

**PUBLIC HEALTH ENGINEERING DEPARTMENT**  
(Govt. of Bihar)  
Visveshwaraiya Bhawan  
Bailey Road, Patna- 800015

**Notice inviting Expression of Interest for Appointing Third Party Inspection Agency For Inspection of Materials/Machines/Equipment**

Engineer in chief, Public Health Engineering Department. Govt. of Bihar, Visveshwaraiya Bhawan, Bailey Road, Patna-15 invites expression of interest from Third Party Inspection Agencies / Firms having qualification & eligibility as described in Terms of Reference (TOR) for the empanelment in the department, The Expression of Interest (EOI) will remain valid for 5 (five) years initially and can be extended on the basis of performance. The EOI and accompanying documents must be submitted till 15.00 hrs. on 29.06.2018 and in single sealed envelope addressed to The Engineer-in-Chief, Public Health Engineering Department, Govt. of Bihar, Patna -15 clearly mentioning the words-for Empanelment of Third Party Inspection Agency on it. The EOI may be submitted personally or through representative by dropping in the tender box of PHED, or may be sent through speed post, The EOI received after schedule date and time of submission will not be accepted. The EOI documents would be seen/ downloaded from our website [www.phed.bih.nic.in](http://www.phed.bih.nic.in) or may be obtained from the office of Engineer in chief from 08.06.2018 to 27.06.2018 till 15.30 hrs. on payment of Rs. 10000/- (Non Refundable) for each empanelment in form of bank draft from scheduled/nationalized bank in favour of Engineer-in-Chief, Public Health Engineering Department, Govt. of Bihar, payable at Patna. Firms/ Agencies downloading EOI document from the departmental website will have to submit the Form/Document fee of Rs. 10000/- in form of bank draft at the time of submission of EOI document. The EOI will be submitted in one bid system. Pre Bid Meeting will be held on 15.06.2018 at 11.00 am in the Conference Hall of PHED. The Department reserves the right to accept or reject any or all the EOIs without assigning any reason.

**Date & Time Schedule**

Sl No.	Particulars	Date & Time
1.	Tender Paper Sale Start Date	08.06.2018
2.	Tender Paper Sale Closing Date	27.06.2018 till 15:30 Hrs.
3.	Tender Submission Closing Date	29.06.2018 till 15:30 Hrs.
4.	Technical Bid Opening Date	02.07.2018 at 15:00 Hrs

*Sushma*  
30.5.18  
(Engineer-in-chief)

Public Health Engineering Department

## TERMS OF REFERENCE

### Background information & brief particulars along with the formats for providing information

#### 1. BACKGROUND

The Public Health Engineering Department (PHED), Government of Bihar, is engaged in the development of water supply infrastructures like Multi-village Piped Water Supply Schemes, Rural Piped Water Supply Schemes, Mini Piped Water Supply Schemes, and dispersed hand operated Tube wells to provide safe drinking water to rural populace of Bihar. All the water supply infrastructures created, from large one i.e. Multi-village water supply schemes to small one i.e. hand operated Tube wells, are operated and maintained by the PHED itself or through outsourcing.

#### 2. OBJECTIVES OF APPOINTING THIRD PARTY INSPECTING AGENCY

The main objective of appointing Third Party Inspecting Agencies is to ensure quality of materials/mechanical, electrical and electronic machines/equipments and water treatment units procured by the Public Health Engineering Department and also by the contractors engaged by the Department against various drinking water supply & other turnkey projects carried out under the jurisdiction of PHED Bihar. Generally following types of work is being/to be carried out by PHED to provide safe and adequate water supply facilities to the people of Bihar:

- **Implementation of Piped Water Supply to every rural household in the state by the year 2019-20 under Hon. Chief Minister's "Saat Nishchay" (Seven Resolves) Programme.**
- Solar/Electric based multi village rural pipe water supply schemes.
- Construction of tube wells.
- Construction of ground water recharges structures.
- Augmentation of Rural water supply schemes.
- Other works carried out by PHED to strengthen the water supply network, sanitation and Hygiene.
- Elevated Service Reservoir/ Underground Reservoir

### **3. PHYSICAL AREA OF WORK**

Anywhere in the Union of India for inspecting the materials/machines/equipments at manufacturer's works as well as

### **4. SCOPE OF WORK**

- 4.1 The scope of work shall include inspection of materials/machines/equipments/water treatment units mandatory at manufacturer's place and also at the consignee end as per BIS/Relevant standards and specifications of materials/machines/equipments or as per BIS/ approved drawings and technical specifications/ QAP of the Department as per Contract.
- 4.2 Plant / Factory inspection of the manufacturer, if required.

### **5. ROLE OF INSPECTING AGENCY:**

- 5.1 Inspection of material at manufacturer place anywhere in India, before dispatch or in stage as per the approved specification / drawing / Quality Assurance Plan (QAP)/Inspection test plan (ITP).
- 5.2 The plant inspection of manufacturing unit to gauge capacity and technical suitability of the manufacturing unit. The agency also needs to check calibration status of testing equipments to be used for inspection.
- 5.3 Inspection will be carried out and information / Report will be submitted to the Department / Concerned office of the department within 7 days after receiving notice / information / inspection call received from the Contractor / Vendor / Manufacturer.
- 5.4 Copy of inspection call letter must be copied to the concerned office of Department under whose jurisdiction the work lies for information.
- 5.5 The date of inspection will be intimated to the Department/ Concerned office of the department before taking up the inspection job by the inspecting agency and will provide clear cut recommendations regarding the acceptance/rejection of material/suitability of the manufacturer for supplying the material to Department as mentioned in the clause- scope of work.
- 5.6 If required, samples will be sent to NTH/ BIS for lab testing. The Results will be binding to all parties.
- 5.7 Test of following material, equipment and water treatment plant needs to be done:

1	Cement
2	Steel for Reinforcement and Structural Steel
3	Pipe such as GI, PVC, MS, CI, DI, SW, RCC, UPVC, HDPE, MDPE etc.
4	Manhole covers and Footrest
5	AC/GI/Fibre glass sheets
6	Electrical Cables/fan and fixtures
7	Switches/sockets and boards
8	Flow Measuring Devices
9	Control Panel, Treatment Units
10	Lightening arrestor
11	Water Level indicator and controller
12	Disinfection Units
13	Pump and Motors
14	All type of fittings and specials such as PVC, GI, CI, UPVC, HDPE, MDPE etc.
15	All types of valves such as sluice valve, Air Valve etc.
16	Water treatment plant including treatment media
17	Any other item as per requirement of the department
18	Ferrule, Water Tank

## 6. QUALIFICATION CRITERIA AND PROOF OF ELIGIBILITY

The TPIAs are required to fulfil the following essential conditions of eligibility criteria for its technical evaluation of bid proposal and shall furnish adequate form, statements and documentary evidence/certificates in proof of the same.

- 6.1 The TPIA must be NABCB- National Accreditation Board of Certification Bodies (ISO/ IEC 17020:2012) and NABL- National Accreditation Board for Testing and Calibration Laboratories (ISO/ IEC 17025: 2005, for required testing). accredited agency must have adequate and experienced engineers with capability of executing such type of assignments. The inspecting Engineer should possess minimum Bachelor of Mechanical / Electrical / Civil / Metallurgy / Instrumentation / Electronics Engineering degree or its equivalent with a minimum relevant post qualification experience on similar jobs of 7 years

- 6.2 TPIAs have to submit minimum 10 nos. CV's / Bio Data duly signed by the concerned engineer and attested by the authorized signatory of the firm. Passport size photograph, proof of age and educational qualification also needs to be submitted along with each individual CV / Bio Data.
- 6.3 TPIAs are requested to submit two copies of CV / Bio Data of each concerned engineer as mentioned above for necessary approval by the Department.
- 6.4 Generally, no change in the manpower is allowed, however, in unavoidable circumstances, can be replaced with a person having equivalent or higher capabilities after getting due permission from Department.
- 6.5 The TPIA should have experience for inspecting the materials and Mechanical/Electrical/Electronic machines/equipment required for execution of water supply projects of at least five Govt. owned Departments / CPSUs during last 5 years.
- 6.6 The TPIAs shall submit experience and performance certificates from the departments for the works completed by them in the past in support of the above requirements and other relevant documents to support the credentials, experience, turnover etc.
- 6.7 Any wrong declaration may lead to termination of the contract at any stage without prior notice.
- 6.8 Firm should have Regional Office and Sub Regional Offices throughout the country.
- 6.9 Exposure of inspection in foreign countries for import of materials will be considered as additional qualification.

## **7. FINANCIAL QUALIFICATION REQUIREMENTS:**

- 7.1 Minimum average annual turnover of Rs. 10 Cr in any of the last three financial years.
- 7.2 Completed three similar works, each of value more than 50 crore

OR

Completed one such similar work of value more than 100 Cr

**Note: Value of work means the cost of project**

## **8. The TPIAs shall furnish following documents/details with its bid:**

- 8.1 Documentary evidence/certificates as a proof of meeting the Qualification Requirements (QR).
- 8.2 The complete annual reports together with Audited statement of accounts of the firm company for last five years (separately), immediately preceding the date of submission of bid.
- 8.3 Information regarding any litigation, current or during the last three years, in which the TPIA is involved, the parties concerned and disputed amount.

- 8.4 The declaration by the firm on NJSP (Attested by Notary) that it is not blacklisted by any Central/State Govt. Department or Agency and shall be liable for the consequences of wrong declaration. The TPIA should submit a declaration along with the TOR No Blacklisting Certificate for the past three years.
- 8.5 Copies or original documents defining the constitution or legal status, place of registration and principal place of business, written power of attorney of the signatory of the participating firm.
- 8.6 Bank draft of Rs. 10000/- (Non Refundable) in favour of Engineer-in-Chief, Public Health Engineering Department, Govt. of Bihar, Patna- 15 payable at Patna as cost of tender document
- 8.7 Bids from Joint Ventures are not acceptable.

**N.B: National Test Houses (NTH)/ of GOI are exempted from the aforesaid criteria excluding the cost of EOI. All other TPIAs who do not meet the aforementioned criteria shall not be evaluated in the stipulated evaluation process. A TPIA shall be disqualified if it is determined by Department at any stage of EOI process that the TPIA has made misleading or false representation in the form, statements and attachments in the proof of the qualification requirements. The bidders shall also be disqualified if it fails to continue to satisfy the qualifying criteria during any stage of the evaluation process. Supplementary information or documentation regarding qualifications may be sought from the participating TPIAs at any time and must be so provided within a reasonable time frame as stipulated by the Client.**

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have.

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or
- Record of poor performance such as absconding the works, not properly completing the job, inordinate delays in completion, litigation history, or financial failures etc.

## **9. Cost of EOI**

- 9.1 The TPIA shall bear all costs associated with the preparation and submission of his EOI, and the employer will in no case be responsible and liable for those costs.

## **10. Pre-bid meeting**

- 10.1 The TPIA or his official representative is invited to attend a pre-bid meeting which will take place at the address, venue, time and date as indicated in notice.

10.2 The purpose of the meeting will be to clarify issues and to answer queries on any matter related to EOI that may be raised at that stage.

The TPIA is requested to submit any queries in writing through email at Email ID- **encphed.patna@gmail.com** to reach the Employer at least one day before the meeting.

10.3 Minutes of the meeting, including the text of the queries raised (without identifying the source of enquiry) and the responses given will be communicated without delay to all intending bidders. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made by the employer exclusively through issue of an Addendum/Corrigendum on departmental website and also through leading daily newspapers.

10.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a TPIA.

## **11. Amendment of Bidding Documents.**

Before the deadline for submission of bids, the employer may modify the bidding documents by issuing **addendum**.

11.1 Any addendum issued shall be part of the EOI documents and shall be communicated in writing or by e-mail to all the **intending bidders**. Prospective TPIA shall acknowledge receipt of each addendum in writing or by e-mail to the employer. The employer will assume no responsibility for postal delays.

11.2 To give prospective TPIA reasonable time in which to take an addendum into account in preparing their EOIs, the employer may, at his discretion, extend as necessary the deadline for submission of EOIs.

## **12. Preparation of EOI**

12.1 All documents relating to the EOI shall be in English.

## **13. Documents Comprising the EOI**

13.1 The EOI to be submitted by the TPIA shall be in single envelope and shall be named "Technical part" and will include

- (i) Earnest money of Rs. 2 lacs in form of Bank Guarantee issued by scheduled/nationalized bank dully pledged in favour of Engineer in chief, PHED, Bihar, Patna.
- (ii) Qualification Information and supporting documents as specified.
- (iii) Certificates, Undertakings, affidavits as specified.
- (iv) Undertaking that the bid shall remain valid for the period specified.
- (v) An affidavit affirming the information he has furnished in the EOI document is correct to the best of his knowledge and belief.

13.2 Proposal will be sealed and marked in accordance with the Sealing and Marking procedure instructed in the notice.

#### **14. EOI Validity**

- 14.1 EOI shall remain valid for a period not less than 180 days after the deadline date for EOI submission. A bid valid for a shorter period shall be rejected by the Employer as non-responsive. In case of discrepancy in EOI validity period between that given in the undertaking and in the Form of EOI submitted by the TPIA, the latter shall be deemed to stand corrected in accordance with the former and the TPIA has to provide for any additional security that is required.
- 14.2 In exceptional circumstances, prior to expiry of the original time limit, the employer may request the TPIA to extend the period of validity for a specified additional period. The request and the bidder's response shall be made in writing or by email. A bidder may refuse the request without forfeiting his EOI security. A TPIA agreeing to the request will not be required or permitted to modify his EOI but will be required to extend the validity of his EOI security for the period of extension.

#### **15. Earnest Money**

- 15.1 The TPIA shall furnish a security of 2 lacs in favour of Engineer in Chief, PHED, Bihar, Patna in form of unconditional Bank Guarantee from any scheduled Indian Bank/nationalized bank issued within the State in the format given in EOI document (if issued from any bank outside the state will be converted to any bank within the state before executing the agreement). The TPIA's E.M.D shall be converted to performance guarantee of the Agreement and this bank guarantee shall remain valid till agreement period plus 45 days
- 15.2 Bank guarantees issued as security for the EOI shall be valid for 7<sup>1/2</sup> months. It will have to be replaced by new BG in case the validity is expiring and the work has not been finished.
- 15.3 Any proposal not accompanied by an acceptable Security shall be rejected by the Employer as non-responsive.
- 15.4 The Earnest money of unsuccessful participants will be returned within 28 days of the end of the EOI validity period specified.
- 15.5 The Earnest money of the successful TPIA will be kept as performance guarantee till the validity.
- 15.6 The earnest money may be forfeited
- (a) If the TPIA withdraws the EOI after opening the same during the period of EOI validity.
- (b) In the case of a successful TPIA, if the Bidder fails within the specified time limit to sign the Agreement.



## 16. Alternative Proposals by Bidder

16.1 Bidders shall submit offers that fully comply with the requirements of the EOI documents including the conditions of contract. Conditional offer or alternative offers will not be considered further in the process of EOI evaluation.

## 17. Format and Signing of EOI

17.1 The TPIA shall submit one set of the EOI comprising of all the documents.

17.2 The original and copy of the EOI shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the TPIA. All pages of the EOI where entries or amendments have been made shall be initialled by the person or persons signing the EOI.

17.3 The EOI shall contain no alterations or additions, except those to comply with instructions issued by the employer, or as necessary to correct errors made by the TPIA in which case such corrections shall be initialled by the person or persons signing the EOI.

## 18. Sealing and Marking of EOIs

18.1 The TPIA shall place bid in the one envelope and shall be marked as Technical Part. Technical part: To be opened on \_\_\_\_\_ (date of Technical part opening) in the presence of Evaluation Committee.

18.2 The envelope containing Technical parts shall

- (a) Be addressed to the Employer
- (b) Bear the identification no. of contract as indicated in the EOI.
- (c) Provide a warning not to open before the specified time and date for bid opening as specified.

18.3 In addition to the identification required in Sub-Clause 18.1 and 18.2 envelopes shall indicate the name and address of the consultant to enable the EOI to be returned unopened in case it is declared late, or the Evaluation Committee declares the EOI as non-responsive pursuant.

18.4 If the envelope is not sealed and marked as above, **the employer will assume no responsibility for the misplacement or premature opening of the bid.**

**19. Deadline for submission of the EOI**

19.1 Complete EOIs must be received by the Employer at the address specified not later than the date indicated in notice. In the event of the specified date for the submission of EOIs declared a holiday for the Employer, the Bids will be received up to specified time on the next working day.

19.2 The Employer may extend the deadline for submission of EOIs by issuing an amendment in which case all rights and obligation of the Employer and TPIA previously subject to the original deadline will then be subject to the new deadline.

**20. Late Bids**

20.1 Any Bid received by the Employer after the deadline will be returned unopened to the bidder.

**21. EOI Opening**

21.1 The Employer will open all the EOIs received (except those received late), including modifications made, in the presence of the TPIA or their representatives who choose to attend at time, date and the place specified. In the event of the specified date of EOI opening being declared a holiday for the Employer, the EOIs will be opened at the appointed time and location on the next working day.

21.2 If any of the participants or their representative is not present at the time of opening, the employer will open the EOI in their absence and prepare a statement and that will be binding on the absent participants.

21.3 Validity of the Earnest money furnished with each EOI will be announced and if it does not conform to the requirement as specified in the Invitation for EOI, the remaining technical part will be returned to the respective participating TPIA.

21.4 (i) Subject to confirmation of the EOI securities by the issuing Bank, the bids accompanied with valid security will be taken up for evaluation with respect to the Qualification Information and other information furnished.

(ii) After receipt of confirmation of the EOI security, the TPIA will be asked in writing (usually within 10 days of opening of the Technical part) to clarify or modify

**22. Process to be Confidential**

22.1 Information relating to the examination, clarification, evaluation and comparison of EOIs and recommendations for the award of a contract shall not be disclosed to TPIA or any other persons not officially concerned with such process until the award to the successful TPIA has been announced. Any effort by a TPIA to influence the Employer's processing of EOIs or award decisions may result in the rejection of his EOI.

**23. Deleted**

## 24. INSPECTION & TESTING

- 24.1 The inspection of the material shall be done as per provision of the contract of purchase. All routine type tests shall be carried out in accordance with relevant BIS/ terms of contract. Where ever required Department will issue approved quality assurance plan /Inspection test plan/ approved drawing along with issuance of order to the vendor / manufacturer / contractor and accordingly the inspection agency has to complete the job.
- 24.2 The inspection of material will be done on sampling technique basis as per relevant BIS Specification / Quality assurance plan / Drawing approved by the Department.
- 24.3 The inspection team shall have full and free access to the place of the manufacturer during the process of manufacturing and during inspection.
- 24.4 The inspection officer at his discretion may seal any sample in the presence of authorized representative of the manufacturer for testing at approved Govt. Lab. The charges of Lab will be borne by manufacturer/ supplier.
- 24.5 All inspected and approved materials should have a indelible ***hologram/Tamper Resistant Sticker / Hard punch / Logo Monogram*** of TPI agency as distinct identification mark and such mark should be made on each and every item of the purchase order though actual tests have been carried out only on samples as per sampling and testing procedures. A traceability report must be submitted along with inspection certificate issued by TPI Agency.
- 24.6 TPI agency will review the internal documents and guarantee certificates of inspected materials issued by the vendor / contractor / manufacturer. All guarantee certificates will be issued by the vendor / contractor / manufacturer in the name of end user i.e. **Consignee/Engineer in Chief, Public Health Engineering Department, Vishveshwariya Bhawan, Bailey Road, Patna - 800015, Bihar.** This document must be duly endorsed by TPI Agency and to be submitted with inspection certificate to the Department.
- 24.7 TPI agency shall issue inspection certificate to the manufacturer under copy to **Consignee/Engineer in Chief, PHED Bihar, Vishveshwariya Bhawan, Bailey Road, Patna - 800015, Bihar,** if the materials are found acceptable as per purchase order specifications duly mentioning the no. of items offered for inspection, quantity accepted or rejected etc. immediately after inspection. The TPIA is required to issue inspection certificate within a fortnight after issue of request letter from the consignee/department.
- 24.8 Inspection certificate issued by the TPI Agency will be signed by approved inspecting engineer.
- 24.9 TPI agency shall not admit any deviation in the specification of the purchase order unless specified by Department.

- 24.10 Department reserve right to cross check the material and site inspected by the third party inspecting agency. Department will check hologram / **Pilferage Resistant Sticker / Hard punch / Logo Monogram** of inspected materials supplied by the manufacturer as per the traceability report submitted by the TPI Agency. If any pseudo inspection is noticed or quality of material inspected by the inspecting agency, if found of poor quality, a joint inspection will be held in presence of TPIA, Manufacturer or Supplier and Consignee. Again similar sampling will be done. If required, samples will be sent to NTH (National Test House)/ Bureau of Indian Standards and results will be binding to all the parties. In case, the test results are not within the permissible limit as specified in the specification /relevant BIS, the empanelment of the TPI Agency is liable to be terminated or no inspection work for the Department will be allowed for a minimum period of twelve months.
- 24.11 Also the Department reserves the right to blacklist and penalize the TPI Agency if found repetitive defaulter.
- 24.12 The agreement may be terminated at any time by PHED upon one month's notice in writing being given to TPIA, if the TPIA's work is not found to be satisfactory according to the terms of the agreement. In case the agreement is terminated on account of TPIA's work not being satisfactory the performance guarantee security money shall be forfeited.

## **25. SUBCONTRACTING**

- 25.1 No sub-contracting, consortium or joint venture is permitted.

## **26. Other Terms and conditions**

- 26.1 If any dispute or difference of any kind whatsoever will arise between the TPIA Agency and the Department in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation and discussion, failing which same will be referred to the sole arbitration of any arbitrator appointed by the Engineer-in-Chief Cum, PHED whose decision shall be final and binding on both the parties.
- 26.2 The TPIA shall not at any time, in any fashion, form or manner, either directly or indirectly divulge, disclose or communicate to any person, firm, corporation, institution or organization in any manner whatsoever any information of any kind, nature or description concerning a matter affecting or relating to the work/ project of the First Party (PHED) of any nature except as provided and required under the law of the land or when interest of the second party(TPIA) so requires, the written permission of the First Party is to be obtained. This clause shall be applicable even after completion/termination of the contract.
- 26.3 The TPIA shall not make any commitment or contracts on behalf of the PHED to any person, institution or organization without the written consent and permission thereof and if the same

is done without any consent and permission. the TPIA shall solely be responsible for such commitments and contracts and the PHED shall have no concern whatsoever.

- 26.4 While providing services, the TPIA shall ensure that there is not infringement of any patent or design rights and he shall be fully responsible for consequences/ any action due to any such infringement. The TPIA shall keep PHED indemnified at all the times and shall bear the losses suffered by PHED in this regard.

## 29. EVALUATION CRITERIA

### Point based Qualification Requirement

SL. NO.	PARAMETERS	MARKS	MAX. MARKS	WEIGHTAGE
<b>TECHNICAL</b>				
1 (a)	Each Graduate Engineer having 7Yrs experience	1.5 Marks Each	15	15%
(b)	Each Graduate Engineer having > 10Yrs experience	02 Marks Each	20	15%
(c)	Each Graduate Engineer having > 15Yrs experience	2.5 Marks Each	25	15%
2	Each work of similar nature of value = or > 10 Crore	10 Marks for Each Work	30	30%
3	NABCB accreditation	05 Marks	05	12.5%
4	NABL accreditation and Testing Equipments / Apparatus with detail list	05 Marks	05	12.5%

- ❖ Total of maximum marks for all the mentioned criteria would be 100.
- ❖ Firms getting not less than 50% of the maximum marks in each criteria and overall not less than 55%. only would be considered for empanelment.

**Annexure- I**

**Proof of eligibility**

- (i) Proof of Organization as a legal entity under relevant laws.
- (ii) FINANCIAL STATEMENTS OF THE LAST FIVE FINANCIAL YEARS FOR TPIA- TPIAs are required to attach Balance sheet and Profit & Loss statement of last three years.
- (iii) Proof/citation of experience and performance
- (iv) Declaration by the firm that it is not black listed by any Govt. or Agency for past three years and also has no litigation during the period.
- (v) Technical proposals.
- (vi) List of cities where the firm has its offices.
- (vii) Format of Manpower Details-

<b>SL. NO.</b>	<b>MANPOWER DETAILS</b>	<b>WORK EXPERIENCE (years)</b>	<b>QUALIFICATION</b>	<b>KEY PROJECTS DESCRIBING THE SKILL SET OF TEAM MEMBER</b>	<b>REMARKS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>7</b>
1					

**Annexure- II**

**RELEVANT EXPERIENCE OF TEAM, PROPOSED TEAM STRUCTURE AND STAFFING SCHEDULE**

In this section the TPIAs should elaborate the team structure proposed, relevant experience of team and staffing schedule for the Services covered under the Proposal. The format to be used for submitting CVs of the team members is attached along with a format to be used for Staffing Schedule

Format to be used for submitting Curriculum Vitae (CV) of team members

- 1. Proposed position** [only one candidate shall be nominated for each position]:
- 2. Name of Firm** [insert name of the firm proposing the staff]:
- 3. Name of Staff** [insert full name]:
- 4. Date of Birth:**
- 5. Nationality:**
- 6. Education** [indicates college/university and other specialized education of staff member. giving name of institutions, degrees obtained, and date of obtainment]:
- 7. Membership of Professional Associations:**
- 8. Other trainings** [indicate significance training after degrees]:
- 9. Countries of work experience** [list countries where staff has worked in the last ten years]:
- 10. Languages** [for each language indicate proficiency: good, fair or poor in speaking, reading and writing]:
- 11. Employment record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format below): dates of employment, name of employing organization, position held]:

From [year]: To [year]:

Employer:

Positions held:

- 12. Detailed tasks assigned** [List all tasks to be performed under this assignment]

.....  
.....

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

13. Work undertaken that best illustrates capability to Handle the Tasks Assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]

Name of assignment or project:

Year:

Location:

Client:

Main project feature:

Positions held:

Activities performed:

(Signature of staff member)

14. Declaration:

I,..... being authorized signatory of the firm, certify that CV correctly describes qualifications and experience of shri.....I understand that any misstatement described herein may lead to disqualification of firm at any stage.

Date:

(Authorized Signatory of the firm)



**Bidder RESPONSE FORMS (On NJSP attested by Notary)**

**Form No F-1: TOR Submission Sheet**

**From:** TPIA **To:** PHED Bihar

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

Sir,

**Appointment of Third Party Inspecting Agency for PHED Bihar.**

I/we

.....  
. Firm herewith enclose TOR for appointment of my/our firm as inspecting Agency for  
.....

I/we hereby accept and abide by the scope & terms and conditions of BID document unconditionally. I understand that any misstatement described in the bid submitted by our firm may lead to disqualification of firm at any stage.

I/we ..... Firm also undertake that in case of the award of TPIA assignment from PHED, Govt. Of Bihar, to provide services for the proposed assignment, we and any of our affiliates, will not be eligible to work as contractor for turnkey projects or in any other capacity with the Department during the acceptance of the quality monitoring assignment.

Yours faithfully,

**Signature:** .....

**Full Name:** .....

**Address:** .....

**FORM NO F-2: CERTIFICATE FROM THE CORPORATE PRINCIPAL**

**CERTIFICATE FROM THE CORPORATE PRINCIPAL**

(To be signed by any of the Board of Directors / Company Secretary)

I.....certify that I am .....of the  
Company under the laws of.....and that  
.....who signed the above tender is authorized to bind the Company /  
Firm by authority of its governing body.

**Signature:** .....

**Seal:**

**Full Name:** .....

**FORM NO F-3 : PROJECT EXPERIENCE**

Kindly provide relevant Project Experience/ work of similar nature of the Firm's relevant past experience in either.

- ❖ Experience for inspecting the materials / machines / equipments required for execution of drinking water supply schemes of Govt. Departments/CPSUs.
- ❖ Value and year of award/ completion of assignments.
- ❖ Role of the firm in assignment.
- ❖ Application / Modules worked on by the Firm

SL. NO.	ASSIGNMENT	YEAR		VALUES OF ASSIGNMENT	ROLE OF FIRM	CLIENT & BUSINESS
		AWARD	COMPLETION			
1	2	3	4	5	6	7

Please provide proof of completed assignments.

**Signature:** .....

**Seal**

**Full Name:** .....

**Address:** .....

**FORM NO F-4 : PERFORMANCE CERTIFICATE**

Kindly provide Client Performance Certificates issued by the client for the completed projects provided for Form No F-3 stating the role, value, year of award/ completion and broad scope of work of the engaged firm and the client's satisfaction level/Copy of LoA/ Work order along with proof of release of final payment.

**FORM NO F-5 : COMPANY INFORMATION**

Kindly provide the following details for the Firm and Consortium Members:

1. Name of the Firm:

.....

2. Individual and Cumulative Turnover in the last three audited financial years (in Rs.):

Particulars	2012-13	2013-14	2014-15	2015-16	2016-17	Gross Total of last 5 yrs
Annual Turnover + 10% for each year price escalation Total value for 2015-16	<Amount in Rs>	<Amount in Rs>	<Amount in Rs>	<Amount in Rs>	<Amount in Rs>	<Amount in Rs>

(Please provide Published Annual Account for Balance Sheet and Profit and Loss statements as proof)

**Date:**

**Seal**

**Signature:**

.....

**Place:**

**Full Name:**

.....

**SECTION 8**  
**SECURITIES AND OTHER FORMS**  
**(To be filled by Bidder/ Employer)**  
**EOI SECURITY (BANK GUARANTEE)**

WHEREAS, \_\_\_\_\_ [name of Bidder] (hereinafter called "the Bidder") has submitted his Bid dated \_\_\_\_\_ [dated] for the construction of \_\_\_\_\_ [name of Contract hereinafter called "the Bid"]. KNOW ALL PEOPLE by these presents that we \_\_\_\_\_ [name of Bank] of \_\_\_\_\_ [name of country] having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound to pay \_\_\_\_\_ [name of Employer] (hereinafter called "the Employer") the sum of \_\_\_\_\_ \* for which payment will truly be made to the said Employer by the Bank itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

THE CONDITIONS of this obligation are:

(1) If after Bid opening the Bidder withdraws his bid during the period of Bid validity specified in the form of Bid:

OR

(2) If the Bidder having been notified to the acceptance of his bid by the Employer during the period of Bid validity:

- a. fails or refused to execute the Form of Agreement in accordance with the instructions to Bidders, if required; or
- b. fails or refused to furnish the Performance Security, in accordance with the instruction to Bidders; or
- c. Does not accept the correction of the Bid Price.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_\_ days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

Date \_\_\_\_\_

Signature \_\_\_\_\_

WITNESS \_\_\_\_\_

SEAL

---

[Signature, name and address]

- \* The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees.
- \* 45 days after the end of the validity period of the Bid. Date should be inserted by the Employers before the Bidding documents are issued