



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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MBMA/FOCUS/CDPF/77/2021-22/

Dated: Shillong, the 30th March, 2022

From,

Shri JagdishChelani, IAS.
Executive Director,
MBMA, Shillong,
Nongrim Hills.

To,

Shri Jwatbor. S. Cajee
CEO & Chief Architect,
JwatborCajee & Associates
Nongrimmaw, Laitumkhrach.

Subject: *Work Order for Selection of Architect/Firm for Preparation of Detail Architectural & Engineering Drawings along with Construction Supervision for selected clusters under Cohort 1 of FOCUS program in Meghalaya.*

Ref No: *MBMA/FOCUS/CDPF/77/2021-22 dated 28.02.2022*

Dear Mr JwatborCajee,

I am pleased to inform you that your quotation dated 16th March 2022 for Selection of Architect/Firm for Preparation of Detail Architectural & Engineering Drawings along with Construction Supervision for selected clusters under Cohort 1 of FOCUS program in Meghalaya has been accepted.

You are requested to provide services as per the detailed scope of work attached at Annexure-I and at the rates quoted by you with the following terms and conditions.

PROFESSIONAL FEES:

S.No.	Description	Amount (INR)
1.	Professional fees for Comprehensive Architectural Services (including site travel during the project implementation)	2.7% of the total indicative cost of the project for each Cluster (inclusive of all taxes & duties)
2.	GST @ 18%	As applicable
TOTAL		

Project location details are as follows: -

Sl.no	Site Name	District	Village name	Coordinates
1	Umsning	Ri-Bhoi	Patarim	25°72'88"N 91°89'11"E
2	Mairang	Eastern West Khasi Hills	Umpdem	25°73'64.76"N 91°75'25.10"E
3	Kharkutta	North Garo Hills	Gairong	25°84'48.65"N 90°79'17.12"E

TERMS AND CONDITIONS:

- The various stages of the work will be as follows:
 - Conceptual Design Phase
 - Preliminary Design Phase
 - Detail Design & Engineering Phase
 - Design Work Management Phase
 - Completion & Close out



2. Detailed Scope of Services:

PHASE I: DETAIL DESIGN & DEVELOPMENT PHASE

I. Conceptual Design Phase

Based on the site visit and tentative survey, prepare a conceptual design package to represent the whole building/ facility. Site plan sketch which shall include:

- Magnetic North
- Engineering Scale: Minimum 1-inch equals 20 feet.
- Graphic scale
- Legend
- Existing spot elevations with benchmark and survey data
- Finished floor elevations
- Existing utilities with future and new utility connections
- Access and parking areas
- Discuss option for low impact development and rain/ storm water management
- Wastewater treatment facility location
- Biogas unit (for future needs)
- Road circulation for site access
- Fire safety
- CCTV camera system
- Biometric system placement for staff and team
- Solar street lighting & fencing
- Identify building physical security measures including landscape or other buffering measures for the building and site
- Identify sustainable design concepts and strategies including building orientation, daylighting strategies, sustainable site strategies and energy conservation/renewable resource strategies, rainwater utilization strategy etc.
- Cover all major building system selections like AHU, HVAC systems, roofing, exterior wall systems, plumbing and lighting.

II. Preliminary Design Phase:

Provide two conceptual floor plans and elevations. Building concepts to include the following:

- Floor plans showing functional areas and relationships
- Building elevations
- Building sections
- Gross space tabulations
- For sheets with match lines, show site location key on each sheet
- Indicate code compliance requirements for the design and construction of the project.
- Concept plan drawings shall be on standard drawing sheets
- Preliminary estimate of cost (BOQ) based on prevailing Meghalaya PWD Schedule of Rates with applicable escalations.

III. DETAIL DESIGN & ENGINEERING WORK

Design and Documentation Services; consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):



- **Architectural Drawings:**
 - Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
 - Architectural Site Plan and Details
 - Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
 - Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
 - Exterior Door and Window Details
 - Roof Plan and Details
 - Building Sections
 - Walls Sections
 - Building Elevations
 - Interior Elevations (Cabinet and Room)
 - Millwork Details
 - Reflected Ceiling Plan and Details
 - Equipment Plan and Notes
 - Project Manual/Specifications Book
- **Civil Engineering Drawings:** Topographic and Tree Survey, plus Geotechnical Testing (Soils – if needed) to be performed prior to commencement of the work.
- **Structural Engineering Drawings:**
 - Foundation Plan (with Details and Notes)
 - Framing Plans (Details, Roof and Special Conditions)
- **MEP Engineering Drawings (Mechanical, Electrical and Plumbing):**
 - Mechanical Plan (HVAC with Equipment Schedules and Details)
 - Electrical Plans (Power, Lighting, Fixture Schedules, and Details)
 - Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes and Schedules.
- **Interior Design Drawings (Furniture, Art and Accessories):**
 - Floor Finish Plan and Finish Schedule
 - Wall Finish Plan
- **3D DESIGN OF THE FINAL APPROVED PLAN**

IV. Design Management Phase

- Initial Site Visit/Pre-Construction followed by regular Site Visits based on completion of work to be observed.
- The Consultant shall accept full responsibility to comprehend and verify the required Deliverables as stated in the Scope of Work and provide all information as described above. The Consultant shall be knowledgeable of the project site, its conditions, and all other constraints that may impact the project.
- The Consultant shall understand and detail out all administrative approvals that will be required for the project.
- The Consultant shall complete the Design and support in Bid Documents in accordance with the Scope of Work, Budget, and Schedule.



- To minimize errors and omissions, the Consultant shall perform a comprehensive internal Quality Control (QC) of all design documents prior to the issuance of all Conceptual Plan for preparation of Bid Documents.

V. Completion & Close out

Deliverables

- 5 set hard copies of all Drawings in A0 & A4 along with the Reports (ex- building tolerance report or any other as applicable)
- Electronic copy in PDF format in a Pen Drive
- Electronic copy of As Built Drawings in AutoCAD format in a pen drive


PHASE II: CONSTRUCTION SUPERVISION PHASE

A. Construction Supervision Phase

- Initial Site Visit/Pre-Construction followed by regular Site Visits (weekly or fortnightly basis) based on completion of work to be observed
- Logbook to be maintained on the construction completeness
- Report of each site visit to submitted along with site pictures
- Certificate of interim construction completion
- Certificate of final completion of construction
- The Consultants design and construction administration team shall remain consistent throughout the duration of the project.
- Visit by Consultant or his authorised representative to oversee progress of work.
- Hold Review Meetings at site and record instructions in the Site Instructions Book.
- Effect changes required due to instructions from the client or site condition.
- Final Inspection (at completion of work)
- The Consultant shall accept full responsibility to comprehend and verify the required Deliverables as stated in the Scope of Work and provide all information as described above. The Consultant shall be knowledgeable of the project site, its conditions, and all other constraints that may impact the fee.
- The Consultant shall understand all administrative approvals that will be required for the project.
- The Consultant shall complete the Design and support in Bid Documents in accordance with the Scope of Work, Budget, and Schedule.
- To minimize errors and omissions, the Consultant shall perform a comprehensive internal Quality Control (QC) of all design documents prior to the issuance of all Conceptual Plan for preparation of Bid Documents.
- The Consultants design and construction administration team shall remain consistent throughout the duration of the project.

Deliverables

- Weekly/ fortnightly site visit report
- Monthly logbook report
- Interim Completion certificate
- Final Completion certificate with defects rectification report along with defects liability report (if any).



3. Payment Schedule/Payment Terms

Stage	Description	Amount (% of the total fee)
PHASE I		
Stage 1	Signing Amount	50,000.00 (lumpsum)
1.	Conceptual Phase Completion	25% of the total fee (less total fee already paid)
2.	Preliminary Phase Completion along with Broad BOQ	40% of the total fee (less total fee already paid)
3.	Detail Design & Engineering Phase Completion along with detail BOQ	65% of the total fee (less total fee already paid)
4.	3D design of the approved plan	90% of the total fee (less total fee already paid)
5.	Design completion, close out & submission	remaining fee (less total fee already paid)
PHASE II		
1.	Signing amount (at the time of signing of Agreement)	50,000.00 (lumpsum)
2.	Interim Construction Completion	40% of the total fee (less total fee already paid)
3.	Project Completion & Closeout	remaining fee (less total fee already paid)

4. Period:

You shall be expected to render the Architectural Design & Engineering services starting from the work order date and until the completion of your scope of services in the Project within six (6) months. The period starting from the work order date and up to the completion of your scope of services in the Project shall be construed as the Effective period of this Work Order.



Shri Jagdish Chelani, IAS
Executive Director
Meghalaya Basin Management Agency

Copy to:

1. Dr. D. Vijay Kumar, IAS, CEO, MBMA, Shillong, for favor of your kind information.
2. Shri J.J.G.Momin, GM, FOCUS, for favor of your kind information.
3. CFO, Finance Division, MBMA, for favor of your kind information.



Executive Director
Meghalaya Basin Management Agency