Asian Development Bank (ADB) invites Expression of Interest (EOI) on non-committal basis from engineering or project management firms for project management, quality control and assurance, construction supervision, general management, and postconstruction services. The planned building is a new construction of approximately 10,000 square feet on land in Chanakyapuri, New Delhi, India allotted by the government. ADB will shortlist firms based on the following criteria:

(i) Should be a registered firm with independent legal existence in an ADB member country for a minimum of ten (10) years. The firm should also have at least seven (7) years of experience working in South Asia countries, specifically in India. Please submit relevant certificates. Joint Venture agreements are acceptable.

(ii) Should have a permanent office in Delhi, India. If the firm does not have a permanent office, they must indicate their willingness to establish an office in Delhi, India for the duration of the project.

(iii) Have past contract revenue of at least US$2,000,000 over the past five (5) years from 2017 - 2021. Please submit copies of annual accounts for the last five (5) years.

(iv) A minimum of seven (7) years’ experience in project or construction supervision of high-quality office buildings. Please submit a recent portfolio of at least two (2) similar buildings within India or the South Asia region and provide details of Clients. ADB may review these buildings.

(v) The firm should be familiar with the Local government guidelines related to construction in New Delhi, India, international design and building codes, and best practices. Please provide relevant documents.

(vi) The firm should be a registered entity from an eligible member country of ADB; should not be under a declaration or record of ineligibility for corrupt and/or fraudulent practices issued by ADB; and has not been sanctioned nor be ineligible to enter into transactions with ADB or any other multilateral development bank or institution and along with its sub-contractors, if any, have no pending litigations that represent more than fifty percent (50%) of its net worth. Please provide a declaration for these requirements.

Only prequalified firms will be considered for submission of bids. Please visit https://www.adb.org/business/institutional-procurement/notices for scope of services and Expression of Interest Form. The completed Expression of Interest Form (Attachment B), Business Profile and requested supporting documents should be sent on or before 1 July 2022 (5PM, Delhi time) at the address below. Please superscribe on the envelope “Expression of Interest – PMC”. The Expression of Interest may also be sent through email to ckumari@adb.org.
I. INTRODUCTION

1. ADB is a multilateral development finance institution established in 1966 with its headquarters based in Manila, Philippines. In addition, ADB mission is supported by 44 Resident Missions in Asia Pacific, as well as Representative Offices in Germany, Japan and USA, collectively also referred to as field offices.

2. A founding member of ADB in 1966, India is now ADB’s fourth largest shareholder and its top borrower since 2010. ADB’s operations remain aligned to India’s evolving development priorities.

3. In July 2022 ADB approved the design and construction of office premises India Resident Mission (INRM) located at 5 Rizal Marg, Chanakyapuri, Delhi, India.

4. The Office of the Director General, Corporate Services Department - Field Office Support (CSD-FOS), in conjunction with the India Resident mission (INRM), intends to contract a vendor or vendors to provide professional building construction project management, QA/QC, and site supervision services at the selected office.

II. BACKGROUND

5. ADB strives to provide the best possible workplace for its employees through the provision of a modern, client-centric workspaces and facilities that meet the future needs of an increasingly diversifying workforce.

III. OBJECTIVES

6. The Consultant/s shall provide professional Project Management, QA/QC and Site Supervision Services for the establishment of the ADB India Resident Mission (INRM) new office complex herein referred to as either “Works” or “Services”.

7. The Contractor may associate with other firms in the form of Joint Venture/ consortium to enhance their qualification, subject to a maximum of three (3) total members in a Joint Venture/consortium. The submission should clearly state the nature of association (Joint Venture/Consortium) and one member should be identified as the lead.

8. The Consultant shall provide all the necessary construction supervision, skilled personnel, tools, equipment, testing instruments, transportation, consumable materials, handling and other incidental works and materials, implied or not, that are necessary in the conduct and implementation of a comprehensive service for, and on behalf of ADB.

9. The Consultant shall advise if the service areas will be self-performed or sub-contracted but must show capacity and capability to deliver the requirements covered by each individual part.

10. The primary objectives of the Services are to support ADB in performing the following tasks:

   (i) Function as the Project Manager / Construction Supervisor in administering the construction works contract
Call for Expression of Interest:
Building Construction Project Management for the ADB India Resident Mission

(ii) Review and advise ADB on approval of the construction methods and construction implemented by the Construction Contractors
(iii) Coordinate liaison between the design consultants, building contractor and ADB
(iv) Ensure that the permanent and temporary works have been constructed in accordance with the provisions of the Construction Contract Documents, and in accordance with the local laws and construction standards
(v) Advise ADB on all matters concerning the implementation of the Contracts including quality control, work progress, implementation issues, changes and variations, dispute resolution (if any), etc.

IV. DETAILED SCOPE OF SERVICES

The scope of services comprises providing complete project implementation and construction supervision services for the building construction stages from planning, implementation, testing, commissioning, handover, and closure. The Consultant is also required for ensuring the construction is completed within the allocated time frame and within the proposed budget.

The services shall include but not limited to the following specific tasks:

A. Preliminaries
1. Assist ADB in the selection of a Construction Contractor; Supervise construction kick off meetings for and on behalf of ADB
2. Review the Construction Contract and all Appendices therein
3. Review and recommend for approval the Project Schedule/Plan and Implementation Methodology, including the Procurement Plan, of the Construction Contractor
4. Monitor and ensure that the construction contractor's insurance is in place prior to the start of the construction works (i.e., CARI and other insurances required under local laws)
5. Coordination with relevant local government authorities / agencies for any permitting requirements that must be secured in the name of ADB
6. Ensure timely mobilization of the Contractor and its personnel on-site
7. Establishment of centralized depository of files, and communication / reporting protocols to be followed during construction between Contractor and Construction Contractor, and ADB

B. Project Management
1. Regularly supervise the progress of construction works showing the planned vs. actual implementation schedule. The Consultant shall keep ADB informed of any potential delays in the approved project schedule and shall take all necessary actions to prevent such potential delays. If delays are unavoidable, the Consultant shall recommend catch-up strategies or necessary courses of action to prevent further delays
2. Regularly monitor the construction works to ensure minimum disruption to surrounding areas, and to ensure that constructive activities do not endanger public safety or conflict with local environmental management guidelines
3. Monitor Construction Contractor's compliance with Environmental, Health & Safety (EOHS), including Covid protocols at the site
4. Monitoring hazards in construction
5. Coordination with relevant local government authorities / agencies as may be required, or to assist the Construction Contractor when needed
6. Convene regular site meetings (daily or weekly) with the Construction Contractor to discuss issues and problems affecting the projects; and with ADB for regular project-status updates (fortnightly or monthly)
7. Review and comment on monthly progress reports submitted by the Construction Contractor, and endorse to ADB any findings that require immediate attention
8. Prepare and submit a monthly progress report (covering Construction Contractor’s report)
9. Track procurement and supply process of the Construction Contractor and maintain updated information with respect to long lead items, inspection and test schedules, dispatch, etc. Ensure material specifications specified in the construction contract are adhered to.
10. Review and recommend for payment progress billings of the Construction Contractor, and ensure that all request for payments is supported by complete documentation
11. Prepare a comprehensive monitoring of project budget and scheduled disbursements aligned with the approved project schedule; cost management
12. Maintain day-to-day records of events on site
13. Review, evaluate and recommend for approval / disapproval any request for extension of time
14. Prepare any required variation orders initiated by ADB, and review and recommend for approval / disapproval any variation orders proposed by the Construction Contractor
15. Advise and assist ADB with respect to dispute or issue resolution, arbitration, or litigation, whenever required
16. Ensure that insurances and guarantees remains effective throughout the construction period
17. Contract Administration / Management

C. Quality Assurance (QA)/ Quality Control (QC)
1. Ensure that Work is carried out according to specifications in the Contract Documents
2. Quantity verification of completed work vis-a-vis request for payment
3. Review and approve the quality control and assurance program of the Construction Contractor. This shall include regular checking of the materials testing program.
4. Ensure that the construction methods by the Construction Contractor are satisfactory and compliant with EOHS standards
5. Inspect and approve all material sources proposed by the Construction Contractor
6. Assess and check laboratory and field tests carried out by the Construction Contractor; and maintain complete records of all testing works
7. Factory inspections may be conducted if required
8. Issue orders for the removal or rectification of works not in accordance with the drawings and/or specifications
9. At the completion of the contract, verify that the “As-built Drawings” is reflective of the actual Works carried out
10. Take lead in the supervision of commissioning and handover
11. Ensure all defects / punch list items are cleared by the Construction Contractor prior to handover and issuance of Completion Certificate.

D. Post-Construction Services during Defects Liability Period
1. Completion of punch-list items
2. Ensure construction Contractor’s submission of project turnover documents
   a. Complete As-built drawings (architecture, civil, structural, electrical, mechanical, instrumentation, etc.) both soft and hard copies.
   c. Certificate of completion.
   d. Warranty Certificate.
   e. Project schedule showing the planned vs. actual implementation schedule including manpower deployment.
   f. Materials list showing the estimated and actual consumption including reusable assets, recyclable materials, construction debris and materials purchased through petty cash.
   g. Testing and commissioning results.
   h. Joint inspection with ADB or its duly authorized representatives and signed project acceptance certificate.
3. Preparation and submission of project close-out report
4. Follow-up on any technical issues for corrective action during defects liability period
5. Review and processing of final progress billings, and release of retention costs.

E. General Management
1. Documentation. The Consultant must maintain an organized filing system of project documents, logs, records and reports, correspondence including preparation of concept layout, and provide technical support to ADB.
2. Safety and security
Call for Expression of Interest:  
Building Construction Project Management for the ADB India Resident Mission

a. The Consultant shall be responsible to ADB for the acts and omissions of all his employees, subcontractors and other persons performing any of the works under this Contract.
b. The Consultant shall ensure that its personnel behave according to generally acceptable standards in performing the Services and require its personnel to comply with Landlord’s safety and security regulations on the movement and conduct of persons on its premises.
c. Any Consultant’s personnel who commit an offense on ADB and/or Landlord premises (includes but not limited to theft/pilferage, damage/disruption, drunkenness/alcoholism, using prohibited drugs, gambling, commits violence, possession of firearms or other deadly weapons) will be immediately removed, refused admittance to ADB premises and/or surrendered to local law enforcement authorities. The Consultant recognizes the authority of ADB and of the Landlord’s to summon Consultant’s personnel for investigation.

3. Quality of services. Execute all works in the best thorough manner under the direct supervision of a qualified Project Manager who has the technical expertise to undertake the project. ADB reserves the right to seek replacement of any personnel should the latter be found not fit or not satisfactorily performing his duties.

4. Collaboration/coordination with ADB’s Stakeholders and Subject Matter Experts. Consultant personnel shall allow for necessary coordination/interface of the Design Contractor of ADB and Stakeholder subject Matter Experts of ADB.

F. Reports / Output Requirements

The Consultant must submit the following reports to ADB in English language.

<table>
<thead>
<tr>
<th>Report / Deliverable</th>
<th>Submission Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Report</td>
<td>Must be submitted within 4 weeks from the signing of the Contract. The report shall include a detailed work programme including envisaged risks and proposed mitigation measures.</td>
</tr>
<tr>
<td>2. Monthly Progress Report – Construction Works</td>
<td>This shall be submitted within 1 week following the end of each month. This report shall include the progress of all aspects of the construction works, problems encountered, proposed solutions, and suggestions.</td>
</tr>
<tr>
<td>3. Interim Reports (as may be necessary)</td>
<td>In case of matters that may arise and require urgent attention and resolution, the Consultant shall submit a report corresponding to such matter immediately as possible.</td>
</tr>
<tr>
<td>4. Project Completion Report</td>
<td>To be submitted within 4 weeks from practical completion of the construction works</td>
</tr>
<tr>
<td>5. Project Close-out Report</td>
<td>To be submitted within 2 weeks from the lapse of the Defects Liability Period</td>
</tr>
</tbody>
</table>

V. CONTRACT DURATION

The Contract will be for a period of up to 60 months, the construction period, which includes the 12 months of Defects Liability Period.

VI. INVOICING AND PAYMENT
The Consultant is to submit, as part of their proposal, a proposed payment schedule. ADB shall review and confirm with the successful bidder. The Consultant shall submit invoices based on the following proposed invoicing schedule:

Supporting documents to invoices are required to be attached for payment processing such as, but not limited to monthly reports. ADB reserves the right to withhold payments without complete documentation and approvals.

For progress payments, it must be submitted seven (7) days from the submission of Monthly Progress Reports.

ADB is a tax-exempt institution. All transactions made directly to ADB shall be exclusive of tax.

VII. PERSONNEL

1. The Consultant shall be responsible for the appointment of all project personnel to provide all necessary for the successful delivery and performance of the contract.
2. The Consultant shall be responsible for ensuring that the staff deployed have the correct and valid qualifications, accreditations, certifications, training, and experience for the services.
3. The Consultant shall hire, deploy, train, and always retain an adequate number of personnel, including times when personnel are unable to provide services due to sickness, holiday, or any absence. Minimum training requirements are those that are required by the local regulations.
4. The Consultant shall not change the appointed key personnel in the Contract without the express written approval of ADB. Such approval will not be unreasonably withheld on the proviso that the nominated replacement is acceptable to ADB. The Contractor shall assign and deploy key personnel to lead and manage during any vacancy.
5. ADB reserves the right to request in good faith that the Consultant remove or replace any personnel of the Contractor’s Team for any reason that does not violate the law.
6. Consultant shall note that ADB reserves the right to reject, with reasonable justification, any personnel assigned to ADB and insist on suitably experienced and qualified personnel where, in the opinion of ADB, the personnel do not possess suitable experience and qualifications.
7. Consultant shall note that all references to consultant personnel shall be deemed to include any Contractor subcontracted personnel.
8. The Consultant shall designate the official representative/s from the local head office and regional head office (if applicable) whose responsibility is to be the primary point of contact of this agreement. The official representatives shall: (i) bear overall responsibility for managing the performance of the Consultant to execute the services and (ii) to sign and act for and on behalf of the Contractor.
9. The minimum qualifications and experience for key personnel are provided below. ADB has the right to assess the standard technical requirements for staff that will be deployed for the project.

<table>
<thead>
<tr>
<th>Key Personnel</th>
<th>Minimum Requirements</th>
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</table>
| 1. Project Manager  | • MBA/Masters qualifications in project management (or recognized international project management accreditation, e.g. PMI or IPMA).  
|                     | • At least 10 years of experience in building construction or equivalent;  
|                     | • Should have managed at least one (1) project in the capacity of a Project Manager / Team Leader  
|                     | • Proven project management, reporting, communication, and social skills.  
|                     | • Fluency in English, oral and written                                                |
| 2. QA/QC Engineer   | • Degree in engineering                                                               |
Call for Expression of Interest:
Building Construction Project Management for the ADB India Resident Mission

• At least 5 years of experience in building construction or equivalent;
• Should have completed at least three (3) building construction projects in the capacity of a QA/QC Manager/Engineer
• Proven familiarity with material standards

3. Environment, Health & Safety Engineer
• University degree in relevant field
• At least 10 years of general experience in building construction in the capacity of an environment, health and Safety Engineer
• Must be a holder of relevant HSE Certificate

4. Support Engineers
• University degree in relevant field

The Consultant may propose additional non-key personnel as may be necessary for general administration and support.

The above key personnel must be available for the whole construction period. During the Defects Liability Period, the Consultant is to propose a suitable manning to provide continuous support to ADB.

VIII. CLIENT INPUT AND COUNTERPART PERSONNEL

ADB will provide the Consultant with a copy of the Construction Contract Documents, including all necessary and relevant project data, documents, and reports for the Consultant to kick off its Services

Office, working conditions, travel and accommodation expenses of the Consultant for the duration of the Contract are deemed included in its Contract Price.

For ADB, the counterpart personnel for this Contract are the following:

The ADB Nominated Project Manager is Mr. John Hutchinson.

The INRM Finance and Administration Officer is Mr. K. Muruguraj.
**Attachment B: Expression of Interest (EOI) Form**

Please complete this Expression of Interest (EOI) Form and submit the completed form, including all required supporting documents as per the instructions on the Call for Expression of Interest.

<table>
<thead>
<tr>
<th>No.</th>
<th>Confirmation Requirements</th>
<th>Response (Yes/No)</th>
<th>Comments/Justification (Please reference relevant supporting attachments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please confirm that your company is willing to participate in the anticipated Limited Tender.</td>
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<td>2</td>
<td>Please confirm that your company can deliver project management, quality control and assurance, and site supervision as per the summary of Scope of Works indicated in the Call for EOI.</td>
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<td>3</td>
<td>Please identify any current known risks that may impact the project such as logistics of certain materials, international procurement, etc.</td>
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<tr>
<td>4</td>
<td>Please confirm your company is willing to tender on a Lump Sum model basis.</td>
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<tr>
<td>5</td>
<td>Please confirm that your company has a permanent office in Delhi, India. If the firm does not have a permanent office, please confirm your willingness to establish an office in Delhi, India for the duration of the project.</td>
<td></td>
<td></td>
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<td>Please confirm that your company has an independent legal existence for minimum ten (10) years, and has at least seven (7) years of experience working in South Asia countries, specifically in India. Please submit relevant certificates. Joint Venture agreements are acceptable.</td>
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Call for Expression of Interest: 
Building Construction Project Management for the ADB India Resident Mission

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| 10 | Please confirm that your firm:  
(i) Is a registered entity from an eligible member country of ADB.  
(ii) is not under a declaration or record of ineligibility for corrupt and/or fraudulent practices issued by ADB;  
(iii) has not been sanctioned nor be ineligible to enter into transactions with ADB or any other multilateral development bank or institution.  
Please provide a declaration for these requirements. |   |

Note: A formal Request for Proposal (RFP) procurement process, including technical and financial, is expected to be released subsequent to this EOI process.

Name / Stamp / Signature of Firm representative

Date: ______________