

## **TERM OF REFERENCES**

The consultant / consultancy firm will provide services for preliminary design, design development, supervision and post completion phases as per Terms of References mentioned below:

### **1. Preliminary Design:**

- 1.1 Evaluating the client's requirement analytically and technically while designing and planning various components of the project.
- 1.2 Preparation of site plan, describing and illustrating preliminary architectural design/outline proposal i/c 3D views of proposed buildings.
- 1.3 Evaluating the feedback of the client for further improvement in the design.
- 1.4 Vetting of any design from specialized Govt./semi Govt. organization if deemed by the client.
- 1.5 Making final presentation after incorporating the feedback from the client.

### **2. Design Development:**

- 2.1 Preparation of detailed architectural and structural design of all buildings and allied structures as per prevailing Architectural & Engineering codes.
- 2.2 Preparation of detailed working/construction drawings of each and every component of building.
- 2.3 Evaluation of pre-qualification /post-qualification of contractors by adopting standard procedures / PPRA Rules.
- 2.4 Preparation of modified drawings without additional charges, if required by the client.
- 2.5 Preparation of detailed layout plan Architectural and structural design incorporating all allied electrical, mechanical and other internal and external services i.e. Telephone, water supply, sewerage, drainage, fire fighting and fire alarm system, sui gas, landscaping, roads, paths, street lights, cross drainage and sewerage disposal work, CCTV, storm water drainage system, security system etc.
- 2.6 Preparation of design/drawings/specification of electrical system with external electrification, such as substation, street lights etc.
- 2.7 Preparation of standard Design/Drawings/Specifications for solar system complete in all respect.
- 2.8 Preparation of revised PC-I/TS estimate if required (without additional charges).
- 2.9 Preparation of compete tender documents / cost estimate/variation order/BOQs.
- 2.10 Submission of detailed estimates for accord of Technical sanction by the competent forum.
- 2.11 Preparation and submission of work plan based on MS project or Primavera.
- 2.12 Submission of detailed structural design calculation (Soft & Hard copies).
- 2.13 Submission of detailed working architectural/structural drawings for all buildings and allied structures (Soft & Hard copies).

### **3. Supervision:**

- 3.1 The quality and quantity shall be the sole responsibility of the consultant being Engineer in Charge of the project.
- 3.2 Full time supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of work.
- 3.3 Development and ensuring quality assurance mechanism as per engineering / architectural standards.
- 3.4 Expediting progress at the site as per work plan for timely completion of the project.
- 3.5 Preparation of monthly progress report or any review report requested by the client.
- 3.6 Taking measures of the work done carried out by the contractor, preparation, verification and submission of the IPC,s including final bill, security and other advances extended to the contractors / subcontractor as per Govt. Rules.
- 3.7 The detailed construction supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control implementation of the work plans, drawing, design and specification, preparation and verification of variation orders including drawing /sketches, correspondence with the contractor as the Engineer in Charge and to maintain good liason with the client office including all other duties pertinent to the construction phase of the project with prime objective to complete the work in the best interest of the client.
- 3.8 The consultant will establish/maintain his office at the project site.
- 3.9 The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultant during or after the completion of the work being the Engineer In charge.

### **4. Post Completion:**

- 4.1 Submission of as built drawing/inventories/project completion report/PC-IV after successful completion of the project.
- 4.2 The consultant will periodically visit completed projects during defect liability period for prompt & efficient maintenance work through the contractor.
- 4.3 Processing and recommendation of contractor's security after successful completion of defect liability period.
- 4.4 The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work being the engineer In charge.