



**Centre for DNA Fingerprinting and Diagnostics (CDFD)**

**Tender Notice No.: CDFD/ENGG/ELECT/HVAC/WORKS/2024-2025/02**

CDFD invites sealed quotations for “Providing Consultancy Services for relocation of LT substation Switchgear including cables etc. SITC of Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground floor and its associated works” at CDFD Campus, site ‘A’ Uppal, Hyderabad”

**Name of work:** “Providing Consultancy Services for relocation of LT substation Switchgear including cables etc, SITC of Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works at CDFDCampus, site ‘A’ Uppal, Hyderabad”.

**Scope of work:** “Preparation of drawings, Structural design and drawings with calculations, tender document with detailed Bill of Quantities and detailed specifications including Electrical Power and Distribution, Internal Lighting, Plumbing for Relocation of LT substation Switchgear including cables etc., and installing a new location, SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground floor and its associated works at CDFD campus, Site ‘A’, Uppal, Hyderabad”.

<b>Estimated cost for scope of work</b>	<b>Cost of Tender Document</b>	<b>EMD (Rs.)</b>	<b>Downloading of Tenders</b>	<b>Last date for submission of Tender</b>	<b>Date of Opening of Tender</b>
Rs.180 Lakhs	Rs.2,000/-	18,000/-	06-11-2024 to 19-11-2024	19-11-2024 Up to 15.00 Hours	19-11-2024 at 15.30 Hours

The Tender Document can be downloaded from the CDFD website under the ‘Tenders’ column [www.cdfd.org.in](http://www.cdfd.org.in). Filled-in Tender hardcopy should be submitted along with requisite DDs drawn in favour of “DIRECTOR, CDFD” in the Office of Executive Engineer, Laboratory Building, Uppal Campus. Interested firms should visit the site on every Tuesday and Thursday between 3.00 p.m. to 5.00 p.m. with prior appointment. Copy of Firm Registration Certificate along with GST certificate should be enclosed. Amendments / Corrigendum, if any, would be hosted on the CDFD website only.

Sd/  
Executive Engineer

Name of Work: “Providing Consultancy Services for relocation of LT substation Switchgear including cables, SITC of Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works etc., at CDFD Campus, site ‘A’ Uppal, Hyderabad”.

**NOTICE INVITING TENDER**  
(NIT NO: CDFD/ENGG/ELECT/HVAC/Works/2024-2025/02)



**CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS**  
(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India.)  
Inner Ring Road, Uppal, Hyderabad – 500039, India.



**BRIC-CDFD**  
(Ministry of Science & Technology, Govt. of India.)  
Inner Ring Road, Uppal, Hyderabad – 500039, India.

### **NOTICE INVITING TENDER**

#### **TENDER NOTICE NO: CDFD/ENGG/ELECT/HVAC/WORKS/2024-2025/02**

Sealed Tenders are invited on behalf of the Director, CDFD in Two Bid System in respect of the work as detailed below upto 15.00 hrs. on 19-11-2024 (Tuesday) from the registered and eligible consultants.

1. **Name of work:** “Providing Consultancy Services for relocation of LT substation Switchgear including cables, SITC of Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works etc., at CDFD Campus, site ‘A’ Uppal, Hyderabad”.
2. **Scope of work:** “Preparation of drawings, Structural design and drawings with calculations, tender document with detailed Bill of Quantities and detailed specifications including Electrical Power and Distribution, Internal Lighting, Plumbing for relocation of LT substation Switchgear including cables etc., and installing a new location, SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground floor and its associated works at CDFD campus, Site ‘A’, Uppal, Hyderabad”.
3. **Details of Tender:**

1.	Estimated cost for the name of the work as mentioned above at CDFD Campus, Site ‘A’, Uppal, Hyderabad”	Rs.180 Lakhs
2.	Earnest Money Deposit	Rs.18,000/-
3.	Completion period	30 Days
4.	Cost of tender document	Rs.2,000/-

4. Tender Documents can be downloaded from the CDFD web site under the ‘Tenders’ column [www.cdfd.org.in](http://www.cdfd.org.in) and should be submitted along with requisite DDs drawn in favour of “DIRECTOR, CDFD” in the Office of Executive Engineer, Laboratory Building, Uppal Campus. Copy of Firm Registration Certificate, along with GST certificate should be enclosed. Cost of tender document and EMD to be submitted in the form of Demand Drafts separately. Amendments / Corrigendum, if any, would be hosted on the CDFD website only.
5. Tender Form is not transferable and the cost of tender form is not refundable.
6. The site of the work is located at Inner Ring Road, Uppal, Hyderabad.

Employer

Contractor

7. The above Tender will be dealt with under “Two Bid System” i.e. the tenderers have to submit Technical Bid and Price Bid separately.
8. The Technical Bid shall contain the following:
  - (i) Tender Cost and EMD in the form of Demand Draft. Tender cost of EMD exempted for MSME registered firms.
  - (ii) The Earnest Money Deposit mentioned against the above work shall be furnished in the form of Demand Draft in favour of “Director, CDFD,Hyderabad” from any nationalized Bank.
  - (iii) Work experience giving details of work done by the tenderer in the past Fiveyears as per the Proforma – I and Proforma – II.
  - (iv) Other Information / documents as indicated in Instructions to Tenderers.
  - (v) Any other information, tenderer may like to submit reflecting their credentials.
9. The Price Bid shall contain the following:
  - (i) Duly filled in Price Bid document.
10. Method of submission of Sealed tenders – Technical Bid envelope and Price Bid envelope both kept in one envelope super-scribed “Tender for “Providing Consultancy Services for relocation of LT substation Switchgear including cables SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works etc., at CDFD Campus, site ‘A’ Uppal, Hyderabad are to be deposited in the Box kept for the purpose in the EngineeringSection, Uppal Site ‘A’, Laboratory Campus, Hyderabad.
11. The tender has to be submitted in sealed cover with Tender Document comprising N.I.T, Letter of submitting the tender, General conditions of contract, Special conditions of contract and Price Bid Document etc.
12. Tenderer shall quote percentage both in figures and words. On check, if there is any difference between the rates quoted by the tenderers in the words and figures are in the amount worked out by them / him, the following procedure shallbe followed.
  - (a) When there is a difference between the rates in figures and the words, the rateswhich correspond to the amounts worked out by the tenderer shall taken as correct.
  - (b) When the amount of an item is not worked out by the tenderer or it doesn’t correspond with the rate written either in figure or in words, the rate quoted bytenderer shall be taken as correct.
  - (c) When the rates quoted by the tenderer in figures and in words tally but the amount are not worked out correctly. The rates quoted by the tenderer shall be taken as correct and not the amount.
  - (d) Except writing the rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and any modifications in the printed form of tender. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submit alongwith the tender.

Employer

Contractor

13. **Eligibility Criteria:**

To be eligible for award of contract, bidders shall provide evidence satisfactory to the CDFD of their eligibility and of their capability and adequacy of resources to carry out the contract effectively as detailed below:

- i) Copies of original documents defining the constitution or legal status, place of registration and principal places of business of the company or firm or partnership.
- ii) Tenderer should submit the Copies of valid registration details with CPWD, Railways, MES, State PWD, State R&B, Electricity Boards and any Private Limited Companies.
- iii) **Work Experience:** The tenderer should have satisfactorily completed consultancy services in the last five years in his own / firm name at least one similar nature of Consultancy work cost not less than of **Rs.144.00 Lakhs** or two similar works of each cost not less than **Rs.108.00 Lakhs** or three similar works costing not less than **Rs.72.00 Lakhs** including GST. Similar nature of work means the work of Electrical /HVAC (up to 30-08-2024).
- iv) The bidder should visit and inspect the site before quoting the bid and the visit certificate duly signed by the Executive Engineer should be submitted along with the bid documents. Without a visit certificate, the quotations will be summarily rejected.
- v) The bidder should have a similar type of work experience, particularly in operational plants.
- vi) The company should have a registered office in Hyderabad.
- vii) The firm should not be blacklisted/defaulted for any bank or financial institution.
- viii) Certificate of Registration for Goods Services Tax (GST).

14. **Earnest Money Deposit (EMD):**

- i) The EMD mentioned against the above work shall be furnished in the form of Demand Draft in favour of "The Director, CDFD, Hyderabad" from any Nationalized Bank. The EMD of unsuccessful Tenderer shall be returned after evaluation of Tender. The EMD is exempted for registered MSME firms.
- ii) Tenders received without EMD and Tender cost will not be considered. No request for exemption in payment of EMD will be considered.
- iii) The EMD amount will be forfeited if the successful tenderer fails to sign/execute the formal agreement within one week from the date of such intimation or fails to commence the work as per the work order.

Employer

Contractor

15. **Compensation for delay in execution of scope of work:** The contractor shall pay as compensation an amount of equivalent to 1% (one percent) per week on the total value of work unfinished / uncompleted work, subject to a maximum 5% of the tendered value of work, as compensation / penalty amount to the CDFD.
16. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
17. This Notice Inviting Tender shall form the part of the Contract Document.
18. The Director, CDFD reserves the right to postpone the tender issue date, submission / opening date and to accept or reject any or all tenders without assigning any reasons.
19. Tender completed in all respects shall be submitted as per the instructions given in the "Notice Inviting Tender" forming part of the tender document.
20. The tenderer shall sign all the pages of the tender documents and other documents submitted by him along with the tender.
21. The tenderer should ensure that percentage quoted should appear only in the price schedule document and nowhere else, otherwise, the tender is liable to be rejected.
22. Director, CDFD reserves the right of accepting the whole or part of any tender and tenderer shall be bound to perform the same at the rate or amount quoted.
23. The General conditions of contract of CPWD (GCC 2014) with all amendments shall be applicable and form part of agreement.
24. All works shall be executed confirming to CPWD specifications 2009.
25. The percentage shall be quoted inclusive of all taxes except GST
26. Time is essence of the contract. In order to complete the work within the scheduled time the tenderer is required to submit a detailed programme chart for various activities.
27. Tenderers are advised to visit the site before quoting for better appreciation. For site visit please contact Executive Engineer, Inner Ring Road, Uppal, Hyderabad - 500 039.

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**PROFORMA – I****PROFORMA FOR SUBMISSION OF PAST CONTRACTUAL PERFORMANCE**

This is to certify that we M/s... ..submitting this offer.

- a) Have not made any misleading or false representation in the forms statements and attachments in proof of the qualification requirements.
- b) Do not have records of poor performance such as abandoning the work not properly completing the contract inordinate delays in completion litigation history or financial failure etc.
- c) Business has never been banned with us by a Central / State Govt. Department / Public Sector Undertakings of Enterprises of Central / State Govt. / Pvt. Ltd. Company.
- d) Have submitted all the supporting documents and furnished the relevant details as per the prescribed format.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Employer

Contractor

**PROFORMA – II****LIST OF SIMILAR WORKS COMPLETED DURING THE LAST 5 (FIVE) YEARS**

S. N o.	Client Name	Name of the work	Scope of work	Bidders Agreement	Contract Value	Location	Date of start	Date of completion	Arbitration if any details

Employer

Contractor



## **FORWARDING LETTER**

To

The Director,  
CDFD,  
Inner Ring Road  
Uppal,  
Hyderabad – 500039  
(Hereinafter referred to as the Centre)

Dear Sir,

I/We have read and examined the following documents relating to the work “relocation of LT substation Switchgear including cables etc., SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works etc.” at CDFD Campus, site ‘A’ Uppal, Hyderabad”.

- (a) Notice Inviting Tender
- (b) General Conditions of Contract
- (c) Schedule of Quantity

Upon reading the terms and conditions contained or referred to therein and in accordance in all respect with the specifications design, drawings and other relevant details at the rates, I/We hereby tender for the execution of the works referred to in the aforesaid documents.

A sum of Rs.18,000/- is hereby forwarded in crossed Bank Draft No:.....  
Dated ..... drawn on..... Bank favoring ‘The Director, CDFD, Hyderabad as Earnest Money Deposit. If I/We fail to keep the tender open for a period of 90 days, validity after opening the tender(s) or make any modifications in the terms and conditions of the tender, which are not acceptable to the Centre, I/We agree that the Centre shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Should this tender be accepted, I/We hereby, agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

If, after the tender accepted, I/We fail to commence the execution of the works as provided in the conditions, I/We agree that the Centre shall without prejudice to any of their right or remedy, be at liberty to forfeit the said earnest money absolutely.

In the event of this Tender being accepted I/We agree to enter into an agreement as and when required and execute the contract according to your form of Agreement, within a week of receipt of work order, in default thereof, I/We do hereby bind my- self/ourselves to forfeit the aforesaid initial security deposit.

I/We further agree to complete the work covered in the said schedule of quantities within 30 (Thirty) days reckoned from the tenth day of issue of letter of intent (LOI).

Employer

Contractor

I/We agree to pay the Government, General Sales Tax (State and Central), Excise and Octroi duties, Insurance, Seigniorage charges and all other taxes etc., at the rates prevailing from time to time as per the Act, as amended and rates quoted by me/us are inclusive of the same.

I/We agree to pay Income tax, to be deducted at source on the Gross value of the work done, and the rates quoted by me/we are inclusive of same.

I/We agree to get the work & workers to be engaged on the work at site and all materials and machinery collected and kept/operated at site for execution of the work. In case part work is taken over by the Employer before final completion of the whole work, such parts may not be covered by the insurance from the date of taking over that part of work by the Employer. All the rates quoted by me/ us are inclusive of the same in full and nothing extra shall be claimed anytime on account of any of these.

Yours faithfully,

Contractor's Signature

Address:

Date:

.....  
.....  
.....  
.....

Employer

Contractor

Annexure**SCHEDULE**

Name of the work : “Providing Consultancy Services for “Relocation of LT substation Switchgear including cables etc., SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3<sup>rd</sup> floor to Ground and its associated works etc., at CDFD Campus, site ‘A’ Uppal, Hyderabad”.

- Reg.

S.No	item Description	Consultancy Fees (Percentage of actual executed value)
1	“Providing Consultancy Services for Relocation of LT substation Switchgear including cables etc., SITC Substation panels and its associated material, Sifting of HVAC Central plant from EAF 3 <sup>rd</sup> floor to Ground and its associated works etc.” at CDFD Campus, site ‘A’ Uppal, Hyderabad.	

**Consultancy Fees (Percentage in words.....)**

**Note:** GST extra as per rules in force.

Employer

Contractor

**Terms & Conditions:**

- 1) The site of the work is located at Laboratory Building, Uppal.
- 2) Please mention your PAN No. and GST No. along with the offer and enclose the same. Otherwise, the tender will be rejected.
- 3) The payment will be made after successful completion of the work and based on actual work executed and certified by the Concerned Engineer.
- 4) Work should be completed within 30 working days from the date of accepting the work order.
- 5) Work should be carried out as per IE Rules and safety precautions to be taken by the contractor.
- 6) The contractor is liable for damage, if any, occurred at the time of carrying out the work.
- 7) Tender should be submitted along with covering letter and required certificates.
- 8) The Director, CDFD reserves the right to reject any tender without assigning any reason.
- 9) GST will be applicable as per rules in force. Please attach GST Certificate.

**Executive Engineer****Signature of the Contractor****Date:**

**SCOPE OF JOB:**

The job scope of appointed Consultant shall be complete revamp of HVAC Central plants and its associated chilled water lines etc, lifting of LT substation from cellar of main building to 33 kV substation area, SITC of new substation etc from the conception of a Project till the commissioning / handing over, complete in all respect.

The scope of appointed Consultant will start from conceptualization of scheme and till the successful completion and handing over of project including development of drawings, preparation of specifications, development of all the tenders for execution of various activities related to the project, as per the scope of job mentioned in the tender document.

The Consultant to provide the following deliverables:

- 1) Tender Document consisting of drawings, detailed specifications, schedule of quantities, cost estimates and evaluation of tenders received for placement of order.
- 2) Working drawings (3 soft copies and 3 hard copies).
- 3) Verifications of documents / drawings submitted by vendors.
- 4) Prepare schedule of program for contractors to complete the job in stipulated time period and periodic review of the same.
- 5) Consultant to develop a detailed quality assurance program for CDFD review and approval.
- 6) Continuous supervision of site activities, stage wise inspection of quality of jobs. Checking the bills, taking the measurements of the jobs carried out and certifying the bills and measurements and quantities for payment.
- 7) Consultant shall furnish job completion certificate and as built drawings (3 soft copies and 3 hard copies) after job completion.

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**TERMS & CONDITIONS:**

**TAXES & DUTIES:** Prices are inclusive of all taxes and duties except GST.

**GST:** Extra as applicable, presently IGST @ 18%.

**PAYMENT TERMS:**

- 1) 30% Consultation charges payable after completion of design and detailed engineering, submission of approved for Engineering Drawings, detailed Estimate for Tendering, preparation of Tender.
- 2) 20% payable after completion of evaluation of Technical part of Bids and recommendation for placement of work order.

N.B. – The payment is being made considering the estimated HVAC/Electrical/civil part of the overall project cost. However, the differential amount if any between the estimated cost and actual cost will be adjusted during final payment.

- 3) 40% of the consultancy charges payable after completion of the job duly certified by consultant and verified by CDFD. The consultation charges will be calculated towards the actual cost of the part of the overall Project for which consultancy services provided by the Consultant.
- 4) 10% Consultancy charges will be paid after successful commissioning of the Project.

Note: The project cost mentioned in the line items and elsewhere means the actual cost of the project/part of project for which agency has provided their service as per the scope of the job.

All the above payments and payments against line Nos. 2 & 3 shall be released in 15 days of receipt of invoice.

However, following schedule need to be adhered to by successful Consultant. It will be the responsibility of consultant to ensure the completion of jobs as per given below time schedule. Kick off meeting shall be conducted within 7 (Seven) days from the date of this WO. During the kick off meeting, implementation plan shall be finalized as follows:

- 1) Completion of concept plan for client's approval: Within 15 days from the date of advice of specific project.

Employer

Contractor

- 2) Incorporation of suggestions given by CDFD and finalization of drawings including technical documentation: within one week from the approval of conceptual drawings.
- 3) Development of tender documents, Bill of Quantities, tender drawings and cost estimates: Within one week from the date of finalization of approved conceptual drawings.
- 4) Technical Bids evaluation – within one week from the date of advice / submission of bids.
- 5) Checking the contractor's bills and certifying the measurements for further processing by the client: Within one week from the date of advice / submission.
- 6) Submission of as built drawings and documentations: 1 month from project completion.

**SECURITY DEPOSIT:**

1% of the total contract value in the form of account payee crossed demand draft drawn in favour of Director, CDFD, payable at Hyderabad to be paid within 15 days from the date of intimation of acceptance of your tender failing which CDFD reserves the right to cancel the contract and forfeit the EMD (if applicable).

**INVOICING:**

The Invoice should clearly specify the following Full Name, Address of CDFD as well as include CDFD GSTIN as specified below:

Director  
Centre for DNA Fingerprinting and Diagnostics (CDFD)  
(An autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology)  
Inner Ring Road, Uppal,  
Hyderabad – 500 039, Telangana, India.  
GSTIN No.: 36AAATC2727J1ZT

**LIST OF DOCUMENTS, THEIR ROUTING & ESSENTIAL ADDRESSES:**

Original Invoice need to be submitted as per the Method of Invoice submission.

Employer

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**DETAILED SCOPE OF WORK:****A. General:**

1. The scope of appointed Consultant will start from conceptualization of scheme and till the successful completion and handing over of project including development of drawings, preparation of specifications, development of all the tenders for execution of various activities related to the project, as per the scope of job mentioned in this tender document.
2. The Consultancy firm shall have adequate in-house expertise and experience in planning, designing of Mechanical, Civil / Structural, Public Health, Fire Fighting facilities, etc.
3. Consultant shall also undertake site visits, take actual site measurement, if required, study the actual functional requirement from the User Department and offering various schemes in terms of presentation of Preliminary plans, elevation, and perspective view. The Designer is required to provide necessary inputs related to the development of the technical specifications of all items and market rates.
4. The Consultant shall visit the site for ensuring the quality of workmanship as per the specifications given in the work order.
5. Monitoring works progress specified in the work order during the site visit and informing the Contractor for augmentation of resources required if any to achieve scheduled completion.
6. THE CONSULTANT SHOULD PREPARE A DETAILED QAP (Quality Assurance Plan) FOR CDFD REVIEW AND APPROVAL AND THE SAME HAS TO BE FOLLOWED BY THE DESIGNER / HIS TEAM DURING EXECUTION OF WORK.
7. The Consultant has to check the contractor's bills and certify the measurements for further processing by the client.
8. Perform the work promptly in an efficient manner and enforce strict discipline and order among all the agencies working at site.
9. Consultant has to arrange his personnel from his end for weekly monitoring of ongoing jobs and quality checks. The supervisors appointed by the Consultant shall have minimum three years of experience in executing similar type of works. CDFD may interview the proposed supervisors before accepting them as supervisors. It may be noted that the quality, speed and durability of works depend on these supervisors and hence their proficiency needs to be confirmed by CDFD before deploying them in site.

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10. The Consultant has to recommend any extra items required to be carried out while job, not envisaged in the work order scope. Recommendation should be supported by justification and market Rate Analysis.
11. The Consultant shall provide list of various activities involved in the specific job and the scheduled for carrying out the supervision, certification for quality and quantity by the consultant or their authorized Engineer during execution. Consultant shall submit the above details before commencement of the job for CDFD review and comments, if any.
12. To the possible extent, Green Building concepts have to be followed (Example: Use of energy efficient systems, maximize natural lighting, rain water harvesting systems, use of LED lighting, Solar power systems, etc. WHEREVER FEASIBLE and approved.

B. Conceptualization:

1. Project concept and preliminary design along with layouts / plans and the same for all jobs shall be developed in a presentation format along with detailed report.
2. Detailed planning and study for putting up proposed facilities to be carried out by Consultant. This will be done keeping in mind of the following:
  - Conceptualization of Project to be done in accordance with latest specifications and best practices being followed to have world class facilities.
  - Study of existing system and the requirements for the additional facilities.
  - Statutory approvals, if required.
  - Relocation of existing facilities, if required.

C. Site Development:

1. Plot plan drawings of the CDFD Laboratory Complex shall be made available by CDFD during kick-off meeting for carrying out the study.

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2. The scope of Consultant will also cover the development of schemes, development of tenders, cost estimate, design & drawings, etc. for the removal and relocation of few existing facilities, these may be required to be relocated in order to develop the plot area for construction of new facilities.

D. Statutory Approvals:

1. Preparation of necessary drawings / details for submission to various local authorities for obtaining all required approvals which will either be taken prior to commencement or during execution of project if required.

E. Design Services:

1. All HVAC/Electrical/Civil and Design drawings (Drawings for Preliminary, Tendering, Execution drawings, Modifications if / as and when required, final as built drawings, etc. all in form of soft as well as hard copies as required for the job), in Plan elevations and sections, will be developed and submitted to CDFD for approval.
2. The appointed Consultant shall render the services as mentioned below, after taking instructions from CDFD, but not limited to:
  - a) Consultant will be engaged for comprehensive services for quality work, in line with latest specifications and in line with the best global practices being followed.
  - b) Prepare and modify conceptual designs with reference to requirements and cost estimates.
  - c) Prepare working drawings necessary for submission to statutory bodies for approvals and working drawings for liasioning with authorities on behalf of CDFD for obtaining all the concerned approvals.
  - d) Prepare working drawings, specifications and schedule of quantities.
  - e) Prepare tender drawings including large scale and full size details detailed specification and schedule of quantities.
  - f) Prepare and submit complete construction drawing and details to commence work at the site.

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- g) Supervise the site of work regularly and clarify any decision or interpretation of the drawings and specifications that may be necessary.
- h) Attending to weekly / monthly review meetings with CDFD.
- i) To ensure that the project proceeds generally in accordance with conditions of contract.

F. Tendering:

1. Development of tender documents, Bill of Quantities, tender drawings and cost estimate etc. The number of tenders required to complete the entire job scope shall be jointly decided, basis the requirement and the feasibility.
2. The tendering job will include preparation of specifications, Bill of quantities, cost estimates and necessary tender drawings, etc. complete for tender documents. This will also include preparing full scope for multi-disciplinary items such as Civil, Electrical, Plumbing and drainage, water supply, sewage disposal, storm water drainage, etc. complete.
3. Tender preparation and BoQs for execution and commissioning of systems shall be in the scope of the Consultant.
4. Pre-bid queries from bidders have to be replied by Consultant only on technical aspects. Technical Bids review of tenders obtained by CDFD shall be done by the Consultant and given recommendation on technical acceptability of bids.
5. Based on the recommendations from Consultant for each tender, the proposal shall be put up for approval and work orders will be placed by CDFD for the execution of jobs.
6. Scrutiny and appraisal of various quotations received from the contractors and assisting CDFD in finalizing the contractors.

G. Construction:

1. Construction drawings, prepared by Consultant shall be submitted to CDFD for review / approval, prior to the execution.

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2. The Consultant will also be responsible during execution of project including quality control as well as progress review and monitoring. Consultant will deploy Engineers / Supervisors who are well experienced in the field of water supply and waste water engineering, operation of fluid machines, use of latest specifications and quality job. Visits and inspection of the site by the Principal Consultant and also as and when required by CDFD for checking the quality of works, along with CDFD Engineer throughout the major job execution.
3. The Consultant will also visit the site and check all arrangements prior to major jobs. Regular review meeting should be conducted by the Consultant along with their site engineer, contractor's representatives to monitor the progress and assure timely decisions.
4. All design details, design basis, rate analysis, as built drawings, deliverables, material catalogues, etc. all approved and executed for the job shall be submitted to CDFD for records.
5. Preparing snag list / check list after completion of the project and follow up with the contractor and getting the same rectified is part of the scope of Consultant.
6. Applicable rules for safety, security, gate passes, etc. will have to be followed by Consultant's personnel while working inside colony premises.
7. Maintaining quality records, certifying material testing reports, preparing quantity deviations, cost break up for new / extra items, if any etc. shall be in the scope of the job.

## **TERMS & CONDITIONS:**

### **1. TIME SCHEDULE**

The contract with Consultant will remain valid for 12 months from date of LOI or work order whichever is earlier.

Employer

Contractor

However, following schedule need to be adhered to by successful Consultant. It will be the responsibility of Consultant to ensure the completion of jobs as per given below time schedule. Kick off meeting shall be conducted within 7 (Seven) days from the date of LOI or work order, whichever is earlier. During the kick off meeting, implementation plan shall be finalized as follows.

- 1) Completion of concept plan for client's approval: Within 15 days from the date of advice for specific project.
- 2) Incorporation of suggestions given by CDFD and finalization of drawings including technical documentation: within one week from the approval of conceptual drawings.
- 3) Development of tender documents, Bill of Quantities, tender drawings and cost estimates: Within one week from the date of finalization of approved conceptual drawings.
- 4) Technical Bids evaluation – within one week from the date of advice / submission of bids.
- 5) Checking the contractor's bills and certifying the measurements for further processing by the client: Within one week from the date of advice / submission.
- 6) Submission of as built drawings and documentations: 1 month from project completion.

## **2. NOTES TO CONSULTANT:**

- i) The Consultant shall design on his own.
- ii) The Consultant shall perform his obligations to acceptable standards and providing, schedules, specifications, guidance for the proper implementation of the major up gradation works.
- iii) Before submitting the offer, the Consultant is advised to visit the site and familiarize himself with the area as well as the applicable Statutory Rules Regulations and Byelaws.

Employer

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### 3. CDFD SCOPE:

Drawings and documents regarding existing buildings and site conditions would be given to the vendor. However, if any of the drawings are not available, the consultant need to develop the drawings for the same, as required.

### 4. DELIVERABLES:

The consultant to provide the following deliverables.

- 11.1 Tender Document consisting of drawings, detailed specifications, schedule of quantities, cost estimates and evaluation of tenders received for placement of order.
- 11.2 Working drawings (3 soft copies and 3 hard copies).
- 11.3 Verification of documents/drawings submitted by vendors.
- 11.4 Prepare schedule of program for contractors to complete the job in stipulated time period and periodic review of the same.
- 11.5 Consultant to develop a detailed quality assurance programme for CDFD review and approval.
- 11.6 Continuous supervision of site activities, stage wise inspection of quality of jobs. Checking the bills, taking the measurements of the jobs carried out and certifying the bills and measurements and quantities for payment.
- 11.7 Deployment of site-experienced site Engineers / Supervisors.
- 11.8 Consultant shall furnish job completion certificate and as built drawings (3 soft copies and 3 hard copies) after job completion.

**5. SAFETY REGULATIONS:**

The Consulting Officers and their team members shall follow all the safety regulations inside the CDFD Lab building. Obtain necessary work permissions from concerned location(s) for each and every job activity prior to commencement of the job. Now work shall be carried out without the specific instruction of CDFD Engineer.

**6. CONTACT PERSON:**

Please contact only the following CDFD Officer for general instructions regarding commencement of Job and all post order correspondence, including communicating Dispatch Particulars, Mailing of Dispatch Document(s), Invoice(s), etc.

Dr.V.Punnaiah  
Executive Engineer  
Tel: 040 27216034  
E.mail: [punnaiah@cdfd.org.in](mailto:punnaiah@cdfd.org.in)

**7. VALIDITY OF RATES:**

The consultancy charges will be paid on the actual project cost or part thereof for which consultancy service is provided.

**8. SAFETY RULES AND REGULATIONS:**

Consultant shall abide by all safety standards, specifications and practices in construction Consultant is responsible for safety of their staff and employees and the concerned public in the vicinity of work

**9. TERMINATION OF CONTRACT:**

If the progress of the job found continuously lagging behind the agreed schedule and if the quality of the job is found not in order, CDFD reserves the right to delete any part or the entire balance scope of work. The balance job will be carried out by other agency at consultant's risk and cost.

Employer

Contractor

10. CDFD reserves the right to execute the job in totality of partly without any prior notice.
11. If the consultant fails to complete the work and the order is cancelled, the amount due to him on account of the work executed by him, if payable, shall be paid to him, only after due recoveries as per the provisions of contract, and that too after alternative arrangements to complete the work has been made.
12. Entry Pass: Consultant has to provide the required documents (i.e. ID proof) to CDFD Office for issuing entry pass for CDFD Laboratory building.
13. It is further agreed that the Consultant who undertakes to carry out on the basis of this Purchase Order or Contract shall inform in writing to our Administration Department and also Assistant Labor Commissioner in case of engaging subcontractors to carry out some work on the aforesaid basis for the purpose of obtaining requisite License under Contract Labor (R&A) Act. It is also agreed that the Consultant will also observe all the provisions of the Contract Labor Act 1970.
14. It is further agreed that the Consultant shall also indemnify keep indemnified Company against all liabilities and responsibilities arising out of the Consultant's non-compliance with the provisions of the said Acts and Schemes or any other law, in respect of any person employed by him or in connection with the work of the company establishment.