

**Madhya Pradesh State Tourism Development Corporation Ltd.,
Paryatan Bhavan, Bhadbhada Road, Bhopal 462 003.
Tel.: 755-2774340, 44. Fax: +91-755-2779476/2774289**

No. 2028 /EE/STDC/11

Bhopal, dated 25 /03 /2011

**Invitation for Expression of Interest for
Project Management Consultancy Services**

Madhya Pradesh State Tourism Development Corporation Ltd. (MPSTDC), an undertaking of Government of Madhya Pradesh is Implementing Projects like- Construction/Development/Upgradation/Renovation of tourist facilities, Land scaping etc. under the 13th finance commission/centrally sponsored. Projects about 150.00 crore per year. Total agreement period will be for four years.

The Madhya Pradesh State Tourism Development Corporation Ltd., invites eligible consulting firms with experience on similar projects to submit an Expression of interest for the work of Project Management Consultants (PMC). The PMC will be a national firm and will assist MPSTDC in implementing the works in different cities of Madhya Pradesh. The Consultants will be selected in accordance with the latest Quality & Cost Based Selection (QCBS) Procedures.

The eligibility criteria and the format of submission can be viewed/downloaded from www. <http://mptourism.com/tenders.htm>

Expressions of Interest must be delivered to the following address by 05/05/2011, 1700 hrs, along with the bid processing fee of Rs. 1000/-

**Executive Engineer
MP State Tourism Development Corporation Ltd.,
Paryatan Bhavan, Bhadbhada Road,
Bhopal - 462 003**

**Madhya Pradesh State Tourism Development
Corporation Ltd.**

Expressions of Interest

For

Recruitment of Project Management Consulting Firm

(Using Quality and Cost-Based Selection Method)

**Managing Director
Madhya Pradesh State Tourism Development Corporation Ltd.**

Paryatan Bhawan, Bhadbhada Road, Bhopal 462003
Tel.: 755-2774340,42,43,44 Fax: +91-755-2779476/2774289

Expressions of Interest

Project Management Consultancy Services

1. Madhya Pradesh State Tourism Development Corporation Ltd. (the Corporation”) is engaged in the promotion of tourism in the State and as part of this endeavour, the Corporation is undertaking designing Construction/Development/Upgradation/Renovation/ Land scaping etc. of Tourism Infrastructure under the 13th finance commission, State and Centrally sponsored projects. The total project costs is estimated to be Rs. 150.00 crore every year.

2. Therefore, MPSTDC, invites eligible consulting firms with experience on similar projects and conditions to submit an Expression of interest as project Management Consultants (PMC). The PMC will be a national firm and will assist the MPSTDC in preparation of detailed project report, detailed design, implementation, managing and monitoring Project activities; recommend ways to accelerate Project implementation; assess reasons for delay (if any) and identify means for improvement, review reasonability of the proposals prepared and design the bid documents.

PMC Team Composition

3. The composition of PMC shall be in manner, whereby there would be a core team of experts to oversee the entire project activities and subject specialists who would be inducted for specific activity requirement. The core team would include experts in Project Management; Contracting & procurement of Structural designs, Contract Management, etc. The experts should have sufficient experience and qualification to perform their respective activities. The general responsibilities and tasks of PMC are shown at appendix A.

4. The Consultants will be selected in accordance with the latest Quality & Cost Based Selection (QCBS) procedures.

5. Eligibility Criteria – The firm shall be National with at least eight years experience. It should have undertaken minimum two projects of similar type in tourism infrastructure sector and should have experience of Project Management in at least two projects.

6. Expressions of interest must include organization structure, past experience of similar assignments, information on the firm’s current full time professional staff and number in each category of expertise relevant to the Project in the format shown below-

1	Organization Name and Address	(specify email , contact phone numbers, fax etc also.)
2	Years of Experience of the Firm	
3	Name of Associate firm (S) (if any)	
4	Experience in similar projects in urban areas	(specify names of projects in chronological order)
5	Experience in similar kind of services (in project Management, Design and construction supervision, including measurement and billing)	Specify names of projects in chronological order)
6	Organizational set up	(specify number of personnel available (team Leader, Contract Management/construction supervision specialist, Design Engineer, Procurement Expert Structural Engineer, Support (civil/mechanical/electrical) engineers, etc/
7	Staff engaged in ongoing large urban Tourism sector project.	

(attach relevant documents/details demonstrating the above qualification and experience)

7. Expressions of Interest must be delivered to the following address along with the bid- processing fee of Rs 1000/- by a demand draft from a scheduled bank in favour of Madhya Pradesh State Tourism Development Corporation Ltd. Payable at Bhopal.

8. Madhya Pradesh State Tourism Development Corporation Ltd. is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the firms.

9. The proposal shall be submitted in two copies in a sealed envelope and the envelope shall bear the name and address of the firm and be clearly marked –“Expression of Interest for Project Management Consultancy Services”.

10. The short listed firms will be intimated to submit detail technical and financial proposals in the formats, which shall be issued by the MPSTDC. The firms shall bear all costs associated with the preparation and submission of their proposals.

**Executive Engineer
MP State Tourism Development Corporation Ltd.,
Paryatan Bhavan, Bhadbhada Road,
Bhopal - 462 003**

General Tasks of Project Management Consultants (PMC)

- (i) Preparation of Detailed Project Report after proper, surveys, investigation and designs as necessary.
- (ii) Prepare a detailed implementation schedule covering all stages of the implementation process.
- (iii) Review and confirm procurement packages and contract documents prepared under advance procurement actions, check, verify and amend as necessary.
- (iv) Prepare the detailed designs, construction drawings, cost estimates and bill of quantities, etc for all projects. The design shall be sufficiently detailed to ensure clarity and understanding by the contractors. Assist with procurement of testing equipment, as necessary. Including preparation of tender documents, and tender evaluation.
- (v) Construction Supervision: PMC staff will check the line level, layout of the construction to ensure conformity with the contract, propose and present for approval any change in the plans that may be deemed necessary indicating any effect the change may have on contract and prepare all change/ variation orders, supervise construction of project components, monitor construction and quality control methods, certify that quality of works conforms to the specifications and drawings, assess the adequacy of the contractors inputs in material, labour and construction method safety of the works, project personnel and general public, finish all revisions and detailed drawings as necessary continuance of the contract. Attend third party inspections as necessary, examine and assess for contractor's claim for extension of time and extra works etc. assist in preparing planned maintenance procedure, check installation and commissioning, prepare measurement for works completed and accordingly prepare bill for payment to the contractors and get it verified by the engineer in-charge, provide certification on the quality of the works accomplished and on their conformity to specifications and drawings. Ensure that works are constructed to the prescribed quality in accordance with specification tender document and quality assurance system. The PMC will

assist MPSTDC for fair transparent system of implementation of the work in field to achieve highest quality standards. PMC personnel would be hard working, dedicated, intelligent and having thorough knowledge of that work and understanding of the design parameters.

- (vi) As required assist the MPSTDC in the resolution of contractual issues including review, evaluation and confirmation of contract Variation Orders;
- (vii) As necessary assist the MPSTDC with overall contract management and preparation of the “as built” drawings.
- (viii) PMC will be responsible for recording measurement, preparation of bills and for getting it verified by the engineer in charge (MPSTDC) for payment to the contractors.
- (ix) Prepare inspection report, monthly/quarterly progress reports, project completion report etc.
- (x) Identify training requirements, provide on the job training for staff of MPSTDC with special emphasis on computer and software etc.
- (xi) Financial Monitoring – Provide financial management advice to the MPSTDC.