

To,

**The Chief Engineer, Water Resources Department
Meghalaya Shillong**

Name of work: Preparation of DPRs for Flood Management Works of i)Dholai Bhowal River ii) Bhowal Rriver iii) Umngi River at Balat.

Sir,

I/We have the honour to submit herewith the quotation for the work mentioned above for favour of your consideration and orders. I/We purchase quotation papers for the work vide receipt No. _____ Dt. _____

I/We submit here under the following documents for your consideration: -

1. Tax Clearance Certificates
2. Profile of the firm/consultant
3. Details of infrastructure available
4. Experience Certificates
5. Money receipt for payment towards costs of quotation fees

I/We have the qualified Engineers/personnels for carrying out the assignment in compliance with TOR (Annexure - I).

I/We have gone through the quotation papers and agree to all stipulated terms and conditions laid down. I/We therefore seal and sign them and return them in original.

Enclo: -

Yours Faithfully

NAME: _____ ADDRESS _____

TEL.NO: _____

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE CHIEF ENGINEER (WATER RESOURCES)**

“ SHORT QUOTATION NOTICE ”

No. CE/WRD-1043/2011-12/5

Dated Shillong the 27th Sept 2011.

Seal Quotation affixing non-refundable court fee stamp of Rs. 25/- (Rupees twenty five) only are hereby invited by the undersigned from consultants / firms / institution for the work as mentioned below:-

| | | |
|---|---|---|
| 1. Name of work | : | Preparation of DPR for Flood Management Works of (i) Dholai Bhowal (ii) Bhowal and (iii) Umngi Rivers. |
| 2. Scope of work | : | Detail Survey & Investigation, Planning, Design and cost estimate along with the necessary detail drawing and specification etc. |
| 3. Approximate value | : | Rs. 85.00 Lakhs (Excluding Service Tax, etc.) |
| 4. Time of completion | : | 3 (three) months. |
| 5. Mode of Payment | : | As per terms & conditions. |
| 6. Recovery | : | Cess tax @ 1% will be deducted from the bill including other kind of taxes, etc. as applicable. |
| 7. Rate | : | The rates are to be quoted both in figures and in words. |
| 8. Last date & time of receiving | : | 24 th Oct, 2011 at 2:00 PM. |
| 9. Date & time of opening | : | 24 th Oct. 2011 at 4:00 PM |
| 10. Other terms and conditions | : | To be obtained from the C.E's office during working day by payment of Rs. 100 (Rupees One hundred) only upto 21st Oct 2011 (Receipt to be enclosed with quotation). |

The Quotations will be opened in the presence of the quotationer or their authorized agents whosoever desires. If the date of receipt of quotations happens to be a holiday, the next working day shall be the date of receiving and opening of quotations.

Detailed Quotations documents can be downloaded from the Department website www.megwaterresources.gov.in or obtained from the office of the undersigned from 11:00 AM upto 4:00 PM on all working days from 10th Oct. 2011 upto 24th Oct 2011 on payment of Rs. 100 (Rupees One hundred) only in Cash / Indian Postal Order (IPO)/ Bank draft which is non-refundable for each set and address to the Chief Engineer (WR), Water Resources Department, Cleve Colony, Shillong-793003.

Only firms having requisite experience in preparation of detail project report need to apply. Work profiles of the firms should be enclosed along with the quotations.

The accepting authority reserved the rights to reject any or all quotations without assigning any reason thereof.

-sd-

**Chief Engineer (WR)
Meghalaya, Shillong**

Memo. No. CE/WRD-1043/2011-12/5

Dated Shillong, the 27th Sept 2011

Copy to :-

1. The Commissioner & Secretary to the Govt. of Meghalaya, Water Resources Department Shillong for information.
2. The Secretary to the Govt. of Meghalaya Water Resources Department Shillong for information.
3. The Director of Information & Public Relation officer for information and with a request to publish in both Local and National News Paper.
4. The Superintending Engineer (W.R.) Shillong Circle for information.
5. The Superintending Engineer (W.R.) (FC/WB/RB) Meghalaya, Shillong for information and necessary action.
6. The Deputy Secretary of Water Resources Department, Meghalaya, Shillong. for information.
7. The Executive Engineer (W.R.) East Khasi Hills Division, Shillong for information and necessary action.

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**Chief Engineer (WR)
Meghalaya, Shillong**

Terms of Reference for engagement of consultant for Survey, Investigation and Preparation of DPRs for Flood Management works in 3(three) identified areas in East Khasi Hills District of Meghalaya, they are

- (i) Dholai-Bhowal River
- (ii) Bhowal River
- (iii) Umngi River

1. Background and Project Informations

1.1 The three vulnerable points for protection works along the rivers of Dholai Bhowal and Umngi situated near Dangar & Balat villages, under the Mawsynram C & RD Block of East Khasi Hills Division of Water Resources Department.

Dangar & Balat is a Flood Prone Area which continuously being threaten by the Bhowal and Umngi rivers with high scale erosion. These villages suffer seriously from floods and will vanish from existence if protective measures are not taken up immediately.

2. Scope of work:

Field investigation namely topographical survey, River survey, Hydrographic survey to be supported with Longitudinal and Cross sectional drawing at every 20 meters interval Assessment of the flood problems, erosion etc. and its causes.

2.2 Study of River behavior. Flood hydrology Geology and technical assessment protection measures along with the detailed designed of structures to be provided in the protection work shall have to be carried out as per the relevant Codes of practice.

Submission of preliminary report i.e rough estimate (in 20) sets to the Executive Engineer WRD East Khasi Hills Division, Shillong who will take necessary action for obtaining approval from the competent authority.

Bench Mark:- the same Bench Mark as was used for the survey of the site shall be adopted for giving the Reduced Levels of the Soil Strata.

Other relevant soil data/tests shall be carried out/recorded during the soil testing.

20 sets of the detailed design and drawings of flood protection works shall be submitted to the Executive Engineer WRD East Khasi Hills Division Shillong who will process for according approval from the competent authority.

Submission of 20 sets of final report including detail cost estimate, bill of quantities, soil testing report with design and drawings of the proposed Flood Management Works as well as other relevant item of works.

The estimate is to be framed on the basis of the latest schedule of rates for Roads, Bridges and E & D works under the Eastern Circle of P.W.D. (Roads) Meghalaya.

Any item of work not included in the Schedule of Rates has to be analyzed and analysis of rates shall be enclosed with the estimate.

All reports, design, drawing and estimate etc. submitted by the agency shall bear the signature of the agency or its authorized representative.

The estimate shall be prepared in consultation with the Superintending Engineer (FC/WB/RB)/ Executive Engineer WRD East Khasi Hills Division, Shillong.

The copies of estimates etc. shall be submitted to the Executive Engineer concerned who will take necessary action for obtaining approval from the competent authority.

Separate DPRs are to be prepared for each of the three works.

3. Supporting documents and information to be submitted are as follows:-

- (i) Profile of the firm / consultant including background and management structure.
- (ii) Work Programme.
- (iii) Details of infrastructure available for carrying out the assignment.
- (iv) Past experience of the same or similar nature of work.
- (v) Experience of key personnel, qualification, etc.
- (vi) Experience in such work in the North Eastern region.
- (vii) Tax clearance certificates.

4. Modifications / Correction

4.1 The consultant/firm will be liable to correct, modify or even change the drawing design etc. if any found required in course of scrutiny at any level till the final approval is accorded by the competent authority without any extra cost.

5. Security Deposit

5.1 The consultant will be required to furnish Security Deposit for the fulfillment of his contract within 20(Twenty) days from the date of signing agreement. The total Security Deposit will be @ 10 % (ten percent) of the gross- payments to make to the consultant. However, a minimum Security Deposit of 2 % (two percent) of the value o work will have to be furnished by the successful consultant at the time of signing of the

formal tender agreement, before issue of the final work order. The balance of the Security Deposit shall be recovered from the consultant by deduction @ 8 % (eight percent) from all bills.

5.2 The Security Deposit (2%) shall be approved form i.e. Call Deposit (CD)/National Saving Certificate (NSC)/FDR/Bank Guarantee (BG) from a Scheduled Commercial Bank of India duly pledged to the Executive Engineer WRD East Khasi Hills Division, Shillong.

5.3 The Security Deposit will be retained by the Department for a period of 6(six) months after the work is successfully implemented and will thereafter be released.

5.4 The Security Deposit upto a maximum of 10 % (ten percent) of lumpsum quoted shall be forfeited if the successful quotationer does not complete the work within the stipulated time of the entire satisfaction of the Engineer-in-charge. There shall be no liability on the Department to pay any interest on the Security Deposit furnished by or recovered from the quotationer.

6. Mode of Payment

6.1 All the payments will be made either by Demand Draft or by cheque in favor of successful firms / Quotioner.

6.2 Payment Schedule for the work will be as follows:

- (a) On Submission of Inception Report - 10 %
- (b) After submission of Draft Report & after its approval - 40 %
- (c) On Submission of Final D.P.R. - 20 %
- (d) After Approval & sanction of DPR by Sanctioning Authority - 30 %

6.3 Bills shall be submitted by the consultant to the Executive Engineer-in-charge for payment duly supported by relevant documents as required by the Engineer-in-charge.

7.1 Responsibility of the consultant

The consultant shall carry out the study in a professional manner in keeping with internationally accepted standards using qualified and appropriate staff. They will endeavor to implement with diligence within the agreed time.

The consultant are to prepare and furnish the work programme for the assignment which is to be completed within 3 (three) months as stipulated.

7.2 Responsibility of the Client

For effective completion of the assignment, the consultants expect certain facilities from the client which are given below:-

- I. The Client shall arrange for necessary introduction letter and other formalities with all other connected department/ offices etc. to enable the consultants to collect data available elsewhere and to interact with such agencies, if need be, in connection with this study, if necessary.
- II. The Client will ensure the following for smooth progress of work:
 - (A) Inter-departmental co-operation and necessary documents (Forest, Agriculture, Rural Development, Revenue etc) in obtaining permits/ approvals/clearance etc.
 - (B) To nominate a nodal officer for liasioning with the consultant.

7.3 Responsibility for Accuracy of Project Proposals:

The consultants shall be responsible or accuracy of all the data used in project preparation and the designs/drawings and estimates prepared by him as part of the project. Permanent location marks adequate for identification during execution shall be kept at the site at the cost of consultant. He shall indemnify the client against any inaccuracies in the work which might surface out at the time of ground implementation of the project. The consultant is responsible to correct the drawings including any re-surveys/investigations (including correcting the layout etc.) as required.

8. Services and Facilities to be provided by the Govt.

The Government will not provide any services and/or facilities to the appointed consultant during the phase of carrying out studies. The consultant will have to arrange all facilities/services required to carry out the assigned work on this project at their own cost. The financial proposal shall include all the required costs with breakups. However, introductory recommendation letters and Schedule of Rates shall be provided to the consultants on request from concerned authorities. However, Government will not be bound to provide the facilities as required by the consultant.

9. Reports

The consultant shall furnish to the Client the following report and documents both in hard and soft copy. All reports and documents shall be in English.

- (i) Inception report 20 copies
- (ii) Draft report 20 copies
- (iii) Final report 20 copies

10.1 Commencement and completion of work

The date of commencement of work will be reckoned from the date of signing of the agreement. The actual working schedule will start immediately thereafter. The agreement shall be signed immediately after issue of order/ letter of acceptance. The overall duration of preparation of DPR is within 8(eight) months only, as per the work programme attached.

10.2 Extention of time

If the work is extended beyond stipulated period for the reason beyond the control of the consultant, request for such extension with justification should be submitted to the client immediately on expiry of the time period as per agreement for consideration. Extension of time will be given to the consultant, but on permissible extension of time, the agreement rate cannot at any cost be revised or increased.

ANNEXURE – I
MINIMUM QUALIFICATION OF KEY PERSONNEL

1. Flood Control Engineer Cum Team Leader:

This is the senior most position and expert engaged will function as Team Leader and will be responsible for the entire project preparation activities including timely completion. The expert will undertake frequent project site visits and shall guide, supervise, co-ordinate and monitor the work of other experts. The candidate should have a proven record of supervising, organizing and managing of project preparation and construction of Flood control projects. This position requires a Senior Flood Control Engineer who shall be at least a graduate in Civil Engineering with at least 20 years of professional Flood Control engineering experience.

2. Flood Control Engineer:

The Engineer will be a graduate in Civil Engineering with at least 15 years of professional Flood Control engineering experience of handling project preparation and construction of Flood Control Projects in India or similar developing countries including on project preparation/construction of major Flood control/Dam/Barrages projects.

3. Hydrologist Cum Drainage Engineer:

The candidate should have relevant Master Degree or equivalent with minimum 15 years experience of which at least 10 years should be on hydrological studies. Experience of 2 years in Flood control projects is essential. The person should be fully familiar with the acceptable study methods 'best practices' and must have experience of successfully using various methods in different situations.

4. Material Engineer Cum Geotechnical Engineer:

This position requires an Engineer who should be graduate in civil engineering or science with at least 15 years professional engineering experience including 5 years in supervising sub soil investigations for Flood Control and Dams and testing and evaluation of Flood construction materials used in modern Flood construction techniques. The candidate must be thoroughly familiar with all the standard laboratory testing procedures adopted in case of civil engineering projects. Better qualification and experience on above lines will be considered for higher rating in evaluation.

5. Senior Survey Expert:

This position is of specialist nature and the expert is expected to have thorough understanding of modern computer based methods of surveying like total stations, use of satellite imagery, digital terrain model etc. as being practiced in project preparation of modern Flood Control construction. The candidate is expected to contribute significantly by guiding/supervising the surveyors in improving the quality of survey works for achieving maximum possible accuracy without any gap in survey based details. The candidate should at least be qualified Surveyor. He should have minimum 15 years professional experience including at least 5 years in Flood related projects. He should have experience of training other Surveyors.

6. Estimate Surveyor:

He should be graduate in Civil Engineering/ Quality Surveying from a recognized University/Institution. Diploma in Civil Engineer with at least 20 years work experience at responsible position will also be acceptable. He should have expertise in quality surveying and tender documentation. He should be conversant with the use of computer software for computing unit rates quantities and costs.

7. Resettlement & Rehabilitation Expert:

He should be post graduate in Social Sciences/ related Sciences/ Graduate degree in Civil Engineering from a recognized University/ Institution. He should be responsible with at least 15 years work experience. He should be responsible for feasibility study including preparation of strip plan, baseline

socio-economic survey of the entire affected household within the corridor of impact preparation of Entitlement framework, implementation plan, indicative cost for implementation etc.

ANNEXURE – II

**NAME OF WORK:- Preparation of DPRs for Flood Management Works of
i)Dholai Bhowal ii) Bhowal and iii) Umngi rivers
(Separate DPR for each)**

Location:- Mawsynram Block, East Khasi Hills District

I/we are agreeable to take up the assignment for

@ _____ (Rupees _____)

I/we do declare that I/we have gone through the quotation papers and agree to all stipulated terms and conditions. The papers have been signed and sealed and returned in original.

Witness: -

Signature of the firms/consultant

..... Name in Block letters.....

..... Address.....

.....

Dated..... Telephone No:.....

..... Dated.....