

NATIONAL GAMES SECRETARIAT
EXPRESSION OF INTEREST FOR EMPANELMENT OF ENGINEERING
CONSULTANTS

1. Introduction:

The 35th National Games is scheduled to be held in Kerala during the year 2012 at various venues spread across 7 districts of Kerala. National Games Secretariat (NGS) has already taken up development of various infrastructure facilities, which includes construction of new stadiums and upgradation of existing facilities. NGS is now in different stages of implementation of these projects. In order to have speedy implementation of the project, NGS desires to depute the service of specialized Consultants in various fields including Civil & Electrical, HVAC, Arena lighting, Sports surfacing, Acoustic & PA system works, Fire Fighting etc. The purpose of this EOI notice is to empanel the Consultants specifically in each of the above fields. The appointment of Consultants will be made, based on necessity, for each of the projects (venues) after deciding on the Terms of References and financial proposals for each project.

2. Project Sites:

The project sites are located in 7 Districts in Kerala viz: Thiruvananthapuram, Kollam, Alappuzha, Ernakulam, Thrissur, Kozhikkode and Kannur.

3. Broad scope of Services:

Scope of the work will vary from project to project depending on the nature of work i.e. Upgradation work/ new construction work and the type of the proposed structure and its facilities. However, these can be broadly classified as below. For the purpose of empanelment, the Consultants can submit applications for each of the following classes separately.

a) Civil & Electrical Consultancy (Project Management Consultants)

The works include construction/ upgradation of Stadium structures, modifications to existing structures including internal and external electrifications, HT/LT cabling works including erection of transformers, etc. They shall perform the duties of Project Management Consultants and shall coordinate with other Consultants/ Specialists and Contractors appointed by NGS.

b) HVAC Consultancy

HVAC work includes Air Conditioning and ventilation of Indoor stadiums, offices and conference halls.

c) Arena sports lighting for Indoor Stadiums.

d) Sports surfacing works such as maple wood flooring, squash court works, Synthetic Hockey turfs, Synthetic Athletic tracks etc.

e) Acoustic and PA system works for Indoor and Outdoor stadiums

f) Fire fighting installations for indoor and outdoor stadiums.

g) Temporary overlays at various venues for the conduct of Games.

General scope of the services includes the following:

- a) The Consultants have to scrutinize the basic drawings available with NGS and carry out detailing of the drawings and prepare additional drawings, wherever necessary (detailed scope shall be issued projectwise).
- b) Preparation of estimates for additional works, reviewing of bill quantities for the ongoing projects, updating the bill of quantities.
- c) Monitor and supervise civil works during construction for conformity to technical specifications and drawings during construction.
- d) Check the quality and quantity of all works.
- e) Co-ordinate with EPC contractors and supervise their works for smooth and timely deliverables for project implementation.
- f) Deploy necessary technical staff and engineers for day to day supervision of construction works, taking measurements, certification of contractor's bills and recommend for payments.
- g) Preparation of monthly work programmes, maintaining physical and financial progress charts, maintaining materials and other registers etc.
- h) Assist NGS in obtaining statutory approvals that may be required during implementation.
- i) Any other technical advice that may become necessary during the implementation.

Detailed scope of services shall be worked out for each of the projects and separate Terms of Reference issued in each case at a later stage.

4. Eligibility

a. Civil and Electrical Consultancy Services (Project Management Consultants)

- The Consultancy firm should have a lead Architect having membership in the Council of Architecture and a registered Structural Engineer with minimum post graduate degree in structural engineering.
- The Consultancy firm should have at least 5 years experience in providing technical consultancy services for the construction of infrastructure projects such as stadiums, industrial buildings and commercial buildings including parking, landscaping, plumbing and sanitary, HVAC and firefighting works.
- The Consultancy firm should have completed planning, designing of at least two major projects of similar nature of costing not less than 5 Crores during the last 5 years. NGS is specially interested in Consultants who have experience in integrating a large number of services like Civil, Electrical, HVAC, Firefighting, Substation works, Networking, Arena lighting, water supply and sanitary systems, Acoustic & PA systems etc. Documentary proof of the projects completed have to be submitted which shall include 1) a certificate from the Client for whom the work has been satisfactorily completed indicating brief details of the project, date of completion of the project 2) a copy of the letter of award/ agreement indicating the scope of the project.
- The Consultancy firm should have a fully established and functional branch of office in Kerala State.
- The Consultancy Firm should ensure that they are eligible to compete in architectural design competitions as per the guidelines of Council of Architecture. i.e. all partners of the Architectural Firm have to be Architects and registered with Council of Architecture.

b. HVAC Consultancy

HVAC Consultants should have experience in design, installation, testing and commissioning of HVAC for indoor stadiums, auditoriums, cinema halls, convention centers etc. for at least three projects during the past 5 years. The lead member of the team should be graduate in Electrical/ Mechanical Engineering with a minimum 10 years experience.

c. Sports Arena lighting

Should have experience in design, installation, testing and commissioning of Sports lighting for at least 2 indoor/ outdoor stadiums during the past 5 years.

d. Sports surfacing works

Should have experience in installation of various sports flooring works such as Synthetic Athletic Track, Synthetic Hockey surfaces, Synthetic Lawn Bowl, maple wood flooring, squash court etc in accordance with the specifications of International Sports Federations.

e. Acoustic and PA system

Should have experience in design and installation of acoustic treatment and PA system works for at least 2 indoor stadiums or convention centers during the past 5 years.

f. Fire fighting installations

Should have experience in the design and installation of fire fighting systems for at least 2 stadiums or multistoried buildings. The Consultant have to be conversant in the local rules and stipulations regarding the fire fighting systems.

g. Temporary overlay works

Should have experience in the design of similar works for the conduct any of the National Sports Meets and should be familiar with the rules and regulations of Games events and stipulations of IOA for the conduct of National Games.

5. Submission of Application:

Single application can be submitted for all the above services provided that the firm possesses qualification criteria of all the above services, which is more preferred than separate applications. However, specialized agencies can submit applications for particular services as mentioned above.

The decision of shortlisting of the Consultants will be taken by the NGS and will be final and binding on all concerned.

The shortlist / empanelment shall have a validity upto 31st December 2012. Awardees of the job shall have the covering MoU with the constituent firms with consortia valid till the end of liability period.

NGS may disqualify the applicants for “EMPANELMENT OF ENGINEERING CONSULTANTS” at any stage for the following reasons:

- a. Non-fulfillment of above qualification conditions.
- b. Incomplete / part information/ misinformation (without supporting proof)
- c. Exerting external influences

- d. Non- submission of MoU signed by all members of the consortia.
- e. Late EOI applications.

The bid documents, detailed scope of works and terms and conditions of appointment of Consultants shall be issued projectwise to the shortlisted firms depending on the nature and magnitude of the work, for making the final selection of the Consultant for such projects. CEO, NGS reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

The EOI to be submitted in the prescribed format is available in the website: www.35thnationalgames.in. The EOI in sealed cover alongwith all necessary documents duly numbered shall be submitted to the **‘Chief Executive Officer & Secretary, National Games Secretariat, Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram-33’** on or before **15.00 hrs on 7th February 2011.**

Pro- Forma for submission of Application for Empanelment of the Architect

To

The Chief Executive Officer & Secretary
National Games Secretariat
Chandrasekharan Nair Stadium
Palayam
Thiruvananthapuram- 33

I/ We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. We authorize NGS to approach individuals, employers, firms and corporations to verify our competence and general reputation.

Signature :

Name :

Designation :
.....

Address :
.....
.....

Place :

Date :

Seal of the applicant

Information to be furnished by the applicant for Empanelment of the Engineering Consultants

1.	Name and registered office address.	
2.	Year of establishment of the firm and the registered office.	
3.	Address of the local office in Kerala	
4.	Year of establishment of local office in Kerala	
5.	Whether individual/Partnership / Pvt. Ltd or Ltd firm with full particulars of the other partners including their names, professional qualifications, age experience, etc.	Attach a separate sheet, if required
6.	Names, qualifications and experience of all technical personnel in the firm	Details to be furnished in the prescribed Pro-forma (Statement-I)
7.	Whether registered with Council of Architecture	YES/NO. If Yes, please attach a copy of the membership
8.	Years of experience as practicing Architects.	
9.	Important projects executed during last 5 years by the firm together with relevant details such as cost of the work etc. The full address of the clients for whom the works have been executed including name of contact persons and contact nos.	Details to be furnished in the prescribed Pro-forma (Statement-II). Please attach completion certificate or any other relevant documents in support of the works completed clearly showing the value, nature of the work executed, duration of the work etc, which should be considered for short listing as per the criteria.
10.	Important projects on which the firm is	Details to be furnished in the prescribed

	engaged at present along with relevant details such as cost of the work etc. The full address of the clients, along with the name of the contact person and contact no. shall be indicated against each project.	Pro-forma (Statement-III)
11.	Details of infrastructure facilities available with the firm	Please attach details in a separate sheet (Statement-IV)
12.	Details of the associates / consultants for the allied works	Attach separate sheet for the details of the associates / consultants associated with the architect
13.	Income Tax No.(PAN/TAN) Furnish copies of last Income Tax Clearance	
14.	Name and address of the Banker/s of Architect.	
15.	Turnover of the firm from architectural consultancy works fee during last 5 years (year -wise). Please attach necessary documents in support of the same.	2004-2005 2005-2006 2006-2007 2007-2008 2008-2009

Signature of the applicant with
Full address & Office Seal

Statement - I

List of technical personnel, giving their technical qualifications, experience, including that in the present organization

Sl. No.	Name	Age	Present Designation	Qualifications	Consultancy Experience	Name of the major projects handled in respect of Consultancy	Date from which Employed in the Present Organization

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Signature of the Applicant

Statement - II

List of important projects handled by the firm during last seven year costing

₹ 5 crore and above

Sl. No.	Name of the Project and Location	Nature of Work involved in the contact	Name of the client with full Address. Name of contact person with contact No.	Project cost 1. Tender 2. Actual cost	Date of commencement Completion	Period of Project 1. Stipulated 2. Actual	Litigation /s if any

Signature of the Applicant

Statement -III

List of important projects in hand being handled by the firm costing ₹ 5 crore and above

Sl. No.	Name of the Project and Location	Nature of Work involved in the contact	Name of the client with full Address. Name of contact person with contact No.	Project cost 1. Tender cost 2. Actual cost	Date of commencement Expected date of Completion	Period of Project 1. Stipulated 2. Actual	Present stage of work with reason if the work is getting delayed	Litigation/s if any

Signature of the Applicant

Statement – IV

Details of infrastructure facilities available with the firm for architectural consultancy

(The information should include details of office space, in-house computer aided design facilities etc. available with the firm)