

CIVIL ENGINEER:

- 1. Description of Assignment:** Civil Engineer will inspect, Survey, investigate, plan, design, construction and operation of projects related to all civil works.
- 2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
- 3. Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promotion of exports. Various civil works being carried out on day to day basis for development of the Zone including construction, maintenance and repairs work, hence required Civil Engineer to inspect, Survey, investigate, plan, design, construction and operation of projects related to all civil works including all type of repair and maintenance.
- 4. Statement of Purpose/Objectives:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promotion of exports. There are various civil works being carried out on day to day basis for development of the Zone including construction, maintenance and repairs work, hence required Civil Engineer to inspect, Survey, investigate, plan, design, construction and operation of projects related to all civil works including all type of repair and maintenance.

5. Statement of Assignments Outcomes:

The Engineer shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Civil Engineer shall perform the assigned duties/Tasks as given below.

6. Detailed Scope of Work:

a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones

- To assist Estate Manager, during the execution of Survey, investigate, plan, design, inspection, construction and operation of projects related to all civil works.
- To furnish the Utilization Certificate on completion of major/minor works after due inspection/verification of documents
- To ensure that projects run smoothly and structures are completed within budget and on time.
- To ensure that the projects comply with the legal requirements, especially health and safety.
- To ensure selection of appropriate construction material.
- To provide technical advice.

- To carry out inspection of buildings in order to check the conditions and foundation with a prior permission of the Competent Authority.
- Any other work assigned by the Competent Authority during the contract period.

b. Skills

- Knowledge of construction method, material and legal regulations.
- Project and budget management skill.
- Commercial awareness.
- Analytical thinking, technical writing.
- Strong understanding of industry and Government standards, requirements and guidelines.

c. Place of Assignment and Touring Requirements if any

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

d. Length and Duration of assignments

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

7. Qualification Requirements for the Civil Engineer (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):

One Civil Engineer with following qualifications and experience:

- a) Bachelor's Degree in Civil Engineering with min. 60% from a recognized University/ Institute
- b) Experience of at least 5 years in handling above works/projects
- c) Age- Not more than 45 years

8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable."] :

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- To ensure that the projects comply with the legal requirements, especially health and safety.
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- To carry out inspection of buildings in order to check the conditions and foundation with a prior permission of the Competent Authority.
- Any other work assigned by the Competent Authority during the contract period.

9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Civil Engineer (Mention a caveat about reliability of material provided and need for the Civil Engineer to verify and cross check vital aspects) :

As per scope of work.

10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Civil Engineer by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :

- Remuneration : A Lump-sum (fixed price) monthly package of Rs. 50,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- No Accommodation either owned or leased will be provided.
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

11. Institutional and organizational arrangement

a. Counterpart Project Manager and Team

He will be assisting the Estate Manager of SEEPZ SEZ Authority.

b. Chain of Command for reporting

He/she will report to the Competent Authority, SEEPZ-SEZ

13. Procedure for review of the work of Civil Engineer after award of contract

- e) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-
- u) Leadership quality
 - v) Knowledge of subject assigned.
 - w) Quality & Timely execution of the project/work.
 - x) Achievement of targets assigned
 - y) Integrity, Punctuality, discipline & honesty
