



NAYA RAIPUR DEVELOPMENT AUTHORITY

Near Mahanadi Dwar, Mantralaya, Raipur – 492001
Tel : 0771-4066011, Websites: www.nayaraipur.com

CORRIGENDUM : Request For Proposal (RFP)

For Selection of Independent Engineer
for Development of Star Hotel and Convention Centre at Naya Raipur,
Raipur, Chhattisgarh

No. 6042/184/9-CEP/NRDA/ 2011

Raipur, Date: 26-11-2011

1. In continuation to the Advertisement No. 5559/184/9-CEP/NRDA/2011, Raipur Dated 02-Nov-2011, the last date for Bid Submission is extended from 05.12.2011 to **12.12.2011 upto 5.00pm.**
2. Appendix –H (Scope of Work) of the RFP stands substituted by Appendix –H(r), which is attached hereto.

Attachment: Appendix –H(r)


Chief Executive Officer

SCOPE OF WORK

1. The broad Scope of Work of the Independent Engineer is to oversee the implementation of project in strict adherence with the provisions of the Authorisation Agreement signed between Grantor & Authorisee for the Development of Star Hotel & Convention Centre (hereinafter collectively referred to as "Project Documents"), while coordinating, assisting the Grantor and the Authorisee within the framework of the Service Agreement.
2. **"Project Facilities"** (including Project Concept Write Up, Components, Capacity & Area Statement) mean collectively or singularly, as the context may admit or require, the along with the structures, common areas, infrastructure and facilities and services relating thereto, outlined below that shall be developed, designed, financed, constructed, completed, commissioned and operated and maintained at the Project Site by the Authorisee in accordance with the provisions hereof; **"Project Facilities"** mean the following facilities to be developed on the Project Site.
 - a) **Star Hotel and Convention Centre** (Min Four Star or above as per the Ministry of Tourism, Govt of India guidelines) to be developed in an area of not less than 3 Ha out of 5 Ha identified for the Project Site
 - (i) **"Convention and Exhibition Centre Facility"** or **"C&EC Facility"** means the modern integrated state-of-the-art Convention Centre (either as an integral part of Star Hotel or an independent facility) with total aggregate capacity of 1000 delegates (minimum) including a Plenary Hall of minimum 500 capacity, Pre-function area, Meeting Rooms, Banquet Halls, and VIP lounges; and comprising inter alia of Indoor Exhibition Spaces aggregating to 2,000 sq.m. built up area, Food & Beverage Facilities, Specialty Areas, Administration and Offices etc., Space for Open Exhibition;
 - (ii) **"Hotel Facility"**, Star Hotel (Min Four Star or above as per the Ministry of Tourism guidelines, Govt of India) of business category, comprising inter-alia 100 full-service rooms (with provision of further expansion in future) with all mandatory facilities ;
 - (iii) **"Parking Facility"** comprising car parking areas, covered or open, as per provisions under the Development Plan of Naya Raipur 2031;
 - (iv) **"Support Facilities"**, including administrative offices, security, air conditioning, landscaping and other facilities, amenities and services required for the Essential Facilities ; and
 - (v) **"On-Site Infrastructure"** including internal road network, pavements, drains, sewerage, sidewalks, perimeter fencing, street lighting within the perimeter,

electricity sub-stations, electricity mains, water mains, sewer mains, power and water supply, rain water harvesting, waste disposal systems, sewage treatment plant (STP), telecom services, logistics centre, fire fighting system, and utility corridor and green belt development within the perimeter of the Site etc.;

The Star Hotel and Convention Centre to be developed within 3 (three) years from the date of signing of Authorisation Agreement.

- b) " **Commercial Facilities**" in a maximum area of 2 Ha out of 5 Ha area of the Project, which may include the other facilities that can be developed by the Authorisee in 2 Ha of the Project Site as per the Development Controls and Land Use Permissibility of the Development Plan of Naya Raipur City 2031 and other statutory provisions, such as expansion of Star Hotel and Convention Centre, additional hotels and service apartments, commercial/ business offices, retail shopping and entertainment complex, corporate guest houses etc.

The commercial facilities to be developed within seven years from the date of signing of Authorisation Agreement with a minimum built up area of 15,000 sq.m.

3. The detailed scope of work shall include but not limited to the following:

(i) **During Planning Phase:**

- a. Review the DPR (including all reports such as Environmental Plan etc), submitted by the Authorisee for conformity with the Authorisation Agreement terms and conditions and report to Grantor and Authorisee any corrections, revisions so that the DPR is fully compliant with the Project Documents.
- b. Recommend approval /corrections /suggestions for DPR submitted by the Authorisee.
- c. Review of the Designs and Drawings submitted by the Authorisee from time to time to ensure that they are in accordance with the approved DPR and also as per the development and building permission.
- d. The Independent Engineer shall advise this approval of the Designs and Drawings to the Grantor within period stipulated in the Service Agreement.
- e. Independently review, monitor and where required by the Agreement, to approve activities associated with the design, construction, operation and maintenance of the Project facilities to ensure compliance by the Authorisee with the Project Documents and the Approved DPR.

- f. In case the Authorisee proposes any deviation to the Drawings or submits any Drawings required but not included in the DPR, the Independent Engineer shall review & recommend the same to ensure conformity with the Project/Design Requirements for approval of the Grantor.

(ii) **During Construction Phase:**

- a. The Independent Engineer shall monitor, in accordance with Good Industry Practice, the progress in implementation and ensure compliance with the construction requirements. For this purpose the Independent Engineer shall undertake, inter-alia, the following activities and where appropriate make suitable suggestions.
- b. Monitor the progress in implementation of the project based on the Implementation and Investment Plan submitted by the Authorisee and submit monthly progress reports to the Grantor and Authorisee in a format and covering the information as suggested and agreed by the Grantor and Authorisee.
- c. Submit monthly safety audit reports to the Grantor and Authorisee describing non-adherence to the safety instructions, unsafe practices followed by the Authorisee or by its contractors, reporting any accident and its analysis with recommended preventive and corrective actions,
- d. Review and oversee the quality assurance and quality control procedures and also suggest any steps to be taken by the Authorisee and its contractors as per good industry practices.
- e. Oversee adherence of safe working procedures at construction site and conduct safety audit at site and suggest any steps to be taken by the Authorisee as per good industry practices.
- f. Oversee adherence to the Environment Management Plan.
- g. Review the manpower and equipment deployed by the Authorisee.
- h. Conduct the periodic verification of the progress in the construction and report delay if any and suggest measures for timely completion of the project facilities.
- i. Recommend for issuance of Provisional Completion Certificate/ Completion Certificates as per the terms and conditions of the Service Agreement.

- j. The Independent Engineer shall participate in the project review meetings held from time to time by the Parties, as also to participate in emergency or extraordinary meetings of the Parties held to deal with any emergency, Force Majeure event or other exigencies.
- k. The Independent Engineer shall, in the ordinary course, maintain record of the activities undertaken by it in discharge of its functions and responsibilities and submit periodic reports to the Grantor and Authorisee.
- l. The Independent Engineer shall share all the information, data and records collected by it and/or available with it in relation to the discharge of its functions and responsibilities, with an authorised person designated by the Grantor and Authorisee in this regard.
- m. The Independent Engineer shall convey to the Grantor and the Authorisee the justifications in writing for its decisions in the course of discharging its functions and responsibilities.
- n. Review and monitor the Equipment Procurement Plan, the Equipment Replacement Plan, Waste Management and Safety Plan.
- o. Any other activity as deemed necessary by the Grantor and Authorisee for Project implementation

(iii) **Responsibility of co-ordination during the entire period of engagement:**

- a. Remind the Grantor and Authorisee in writing about its contractual obligations well in advance and provide assistance in taking steps necessary in implementation of the Project as per terms of Project Documents.
- b. Provide assistance and documentation support to the Grantor in fulfilling their contractual obligations and rights.
- c. Facilitate meetings and discussions between Grantor and the Authorisee to discuss and solve the issues, impediments, if any, and to reach a consensus.
- d. Co-ordinate between the Grantor and the Authorisee and other stake holders to ensure faster transmission of information, communication of issues, quicker decision making and consensus and communication of decision, such that no delay occurred on account of delay in the above processes.

- e. The Independent Engineer's scope of work shall also include any other responsibilities entrusted to it by the Grantor and Authorisee which may be necessary for successful implementation of the Project as per the terms and provisions of the Project Documents.

4. AUTHORITY OF INDEPENDENT ENGINEER

The Independent Engineer shall have no authority to relieve the Grantor or the Authorisee of any of its obligations or responsibilities under this Agreement. Any proposal, inspection, examination, testing, consent, approval or similar act of or by the Independent Engineer (including absence of disapproval) shall not relieve the Authorisee from its obligations and responsibilities.

5. REPORTS

- (i) The Independent Engineer will prepare and submit the following reports in a set of two (2) hard copies and one soft copy in separate CD/DVD to the Grantor and the Authorisee on the format prepared by the Independent Engineer and as approved by the Grantor (except for commencement report):

S.No.	Report	Frequency	Due Date/Time
1.	Inception Report	One time	15 days after commencement of services.
2.	Progress Report (as per the format approved by NRDA covering various issues as progress, mobilisation, safety, quality, suggestions, recommendations etc) (Monthly)	Every month	Before 5 th day of the following month
3.	Progress Report (Quarterly)	Every 3 month	Before 10 th day of the following 3 rd month
4.	Special Reports, if required by NRDA	As and when required	On immediate basis
5.	Special Reports on any important feature, aspect likes claim, variation etc.	Whenever needed	On immediate basis
6.	Final Report	One time	Within 30 days of completion of services/contract.

- (ii) The Commencement Report shall contain the details of all meetings held with the Grantor and the Authorisee and decisions taken therein, the resources mobilised by the Authorisee. The Report shall also include the Work Programme and Resource Mobilisation for the Project.
- (iii) The Monthly and Quarterly Progress Report shall contain details of all meetings, decisions taken therein, mobilisation of resources (Authorisee), detailed compliance report of each activity, progress with photo and video graphy of all important installations and the projected progress for the forthcoming periods. The Report shall clearly bring out the delays, if any reasons for such delay(s) and the recommendations for corrective measures.

6. FINAL REPORT

The Independent Engineer will prepare a comprehensive draft completion report after completion of the work and submit one copy of it to the Grantor and one copy to the Authorisee for their final comments. The report shall incorporate summary of the method of maintenance supervision performed, problems encountered and solutions undertaken thereon and recommendations for future projects of similar nature to be undertaken by the Grantor and Authorisee. The Independent Engineer shall also incorporate the suggestions/comments received from the Grantor and the Authorisee within 15 days from the date of submission of Draft Completion Report. The Independent Engineer will prepare the Final Report and submit within 15 days in a set of two (2) hard copies and one soft copy in separate CD/DVD to the Grantor and the Authorisee.

7. MINIMUM REQUIREMENTS FOR TEAM LEADER

S. N.	Description	Essential qualification		Responsibility
	Designation	Minimum Educational Qualification	Minimum Relevant Construction Experience	
1	Team Leader	Graduate in Civil Engineering	15 yrs	<ul style="list-style-type: none"> • In-charge of the functions and responsibilities in implementation of the Project during development period, construction period for liaison with the Contractor and the NRDA during the Construction Period; • Assist in planning, control and management of the team work; • Review and assist in developing implementation schedules and resource requirements; • Assist in monitoring progress, evaluating results and identification of resolution of constraints; • Coordinate all implementation activities with various stakeholders;

S. N.	Description	Essential qualification		Responsibility
	Designation	Minimum Educational Qualification	Minimum Relevant Construction Experience	
				<ul style="list-style-type: none"> • Review and finalise the monthly/quarterly reports prepared by the team members; • Assist in identifying the physical, institutional and financial data to be analysed to monitor sustainability and impact on Project. • Representation of NRDA in various offices & field from NRDA side.

- (i) The Independent Engineer shall establish office in Raipur/ Naya Raipur.
- (ii) The Successful Bidder shall appoint design engineer(s) for approval of drawings & design and back office support for their routine works by their own.
- (iii) The Team Leader is required to support the team with suitable inputs from other disciplines so as to successfully discharge his duties.
- (iv) The Team Leader shall be responsible for submission of all reports as per the time schedule mentioned above.
- (v) The Team Leader /Successful Bidder is required to submit CVs to the Grantor and the Authorisee to appoint other team members (such as Senior Engineer, Civil Engineer, Design Engineer etc) within 45 days after issuing of LoA.

8. QUALIFIED PERSONNEL

The Independent Engineer shall designate and notify to the Parties up to 2 (two) persons employed in its firm/company to sign for and on its behalf, and any communication or document required to be signed by the Independent Engineer shall be valid and effective only if signed by any of such designated persons; provided that the Independent Engineer may by notice in writing to the Parties substitute any such designated persons by any of its employees.



NAYA RAIPUR DEVELOPMENT AUTHORITY (NRDA)

Request for Proposal (RFP) FOR

Selection of Independent Engineer for Development of Star Hotel and Convention Centre at Naya Raipur

No. 6043/184/9-CEP/NRDA/2011 Raipur, Dated: 26.11.2011

RESPONSE TO THE PRE-BID QUERIES

In continuation to Request for Proposal No. 5559/184/9-CEP/NRDA/2011 dated 02.11.2011 for "Selection of Independent Engineer for Development of Star Hotel and Convention Centre at Naya Raipur". The following are the response to the queries received in the office of Naya Raipur Development Authority and of those received during the Pre Bid Meeting, held on 22nd November 2011 in Conference hall of Naya Raipur Development Authority.

S.No	Ref No	Query	Reply
1	Sub Clause (i) of Clause 6 of Appendix-H "Scope of Work"	To confirm that the office and office infrastructure is the responsibility of Independent Engineer.	Yes
2	Clause 1 of Appendix-H "Scope of Work"	To provide the outline information of the proposed project i.e. proposed built-up area, nos of rooms, estimated budget etc.	Please refer the Corrigendum No. 7385/184/9-CEP/NRDA/2011 Raipur Date: 25-11-2011
3	Annexure-E: Study and Methodology	To elaborate the Annexure-E: Study and Methodology.	Not more than 2 pages as per the RFP
4	Clause 2 of Appendix-H "Scope of Work"	To specify the duration of planning phase and construction phase separately.	Please refer the Corrigendum No. 7385/184/9-CEP/NRDA/2011 Raipur Date: 25-11-2011
5	Sub Clause (i) (a) of Clause 3.3 "Eligibility Criteria" of Section-3	To confirm that the project experience for private clients, will also consider in eligibility criteria. As most of the similar type of project were being done by Private sector.	RFP conditions remain unchanged
6	Sub Clause (i) (a) of Clause 3.3 "Eligibility Criteria" of Section-3	To consider Industrial or Infrastructure projects of value more than that mentioned in the RFP to qualify under eligibility criteria.	RFP conditions remain unchanged
7	Sub Clause (i) (A) (iii) of Clause 2.16 "Format and Signing of Proposal of Section-2	Only the CV of Team Leader needs to be furnished (key professional staff for the assignment) as a part of the RFP submission.	Yes
8	Sub Clause (v) of Clause 6 of Appendix-H "Scope of Work"	CV's of other key personnel shall be shared at a later stage with the client (after issuance of LOI).	Yes

Note:

1. The last date of Bid Submission has been extended from 05.12.2011 to 12.12.2011 upto 5.00 pm vide Corrigendum No. 6026/184/9-CEP/NRDA/2011 dated 25.11.2011.


Chief Executive Officer