

Draft Terms of Reference

Maharashtra State Rural Livelihoods Mission

Hiring of consultant to provide technical support in construction and other engineering related work to MSRLM & Gram Vikas Bhavan ,Kharghar

Introduction:

Maharashtra State Rural Livelihoods Mission (MSRLM)

The Government of India has launched The Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural poor and vulnerable people into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

For effective implementation of the mission, an independent society named 'Maharashtra State Rural Livelihoods Mission' (MSRLM) has been created and has been registered under the Societies Registration Act 1860. The State Mission Management Unit (SMMU) has been set up to oversee day to day activities of the Mission and a full time Chief Executive Officer has been appointed as the executive head of the SMMU.

The MSRLM has hired premises on a lease for setting up of its administrative office at 5th Floor, South Wing, CIDCO Bhawan, Belapur CBD, Navi Mumbai, from the Maharashtra Pollution Control Board. The MSRLM has refurbished and furnished the said office premises in 2014.

Gram Vikas Bhavan, Kharghar, Navi Mumbai (GVB):

Rural Development Department and Panchayat Raj Department, Government of Maharashtra has developed 'Gramvikas Bhavan' on plot no 76(A) in sector -21 at Kharghar, Navi Mumbai for organizing various seminars, workshops, trainings and meetings and providing residential facilities for the members of the Panchayat Raj Institutions coming to Mumbai for official work. The Panchayat Raj system in Maharashtra is being strengthened rapidly and more than 3 lakhs representatives are working towards the welfare of the rural population. To develop the skills of the representatives, the establishment of 'Gramvikas Bhavan' is a very vital and welcome step. The main objectives of this project include setting up of training centre for the members of the Panchayat Raj Institutions, providing facilities for exhibition and sales for Self Help Groups (SHGs), providing residential facilities for the members of the Panchayat Raj Institutions, creating platform for holding workshops and seminars to conduct poverty eradication programmes etc.

The purpose of this ToR is to hire the services of an architect as a consultant to provide support to the MSRLM & GVB in construction

/repairing/refurbishment related work for its existing and proposed office premises.

Objective of the assignment:

The objective of the assignment is to aesthetically refurbish , furnish, repair, modification etc. the MSRLM office and its affiliated offices in a time bound manner maintaining high quality standards and to ensure that all work is carried out in full compliance with the engineering design, technical specifications and other contract documents;

Scope of Assignment:

The scope of assignment includes but is not limited to the following items:

1. Taking instructions from MSRLM, ascertaining requirement, site evaluation, taking detail site measurement, studying the site feasibility for various services like A.C, electrical, fire security etc. and preparation of design brief for approval.
2. The above report will have a basic approach to the circulation, activity distribution and interaction and external linkages.
3. Preparing conceptual design, master plan options as per reference to requirement received and further modifications, if any, required.
4. Modifying the conceptual designs incorporating the required changes along with preliminary estimate of cost.
5. Preparing schematic design
6. Prepare all drawings including services like Air conditioning, Electrical, Fire and security, Plumbing, Modular and other allied services required for interior refurbishing and estimates necessary for various approvals/sanctions as per relevant procurement manual and assisting the client in obtaining approvals.
7. Prepare all detail BOQ inclusive of civil, carpentry, electrical, HVAC, plumbing and other allied services sufficient enough to invite tenders and assist the MSRLM in conducting the process as laid down in procurement manual of the MSRLM.
8. Analyze the bids after the receipt of the same and making comparison statements of all vendors and advise MSRLM on appointment of agency.
9. Preparing presentation of 3D Views for realistic image thus giving a real feel of the design.
10. Prepare and issue all working drawing and details needed for proper execution of work and monitor the works.

11. Approve samples of various elements and components.
12. Preparing detail material chart with all necessary details and quantity to be procured by the client
13. Preparing detail bar chart to assure the delivery of the project on time
14. Preparing daily site report chart with weekly report
15. Visit the work site, at intervals mutually agreed upon, to inspect and evaluate the works and wherever necessary, clarify and offer interpretation, attend meeting to ensure that the project proceeds generally in accordance with the conditions of contract and keep MSRLM informed on actions if required.
16. Provide technical support to MSRLM in any contractual problem or any additional work that might incur extra costs to ensure completion of the project.
17. Perform any other duties related to the scope of assignment that might arise from time to time.

Reporting:

The Consultant will report to the Chief Executive Officer, MSRLM or any other officer deputed by the Mission.

Duration:

The duration of the contract will be for the period of one year .The duration may be extended or reduced by the Chief Executive Officer MSRLM as per the requirement of MSRLM.

Qualifications and Experience:

1. Degree in Civil Engineering or Architecture from a reputed institution
2. At least 5 years experience in designing and executing large scale projects
3. Experience in supervision of construction works;
4. Experience in cost estimation and quality control areas
5. Experience in handling procurement process of similar nature

Professional Fee:

The professional fee will be made on percentage basis. The slab of percentage will be as follows.

Sr. No.	Value of the assignment	% rate
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1	up to 5 lakhs	5
2	Above 5 lakhs	4

Submission of Application:

- Application should be submitted in the format provided with this term of reference.
- Applicant need to convert application form in word format and type all detail information and sign on each page.
- Candidates are free to extend no of rows; there is no page limit to submit the application.
- Duly filled application should be submitted to The Chief Executive Officer, Maharashtra State Rural Livelihoods Mission 5th Floor, CIDCO Bhavan-Southwing, CBD, Belapur, Navi Mumbai- 400 614 on or before **30/04/2019 up to 5.00 PM.**

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

**Maharashtra State Rural Livelihoods Mission (MSRLM)
State Mission Management Unit (SMMU)
Application Form**

To,
The Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission
5th Floor, CIDCO Bhavan-Southwing,
CBD, Belapur,
Navi Mumbai- 400 614

Latest Passport Size
photograph of
applicant self
attested

Subject - Application for consultant to provide technical support in construction and other engineering related work to MSRLM / Gram Vikas Bhavan

1. Applicant Details

Brief Data Sheet of Consultant		
Sl. No.	Particulars	To be filled up by consultant/firm
1	Name of Consultant	
2	Name of consulting firm if any	
3	Postal Address	
4	Telephone: Mobile / Fax/ E-mail Website	
5	Year of Incorporation	
6	Firm Legal Status	
7	Annual Turnover of the consultant	Year 2015-16 2016-17 2017-18 Amount Average
8	GST Registration No.	

9	PAN No. /TAN No.	
10	Consultant Education Qualification with year of passing	
10	Total number of work experience	
11	No of years' work experience with Government /Semi Government	

3. Consultant / firm work Experience

Details of total major Projects delivered by the consultant

Sl. No.	Name of the Project	Name of the Client	Services Provided/ Key task undertaken	Duration of The Assignment from - to	Value of the Contract (INR)	Status

I / we certify that I / we have read the terms of reference for shortlisting of consultant to provide technical support in construction and other engineering related work to MSRLM and shall abide by me.

I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from empanelment process.

Name and Signature of Consultant

Date & place:

Seal of consulting firm