

Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

Third-Party Agencies for Quality Assurance in Haryana

in Engineering works implemented by the State Government

Contents

1. Introduction **3**

2. Instruction to Bidders **5**

3 Instructions for submission of Proposal **8**

4 Termination of Empanelment **10**

5 Patents, Copyright & Intellectual Property Rights **11**

6 Bid Submission, Opening of Bids and Award of Empanelment **11**

7 Roles and Responsibilities of the Key Personnel **12**

8 Evaluation Criteria **14**

9 Duration of Empanelment **20**

10 Fee for the Empanelment **20**

11 Process of Empanelment **20**

1. Annexures **21**

Annexure – I: Technical Proposal Forms 21

Tech Form-1: Letter of Proposal Submission 21

Tech Form-2A: Format for showcasing experience of relevant projects/assignments. 22

Tech Form-3: Format for showcasing Key Resource Personnel's experience 23

Form-4: Index 25

Form-5: Authorization Letter 26

1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023,

The Quality Assurance Authority (QAA) has previously empaneled agencies to provide Third-Party Quality Assurance Services in the two phases, across the following sectors: A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal, Irrigation, Drainage and its appurtenant works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works). To increase competition, encourage broader participation, and provide opportunities to agencies that were unable to participate or qualify in the initial two phases, the QAA is seeking to empanel additional Third-Party Agencies on regular basis through open call for Quality Assurance services for the infrastructural sectors mentioned above. The empaneled agencies will work under various concerned departments implementing the engineering works and by organisation owned and controlled by State government of Haryana to ensure the highest quality standard in construction, execution, and completion for sustainable development of the state's infrastructure.

1.2 Objectives

To achieve its defined purpose, QAA plans to empanel agencies for:

1.2.1 Building appropriate quality assurance processes and mechanisms, based on norms, standards, mechanisms and process specified by the client department while executing the work contract.

1.2.2 Ensure Internal quality assurances mechanisms and processes by State Government departments implementing engineering works and organizations owned and controlled by the State Government undertaking the work including through its quality assurance wing.

1.2.3 Perform the quality checks and adherence to quality standards by Third-Party agency empaneled by QAA especially for works costing above a certain limit, as may be specified by the Authority.

1.2.4 Enhance the durability, safety, and performance of public infrastructure.

1.2.5 Comply with national and international standards and best practices.

1.2.6 Provide timely and effective quality assurance throughout the project lifecycle.

1.2.7 Facilitate continuous improvement and capacity building within the sector.

1.2.8 Ensure the Best Project Quality

1.2.9 Project Monitoring during execution

1.2.10 Ensuring the Cost & Time Control

1.2.11 Measuring Project Outputs

1.2.12 Measuring Impact of Quality Assurance

At each stage, there may be suggestions and recommendations and QAA would ensure that these points are incorporated in the implementation of the ongoing and future projects. QAA would ensure periodic feedback to all key stakeholders.

1.3 Scope of Services

The broad scope of services to be provided by the selected agencies are listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empaneled agencies. However, the client department may decide to modify the scope of services based on their respective requirements in each case at the time calling financial bids.

1.3.1 Stage 1 –The Agency shall familiarize with all the project documents mentioned below and interact with the client department.

a. Scope of the project.
b. DPR/bid documents
c. Construction drawings.
d. Bill of Quantity.
e. Contractor's Resource program.
f. Project Management Mechanisms/ Structures (e.g. PERT/CPM Charts)
g. Land requirement/ availability & other clearances to begin construction

1.3.2 Stage 2 – Initial Technical Study

a. Technical Inspection shall be carried out in accordance with code & specifications and Quality system for the project/Quality Assurance Plan prepared by contractor and approved by the Employer, if any
b. The Agency shall verify Quality plan submitted by the contractor and approved by the Employer i.e., policy, Quality control/ assurance procedures, method statement, organization, duties and responsibility in relation to inspection, testing, etc. and provide to the client department the comments thereon and suggest necessary modifications, if any
c. The Agency shall verify Contractor Quality Management systems.

1.3.3 Stage 3 - Intermediate Technical Inspection (Monthly)

a. The works executed before the enforcement of this assignment shall be checked by the Agency using sampling techniques for their adequacy to physical dimensions' vis-á-vis approved design and drawings and adherence of works to quality standards. The cost shall be borne as per the bid agreement between the client department and executing agencies or as directed by engineer in charge.
b. Frequency of visit of Third-Party Agencies team may vary according to quantum of work in progress.
c. The Agency shall inspect and check quality of on-going works.
d. The Agency shall verify the contractor's working practices – e.g., material receipt, storing, consumption procedures, material testing, construction methods, and documentation system – to assess whether sound and effective techniques are being employed.
e. The Agency shall verify the test results/certificates of construction materials of manufactures and /or sources of materials to assess the quality of materials used in works.
f. Sampling and technique will be used for testing of materials and works in progress.

g. The Agency shall take care to minimize the additional testing and shall preferably be carried out where a prima facie doubt arises related to quality of works and / or compliance of standards.
h. The Agency shall witness sample field and laboratory testing carried out by construction agency as per the requirement of standard codes and will verify the concerned reports and records.
i. The Agency shall carry out inspection of the contractor's equipment, plant, machinery, etc. to check their adequacy and operating to produce a quality product.
j. The Agency shall verify of calibration of field laboratory equipment.

k. The Agency shall give suggestion to the Employer and submit quality inspection report. Review the action taken on the earlier reported non-compliances including follow up action initiated with the relevant stakeholders on earlier reported non-compliances.
l. The Agency shall undertake follow-up visits to verify actual compliance.
m. The Agency shall certify the measurement recorded for making payments and certify the bill raised by the contractor.
n. The agency shall bring out the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, the agency shall bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.
o. The Agency shall certify the safety measures adopted by the contractor in the field.

1.3.4 Stage 4 - Final Technical Inspection

a. The Agency shall confirm Physical measurement and dimensions and geometrical features on random basis.
b. The Agency shall check structures to ascertain that there shall not be any execution defects.
c. The Agency shall witness Static load testing of structures, if required.
d. The Agency shall submit recommendations for any further testing that is required to assess the quality of the works to the Employer.
e. The agency shall review the submitted asset completion plan and inbuilt drawings, by the contractor.
f. The agency shall review the submitted completion report and O&M mechanism, by the contractor.
g. Review of functioning of the infrastructure during trial run.

1.3.5 Stage 5 - Deliverables

a. The Agency shall submit three copies of "Quality Assurance Plan" at the beginning of assignment
b. The Agency shall submit three copies of "Quality Inspection Report" on or before 15th day of every month summarizing the findings of Technical Inspection carried out during previous month.

2. Instruction to Bidders

2.1 General Instructions

2.1.1 The QAA Haryana is seeking to empanel Third-Party agencies on regular basis for Quality Assurance services across four critical infrastructural sectors: A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal,

Irrigation & Drainage and its related works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works). The empaneled agencies will work under various concerned departments implementing the engineering works and by organisation owned and controlled by State government of Haryana to ensure the highest quality standard in construction, execution, and completion for sustainable development of the state's infrastructure.

2.1.2 Each of the above-mentioned infrastructure under 2.1.1, shall be divided into 4 sub-categories based on the project cost, namely, i) Works upto 2.5 Cr, ii) Works more than 2.5 Cr. and upto 10 Cr., iii) Works more than 10 Cr and upto 20 Cr., and iv) Works more than 20 Cr. v) Works upto 2.5 Cr **(Only for Start-ups/New Entrants, as per clause 2.7)** The concerned/client department may club multiple projects to make a package under any of the above-mentioned sub-categories.

2.1.3 The Quality Assurance Authority (QAA), Government of Haryana, issues this open call for centralized empanelment of Third-Party Agencies to establish, accredit and monitor Third-Party quality assurance, control and management in engineering works by State Government departments implementing engineering works and organizations owned and controlled by the State Government.

2.1.4 These instructions shall be read in conjunction with information specified by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.

2.1.5 The Bidder shall submit only one Proposal in its name for the different categorizations outlined in section 2.1.1. However, the bidder may apply under one or more of the outlined categories. It may be noted that it is not mandatory for the bidder to offer all categories for the purpose of this empanelment.

2.1.6 The Bidder shall bear all costs associated with the preparation and submission of its proposal.

2.1.7 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.

2.1.8 It is the responsibility of the bidder to ensure that the bids are submitted on time.

2.1.9 The QAA reserves the right to solicit additional information from the Bidders, if required, during the course of evaluation.

2.1.10 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.

2.1.11 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.

2.1.12 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.

2.1.13 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.

2.1.14 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.

2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.

2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:

2.2.4 A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.

2.2.5 Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

Joint Venture shall not be allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

2.6 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of the Proposal. QAA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.7 Special Provisions for Start-Ups/New Entrants

2.7.1 Start-**up agencies, for the purposes of eligibility under this category** may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, **not prior to 31st March 2020**.

2.7.2 **New Entrant agencies, for the purposes of eligibility under this category, shall be agencies** which are registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Third-Party

Quality Assurance of the relevant field to this RFP and seek to expand their service portfolio

2.7.3 These agencies shall be eligible to apply for works upto INR 2.5 Cr. Only, in category v)

2.7.4 The proprietor or partner or promoter of the agency must hold a degree in Civil/Electrical/Mechanical Engineering (as applicable), with a minimum of 5 years of experience in the relevant field.

2.7.5 The proprietor or partner or promoter of the agency must demonstrate financial soundness by providing a solvency certificate of ₹7.5 lakhs.

2.7.6 However, the agency shall maintain the required key personnels as per clause 8.3 (b)

3 Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be submitted as hardbound copy as well as on email – qaapklhry@gmail.com Bidders shall submit the technical proposal along with EMD and tender document fee.

3.1.1 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

3.1.2 Proposals shall remain valid upto next quarter commencing from date of submission of technical proposal by the agency

3.1.3 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the Proposal validity period.

3.1.4 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible.

3.1.5 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached to both the Proposals. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initiated by the person signing the Proposal.

3.1.6 Proposals must be submitted to the address specified and delivered on or before the time specified. QAA may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the QAA and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended from the time the Proposals are opened to the time of the award of the empanelment, the Bidders will not contact the QAA on any matter related to its Technical Proposal.

3.1.7 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post- qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.

3.1.8 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.

3.1.9 The bid document submitted must have a detailed index and page numbering

3.2 Submission of bid: The bids can be submitted at any time throughout the year. For processing, all bids received during the quarter shall be reviewed and processed on quarterly basis i.e. 1st April, 1st July, 1st October, and 1st January each year. All proposals received during a particular quarter shall be examined and processed within the subsequent quarter.

3.3 Opening of Bid Proposal

QAA will open Technical Proposals on the date and time specified in the RFP.

3.4 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

3.5 Clarification of Bid Proposals

a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response, shall be in writing.

b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.

c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.6 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annual the bidding process and reject all Proposals or re-issue the RFP at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on QAA.

3.7 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding.

3.8 Earnest Money Deposit (EMD)

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 45541019579, IFSC Code: SBIN0016386, Bank Name: State Bank of India, HNI Panchkula, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

However, an EMD of ₹1,00,000/- and a one-time tender fee of ₹10,000/- plus GST shall be required to be deposited separately with each application as per Clause 2.1.5.

The EMD of unsuccessful Bidders will be released without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA

The EMD shall be forfeited.

3.8.1 If a Bidder withdraws its bid during the period of bid validity.

3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4 Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

4.1 The successful bidder has failed to perform any instructions or directives issued by QAA and client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.

4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department

4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.

4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official against or in relation to the successful bidder.

4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.

4.6 The successful bidder has failed to comply with any terms and conditions of this

RFP/assigned by the client department.

4.7 The successful bidder's performance is found unsatisfactory in the Review conducted by QAA from time to time

4.8 The executing agency of work assigned by the department shall not be the Third-Party agency for the same work even if agency is empaneled by the QAA.

4.9 Policy for Review and Evaluation of Third-Party Agencies

4.9.1 The Quality Assurance Authority (QAA) shall conduct annual reviews of the agencies that have been deployed by the client department on any projects.

4.9.2 The evaluation criteria shall include reports and feedback from the concerned department, and review and evaluation shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyze reports, scores, and overall performance, providing necessary feedback and recommendations

4.9.3 All evaluations and feedback shall be documented to ensure transparency and accountability.

4.9.4 The QAA reserves the right to terminate and/or blacklist any empaneled agency based on unsatisfactory performance on the recommendation on the client department.

4.9.5 In the event of any default by the empaneled agency as stated above, client department will issue a Notice to the empaneled agency in writing setting out specific defaults / deviances /omissions. The empaneled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the empaneled agency fails to remedy the default to the satisfaction of client department, QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5 Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empaneled agency in writing of the claim and allows the empaneled agency to control and cooperates with him in the defence and any related settlement negotiations.

6 Bid Submission, Opening of Bids and Award of Empanelment

6.1 The agency shall submit the signed and completed proposal as hardbound copy, as well as on QAA's official email address – qaapklhry@gmail.com

6.2 Each agency can apply for one or more of the below mentioned categories defining specific scope of work – namely A) Roads/Streets, Bridges, Buildings, and Highways B) Water Works (Water Supply Schemes, Canal, Irrigation, Drainage and its related works), C) Waste Treatment (STP, CETP), and D) Electric Power Projects (Transmission, Distribution and other Electrical Works). However separate application for each category along with EMD should be submitted as per Clause 3.9.

6.3 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice as per clause 3.4

6.4 During evaluation the QAA may seek clarification on the proposal if required.

6.5 The QAA shall be under no obligation to accept the successful bidder or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.

6.6 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.

6.7 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable.

7 Roles and Responsibilities of the Key Personnel

The agency must always maintain the following key personnel, during the empanelment process. The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel), as well as their specific roles and responsibilities shall vary depending upon the project cost and scope of work.

7.1 Team Leader (Minimum 1)

7.1.1 Lead the Project Team to finish all work related to Third-Party Agency scope that is to ensure Quality and Quantities of works being executed by the contractor, and certify the measurement recorded and bills raised during the project implementation process.

7.1.2 To ensure that all tests and Quality Assurance measures are being implemented as per the relevant codes and standards

7.1.3 Shall take the overall responsibility under the Third-Party Agency and shall represent the Third-Party Agency in all matters relating to the performance of services, communication between relevant stakeholders, and coordinating with and managing Third-Party Agency team to deliver services as per the scope of work.

7.1.4 Shall be in regular contact with the relevant stakeholders and attend all the meeting as and when required by Client department.

7.1.5 The agency shall bring out the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, the agency shall bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.

7.1.6 Shall establish a system to check the measurements periodically as and when recorded in consultation with the contractor and the client department, such that the time required for certification of measurements and intermittent bills shall be minimum.

7.1.7 Scheduling and ensuring timely mobilization / demobilization of team members

7.1.8 Ensuring deployment of the entire team in accordance with the Contract / Client instructions

7.1.9 Undertake site visits as and when required.

7.1.10 Provide detailed review and recommendation on checking of bills, checking / preparation of proposals for variation, extra work, time extension, delay analysis, etc. as directed by Client department.

7.1.11 Ensure that the correspondence and document storage and retrieval system to record all relevant communications between the parties to the Contracts and all measurement and quality control details and variations to the works, is maintained.

7.1.12 Ensure that the Third-Party Inspection Reports are uploaded on the Haryana Engineering Works (HEW) Portal, and it shall be the responsibility of the client Department to provide login access to the agency upon award of work.

7.2 Senior Quality Assurance Engineer (Minimum 1)

7.2.1 May witness testing and inspection of construction materials and the inspection of the mechanical, electrical as well as automation components of

the project in factory/at source/at site inspections of materials/equipment procured by the contractor, shall ensure that the same is as per the technical specification agreed in the contract with the contractor /as per latest standards.

7.2.2 Carry out Third-Party inspection for ensuring quality of the works executed/being executed.

7.2.3 Shall support TL and represent Consultant team in case TL is not present

7.2.4 Shall function as technical advisor in Quality and Quantity check of all the schemes

7.2.5 Responsible for overall Third-Party Agency team check on quality control, quality assurance and measurements recorded.

7.2.6 Shall assist relevant stakeholders/concerned department in correspondence to clarifications from the contractors in technical and financial aspects regarding bills raised.

7.2.7 Shall oversee the contractor's submitted documents and coordinate for reviewing the contractor's submissions

7.2.8 Undertake site visits as required / directed by the Client department.

7.2.9 Shall guide/assist the team in reviewing the measurement, bills, documents and drawings submitted by the contractor(s)

7.2.10 Shall assist the team leader to establish a system to check the measurements, to the extent of 10%, periodically such that the time required for certification of measurements and intermittent bills shall be minimum.

7.2.11 All other duties assigned by the Team Leader and Client department.

7.3 Field Quality Assurance Engineer (Minimum 3)

7.3.1 To review Quality Assurance plan of the contractor and monitor if the ongoing work on site as per approved designs, drawings, specifications in line with approved QA plan.

7.3.2 To update/highlight the team and Client department any non-conformity to the Quality Assurance.

7.3.3 Check the measurements recorded in the Measurement Book are in sync with the actual progress of work on site as per agreed contract along with the items where omissions/additions/alternations have been made in the items affecting the economy of the project adversely. Similarly, bring out the items where quantities have been varied beyond the limits prescribed in the DNIT.

7.3.4 Witness start-up, testing and commissioning as per detailed specifications and contract conditions.

7.3.5 To inspect the works, during the construction period.

7.3.6 Ensure that the contractor establishes a system of Quality Control & Quality Assurance of works,

7.3.7 Check the materials/equipment, mix designs, sampling and testing procedure and check implementation of the same.

7.3.8 Ensure that the contractor establishes a Quality Control Lab for all necessary tests that need to be conducted as per the agreement/work order.

7.3.9 To check measurements, to the extent of 10%, as per TOR and issue monthly/interim payment certificates.

7.3.10 All other duties assigned by the Team Leader and Client department

7.3.11 In case of works where measurements are hidden after completion, as in the case of foundations, reinforcements in RCC structures, etc, check measurements are to be carried out immediately after each activity is completed and before they are covered up.

7.3.12 Witness/Check the laboratory and field test carried out by the contractor, ensure proper record and testing of cubes as required.

7.3.13 Check all quantity measurements and calculations required for payment purpose.

Note:

1) The above tasks are indicative, however, the tasks to be carried out may be allotted to the experts by concerned/client Department depending on the requirements of the projects/schemes. The above tasks are to be delivered by the Third-Party Agency as a whole and non-deployment / absence of some members of the Third-Party Agency team shall not be considered as a reason for non-delivery of any aspects of the Services as envisaged under the Contract. It is the responsibility of the Third-Party Agency to ensure delivery of the entire scope of work as always envisaged under the Contract between the Third-Party Agency and the client department during the contract period.
2) Maximum Age limit for the Key Personnel shall be 65 years at the time of bidding.

8 Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

#	Qualification Criteria	Supporting Documents to be furnished
1	a) The Agency shall be registered in India under the Companies Act 1956 / Indian Companies Act 2013 or a Limited Liability Partnership (LLP) firm registered under the Limited Liability Partnership Act 2008 b) The Agency needs to be in operation for at least the last 5 years as on the bid submission date in the third-party inspection work of the relevant project and should have its registered offices in India.	Certificate of Incorporation/ Partnership Deed
2	The average Annual Turnover from the last 3 Financial Years from such auditing services should be at least: 1) INR 0.35 Cr. for Sub-category-i 2) INR 0.75 Cr. For sub-category-ii 3) INR 1.5 Cr. For sub-category-iii 4) INR 3 Cr. For sub-category-iv 5) For startup/new entrant no threshold limit is required sub-category-v	Audited Annual Financial Statements by Chartered Accountant
3	The Agency shall have experience in at least one project of the same category value applied for, as per clause 2.1.2 (completed or at least 95% completed projects) as a Quality Control/Quality Assurance/Third Party Inspection and Monitoring/Similar Work with the Central/State	Completion certificate from the Concerned Department, not below the rank of Executive Engineer

#	Qualification Criteria	Supporting Documents to be furnished
	Government or Board or Corporation or Nigam (in the last 3 years as on date of submission of bid)	
4	The Agency shall have a minimum of 5 Full Time Resources that fall in the category of "Key Personnel" on their payroll as of the date of empanelment. The agency must always maintain the following key personnel, during the empanelment process. The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost. Note: 1) The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work. 2) The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously. 3) The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work. 4) Each firm shall have all key personnels of the minimum qualification and experience, as per clause 8.3 (b) below, to be eligible for the empanelment. In case key personnels are not on rolls of the agency, the agency shall have an access to these experts with the requisite qualification and experience.	List of professionals from the currently authorized signatory of the Company/Agency.
5	The Agency shall not earlier be blacklisted by any State/UT Government or Central Government/department/agencies/any Indian tribunal in India from participating in the bidding process.	Certificate from the currently authorized signatory of the Company/Agency.
6	The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 0532100100005858, IFSC Code: PUNB0053210, Bank Name: Punjab National Bank, Sector 11, Panchkula of QAA, Haryana through RTGS mode.	UTR nos./bank receipts.

#	Qualification Criteria	Supporting Documents to be furnished
	The same shall be retained for the eligible bidders till the validity of the empanelment process. The cost of bid document of Rs. 11,800/- (Rs 10,000 + 1,800 GST) is also required to be paid in the same account through RTGS.	

NOTE:
The agencies previously empaneled by the QAA during the first phase of empanelment shall be reclassified into the revised category, in accordance with the eligibility criteria outlined above.

8.2 Weightage for technical proposal evaluation

S. No	Criteria	Marks	Weightage
a.	Experience of the bidder relevant to the assignment	100	40%
b.	Experience and qualification of the proposed key experts		
	1. Team Leader	100	25%
	2. Senior Quality Assurance Engineer	100	25%
	3. Field Quality Assurance Engineering	100	10%
	Total		**100%**

Note: In case the package has more than one Senior Quality Control Engineer and/or Field Quality Control Engineer, the marks will be equally divided for each candidate.

8.3 Technical proposal Evaluation

Technical Proposals of only those Bidders who meet the above minimum eligibility criteria will be evaluated further.

Criteria [For categories - i to iv]	
(a) Experience of the Bidders relevant to the assignment: [For categories-i to iv]	
Experience as Supervision & Quality Control Consultant (SQC) / Project Management Consultant (PMC) / Design and Supervision Consultant (DSC) / Third-Party Inspection and Monitoring Agency (TPIMA) in relevant sector of the project during the last seven years preceding the bid due date	100
Less than 1 projects - 0	
1 Project – 80 marks	
More than 1 Project – 5 marks for each project subject to maximum 20 marks	
Note: Multiple projects covered under Supervision & Quality Control Consultant (SQC) / Project Management Consultant (PMC) / Design and Supervision Consultant (DSC)/ Third-Party Inspection and Monitoring Agency (TPIMA) agreement will be considered as separate projects if separate work orders have been issued for the construction of the projects. E.g. If Project A & Project B are being covered under a single PMC scope but their work orders have been awarded to contractors separately (even if same contractor), they will be considered 2 projects for evaluation if they meet the other criteria specified above.	
Total points for criterion (a):	**100**

Criteria [For category - v for Start-ups and New Entrants]	
(a) Experience of the Bidders relevant to the assignment: [For category-v for Start-ups and New Entrants]	
The proprietor or partner or promoter of the agency must hold a degree in Civil/Electrical/Mechanical Engineering (as applicable), with a minimum of 5 years of experience in the relevant field.	100
Experience of 5 years – 80 marks	
More than 5 years experience – 5 marks for every additional 1 year (maximum 20 marks)	
Total points for criterion (a):	**100**

(b) Experience and qualification of the proposed key experts [For all Categories -i to v]		
1.Team Leader		**Scoring**
1	**Essential Qualification**	**20 marks (Max)**
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from recognized institution	16 marks
b	Post Graduate Degree in Construction Management / Highway Engineering / Transportation/Pavement Engineering / Soil Mechanics / Foundation Engineering/ Irrigation/ Public Health/Environmental Engineering/Power/Structural/Relevant field	4 marks
2	**Marks for "Total Professional Experience of 20 years in the relevant field"**	**30 marks (Max)**
a	Experience of 20 years	25 marks
b	Experience of more than 20 years: 1 mark per year	5 marks (max)
3	**Marks for "Experience as Team Leader/Dy. Team Leader/Project Manager or similar capacity in Similar Projects"**	**20 marks (Max)**
a	Experience of 10 years	16 marks
b	Experience of more than 10 years: 1 mark per year	4 marks max)
4	**Marks for "Should have handled as Team Leader/Dy. Team Leader/Resident Engineer/Project Manager or similar capacity in Construction / Construction Supervision of similar projects**	**25 marks (Max)**
a	Experience of 1 Project	20 marks
b	Experience of more than 1 Project: 1 mark per project	5 marks max)
5	**Employment of the Key Resource Persons**	**5 marks (Max)**
a	Employed with the agency (On-Roll of the Agency)	5 marks
b	On Contract	3 marks
Total Score		**100**
2. Senior Quality Assurance Engineer		**Scoring**
1	**Essential Qualification**	**20 marks (Max)**
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from recognized institution .	16 marks
b	(ii) Postgraduate Degree in relevant field	4 marks (max)
2	**Marks for "Total Professional Experience of 10 years in handling works in relevant field"**	**20 marks (Max)**

a	Experience of 10 years	16 marks
b	Experience of more than 10 years: 1 mark per year	4 marks (max)
3	**Marks for "At least 5 years' experience in relevant field."**	**30 marks (Max)**
a	Marks for 5 years	25 marks
b	Increase of 1 mark for every increase in no. of years of experience	5 marks (max)
4	**Marks for "handling as Senior Quality Engineer or similar capacity of at least one Project in relevant field"**	**25 Marks (Max)**
a	Marks for 1 project	20 marks
b	Increase of 1 marks for every increase in no. of Projects	5 marks (max)
5	**Employment of the Key Resource Persons**	**5 marks (Max)**
A	Employed with the agency (On-Roll of the Agency)	5 marks
b	On Contract	3 marks
Total Score		**100**
3. Field Quality Assurance Engineer		**Scoring**
1	**Essential Qualification**	**25 marks (Max)**
a	Graduate in Civil/Electrical/Mechanical Engineering (as applicable) from a recognized Institution .	20 marks
b	Post Graduate Degree in relevant field	5 marks
2	**Marks for "Professional Experience of 5 years in relevant field"**	**45 marks (Max)**
a	Marks for 5 years	40 marks
b	Increase of 2 marks for every increase in no. of years of experience	5 marks (max)
3	**Marks for " Must be familiar with modern methods of Quality Assurance/Control in the relevant field "**	**20 marks (Max)**
a	Experience of 1 Project	16 marks
b	Experience of more than 1 Project: 1 mark per project	4 marks (max)
4	**Employment of the Key Resource Persons**	**10 marks (Max)**
a	Employed with the agency (On-Roll of the Agency)	10 marks
b	On Contract	4 marks
Total Score		**100**

9 Duration of Empanelment

The empanelment duration shall be 36 months subject to performance review of the agencies which will be held every 12 months or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10 Fee for the Empanelment

The one-time non-refundable empanelment fee shall be Rs 50,000 + GST as applicable annually to QAA

11 Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

11.1 All the criteria mentioned above in the document should be fulfilled for the empanelment. Agencies achieving at least 80 marks will be qualified for the empanelment.

11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.

11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate the performance of all the agencies from time to time and update the panel.

11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empaneled.

1. Annexures

Annexure – I: Technical Proposal Forms

Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana
<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our

Proposal.

We hereby declare that:

(a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.

(b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(*Documentary Evidence to be attached as follows:*

Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. **Personal Details:**

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S.No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements) (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: **Year:** **Duration:** **Client:** **Project Cost**: **Main project features:** **Position Held:** **Activities performed:**

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: **Year:** **Duration:** **Client:** **Project Cost**: **Main project features:** **Position Held:** **Activities performed:**

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA.

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting, or other proceedings relating to bankruptcy, insolvency etc (Clause 2.2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech From – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	
12.	Proof for Financial Soundness – Solvency Certificate (In case of Category v – Start Ups and New Entrants)	
13.	Any other information	

Form-5: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Company Name) _____

(Signature)

(Name) _____
(Designation) _____
Contact Information _____