitting all details in soft copy in CD/Pen drive and hard copy ) incl. taking campus ground level if Required and get technical Sanction.		
4(A)	Estimated cost up to Rs. 25 Lacs	% of Esti.Amount	
4(B)	Estimated cost up to Rs. 25 Lacs to 1.0 Crore	% of Esti.Amount	
4(C)	Estimated cost up to Rs. 1.0 Crore to 3.0 Crore	% of Esti.Amount	
4(D)	Estimated cos Rs.3.0 Crore and Above	% of Esti.Amount	
5	Preparing Estimate for repairing of the existing building Or existing campus in Addition alteration work as per instruction of Engineer incurve ( with all necessary ancillary work ) including scrutinizing the estimate as per instruction of sanction authority with all required necessary drawings, Photograph and other details &(Submitting all details in soft copy in CD/Pen drive and hard copy ) incl. taking campus ground level if Required and get technical Sanction.		
5(A)	Estimated cost up to 10,00,000.00	% of Esti.Amount	

Sr No	Description	Unit	Amount
1	2	3	4
5(B)	Estimated cost up to Rs. 10,00,000.00 to 25,00,000.00	% of Esti.Amount	
5(C)	Estimated cost More than Rs. 25 Lacs	% of Esti.Amount	
6	Preparing and providing SBD for the sanctioned estimate including scrutinizing the SBD as per instruction of sanctioning authority and including scrutinizing from sanctioning authority (certified copy of estimates provided) incl. providing all specification separately and get technical approved.	% of Put-to Tender Amount	
7	Preparing and providing structure design as design circle rules for for the new construction of building and also other relevant details as per directed by the Engineer including scrutinizing design to sanction authority and submitting all details in soft copy in CD/Pen Drive and Hard Copy	1 Sqm. Of Slab area	
8	Preparing and providing structure design for the repairing of the existing building, other structure as required/proposed and also other relevant details as per directed by the Engineer including scrutinizing design to sanction authority and submitting all details in soft copy in CD/Pen Drive and Hard Copy	1 Sqm. Of Slab area	
9	Surveying and preparing campus Plan drawing (Only Plan) detail of all existing structure, Plan, Boundaries etc and submitting all details in soft copy in CD/Pen Drive and Hard Copy in AutoCAD Above 2010	1 Sqm. Of Slab area	
10	Surveying and preparing Plan, Elevation, Section of all structure, Plan, Boundaries etc and submitting all details in soft copy in CD/Pen Drive and Hard Copy in Auto CAD Above 2010		
10(A)	For G.F.	1 Sqm. Of Slab area	
10(B)	For G.F. + F.F.	1 Sqm. Of Slab area	
10(C)	For G.F. + F.F.+ S.F.	1 Sqm. Of Slab area	
10(D)	For G.F. + F.F.+ S.F.+ Additional story of Building	1 Sqm. Of Slab area	
11	Preparing Estimate for Furniture of New Building with all necessary details including scrutinizing the estimate as per instruction of sanctioned authority with all required necessary drawings & other details (Submitting all details in Soft copy in CD/Pen Drive and hard copy)	% of Esti.Amount	
12	Geotechnical investigation - Mobilization of equipment machinery at site and demobilization after completion of job. Taking SBC by drilling bore hole of 100 to 150 mm dia for taking sample of undisturbed/disturbed soil for required for soil investigation (Without Rock ), performing standard penetration test at 1.5 mt interval, performing various Lab test like triaxial test, direct shear test, liquid limit, plastic limit, plasticity index, grainsize analysis in Lab. Including preparation of soil reports with SBC recommendation.	Per Rmt	

<b>Sr No</b>	<b>Description</b>	<b>Unit</b>	<b>Amount</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
13	Preparing Architectural design along with plan, elevation, and all necessary drawings etc complete for any building work as per requirement and instruction of engineer in charge.	% of Esti.Amount	
14	Providing consultancy Services for Planning & design for Landscaping (inside & outside buildings), horticulture etc.	Per Smt	

**Conditions:**

1. Rates must be including of all the overhead/ remuneration/reimbursable charges and taxes except GST. GST will be paid separately at prevailing rate.
2. The client can reject the lowest rates of any services if found unreasonable.
3. The lowest rate will be considered for empanelment for all qualified bidders for each classification of consultancy services with their consent to work at these rates.
4. The empaneled consultant cannot claim for consultancy work throughout contract period. The decision for the allotment of the work to any empaneled consultant will be final based on the scale of the service required, works on hand for the empaneled consultant and performance of the empaneled consultant.

Executive Engineer  
Panchayat (R&B) Division  
Nadiad



## **CONTRACT FOR CONSULTANT'S SERVICES**

**Name of work: Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&B Panchayat Division, Kheda District Panchayat, Nadiad.**

This CONTRACT (here in after called the "Contract") is made at on the day of the month of 2024, between, on the one hand, Government of Gujarat, Executive Engineer, Panchayat (R&B) Division, Kheda (Here in after called the "Client" ) and on the other hand,(here in after called the "Consultant").

### **WHEREAS**

- (A) The Client has requested the Consultants to provide certain consulting services as defined in the TOR attached to this Contract (here in after called the "Services");
- (B) the Consultant having represented to the Client that they have the required professional skills, expertise, personnel, financial and technical resources and have agreed to provide the Services on the terms and conditions set forth in this Contract; NOW THEREFORE the parties here to here by agree as follows:

1. The following documents attached here to shall be deemed to form an integral part of this Contract:

(a) Instructions to Consultants

(b) Terms of reference

(c) The following Appendices:

Appendix A: Minutes of Financial/Contract Negotiations with the Consultant

Appendix B: Copy of Letter of Acceptance

Appendix C: Copy of Bank Guarantee for Performance Security

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract in particular:

- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract and
- (b) Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF  
Witness  
(Government of Gujarat)

1. Signature Name Address

2. Signature Name Address

By  
AuthorizedRepresentative

Witness

1. Signature Name Address

2. Signature Name Address

FOR AND ON BEHALF OF  
(Consultant)

Witness

3. Signature Name Address

4. Signature Name Address

By  
AuthorizedRepresentativ e

**Appendix-A**  
**Minutes of Financial/ Contract Negotiations with the Consultant**



**Appendix-B**  
**Copy of Letter of Acceptance**

**Appendix-C**  
**Format for Bank Guarantee for Performance Security BANK**  
**GUARANTEE FOR PERFORMANCE SECURITY**

To,  
Executive Engineer,  
Kheda District Panchayat,  
Nadiad

In consideration of "Government of Gujarat" (here in after referred as the "Client", which expression shall, unless repugnant to the context or meaning there of include its successors, administrators and assigns) having awarded to M/s.....having its office at ..... (here in After referred to as the Consultant)

**Empanelment for Consultancy Service of New Construction and Repairing of Building Works under R&B Panchayat Division, Kheda District Panchayat, Nadiad.**(Here in after called the "Contract"),and the Consultant having agreed to furnish a Bank Guarantee to the Client as "Performance Security" as stipulated by the Client in the said contract for performance of the above Contract amounting to ( ..... )

(Rupees

.....  
).

We, ..... having registered office at ....., abode registered/constituted under the ..... (here in after referred to as the Bank),which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand, without any deductions, set-off or counter claim whatsoever, .....any or, all money payable by the Consultant to the extent of  
.....)

(Rupees.....) as afore said at any time up to without any demur, reservation, contest, recourse, cavil, arguments or protest and/or without any reference to or enquiry from the Consultant and without your needing to prove or

Show grounds or reasons for your demand for the sum specified their in. Any such demand made by the client on the bank shall be conclusive and binding not withstanding any difference Between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the Guarantee herein contained shall be Irrevocable and shallcontinuetobeenforceabletilltheClientdischargesthisguarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary or to extend the time for performance of the Contract by the Consultant. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any Right which they might have against the Consultant and to exercise the same at any time in any Manner and either

to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Client and the Consultant any other course or remedy or security available to the Client. The Bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by Reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence showed by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank. The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Client may have in relation to the Consultant's liabilities. The Client shall be entitled to make unlimited number of demands

Under this Bank Guarantee. Any demand shall be deemed to be served, if delivered by hand, when left at the property address for service; and if given or made by pre-paid registered post or facsimile transmission, on receipt.

Any waivers, extensions of time or other forbearance given or variations required under the Contractor any invalidity, unenforceability or illegality of the whole or any part of the Contractor rights or any Party thereto or amendment or other modifications of the Contract, or any other fact, circumstances, provision of statute of law which might entitle the Bank to be released in whole or in part from its undertaking, whether in the knowledge of the Bank or not or whether notified to the Bank or not, shall not in any way release the Bank from its obligations under this Bank Guarantee.

Not with standing anything contained herein,

a) Our liability under this Bank Guarantee is limited to  
Rs (Rupees .....  
.....) and ..... it

Shall remain in force up to and including and shall be extended from time to time for such period as may be desired by

M/s ..... , on whose behalf this guarantee has been given.

b) This Bank Guarantee shall be valid up to .....

c) We are liable to pay the guaranteed amount or any part thereof under  
this Bank Guarantee only and only if you serve upon us a written claim order and on or before  
..... (date of expiry of Guarantee).

(Signature of the Authorized Official)

(Name & Designation with Bank Stamp)

**NOTE:**

(i) The bank guarantee (s) contains the name, designation and code number of the officer (s) signing the guarantee(s).

(ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing branch should be mentioned on the covering letter of issuing Branch.

a. The bank guarantee (in the form of Security Deposit) for **Rs.50,000** and above is signed by at least two officials (or as per the norms prescribed by the RBI in this regard).