

(Price: Rs. 100)

**Tender For**

**Architectural and Structural Design of**

**Various Buildings to Be Constructed**

**By**

**The Department of Forests & Environment**

**Government of Meghalaya**

*Last Date & Time of Submission of Tender: 18-03-2008 up to 01.00 PM*

*Date & Time of Opening of the Tender: 18-03-2008 at 01.30 PM*

**Submitted To:**

**The Principal Chief Conservator of Forests**  
**Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya**

(Space for affixing court fee stamp of the prescribed denomination)

**PART-I - TENDER FORM**  
(To be filled in by the tenderer)

To,

**The Principal Chief Conservator of Forests,**  
Sylvan House,  
Lower Lachumiere,  
Shillong 793 003 Meghalaya

**Sub.:** Tender for architectural and structural design of various buildings due to be opened on 18.03.08.

Ref.: Notice Inviting Tenders published in the local dailies of Shillong.

I hereby submit my tender as follows:

1. Full name of the tenderer (in block letters): .....
2. Postal Address of the Tenderer: .....  
.....  
.....  
Phone: ..... Fax: ..... E-mail: .....
3. Status of the Tenderer: Individual/ Partnership Firm/ Co-operative Society/ Joint Stock Company
4. In case of the tenderer being other than individuals, status of the person who sign the tender:.....
5. Name, designation, educational qualification and past experience of the key architect(s) and engineer(s) on the roll of the tenderer (pl. attach additional sheet(s) if required):
  - A. Architect(s)
    - (i) .....  
.....  
.....  
.....
    - (ii) .....  
.....  
.....  
.....

## B. Engineer(s)

- (i) .....
- .....
- .....
- .....
- (ii) .....
- .....
- .....
- .....

## 6. Details of similar works executed during the last five years (pl. attach additional sheet(s) if required):

Sl. No.	Name & Address of client	Nature of Work	Total plinth area of work (sqm)	Estimated construction cost of the work (Rs. In lakhs)
1	2	3	4	5
1				
2				
3				
4				
5				
6				

## 7. Items for which rates have been quoted along with summary of the rates quoted in rupees per unit (in case rates are not quoted for any building the concerned cell should be marked rates not quoted. In no case a cell should be kept blank):

Sl. No.	Name of Building	Location	Rates Quoted (Rs.)		
			Basic Rate	Tax(es)	Total
1	2	3	4	5	6
1	Office Building for the office of the DFO, Balpakaram National Park Division and the DFO, South Garo Hills Social Forestry Division	Baghmara			

Sl. No.	Name of Building	Location	Rates Quoted (Rs.)		
			Basic Rate	Tax(es)	Total
1	2	3	4	5	6
2	Office Building for the office of the DFO, Jaintia Hills Territorial Division & the DFO, Jaintia Hills Social Forestry Division	Jowai			
3	Officer's Bungalow	Forest Colony, Polo, Shillong			
4	Master Plan of the Forest Guard Training School	Darugiri			
5	Two (2) Inspection Bungalows cum Eco-tourism facilitation centers	Umtassor and Simsanggre/Williamnagar			
6	Inspection Bungalow cum Eco-tourism facilitation center with suitable elephant protection structure	Lailad			
7	Forest Management Building, Shillong	Lower Lachumiere Shillong			
8	Welcome arch with artistic MS grill gates, ticket counter and visitors cloak room	Proposed State Zoo site at Umtrew			
9	Ten (10) m tall MS angle iron watch cum observation tower	Umtrew			
10	Park Curator's Office	Umtrew			
11	An interpretation center cum wildlife museum along with a mini library	Umtrew			

Sl. No.	Name of Building	Location	Rates Quoted (Rs.)		
			Basic Rate	Tax(es)	Total
1	2	3	4	5	6
12	Park auditorium with suitable sound proof acoustic arrangement etc.	Umtrew			
13	Animal feed go-down complete with storage rakes etc. to facilitate storage of animal feed in an hygienic condition	Umtrew			
14	Veterinary clinic, laboratory and first aid centre	Umtrew			
15	Inspection bungalow for visiting officials and tourists	Umtrew			
16	Kitchen to prepare food for the zoo animals	Umtrew			
17	Animal keepers wash and change room	Umtrew			
18	Artistically designed rain shelter cum rest room for night chowkidar	Umtrew			
19	Park cafeteria	Umtrew			
20	Park souvenir cum gift shop	Umtrew			

6. Validity of the rates quoted by the tenderer: .....

**Signature of the Tenderer**

Date: .....

**DECLARATION FORM**

“I agree that I will not withdraw from the tender offered by me during the time that will be required for its acceptance, nor will I withdraw it afterwards should my tender be accepted. If I withdraw the tender then the entire amount of Earnest Money Deposit (EMD) furnished by me along with this tender will be forfeited in favour of the Government of Meghalaya.

**Signature & seal of the tenderer**

**Date: .....**

**List of Enclosures** (pl. tick mark/ fill in appropriately)

(a) Earnest Money Deposit (EMD)

Sl. No.	Nature of the payment instrument*	Bank on which Drawn	Number and Date	Amount (Rs.)
1				

\*: Pay Order/ Demand Draft/ Treasury Challan

(b) In case tender document is downloaded from the internet, details of cost of tender document submitted:

Sl. No.	Nature of the payment instrument	Bank on which Drawn	Number and Date	Amount (Rs.)
1				

(c) Original or a copy of money receipt in respect of payment of cost of tender document.

(d) If the non-judicial stamp are not affixed to the tender, details of amount deposited in lieu of the same:

Sl. No.	Nature of the payment instrument	Bank on which Drawn	Number and Date	Amount (Rs.)
1				

(e) Details of the clients to whom similar services have been provided during the last five years (attach separate sheets(s) if required)

(i)

(ii)

(iii)

- (iv)
- (v)
- (vi)
- (vii)
- (f) If the tenderer is a member of schedule caste/ schedule tribe, attested copy of certificate issued by concerned competent authority.
- (g) If the tenderer is a member of any professional body/society of architects/ civil engineer, copy of a documentary evidence in support thereof.
- (h) If the tenderer is a Co-operative society, Firm or Joint Stock Company
  - (i) Original or certified copy of the Registration Certificate from the concerned Registration authority. (enclosed/ not enclosed)
  - (ii) Certified copy of the resolution/document authorizing the person who signs the tender. (enclosed/ not enclosed)
  - (iii) Statement regarding authorised, subscribed and paid up capital. (enclosed/ not enclosed)
- (f) If the tenderer is a person other than a tribal resident as defined in United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and carry on wholesale or retail trade from an area to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the KHADC/ GHADC/ JHADC.

**Signature & Seal of the Tenderer**

Date: .....

### Part-II- Terms and Conditions

1. For and on behalf of the Governor of Meghalaya, Principal Chief Conservator of Forests, Meghalaya, Shillong (hereinafter referred to as 'PCCF') invites sealed tenders affixed with non-refundable court fee stamps of Rs. 300 (rupees three hundred only) denomination for architectural and structural design of the following buildings to be constructed by the Forests & Environment, Department Government of Meghalaya:

Sl. No.	Name of Building	Nature of Building	Location	Plinth Area (sqm.)	Estimated Cost (Rs. in lakhs)
1	2	3	4	5	6
1	Office Building for the office of the DFO, Balpakaram National Park Division and the DFO, South Garo Hills Social Forestry Division	RCC frame, RCC roof type two storey office cum conference hall/ interpretation center building	Baghmara	500.00	65.00
2	Office Building for the office of the DFO, Jaintia Hills Territorial Division & the DFO, Jaintia Hills Social Forestry Division	RCC frame, RCC roof type three storey office cum conference hall building	Jowai	500.00	65.00
3	Officers Bungalow	RCC frame, RCC roof type office cum conference hall building	Forest Colony, Shillong	208.00	20.80
4	Master Plan of the Forest Guard Training School	Layout of classroom, hostel, office and other buildings	Darugiri		
5	Two (2) Inspection Bungalows cum Eco-tourism facilitation centers	RCC frame, RCC roof type building	Umtasor and Simsangre/ Williamnagar	180.00 (each)	19.80 (each)
6	Inspection Bungalow cum Eco-tourism facilitation center with suitable elephant protection structure	RCC frame, RCC roof type buildings along with suitable elephant protection facilities	Lailad	210.00	23.10
7	Forest Management Building, Shillong to accommodate Khasi Hills Territorial Division, Working Plan Division, Forest Resources Survey Division and Training Division	RCC frame, RCC roof type four storey building buildings along with suitable elephant protection facilities	Lower Lachumiere, Shillong	1580.00	205.40



8	Welcome arch with artistic MS grill gates, ticket counter and visitors cloak room	RCC frame, cement plastered, with decorative stone cladding wherever feasible arch along with RCC frame, RCCF Roof type ticket counter and visitor cloak room	Proposed State Zoo site at Umtrew	1 (no.)	15.00
9	Ten (10) m tall MS angle iron watch cum observation tower	MS angle iron superstructure with wooden floor, CGI/ pre-painted roof view cabin and MS angle iron pile ladder with MS bar/ GI pipe support railings	Umtrew	16.00	2.00
10	Park Curator's Office	RCC frame, RCC roof type single storey building	Umtrew	250.00	32.50
11	An interpretation center cum wildlife museum along with a mini library	RCC frame, RCC roof type double storey building	Umtrew	400.00	52.00
12	Park auditorium with suitable sound proof acoustic arrangement etc.	RCC frame, RCC roof type auditorium building	Umtrew	300.00	39.00
13	Animal feed go-down complete with storage rakes etc. to facilitate storage of animal feed in an hygienic condition	RCC frame, RCC roof type building with suitable storage rakes etc.	Umtrew	100.00	10.00
14	Veterinary clinic, laboratory and first aid centre	RCC frame, RCC roof type building	Umtrew	200.00	26.00
15	Inspection bungalow for visiting officials and tourists	RCC frame, RCC roof type double storey building	Umtrew	200.00	26.00
16	Kitchen to prepare food for the zoo animals	RCC frame, RCC roof type building	Umtrew	50.00	5.00
17	Animal keepers wash and change room	RCC frame, RCC roof type building	Umtrew	60.00	6.00
18	Artistically designed rain shelter cum rest room for night chowkidar	RCC frame, CGI/ pre-painted MS sheet roofing type building	Umtrew	30.00	1.80

19	Park cafeteria	RCC frame, RCC roof type cafeteria with outdoor serving area	Umtrew	200.00	20.00
20	Park souvenir cum gift shop	RCC frame, RCC roof type cafeteria with suitable landscaping	Umtrew	200.00	20.00

## 2. Obtaining of Tender Booklet

- (a) Tender booklet containing detailed specifications of the works to be executed along with terms and conditions may be obtained from the Conservator of Forests (Headquarters) at the office of the Principal Chief Conservator of Forests, Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya on non-refundable payment of Rs.100 (rupees one hundred only) either in cash or by crossed Bank Draft / Pay Order payable to the Conservator of Forests (Headquarters). In case of request to supply tender form by post additional Rs. 100 may be provided as postal charges.
- (b) Alternatively a complete set of tender booklet may be downloaded from the official web site of the Meghalaya Forest Department at **megforest.gov.in**. All tenders submitted on the tender document downloaded from the website should be enclosed with non-refundable demand draft for an amount of Rs. 100 (rupees one hundred only) drawn in favour of the Conservator of Forests (Headquarters), Meghalaya, Shillong payable at Shillong being the cost of the tender document.
- (c) Sale of tender booklet: **Up to 17-03-2008**
- (d) Last date and time for receipt: **18-03-2008 up to 1.00 PM** of completed tenders
- (e) Opening of Tender: **18.03.2008 at 1.30 PM**
- (f) PCCF or Government of Meghalaya shall not be responsible for any delay in sending the tender document by post. No plea of tender reaching late due to accident, traffic jam, strike etc. shall be entertained.
- (g) Tender document is non-transferable.

## 3. Qualification for Tendering

Firms and persons having at-least one Architect (having a minimum education qualification of Bachelor of Architecture) and one Civil or Structural Engineer (having a minimum education qualification of B.E. or B. Tech. in Civil or Architectural Engineering) on their roll and having past experience to undertake architectural and structural design of at-least five buildings having plinth area more than 200 sqm during last five years may submit the tenders.

## 4. Earnest Money Deposit (EMD)

- (a) Each tender shall be accompanied with refundable Earnest Money Deposit (EMD) amounting to Rs. 10,000 (rupees ten thousands) only in the form of crossed demand draft or pay order

from a scheduled commercial bank drawn in favour of the Conservator of Forests (Headquarters), Meghalaya, Shillong payable at Shillong.

- (b) Tenders submitted without the prescribed EMD shall be summarily rejected.
- (c) On finalization of the tender, EMD submitted by all unsuccessful tenderer shall be returned forthwith. EMD furnished by the successful bidder shall be returned only after furnishing of the prescribed performance security.
- (d) If tenderer attempts to withdraw the tender submitted by him after its opening or fails to deposit prescribed performance security within a reasonable period, the EMD furnished by him shall be forfeited to the Government of Meghalaya free from all encumbrances.
- (e) No interest shall be payable on the EMD furnished by a tenderer.

#### 5. Non- Judicial Court Fee Stamp

- (a) Each tender shall be affixed with non-refundable non-judicial court fee stamp of Rs. 300 (rupees three hundred only) denomination.
- (b) Due to non-availability or any other reasons(s) if it is not feasible for the tenderer to affix the non-judicial court fee stamps of the prescribed denomination, the equivalent amount in-lieu thereof may be enclosed with the tender document in the form of crossed bank draft or pay order drawn from any scheduled commercial bank in favour of the Conservator of Forests (Headquarters), Meghalaya payable at Shillong.
- (c) Tenders submitted without affixing the non-judicial court fee stamp or amount in lieu thereof is liable to be rejected summarily.

#### 6. Performance Security

- (a) Successful tenderer(s) will be required to furnish performance security amounting to five percent (5 %) of the amount at which works has been assigned to them. However, if the total value of the services to be offered by a tenderer is less than Rs. 1,00,000 (rupees one lakh only), amount of performance security to be deposited by him shall be as below:

**Upto Rs. 20,000:** Two percent (2 %) for members of SC/ST and three percent (3 %) for others;

**From Rs. 20,001 to Rs. 50,000:** Three percent (3%) for members of SC/ST and four percent (4 %) for others; and

**From Rs. 50,001 to Rs. 100,000:** Four percent (4%) for members of SC/ST and five percent (5 %) for others.

- (b) The performance security shall be furnished in the form of a demand draft or pay order or bank guarantee in favour of the Conservator of Forests (Headquarters), Meghalaya, Shillong from any scheduled commercial bank payable at Shillong. In case the performance security is

furnished in the form of a bank guarantee the same shall be valid for a period of at least one year from the date of its issue.

- (c) If the successful bidder fails to satisfactorily complete the work within the period prescribed in the order the performance security submitted by him may be forfeited to the revenue of the Government of Meghalaya free from all encumbrances.
- (d) No interest shall be payable on the performance security furnished by a tenderer.

#### **5. Submission of Tender**

- (a) Tender shall be filled in by making neatly typed or hand written appropriate entries in Part-I of the tender document by the tenderer himself or by a person duly authorized to submit and sign the tender on behalf of the tenderer, hereinafter referred to as the 'authorized signatory'.
- (b) All entries in the tender document shall be made in the English language only.
- (c) Overwriting in the tender document is strictly forbidden. Cutting and corrections in the tender, if any, should be attested by the tenderer or authorized signatory by affixing full signature along with date. The tenders containing non-attested over-written/ doubtful entries are liable to be rejected.
- (d) The tenderer shall quote a lump-sum price inclusive of all taxes, levies, and cost of transport to undertake visit of the proposed construction site and expenditure to be incurred on collection and testing of soil/ sub-soil samples.
- (e) The rates quoted by the tenderer shall be valid for acceptance for a minimum period of six months from the date of the opening of the tender.
- (f) Conditional tenders are liable to be rejected summarily.
- (g) All pages of the tender document together with terms and conditions and the documents enclosed with the tender shall be signed by the authorized signatory. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.
- (h) In the event of space on any page being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently and be fully signed by the tenderer. In such cases reference to the additional pages may be added in the covering letter.
- (i) A complete tender shall contain the following:
  - A covering letter on the authorized letterhead of the tenderer clearly indicating complete address together with telephone & fax numbers and E-mail addresses.
  - Duly filled in tender booklet.
  - EMD in form of Bank draft/ Pay Order/ Treasury Challan
  - In case non-judicial stamps of the prescribed denomination are not affixed, the amount in –lieu of the same in the form of a crossed Demand Draft or Pay Order from a scheduled

commercial bank drawn in favour of the Conservator of Forests (Headquarters), Meghalaya, Shillong.

- In case tender document is purchased from office of the Conservator of Forests (Headquarters), the original or a copy of the money receipt of making payment of the cost of tender document.
  - In case the tender document is down loaded from for website, cost of tender document in the form of Bank draft/ Pay Order from a scheduled commercial bank drawn in favour of the Conservator of Forests (Headquarters), Meghalaya, Shillong.
  - Name, address, past experience and other details of Architects and Civil/ Structural Engineers on the roll of the tenderer;
  - Details of the clients who have been provided similar services during the last five years.
  - If the tenderer is a person other than a tribal resident as defined in United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and carry on wholesale or retail trade from an area to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the KHADC/ GHADC/ JHADC
  - If the tenderer is a Co-operative Society, a Partnership Firm or a Joint Stock Company:
    - (i) Original or certified copy of the Registration Certificate from the concerned Registration authority.
    - (ii) Certified copy of the resolution/document authorizing the person who signs the tender.
    - (iii) Statement regarding authorized, subscribed and paid up capital.
- (j) All documents mentioned in the para (i) above, shall be fully secured and put into a sufficiently large envelope which should be sealed and super-scribed with,  
**“Tender for architectural and structural design of various buildings to be constructed by the Department of Forests & Environment, Government of Meghalaya due to be opened on 18.03.2008”**
- (k) The envelop containing tender document shall be addressed to the Principal Chief Conservator of Forests, Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya.
- (l) The tenderer should affix his full address on left bottom corner of the envelop containing the tender document.
- (m) The envelop containing the completed tender document shall reach the office of the Principal Chief Conservator of Forests, Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya on or before the due date and time prescribed in the para 1 above. If desired, the

tenderer may put the envelop containing tender directly in a Tender Box kept at the reception counter at the office of the Principal Chief Conservator of Forests, Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya. At the prescribed due date and time for the receipt of the tenders the tender box will be sealed in the presence of the willing tenderer or their representatives. In no case tenders received after due date and time shall be accepted and the PCCF or the Government of Meghalaya shall not be responsible for any delay in submission of a tender. All tenders received after the due date and time shall be returned to the respective tenderer without opening the same.

- (n) Due to any unavoidable reason(s), if the office of the PCCF remains closed on the date prescribed for opening of the tenders, the tenders will be received during the next working day up to the same time.

## **6. Opening of Tenders**

- (a) Tenders shall be by an officer or a committee of officers duly authorized by the PCCF in his behalf, in the presence of willing tenderer or the their representative duly authorized by them, at the office of the Principal Chief Conservator of Forests, Sylvan House, Lower Lachumiere, Shillong 793 003 Meghalaya at 1.30 PM on 18.03.2008.
- (b) Due to any unavoidable reason(s) if office of the PCCF remains closed on the date prescribed for opening of the tender, the tenders shall be opened on the next working day without any change in the venue and time.
- (c) Following procedure shall be adopted for opening of tenders:
- Immediately after opening of the tender box total number of tenders received and the name of tenderer will be announced to all the tenderer or their representatives present during the opening of the tenders and the same will also be entered in a tender opening minute register.
  - Sealed envelops containing tenders will be opened one by one in the same order in which they have been entered in the tender opening minute register.
  - Immediately after opening the sealed cover each page of the tender document along with enclosures will be initialed by the officer or group of officers authorized by PCCF for opening of tenders and details of EMD, non-judicial court fee stamp or amount in lieu thereof and the original money receipt in respect of the cost of tender document or amount in lieu thereof will be entered in the tender opening minute registers. All tenders received without prescribed EMD, non-judicial court fee stamp or amount in lieu thereof and the original or a copy of money receipt for payment of the cost of tender document or amount in lieu thereof shall be summarily rejected with intimation to all the tenderer or their representative present during the opening of tenders.

- After opening all the sealed covers the rates quoted by each valid tenderer will be read out one by one.

#### **7. Evaluation and Finalization of the Tenders**

- (a) All valid tenders received will first be evaluated by a 'Technical Evaluation Committee' consisting of suitable officials having adequate technical knowledge, constituted by the PCCF.
- (b) The technical evaluation committee will thoroughly scrutinize the documents submitted by the tenderers and keeping in view the number and educational qualification of the Architects and Civil/Structural engineers at the roll of the bidders and past experience of the tenders and will prepare a detailed technical evaluation report clearly assigning rank in descending order to the valid offers for each or a group of buildings.
- (c) Before finalization of its recommendations, the technical committee may request all or any of the tenderer to make a detailed presentations/ demonstration on their past experience and capability to undertake the work. No payment shall however be made for expenditure to be incurred in making such presentation/ demonstration.
- (d) On completion of the technical evaluation, all tenders along with comparative statement indicating rates quoted by each of the tenderer and report of the technical evaluation committee shall be placed before the competent tender accepting authority as prescribed in the Meghalaya (Delegation of Financial Powers) Rules, 2006 as amended from time to time for acceptance.
- (e) Keeping in view the number, educational qualification and past experience of the Architects and Civil/Structural Engineers at its roll, rates quoted, past experience and any other information as it deem fit and proper; the concerned tender accepting authority may pass order as to the tenderer in whose favour order for architectural and structural design of all or any or a group of buildings is to be placed. The tender accepting authority at its discretion may place order for design of different buildings on different tenderers. To maintain uniformity in the overall design concept; order for design of all the buildings proposed to be constructed at the proposed zoo will preferably be placed in favour of a single tenderer.
- (f) The tenders are being called in anticipation of the receipt of the administrative approval and financial sanction from the concerned competent authority of the Government of Meghalaya for execution of the work. Placing of order for the services indicated in the tender document will subject to receipt of the requisite government sanction.
- (g) The PCCF or any of his superior authority in the Government of Meghalaya reserves the right to cancel or withdraw this tender notice at any time without assigning any reason(s) thereof. The PCCF or any of his superior authority in the Government of Meghalaya also reserves the right to accept or reject all or any tender, wholly or partially, without assigning any reason(s) thereof.
- (h) Rates quoted by the tenderer shall remain valid for acceptance for a minimum period of six months from the date of the opening of the tenders. Any unsolicited correspondence by any tenderer after opening of tenders is liable to render the tender submitted by him as invalid.

**8. Placement of the Order**

- (a) On receipt of the approval from the concerned competent authority, the PCCF or any other officer authorized by PCCF on his behalf may place order in favour of the successful tenderer(s) requesting him/them to complete the work within a reasonable time not exceeding five months from the date of issue of the order.
- (b) In case a successful tenderer does not submit application for modification of the period prescribed for completion of the work within seven days from the date of receipt of the order, he shall be deemed to have agreed to complete the work within the period indicated in the order.
- (c) The order shall also indicate the amount and last date for furnishing of the performance security in favour of the Conservator of the Forests (Headquarters).

**9. Execution of work**

- (a) On receipt of the work order the Architect(s) and Civil/ Structural Engineer(s) to be engaged by the tenderer shall visit the proposed construction site of each building to have clear understanding of the surrounding and soil/ sub-soil strength parameters. To have clear understanding of the soil/ sub-soil strength parameters they may collect adequate number of soil samples for detailed testing at any accredited laboratory.
- (b) After undertaking the site visit; the tenderer or any of his authorized representatives along with the Architect(s) and Civil/ Structural Engineer(s) to be engaged by him for the design will have a preliminary discussion with PCCF or any other officer or a group of officers authorized by PCCF in his behalf to finalize broad design parameters and space utilization pattern for each building. After the preliminary discussion the tenderer or any of his authorized representatives will prepare a brief summary of broad design parameters and space utilization pattern finalized during the discussion and get it signed by the all the persons present during the discussion.
- (c) Within thirty (30) days from the date of the finalization of the broad design parameters and space utilization pattern of a building, the tenderer will complete the architectural design of the buildings and submit two copies of detailed architectural drawings along with a three dimensional view of the building and make a presentation highlighting its salient features before the PCCF or any other officer or a group of officers authorized by PCCF in his behalf. PCCF or any officer present during the presentation may recommend suitable alterations/modifications in the design either during or within seven days from the date of presentation.
- (d) After incorporating all feasible modifications suggested by the PCCF or any other officer the tenderer will submit the maps (elevation, plan, side-view and cross section at suitable alignments) indicating final architectural design along with a three-dimensional drawing of the proposed building. While finalization of the architectural design of a building, the tenderer should take due care to limit the estimated cost of its construction within plus-minus ten percent of its estimated cost indicated in para 1 hereinabove.



- (e) Within a period of thirty (30) days from the date of submission of maps and 3-D view indicating finalized architectural design of a building the tenderer will complete its detailed structural design and submit maps (indicating elevation, plan, side view, suitably selected cross sections, detailed sectional drawing of columns, posts, roof, tie beam, reinforcements placement etc.), detailed estimates as per the Meghalaya Public Works Department (PWD) Schedule of Rates (SOR) for the building works for the time being in force along with a statement indicating quantity of major materials required for the construction to the PCCF and will make a presentation highlighting salient features of the structural design before PCCF or any other officer or a group of officers authorized by PCCF in his behalf. PCCF may invite suitable officials of the Meghalaya PWD during the presentation. PCCF or any officer present during the presentation on their own or in consultation with the representative of the Meghalaya PWD may recommend suitable alterations/modifications in the design either during or within seven days from the date of presentation. In case an item of expenditure included in the detailed estimates is not available in the Meghalaya PWD SOR; detailed justification along with item wise breakup in support of the cost indicated in the detailed estimates should be submitted separately by the tenderer. It should also be suitably explained in detail during the presentation.
- (f) After incorporating all feasible modifications suggested by the PCCF or any other officer the tenderer will submit three copies of final maps in an appropriate scale indicated by the PCCF (indicating elevation, plan, side view, suitably selected cross sections, detailed sectional drawing of columns, posts, roof, tie beam, reinforcements placement etc.), detailed estimates as per the Meghalaya Public Works Department Schedule of Rates for the building works for the time being in force, statement indicating quantity of major materials required for the construction to the PCCF.
- (g) On receipt of the final structural design, PCCF will forward it's one set to the Chief Engineer, Meghalaya PWD or any other officer authorized to accord technical sanction for its vetting and technical sanction.
- (h) It will be binding on the tenderers to submit all clarifications/ information as requested by the Chief Engineer or any other official of the Meghalaya PWD to whom estimates along with maps have been furnished for vetting and technical sanction within a period not exceeding ten (10) days from the date of receipt a letter requesting submission of the same. It will also be binding on the tenderer to undertake all modifications in the drawings and estimates as suggested by the Chief Engineer or any other official of the Meghalaya PWD to whom estimates along with maps have been furnished for vetting and technical sanction.
- (i) After approval/vetting by the Chief Engineer or any other official of the Meghalaya PWD to whom estimates along with maps have been furnished for vetting and technical sanction, the tenderer will submit five copies of in an appropriate scale indicated by the PCCF (indicating elevation, plan, side view, suitably selected cross sections, detailed sectional drawing of

columns, posts, roof, tie beam, reinforcements placement etc.), detailed estimates as per the Meghalaya Public Works Department Schedule of Rates for the building works for the time being in force, statement indicating quantity of major materials required for the construction for the approved/vetted design to the PCCF.

#### **10. Making of Payment**

- (a) Payment shall be made as below:
  - (i) First fifteen percent (15 %) on completion of the architectural design.
  - (ii) Next fifty percent (60%) on completion of the Structural design.
  - (iii) Remaining twenty five percent (25 %) on submission of maps, detailed estimates, and statement indicating quantity of major materials required for the construction as per the design duly approved/vetted by the Chief Engineer or any other official of the Meghalaya PWD to whom estimates along with maps have been furnished for vetting and technical sanction.
  - (iv) Payments will be made after making deductions of all statutory taxes/ levies and penalty (if any) imposed by PCCF for delay in the completion of work.
  - (v) Bank commission charged for demand draft will be borne by the successful tenderer and the same will be deducted from their payment.

#### **11. Penalty for Delay in Completion of Work**

- (a) Unless extended by the PCCF; failure to complete the work within the period indicated in the order shall result in automatic cancellation of the order.
- (b) Extension of the work completion period can be granted by PCCF in deserving cases without imposing any penalty. The decision based on valid evidence shall be taken on merits of the case.
- (c) In case of delay in completion of the work is without any valid and cogent reason(s), PCCF reserve the right to impose penalty up to a maximum of 4 % (four percent only) of the total value of the order and may deduct the same from the bills of the successful tenderer.
- (d) If a successful tenderer fails to complete the work before the prescribed last date the PCCF also reserve the right to place order with the next higher tenderer and to forfeit EMD or performance security furnished by such defaulting tenderer to the revenue of the Government of Meghalaya free from all encumbrances and also to blacklist such defaulting tenderer, which will debar him from participation in any future tenders to be called by the Forests & Environment Department , Government of Meghalaya.

#### **12. Interpretation**

- (a) In case of any dispute as to the interpretation of the above terms and conditions, the matter shall be referred to the PCCF, whose decision shall be final and binding.

**(V.K. Nautiyal, IFS)**

Principal Chief Conservator of Forests,  
Meghalaya, Shillong

Ph.: 0364- 2220414 Fax: 0364-2504068

E-mail: vkn2k@hotmail.com

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

I / We have read and fully understood the terms and conditions as laid down above in respect of the tender for the **architectural and structural design of various buildings to be constructed by the Department of Forests & Environment, Government of Meghalaya** due to be opened on 18.03.2008.

I/We agree to abide by the same.

I/We have signed all the pages of the tender document as laid down.

Dated :.....

Signature and Seal of the  
Tenderer or his Authorized Signatory

Address: .....

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.....

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Phone: .....Fax: .....

Email: .....