

Environmental Planning & Coordination Organization

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Date: 25 /1/2011

Invitation for Expression of Interest For Empanelment of Project Management Consultancy (PMC)/Supervision and Quality Control (SQC) Services

Environmental Planning & Coordination Organization, an autonomous body working under the Government of Madhya Pradesh, Housing and Environment Department, invites eligible consulting firms to work as Project Management Consultant having experience in different development activities like Construction, Conservation and Management, building, Roads, Bridges, Heritage, River, Lake and Quality Control etc in the country including preparation of DPR, undertaking bid process, supervision and related issues.

The role of the PMC will be to assist EPCO for smooth coordination and management of the project in different location in state / country. The Project Management Consultant (PMC) shall be selected in accordance with the Quality & Cost Based Selection (QCBS) procedures. The eligibility criteria and the formats of application submission can be viewed/downloaded from <http://www.epco.in> . Expressions of Interest application must be delivered and submitted to the **Executive Director, EPCO, Paryavaran Parisar, E-5, Area Colony, Bhopal-462016** along with the non refundable empanelment fees of Rs. 10000/- (Rs. Ten thousand only) in favor of The Executive Director, EPCO, Bhopal.. Mere registration shall not guarantee that a project shall necessary be assigned to PMC.

PMC Team Composition

PMC should have composed of a core team of experts to oversee the various project activities and subject specialists for specific activity requirement of the project. The core team would included experts in Project Management; Contracting & checking of Structural designs, Contract Management, supervision ,consultants, quality control and quality assurance etc as per the need of the project.. The experts should have appropriate qualification and experience to perform their respective desired activities. The general responsibilities and tasks of PMC are shown at appendix A, however the responsibility may vary with the need an objective of the project.. The Consultants will be selected in accordance with the latest Quality & Cost Based Selection (QCBS) procedures.

Eligibility Criteria

The firm shall be of National/International Firm of repute with minimum 5 years of experience in the field of project management consultancy. It should have undertaken the responsibility of project management in at least two projects. Expressions of interest must include organization structure, past experience of projects undertaken, information on the firm's current full time professional staff along with qualification and number in each category of expertise in the format shown below:

1	Organization Name and Address	(Specify email, contact phone Numbers, fax etc also.)
2	Years of Experience of the Firm	
3	Name of Associate firm (S) (if any)	
4	Details of experience	(specify names of projects in chronological Orders)
5	Experience in providing PMC services (DPR preparation, project Management, Design and construction Supervision, including measurements,	(Specify names of projects with brief Description including cost of project).

	Billing and quality control measures etc)	
6	List of PMC works completed in last Five years.	(Years wise Details of work orders and completion Certificates)
7	Total value of work done in last five years	(Years wise Details of value of works)
8	Total fees received in last five years	(Years wise Details of fee)
9	Turn over in last five years	(Years wise Details of turn over)
10	List of PMC works in progress	(Details of work orders and payments made till date).
11	Organizational set up	(Specify number of personnel available (Team leader, contract management/ construction management, supervision specialist, design engineer, procurement expert, structure engineer, support engineering staff, civil, mechanical, landscape architect, urban d esigner, design architects, quality control expert etc.)
12	Details of core team	(The team which is on regular role as on date of submission).
13	List of tools and plants available with the firm	(Please specify clearly about supervision vehicles, site quality control, labs and other Engineering tools and plants etc separately).
14	Last 3 years audited accounts duly certified returns by the chartered Accounted.	Please attach last 3 years audited account slips.
15	Details of IT registration and Service tax registration	Please attach copy of registration

(Attach relevant documents/details demonstrating the above qualification and experience. After registration, the PMC shall have to submit details of works completed and in progress as mentioned at S.no. 6 to 10 above. Details of work orders and completion certificate for S.no 6 & payment received for S.no.8 will be required.)

Environmental Planning & Coordination Organization (EPCO) is not bound to accept any proposal and grievances of PMC and reserves the right to adopt a particular process for award of work, without thereby incurring any liability of any kind whatsoever.

The proposal shall be submitted in an envelope which shall bear the name and address of the firm and be clearly marked –“Application for empanelment for Project Management Consultancy Services”. Application may also be sent by e-mail and a draft amounting to Rs. 10,000/- may be sent by post.

For selection of PMC for a particular work, a short list of firms from amongst those empanelled will be prepared. Such PMC will be required to submit detail technical and financial proposals in the formats, as prescribed by the EPCO. The firms shall bear all costs associated with the preparation and submission of their proposals.

EPCO is already working on few projects of MPPWD which require appointment of PMC/SQC. To appoint such PMC, EPCO shall undertake the process of selecting PMC and inviting technical and financial bid from those who would be empanelled on date when such decision is taken.

Executive Director
EPCO, Bhopal

General Tasks of Project Management Consultants (PMC)

- (i) Reconfirm all proposed project components, surveys, investigation and designs as necessary and prepare DPR as well.
- (ii) Prepare a detailed implementation schedule covering all stages of the implementation process.
- (iii) Review and confirm procurement packages and contract documents prepared under advance procurement actions, check, verify and amend as necessary.
- (iv) Review and confirm the detailed designs, construction drawings, cost estimates and bill of quantities, etc for all project provided by the client/ Implementing Agency. The design shall be sufficiently detailed to ensure clarity and understanding by the contractors. PMC will also assist to client / IA for procurement of equipment, materials, and civil works etc as and when necessary.
- (v) Construction Supervision: PMC staff will check the line level, layout of the construction to ensure conformity with the contract, propose and present for approval any change in the plans that may be deemed necessary indicating any effect the change may have on contract and prepare all change / variation orders, supervise construction of project components monitor construction and quality control methods, certify that quality of works conforms to the specifications and drawings, assess the adequacy of the contractors inputs in material, labor and construction method safety of the works, project personnel and general public, attend third party inspections as necessary, examine and Assist for contractors claim for extension of time and extra works etc. Assist in preparing planned maintenance procedure; check installation and commissioning prepare measurement for works completed. And accordingly prepare bill for payment to the contractors and get it verified by the engineer in-charge provide certification on the quality of the works accomplished and on their conformity to specifications and drawings. Ensure that works are constructed to the prescribed quality in accordance with specification in tender document and quality assurance system. The PMC will assist client for fair transparent system of implementation of the work in field to achieve highest quality standards. PMC personnel would be hard working, dedicated, intelligent and having thorough knowledge of that work and understanding of the design parameters.

- (vi) If required, to assist EPCO in the resolution of contractual issues including review, evaluation and confirmation of contract Variation Orders;
- (vii) To assist EPCO with overall contract management and preparation of the “as built” drawings.
- (viii) PMC will be responsible for measurement and certification of the works completed and for certifying and recommending payment to the contractor, if desired by client/ IA.
- (ix) Prepare inspection report, monthly/quarterly progress reports, project completion report.
- (x) Identify training requirements provide on the job training for staff of EPCO with special emphasis on computer and software etc.
- (xi) Financial monitoring – Provide financial management advice to the Client / IA. The task will however be finalized and clearly mentioned in the RFP document.
- (xii) Undertake the bid process including preparing RFQ/RFP