

GUIDELINES FOR ENGAGEMENT OF CONSULTANT FOR PREPARATION OF DPR FOR NLCPR PROJECTS

INTRODUCTION

Every year the M/o DoNER retains number of proposals for funding under the NLCPR on the basis of Concept Paper submitted by the Government of Assam. As per the NLCPR Guidelines in force, Detailed Project Report (DPR) on the retained projects is to be submitted to the M/o DoNER within 2 months from the date of retention.

It is however observed that, except in few cases, no Departments submit DPR within stipulated time. Further, in most cases, DPRs submitted are to be returned for necessary correction/modification as they are not prepared as per Guidelines. As a result, large number of DPR is under correspondence and takes 2 – 5 years to receive approval of project from M/o DoNER. One of the reasons for such delay is lack of in-house capacity to prepare DPR and provision of fund with the Department for preparation of DPR through outside agencies. In order to mitigate these difficulties and to expedite the process of preparation of DPR, it is decided to bear the cost of preparation of DPR by the State Government by appointing consultancy firms from the empanelled list. Planning & Development Department has already empanelled a list of sector wise Consultant for preparation of DPR (at Annexure –I).

PROCEDURE FOR ENGAGEMENT

The Department which is capable of preparing a DPR need not require to engage a consultancy firm.

A department desiring to prepare DPR through empanelled consultants may request Planning & Development Department as per format (at Annexure-II) for approval to appoint a consultant. On receipt of approval from Planning & Development Department, the concerned Department to invite bid (on QCBS or Price bid as decide by the concerned Department) from empanelled consulting firms on the basis of their expertise and select the firm on the lowest bid and intimate P & D with details of the selection of the consultant. A bid evaluation committee to be constituted under the chairmanship of the Administrative Head of the Department with Financial Adviser, Head of the Department, such as Director/ Chief Engineer/Managing Director (as the case may be) and representative of Planning & Development Department as member of the committee. The committee to be notified by the concerned Department.

The entire process of engagement of such consultants to be completed within 30(thirty) days from the date of intimation on the retention of the project by the P & D Department.

TERMS & CONDITIONS

The empanelled consultant /firms will be engaged for preparing the DPR within fixed time frame. The consultant/firms will be responsible not only for preparation of the original DPR **based on the concept paper**, but also its modification/clarification on the points raised by concerned technical ministries of the Government of India as and when required.

Initially, the consultant/ firms will prepare 3(three) copies of DPR and submit to the concerned department for technical vetting . The DPR must be prepared strictly adhering the Guidelines of M/o DoNER and directives given by the Ministry and P & D Department from time to time. The Department will scrutinize the DPR and ask the consultancy firm to modify ,if needed. After making necessary correction as instructed by concerned Department, the consultant/ firm will submit 8(eight) copies of DPR to the department. The Department to submit the DPR after vetting with seal & signature to Planning & Development Department along with Non-duplicity Certificate duly signed by the Administrative Head of the concerned department. Procedure for non-Engineering Department will be as per P & D's guidelines issued vide No.PDP(PP)25/2001Pt./205 dated 14th June,2012. On receipt of DPR, the Planning & Development Department will forward the same to M/o DoNER for their approval/sanction.

In the event of clarification/modification sought by M/o DoNER on the original DPR, same will be forwarded to the concerned department for meeting the observation **within a maximum time limit of 30 days**. Such clarification/modification submitted by the consultant has to be duly vetted with seal & signature by the appropriate officer and forward to P & D Department for onward submission to M/o DoNER.

The services of consultancy firm, therefore, will end as and when the Ministry of DoNER accords Administrative and financial sanction of the project .However the concerned Department to make necessary provisions in the work order/contact agreement to *make consultant/firms responsible for any failure / execution of the project(s) to the extent it is attributed to the faulty design, over-designing, over estimates, over specification and any other shortcomings and other relevant data / information based on which DPR has been prepared. Apart from this the consultant will also give certificate / undertaking to the effect that all the requisite formalities such as DPRs has been prepared as per prescribed norms / the relevant manual(s) on the component and on the basis of authentic data.*

DPR to be submitted within 2(two) months from intimation of the retention of the project by P &D Department . In exceptional cases like construction of major bridges etc , the department may re- fix the schedule of submission of DPR by the consultant taking into ground reality.

FEE STRUCTURE

The maximum eligible consultancy fee per DPR to the consultant will be as follows:

<u>Project Cost</u>	<u>Eligible Fee</u>
Rs.3.00 crore to Rs.5.00 crore	1.25% of retained cost
Rs.5.00 crore and above	0.50% of retained cost (with minimum of Rs.6.25 lakh & maximum of Rs.15.00 lakh)

For **Roads & Bridges** (limiting the amount within the above ceiling) :

- 1) Drains & Minor CD works Rs.50,000/km
- 2) Bridge above 12 m to 50 m including SSI & protection works Rs.2.00 lakh/bridge
- 3) Bridge above 50 m to 100m including SSI & protection works Rs.3.00lakh/bridge
- 4) Bridge above 100 m including SSI & protection works Rs.4.00 lakh/bridge

PAYMENT SCHEDULE

Payment to the consultant for preparation of DPR will be as per schedule here under:

1. 40% of the total consultancy fee on submission of initial DPR to M/o DoNER.
2. 60% on approval/sanction of the project by M/o DoNER.

PENALTY

To the extent of delay in submission of original DPR/MDPR/clarification , the consultant to be penalized @ 2% of the consultancy fee for delay of 30 days for original DPR/MDPR and for delay of 15 days for clarification from the date as intimated by P & D Department.

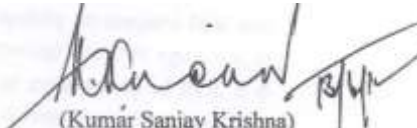
PERFORMANCE GUARANTEE

5% of the consultancy fee is to be paid by the consultant/firms to the concerned Department at the time of LOE/Work Order. The amount of the performance guarantee to be paid back to the consultant/firms as and when decided by the concerned Department.

PAYMENT MECHANISM

Planning & Development Department will release the payment to the consultant/firms on receipt of bills from the concerned department.

This guidelines comes into force with immediate effect.



(Kumar Sanjay Krishna)

Principal Secretary to the Government of Assam
Planning and Development Department

Copy forwarded to :

- (i) PS to the Commissioner & Secretary to Chief Minister, Assam for favour of kind information
- (ii) PS to the Minister, Planning, & Development, Govt. of Assam for kind information.
- (iii) PS to Parliamentary Secretary, Planning & Development for kind information.
- (iv) Staff Officer to Chief Secretary, Govt. of Assam for kind information.
- (v) Finance (EC-II) Department in reference to their endorsement dated 05-04-2011 in File No. PDP(PP)25/2001/Pt.
- (vi) All the members of the Bid Evaluation committee.
- (vii) Addl. Chief Secretary/Principal Secretary/Secretary to the Govt. of Assam.....
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..... Department for kind information & necessary action.
- (viii) All Heads of Department
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By order etc.
Sd/-
Additional Director,
Planning & Development Department