



Council for Leather Exports, Chennai

COUNCIL FOR LEATHER EXPORTS

(Sponsored Ministry of Commerce & Industry, Government of India)

Head office

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NOTICE INVITING TENDER

No. CLE - HO/ASIDE /CFC- Melvisharam/2014-15

DATED 3.11.2014

**Engagement of Project Management Consultant
For establishment of Common Facility Centre in
Melvisharam**

Under Central ASIDE Scheme of Government of India.

INSTRUCTIONS TO BIDDERS (ITB)

Promoter:

Visharam Tanners Common Facility Centre (P) Limited (VISHTAN)

Implementation Agency:

Council for Leather Exports (CLE)

INSTRUCTIONS TO BIDDERS (ITB)

I. Introduction

Melvisharam is a tannery town in state of Tamil Nadu close to Ranipet and Vellore which is one of the important tanning centers of India. There are about 27 tanneries operating now to the south of Town. M/s. Visharam Tanners Common Facility Centre (P) Ltd (**VISHTAN**) is the promoter of the project and already in possession of 1.50 acres land to establish the CFC-Melvisharam..

The promoter has engaged the services of M/s Indian Leather Industry Foundation (ILIFO) i to prepare a Detailed Project Report (DPR) for establishment of Common Facility Centre in Melvisharam with required facilities. The ILIFO has prepared the DPR with guidance and inputs from the promoter from time to time. The final version of the DPR was vetted by the CSIR- CLRI technically and provided to the CLE. On the request of **VISHTAN**, the Council for Leather Exports (CLE) undertook due diligence and scrutiny of the DPR and has submitted the same to the Department of Commerce, Ministry of Commerce & Industry, Government of India for necessary approval and financial support under Central Component of ASIDE, Government.

The Department of Commerce, Government of India has issued a Sanction Letter dated 14-10-2014 approving this project at a total project cost of Rs.23.51 Crores.

2. Establishment of Common Facility in Melvisharam – Details as per approved DPR

1. Land & Project location

The land for the project is about 1.5 acres. It is around 130 kilometers from Chennai which is close to Ranipet and Vellore .A Common Effluent Treatment Pant (CETP) established by VISHTAN with subsidy from Central and State Governments in this cluster has been functioning for more than 15 Years. The Promoter has purchased land from the VISHTAN CETP. The proposed CFC will help 37 units to comply to environmental norms

It is proposed to construct factory building with dimension of 48 m x 48 m. The CFC will have ancillary buildings namely workshop, office Building, main electrical panel room, parking shed, toilet facility, conference room, dining room and kitchen. The factory Building will be the metal rood and granolithic flooring.

3. Types of Facilities

The proposed project will have the following types of facilities

a) Construction of Building for housing Machinery

The main civil works are provided in the following Table

SI No	Description	Dimensions	Unit	Qty
1.	Office Building	9m x 9m	Sq.m	81
2	Factory Shed	48m x 48 m	Sq.m	2304
3	Work shop	9 m x 12m	Sq.m	108
4	Main Panel Room	9 m X 4m	Sq.ft	36
5	Shed for fork lift	9m X 4 m	Sq.ft	36
6	Road	5m Width	Sq.m	765
7	Compound Wall	95m X67 m	m	324



b) Electrical installations

The Electrical installation have one HT supply of capacity of 625 KVA transformer step down from High Voltages line of 33 KV. The other installation will be control panel which houses the breaker units switches for each machine including ELCB and lighting switch boards. The panel and all electrical installations should confirm to IE rules 1956 and confirming with Chief Electrical Inspectorate of Govt of Tamil Nadu.

C) . Installation and Commissioning of Machines

The CFC will house certain technological advances Tannery Machines which are expensive and could not affordable by micro and small Enterprise The following machines have been recommended for CFC.

1. Thorough feed Sammying Machine
2. Splitting machine
3. Shaving Machine
- 4 Hydraulic Sammying cum setting machine
5. Vacuum drier -4 tables
6. Over head conveyor with dehumidifier
7. Vibratory Shaking Machine
- 8 Through feed buffing from dedusting machine
9. Roller Coater
- 10 Automatic Spraying Machine
- 11 Through-feed hydraulic inviting and plating machine
- 12 Measuring Machine

The working width of machines will about 3000mm. This will give opportunity for the users to process the leather in full hides without cutting in to sides.

The following service equipments are required for operation of the above mentioned machineries

1. Thermic Fluid leather
2. Air Compressor
3. Solar hot air unit
- 4 Fork lift air unit
5. Pallet truck with 20 numbers of pallets
6. Wheel mounted horses – 10 numbers
7. Wheel mounted tables for auto spray and roller coater – 10 numbers
8. Diesel Generator
9. Electric hoist and 1 beam

Phasing of the Project and Completion Target

As CFC is one of the prime immediate importance, the construction of Common Facility Centre is proposed to be undertaken as early as possible

As per the approved DPR, the period of implementation and completion of this project is one year from the date of the approved letter dated 14-10-2014 a issued by Government of India, which is As such, the Project has to be completed in all respects on or before 14th Sep 2015.



g) Project cost as per the approved DPR

The Project cost is estimated is around Rs.23.51 Crores as per the following breakup headings:

Sl. No.	Description	Amount (Rs. in Lakhs)
1	Land and Site Development	90.00
2	Civil Works and Development	395.15
3.	Plant and Machinery (Cost of Plant and Machinery, installation and commissioning)	1703.73
4	Service Plant and Accessories	247.13
5	Safety equipment and office equipment	
	Net cost	2350.54

Grant approved under ASIDE Scheme: 61% of Total Project Cost
 Contribution from VISHTAN 39% of Total Project Cost

*** The project cost mentioned in the Tender Document would be final and no escalation of cost shall be allowed under any circumstances till completion of the project**

3. Implementation Mechanism

The project execution will involve the following agencies to perform the specific functions to satisfy the conditions and guidelines of the ASIDE Scheme and GFR.

Role/ Nature of Agency	Name
Project Promoter	Visharam Tanners Common Facility Centre Pvt Ltd
Implementing Agency (IA)	Council for Leather Exports (CLE)
Project Management Consultant (PMC)	To be engaged through tender process
Technical Agency (TA)	A suitable Technical Agency will be appointed by the CLE

A Technical Agency will also be appointed separately which will perform the role of Vetting of the all the documents/ acts and deeds of PMC in totality.

The roles of each of the above agencies are indicated below. These are not exhaustive, and are subject to modifications as deem necessary in due course:

Role of Council for Leather Exports (CLE)

- i. Interaction with VISHTAN , Government and other involved agencies from time to time
- ii. Usage of grants-in-aid provided by ASIDE Scheme in accordance with guidelines of ASIDE scheme and GFR, CVC guidelines.
- iii. Appointing Project Management Consultant through tender system, in consultation with the VISHTAN
- iv. Appointing a Technical Agency to assist the Council in the implementation of the project



- v. Constitute a Project Implementation Committee (PIC) which will consider all aspects of the project, and will take appropriate decisions and grant approvals within the ambit of ASIDE Scheme guidelines. The PIC will comprise of representatives from CLE, VISHTAN, PMC, TA, Government of India / State Government etc.
- vi. Release of payments for the execution of the Project, based on the recommendation of VISHTAN, PMC and endorsement of Technical Agency's report.
- vii. Preparation of Status Reports to the Government on periodical basis, as and when desired
- viii. Submitting the Utilization Certificate in the format prescribed under the GFR by Government at the time for submitting claim for next installment, or as required.
- ix. Coordinating all Audits including but not limiting to, audit by the CAG or its subsidiaries and providing all assistance to Auditors.

Role of VISHTAN-Promoter

- i. Raising and remitting industry contribution to the project
- ii. Operate and maintain the Project Assets/Project Facility in accordance with the provisions of this Agreement, Good Industry Practice and Applicable Laws;
- iii. Obtaining all Applicable Permits in conformity with the Applicable Laws and be in compliance with thereof at all times during the development, implementation and operation of Common Facility Center in Melvisharam;
- iv. Procurement and maintenance, as necessary, of all proprietary rights, licenses, agreements and permissions for materials, methods, processes and systems used in or incorporated into the Project
- v. Providing reports to the CLE and PMC, on a regular basis during the Implementation Period in accordance with the provisions of this Agreement;
- vi. Supervising, monitoring and controlling the activities of Contractors under their respective Project Agreements as may be necessary;
- vii. Bill of work done by the contractors should be submitted to the VISHTAN. will certify the same through its Project Engineer, and PMC and thereafter VISHTAN will forward it to TA under copy to the Council.
- viii. Safety, soundness and durability of the Project Facility including all structures forming part thereof and their compliance with the Specifications and Standards;
- ix. Operating and maintaining the Project at all times, including but not limited to the Specifications and Standards, the Maintenance Programme and Good Industry Practice

Role of Project Management Consultant

- i. Assistance in Contractual and Legal Framework: PMC would assist in drafting legal and contractual documents as may be needed to implement the Project.
- ii. Project Planning, Engineering and Procurement
 - a. Planning and Pre Engineering:
 - b. Detailed Engineering
 - c. PMC would carry out detailed engineering of the Project including designing each facility, detailed drawings of components, preparation of detailed cost estimates of the various facilities, estimation of item wise quantities (BOQ), etc. Amongst others, it would cover the following also:



- Technical specifications of plant and equipment
- Lay-out drawing
- Description of civil structures
- Utilities requirements e.g. electrical power, gas, compressed air, water
- Budget/costs estimation
- Project implementation time frame

iii. Bid Process Management

PMC shall undertake preparation of tender bid documents; assist in selection and appointment of contractors for specific components. It would involve the following:

- a. Preparation of Conditions of Contract, forms of undertakings and guarantees etc. for tender document based on the above
- b. Prepare NITs and Tender Documents
- c. Conduct pre-bid meetings
- d. Technical and financial evaluation of bids
- e. Recommendations for selection of Contractor
- f. Formalities for signing of agreement leading to award of work to selected Contractor

In all the works listed above, PMC will duly obtain and incorporate the technical suggestions and recommendations of the Technical Agency. Without Technical Agency's explicit approval, the PMC shall not carry out any tasks, as all payments under this project will be based only on the verification and approval of Technical Agency.

iv. Project Management & Supervision

- a. Project Management and Supervision during Project Construction:
- b. After appointment of the contractors/suppliers, PMC will supervise the work output of the Contractors with the objective of ensuring compliance of quality, completeness and compatibility of the work output with the construction/supply contractors.
- c. Quality Control and measurement:
- d. PMC would ensure quality control by supervising the performance of the construction works and procurement of high quality equipments etc

An Achievement-cum-Performance Report shall be prepared by the PMC on monthly basis as per the requirement of Government and shall be submitted to CLE before 5th of every month in respect of the preceding month.

Role of Technical Agency

The assignment would basically involve examining the Project documents of PMC at every stage of work and ensure its correctness according to the Govt Guidelines, and also give Technical Report to the CLE for work progress at site, and give recommendation for release of amounts to the contractors/service providers as the case may be. Amongst others, the TOR for the Technical agency will include the following:

- i. Examine the Engineering DPR prepared by PMC and make technical suggestions, if any, for modifications. Certify the correctness of final Engineering DPR as per the

- Govt guidelines and set procedures.
- ii. Technically examine and supervise the Bid Process Management
 - iii. Participate in the Technical and Financial evaluation of Bids
 - iv. As and when request for payment comes from the VISHTAN / PMC, examine the same with reference to the contracts and submit Technical Reports to the CLE certifying and recommending the amounts to be released to contractors/ service providers after carrying out physical inspection of work in progress in their discretion or as per the directives of the CLE
 - v. In such examinations, undertake a visit to project site jointly with the CLE official and submit the work in progress report as per actual assessment made at the work-site on component wise progress of work completed on the date of inspection.
 - vi. Prepare the Project Completion Report and submit to the CLE
 - vii. Any other work as required and as assigned by the CLE

III. Engagement of Project Management Consultant (PMC) and Term of Reference

The Council proposes to engage a Project Management Consultant (PMC) who will assist the Council in all aspects of the implementation of the Common Facility Centre at Melvisharam. Apart from the functions mentioned for the PMC vide Para II above, the PMC would be responsible to carry out the following activities:

a) Detailed Engineering:

The PMC would hold discussions with the VISHTAN & CLE and as per the brief to be given by them, the PMC will carry out detailed engineering of the Project including designing each facility, detailed drawings of components, preparation of detailed cost estimates of the various facilities, estimation of item wise quantities (BOQ), etc. It would cover the following:

- Technical specifications of Buildings, Plant, Tools and Equipments which will form part of Detailed Engineering Exercise.
- Preparation of Layout drawings - All associated engineering design, drawings etc
- Description of civil structures
- Utilities requirements e.g. electrical power, gas, compressed air, water etc
- Detailed Cost Statement (for each BOQs) as per CPWD Rates
- Detailed Cost Statement (for each BOQs) as per prevailing Market Rates
- Project implementation time frame (also by Bar Chart with explanations)
- Specifications and detailed engineering for Furniture & Fixtures, interiors and all other items necessary for the Common Facility Centre Building & all other facilities / sub-components of the Project.
- Identifying an agency to assign the work of Geo Technical study on suitability of land for the establishment of Common Facility Centre and their charges will be inbuilt in PMC fee

Please note that CLE will not appoint any Architect or Designer and thus included in the work assignment of PMC.

b) Preparation of Bid Documents:

The PMC shall prepare the bid documents for appointing a contractor for construction of buildings for Common Facility Centre Project. It would involve preparation of following documents:



- Invitation for Bid on Two Envelope systems – Technical Bid (Bidder's qualification criteria) & Financial Bid
- Instruction to Bidders, General Conditions of Contract, Formats for undertakings and Guarantees etc
- Detailed Booklets for Tender on Building construction including plumbing, electrical, air conditioning, carpentry, interior works etc – which will have Bill of quantities (BOQs), Makes of Materials, Terms & conditions and Engineering Drawings.
- Detailed Booklets for Tenders on Furniture & Fixtures, interiors and all other items necessary for the Common Facility Centre Building & all other facilities / sub-components of the Project.
- All other documents which are necessary for completion of entire project including from the engineering, construction and finishing of the building perspective.

C) Bid Process Management:

The PMC will assist the CLE in the following areas:

- Offering Technical clarifications to the bidders and participate in the pre-bid meetings
- Prepare Technical Evaluation Report for bids received with recommendations and submit to the Technical Agency under copy to CLE
- Prepare Financial Evaluation Report for bids received with recommendations and submit to the Technical Agency under copy to CLE
- Briefing to the CLE on the above reports
- Formalities for signing of agreement leading to award of work to selected Contractors including drafting of comprehensive Work Orders / Purchase Orders to the selected vendors etc.

d) Project Management & Supervision during construction

- After appointment of the contractors/suppliers, PMC will interact with the contractors/suppliers, supervise the work output of the Contractor(s) with the objective of ensuring compliance of quality, completeness and compatibility of the work output with the construction/supply contractors
- Upon receipt of Bills from Contractors / Vendors, carry out the inspection of the project site, interact with VISHTAN and verify the same, and provide recommendations to the Technical Agency under copy to the CLE for release of payments to contractor(s).
- PMC will submit Progress Report to the CLE every month, and the same shall be submitted to CLE under copy to VISHTAN & Technical Agency, before 5th of every month in respect of the preceding month, along with photographs of the project site in soft copy form.
- Give Building Completion Report to the CLE, once all the construction work assigned to the contractor is completed.

e) Installation of required items in the Common Facility Centre in Melvisharam

PMC to draw up the list of items required for procurement and installation of required items for the various approved elements of this project. PMC is required to assist / oversee in setting up of the above in the Common Facility Centre in Melvisharam as a turnkey project

a) Submission of project completion report to the CLE

Since the project is sanctioned under ASIDE Scheme of the Government of India, the Government has prescribed the deadline for completion of the project before **14th Oct 2015**. The PMC has to draw up a Detailed schedule for project execution and the PMC is overall responsible for its adherence in all aspects within the set deadline for project completion.

Once the project is completed in all respects, the PMC should give Project Completion Report to the CLE, which will be meant for submission to the Sanctioning Authority of this project i.e., Government of India.

b) General: Compliance to GFR / CVC guidelines

All aspects of the project has to be implemented as per the General Financial Rules (GFR) / Central Vigilance Commission (CVC) guidelines, which is a mandatory condition prescribed by the sanctioning authority. The PMC is responsible for complying to the GFR / CVC guidelines in all aspect of the project implementation.

Being the qualified engineering professional, the PMC would be overall responsible for the structural stability of the building, and all aspect of the project execution in a time bound manner.

IV. Notice Inviting Tender issued for engagement of PMC

1) Sealed Bids sought for engagement of PMC

The Council for Leather Exports invites sealed bids for engagement of Project Management Consultant from eligible firms/ agencies for establishment of Common Facility Centre at Melvisharam, as per the details mentioned in the above mentioned paragraphs.

The CLE is the project implementation agency and the contact details of the CLE and officials handling this project are given below:

Head Office	CMDA Tower II, 3 rd Floor, Gandhi-Irwin Bridge Road, Egmore, Chennai-600 008 Tel: 044-2859 4367-71 (5 Lines) Fax: 044-2859 4363-64 (2 Lines) E-mail: cle@cleindia.com Contact Officials: Mrs. S Poonguzhali, Export Promotion Officer Mobile: +91 96000 07895
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The sealed bids should be addressed to and sent by Speed post / Registered post / Courier to the following address:



Council for Leather Exports
CMDA Tower II, 3rd Floor,
Gandhi Irwin Bridge Road, Egmore
Chennai -600 008

Tel: 044-2859 4367-71 (5 Lines)
Fax: 044-2859 4363-64 (2 Lines)
E-mail: cle@cleindia.com

Each envelope shall carry the name and address of the Tenderer prominently.

The sealed covers should reach the above mentioned address before 2.00 pm on 25th Nov 2014 (Tuesday) The sealed cover should be clearly marked in bold letters – ‘Project Management Consultant for” **Establishment of Common Facility Centre at Melvisharam**”.

The CLE will not be responsible for the postal delay if any in the delivery of the documents or non-receipt of the same.

2) Obtaining Instruction to Bidders (ITB) / Tender Document

The Tender Documents can be obtained on payment of a non-refundable fee of Rs.7500/- (Rupees seven thousands five hundred only). Payment for the purchases of tender documents shall be made by a crossed Demand Draft drawn in favour of “Council for Leather Export” or by Cash. The demand draft shall be enclosed with a letter of application for the Tender document.

CLE does not accept responsibility either for delays in receipt of the completed Tender document or any delay experienced by the applicant in receiving the documents by post / e mail etc. Extension of the bid submission date and time for receipt of the completed documents shall not be made on account of any such delays.

The Tender documents can be taken delivery by hand or by the authorized representative of the Tenderer. For this purpose the Tenderer shall send along with the application a letter authorizing his representation to collect the Tender Document personally upon payment of the cost of the Tender document as specified above.

The tender documents are available in CLE offices located in various parts of the country as per the contact details given below and the application for obtaining Tender documents shall be made to the respective offices:.

New Delhi	The Regional Director (North) Council for Leather Exports, 1202, New Delhi House 27, Barakhambha Road New Delhi - 110 001 Tel: 011-23738151-52 Fax: 011-23738153 E-Mail: cledelhi@cleindia.com
Agra	The Assistant Director Council for Leather Exports, S-6, 2nd Floor, Friends Tower, Block No.41-B, Sanjay Place, Agra - 282 002. Tel: +91-562-2852619 Fax: +91-562-2854053 E-Mail: cleagra@cleindia.com



Council for Leather Exports, Chennai

Jalandhar	The Office In-charge Council for Leather Exports CLRI Extension Centre (Testing Lab), Leather Complex, Kapurthala Road, Jalandhar - 144 021. Tel: +91-181-2650967 Fax: +91-181-2650967 E-Mail: mailto: clejalandhar@yahoo.in
Chennai	The Assistant Director Council for Leather Exports CMDA Tower –II, 3 rd Floor Gandhi Irwin Bridge Road Egmore, Chennai 600 008 Tel: 044-28594367-71 (5 lines) Fax:044-28594363 & 28594364 Email: cle@cleindia.com
Mumbai	The Regional Director (West) Council for Leather Exports STAR HUB, Building 1, Unit No.102, 1 st Floor, Near Hyatt Regency, ITC Grand Maratha Andheri (East), Mumbai – 400 099 Tel: 022 28392221 Fax: 022 67256236 E-mail: cleb@cleindia.com
Kolkata	The Regional Director (East), Council for Leather Exports, 1B, First Floor, "Duckback House", 41, Shakespeare Sarani, Kolkata - 700 017. Tel: +91-33-22835479/80. Fax: +91-33-22877270. E-Mail: cleer@cleindia.com
Kanpur	The Regional Director (Central), Council for Leather Exports, H.B.T.I. Campus (Adjacent to Central Bank of India), Nawab Ganj, Kanpur-208 002. Tel: 0512-2534198. Fax: 0512-2534197. E-Mail: cleknp@cleindia.com

The tender document is available for sale at CLE offices as given above from 7-11-2014 to 24-11-2014 on all working days up to 5.00pm.

3) Amendment of Instruction to Bidders, if any

Before the deadline for submission of Bids, CLE may modify the ITB documents by issuing addenda. Any addendum thus issued shall be part of the Bid document and shall be communicated by e-mail to all those who have been issued with the Tender Document. Bidders shall acknowledge receipt of each addendum issued by the CLE by email to CLE. A signed and stamped copy of the addendum shall be submitted together with the filled up bid documents. Adequate time for submission of bids will be ensured when such addendum is issued.

4) Earnest Money Deposit

The Tender shall be accompanied by an Earnest Money Deposit (EMD) for Rs.1,50,000/- (Rupees One Lakhs Fifty Thousand only) in the form of a Demand Draft from a Nationalized Bank in favour of Council for Leather Exports payable at Chennai. Any Tender submitted without the EMD shall not be considered and shall be summarily rejected.

The EMD of unsuccessful bidders will be returned within fifteen (15) working days of the finalization of the Engagement Contract with the successful bidder.

The EMD of the successful bidder shall be discharged when the bidder furnishes the required Security Deposit and signs the Engagement Contract / Agreement with the CLE.

The EMD may be forfeited if the bidder withdraws his bid after bid opening and during the bid validity period. Also in the case of a successful bidder, EMD will be forfeited if the bidder fails within the specified time limit to furnish the required Security Deposit or sign the Agreement.

5) Pre-Bid Meeting

A Pre-Bid Meeting will be held on 10-11-2014 (Monday) at 11-30 am at Council for Leather Exports, Head office, Chennai.

The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage pertaining to the bid. The bidders are requested to submit the questions if any in writing by e-mail to reach CLE at least 2 days before the Pre-bid meeting. The text of the questions raised and the responses given as a result of the pre-bid meeting shall be made by CLE exclusively through the issue of an addendum pursuant to the Instructions to Bidders. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

Any clarifications should be addressed in writing to the Council for Leather Exports E-mail: cle@cleindia.com

6. Inspection visit to project site:

At their own expense, bidders are advised to undertake a site visit to the project site (located in Melvisharam 120km from Chennai near Ranipet)) inspect the land, and thereafter submit the bids. For inspection visit, in order to identify the project land, the applicants may schedule the visit appointment directly with the VISHTAN by sending e-mail intimation to vishtecetp@yahoo.com to the attention of

Mr. M. A. Ashraf Ali
Mangaing Director
Visharam Tanners Common Facility Centre (P) Ltd
No. 305/ 1D, C. Abdul Hakeem Road
Melvisharam , Vellore -632 509
Tel: 04172-267344 & 266444

A copy of the e-mail request sent to VISHTAN may be marked to cle@cleindia.com



7. Submission of Bids

Bids shall be submitted in two parts viz. - PART-I & PART-II. Each part shall be placed in an independent sealed envelope and these should be put in 3rd envelope and sealed. Each part shall be super scribed as follows.

- 1st Envelope: PART-I TECHNICAL BID FOR PRE-QUALIFICATION
 2nd Envelope: PART-II FINANCIAL BID
 3rd Envelope: Bid for engagement of Project Management Consultant for establishment of Common Facility Centre at Melvisharam

8. Technical Bid for Pre-Qualification: Eligibility Criteria for bidders

Eligibility Criteria for Project Management Consultant would be as follows:

- I. Proven experience in preparing Detailed Project Reports, tender documents and implementation of infrastructure projects for leather sector like Common facility centre, trade centre, testing & multi skill development centres and CETPs with funding from government agencies [15 Marks]
- II. Proven experience in project management, monitoring and quality control of building construction till its completion with funding from national and international government agencies [10 Marks]
- III. Should have average annual financial turnover during the last three years ending 31st March of the previous financial year, should be at least 30% of the total project cost which in the instance project is Rs.24 Crore [10 marks]
- IV. Should have experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which applications are incited should be either of the following: [15 marks]
 - a. Three similar completed work costing not less than the amount equal to 40% of the total project cost of Rs.24 Crore, or
 - b. Two similar competed works costing not less than the amount equal to 50% of the total project cost of Rs.24 Crore, or
 - c. One similar completed work costing not less than the amount equal to the total project cost of Rs.24 Crore.
- V. Should have technical manpower with expertise in leather technology, civil, mechanical, management and testing etc., [50 marks]

Technical Manpower	Mark
Civil & Structural Engineering expertise : Qualification in Civil & Structural Engineering with experience in implementation of infrastructure projects	20
Leather Technology expertise : Qualification in Leather Technology with experience in implementation of infrastructure projects for tanneries including preparation of layouts	20
Mechanical and Electrical engineering expertise : Qualification in Mechanical and Electrical engineering with experience in implementation of infrastructure projects for tanneries including installation of machineries and testing equipment	10
Total Points for criteria (v)	50

The minimum technical score required to be obtained to technically quality is: 70 Marks

VI. Similar works should be clearly explained and supplemented with supporting documents

Documentation to be enclosed: (All in English language only)

- Covering letter
- Cost of ITB document- Rs.7500/- by way of DD favouring 'Council for Leather Exports' payable at Chennai.
- EMD amount of Rs.1,50,000/- by way of DD favouring 'Council for Leather Exports' payable at Chennai.
- Brief profile of the company
- Ownership and organizational structure of the company
- Curriculum vitae of appropriate key professionals
- Information in support of the technical experience- Documentary proof as per Appendix-1
- Information in support of the financial standing- Documentary proof as per Appendix-2.

In the event the documents are in language other than English, a photo copy of the contract as well as a certified translation in English language (original copy) shall be submitted. All the certifications shall be carried out by the Director / Partner /Authorized signatory of the Company with his signature, seal and name. Certified photocopies of the contracts in support of the technical experience in line with the requirements apart from the photocopy of the certificates as received from the clients. Reference / client list and description of assignment handled.

9. Financial Bids

The professional charges for undertaking the Project Management Consultant have to be quoted in Part II cover. Fees and service tax component breakup to be mentioned clearly in the Financial Bid. This fee will also include all associated cost of discharging the functions of PMC including site visits, attending meetings etc. ***No escalation of cost shall be allowed under any circumstances till completion of the entire project by PMC and submission project completion report to the Council.***

The payment schedule (installments) in relation to the different stages may also be indicated, which will however be examined by the CLE and the decision of the CLE shall be binding on the selected bidder. The decision of CLE shall be final.

The Financial Bid will also contain the functions the bidder will undertake. In order to avoid any ambiguity, the bidders may list out the various functions the agency proposes to undertake by referring to and on the lines of Terms of Reference mentioned in this document.

10. Language for Bid Document

All Bids and information to be submitted shall be in English language only.

Bids which are conditional or obscure or which contain additions not called for, erasures, alterations, unsigned or irregularities of any kind shall not be considered.



11. Signature with official seal

Bidders shall fill up and sign with official seal, the covering letter for submission of bids, and all copies of the supporting documents which are included in the Bid documents. The Bids shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, along with official seal. All pages of the Bid where entries or amendments with official seal have been made shall be signed by the person or persons signing the Bid.

The bidder shall enclose a certified copy of the Power of Attorney authorizing the signatory or signatories to sign the Bid document. This certification shall be from the Legal Manager or a Director of the Firm.

The Bid shall contain no alterations or additions, except those to comply with instructions issued by CLE or as necessary to correct errors made by the Bidder, in which case such corrections shall be signed by the person or persons signing the Bid affixing the official seal.

12. Currency of Bid

Bidders shall quote their prices in Indian Rupees only

13. Bid validity

Bids shall remain valid for a period of ninety (90) days from the date of submission of the Bid.

In exceptional circumstances, prior to expiry of the original time limit, CLE may request Bidders to extend the period of validity for a specified additional period. The request and the Bidder's responses shall be made in writing or by fax. A bidder agreeing to the request will not be permitted to modify his bid.

14. Due date for Bid Submission

As mentioned in IV (1) above, **Bids in sealed envelope/package will be received by CLE, Head office, Chennai, up to 2.00m on 25th Nov 2014 (Tuesday).** If the said date happens to be a holiday for CLE, the same will be received up to 2.00 pm on the next working day.

Each envelope shall carry the name and address of the Bids prominently.

CLE may extend the date for submission of Bids by issuing an addendum in which case all the rights and obligations of CLE and the bidders previously subject to the original due date for submission will then be subject to the new date for submission as to be extended if any.

Bids received by fax or e-mail shall not be accepted and be summarily rejected.

15. Late receipt of bids

Any bids received by CLE after the due date & time will not be considered and will be returned unopened to the bidders.



16. Modification and Withdrawal of Tenders

Bidders may modify or withdraw their bids by giving notice in writing before the due date of submission of bids. Each bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered to the Council's office at Chennai, with the outer and inner envelopes additionally marked MODIFICATION or WITHDRAWAL as appropriate.

No bids will be modified after the due date of submission of the bids

17. Evaluation of Bids

a) Bid Opening Meeting

The CLE will open the bids (Cover-1 – Technical Bids for pre-qualification) in the presence of the bidders or their authorized representatives who choose to be present or without the presence of bidders if the bidders are not present of their own choice and wish. **For this purpose, Technical Bid Opening Meeting will be held at 3.00 pm on 25th Nov 2014 (Tuesday) at CLE, Head office, Chennai.**

In the event of the specified date of bid opening being declared a holiday for CLE, the bids will be opened at the same time on the next working day.

On opening of the bids, the name of the bidder will be read out in the meeting for the information of those present, and also whether the EMD has been submitted or not will be read out.

b) Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations, for the award of assignment shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence CLE or in the processing of bids or award decisions may result in the rejection of his bid.

c) Procedure for bid evaluation

After opening of the bids, the technical evaluation by way of fulfillment or non-fulfillment of eligibility criteria will be checked. Thereafter, only those financial bids will be opened for which technical evaluation was turned out to be positive i.e, they satisfy the eligibility criteria.

To assist the examination, evaluation and comparison of bids, CLE may, at its discretion, may ask the bidders for any clarification on his/her bids. The request for clarification and the response shall be by e-mail, but no change in the substance of the bid shall be sought, offered or permitted.

The bids failing to meet the eligibility criteria will be rejected, and their Financial bids cover will not be opened.

18. CLE's right to accept any bid and to reject any or all bids

Notwithstanding anything that is said herein, CLE reserves the right to accept or reject any bids in whole or in part and to cancel the entire bidding process and reject all bidders, at any time prior to the award of assignment, without any obligation to inform the affected bidder(s) about the grounds for CLE's action. The decision of CLE will be final and binding upon the lowest evaluated bidder. Non-acceptance of the above mentioned conditions would also result in the forfeiture of the EMD.

19. Entrusting the assignment

The bidder whose bid has been accepted will be notified of the engagement by CLE prior to expiration of the bid validity period by e-mail, followed by Registered Letter / Courier / Speed Post. The Letter of Engagement will constitute the formation of the Contract, subject only to the signing of the Agreement thereafter.

20. Security Deposit

Within 15 working days from the date of letter of engagement, the successful bidder shall deliver to CLE the Security Deposit to a tune of 5% of the Fees mentioned in the CLE's Letter of Engagement.

Failure of the successful bidder to comply with this requirement shall constitute sufficient grounds for cancellation of the engagement and forfeiture of the EMD.

The Security Deposit will remain with the CLE for a period of one year from the date of submission of 'Project Completion Certificate' by the PMC, and immediately thereafter it will be returned to the PMC.

21. Damage Clause

The PMC will be responsible for the overall implementation of the project. In the event of any shortcomings noticed in the workings of the PMC and any defect appeared in the building for want of deficient drawings and other such reasons which is the principal domain of the PMC, the damage clause will be invoked by which:

- If the shortcomings / defects are noticed during the construction period on matters concerning PMC, the further payment of fee installments to the PMC will be stopped.
- If the shortcomings / defects are noticed on matters concerning PMC after the construction period till one year from the date of Project Completion Certificate, the Security Deposit will be forfeited.

The above are apart from possible actions under the relevant laws of the land.

22. Signing of the Agreement

Within seven (7) working days of the date of notification of the award, the successful bidder will have to enter into an agreement as per the draft text to be given by the CLE (which will have the Terms of Reference and other functions as mentioned in the selected bid, professional fee payable, installments and milestones etc). The selected bidder shall bear the cost of the stamp paper and will submit a duly signed with official seal original stamped paper agreement to the CLE.

26. Informing the unsuccessful bidders



Upon signing the Agreement, CLE will promptly notify the other bidders by e-mail that their bids have been unsuccessful.

Appendix 1

Reference List of Projects of similar nature undertaken by the Bidder

S.No	Parameters	Details
1	Name of the project	
2	Owner of the project	
3	Address of the project implemented	
4	Contact person Name Phone No, E-mail, Fax NO	
5	Contract reference & date Name of the company which received the contract Date of completion as per contract Actual date of completion Date of commissioning	
6	Years in operation since commissioning	
7	Scope of work	

Signature of authorized Signatory:

Name & Designation

Date

Office Seal:

NOTES:

Please use similar statements for every project implemented by you to meet the prequalification requirement for technical experience. Please attach certified photocopies of certificates issued by the owners mentioning the firm's satisfactory performance

Please attach a certified photocopy of the Contract indicating name of the Contractor, Contract no, scope of work, and value of Contract

Each of the above copies shall be duly counter signed, dated and with official seal.



Appendix 2

Financial Capacity

1. Name of the firm :
2. Address of the Registered Office :
3. Address of the office of communication
And contact particulars
4. Annual turnover (Rupees or home
Currency of the applicant) for
: :
2011-12 :
2012-13 :
2013-14 :
(if not filed IT returns for 2013-14, previous 3 years IT return should be attached ending FY
2012-13) : :
5. Furnish name, address, and telephone no. fax:
and contact person of your Bankers in a
Separate list attached to this appendix
6. Furnish name, address, telephone no. :
fax no. & contact person of your
Insurance Company in a separate list
attached to this appendix

I hereby authorize CLE to seek information as required from our Bankers and Insurers.

Signature of authorized Signatory:

Name & Designation

Date

Office Seal:

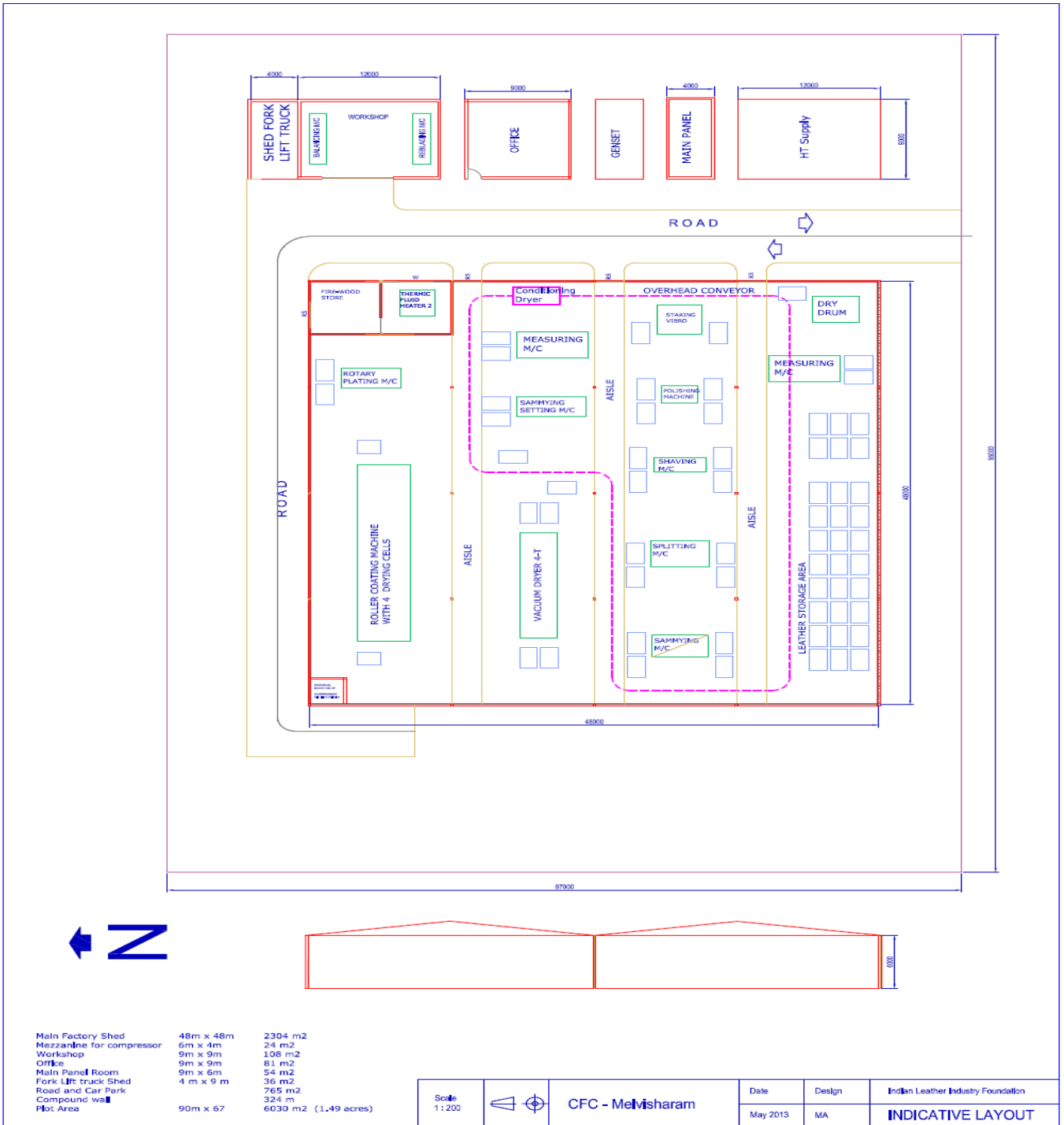
NOTES:

- Copies of the Audited annual reports for the years 2011-12, 2012-13 & 2013-14 to be enclosed (if not available Audited Annual Report for 2013-14, previous 3 years Audited annual report should be attached ending FY 2012-13)
- IT returns for 2011-12, 2012-13 & 2013-14 to be enclosed (refer Appendix 2 4)
- All other relevant documents in support of Appendix 2

Each of the above copies shall be duly counter signed, dated and with official seal.



Indicative layout of CFC



Details of civil works

1. Civil works in the establishment of CFC

S. No.	Description	Dimensions	Unit	Qty
1	Office building	9 m x 9 m	Sq.m.	81
2	Factory shed	48 m x 48 m	Sq.m.	2304
3	Workshop	12 m x 9 m	Sq.m.	108
4	Main panel room	9 m x 4 m	Sq.ft.	36
5	Shed for fork lift	9 m x 4 m	Sq.ft.	63
6	Road and car park		Sq.m.	765
7	Compound wall	67 m x 95 m	m	324

2. Details of civil works for CFC

2.1. Office building in RCC

S. No.	Description	Unit	Quantity
1	Office building, conference, dining and kitchen rooms		
	Residential framed structure including foundation, superstructure and roof finishing	sq.m	81
	with the following provisions		
	Pile foundation	sq.m	81
	Additional depth of 0.3 m	sqm	81
	anti termite treatment	sq.m	81
	Glazed tiles	sq.m	81
	Joinery	sq.m	81
	Cement painting	sq.m	81
	False ceiling	sq.m	81
	AC plant ductable	sq.m	81
	Water supply	sq.m	81
	Sanitary arrangements	sq.m	81
	Electrical arrangements	sq.m	81
	Finishing elevation	LS	

2.2 Factory building in metal sheet roofing

2	Factory building, workshop, main panel room		
	Non residential frame building with 65% plinth area rate	sq.m	2511
	Roofing - galavnum steel	sq.m	2511
	Dummy columns	sq.m	2304
	Pile foundation	sq.m	2304
	Anti termite treatment	sq.m	2304
	Superstructure additional height of 2.18 m	sq.m	2304
	Joinery	sq.m	2304
	Elevation	LS	1
	Pavement around building for 1.2 m	RM	234
	Soil investigation	LS	1
	Rainwater harvesting	Pits	50
	Cement painting - internal	sq.m	2304
	Cement painting - external	sq.m	2304
	Water supply	sq.m	2304
	Sanitary arrangements	sq.m	2304
	Electrical arrangements	sq.m	2304
3	Compound wall	m	324
4	Internal roads	sq.m	765
5	Site preparation of plot area of 70 m x 66 m	sq.m	4620