



**GOVERNMENT OF SIKKIM**  
**OFFICE OF THE PROJECT DIRECTOR**  
**DEPARTMENT OF FORESTS, ENVIRONMENT & WILDLIFE MANAGEMENT**  
**SIKKIM BIODIVERSITY CONSERVATION & FOREST MANAGEMENT PROJECT**  
NH-31A, Deorali, Gangtok-737 102

**CRITERIA AND SCOPE OF WORKS**

The JICA assisted Sikkim Bio-diversity Conservation and Forest Management project has components of construction of Infrastructure. Proposals are invited from suitable expert for the post of **Infrastructure Consultant** under the Sikkim Bio-Diversity Conservation and Forest Management Project. The selected consultant will have to sign a contract agreement. Based on the performance of the consultant the contract will be reviewed. The consultant should fulfil the following criteria.

**Criteria:**

- a. The applicant should have professional degree in Civil Engineering, sound experience and knowledge in Building Construction. He should be capable of tailoring the sequence of activities to ensure that the desired project outcome is achieved.
- b. Should have at least 20 years technical experience in working as an Engineer/Infrastructure consultant. Preference may be given to retired Civil Engineer at CE/ Addl CE level.
- c. Experience in similar projects
- d. Local knowledge
- e. Professional independence and integrity. Should be readily available whenever required.
- f. Ability to achieve any predetermined timelines. Should provide references and supporting documents.

**Scope of Services:**

- a. Assist the Project Managers with all aspects requiring engineering expertise.
- b. Identify in advance potential problems/requirements that may arise during construction.
- c. Check and monitor in field at regular intervals the progress of works in the field. He should make periodic site visits to assess progress generally and conformity of the work with the contract
- d. Advise the project managers on any issue that requires attention.
- e. Check the progress of works vis-a-vis the time schedule provided by the contractor.
- f. Check measurements in field.
- g. Check and verify the BOQ, Tender Documents, designs, working drawings etc.
- h. Quality Assurance of works
- i. The Consultant is expected to be present at all times when there is presentation of designs by selected architects.

- j. The Consultant is expected to provide, advice on the interpretation of contract documents to the contractor or client.
- k. The candidate is expected to review contractor's progress claims, including the validity of additions or deletions and guide in issuing progress certificates and change orders for the client's acceptance;
- l. He should whenever sought report to the client on the progress of construction;
- m. He should carrying out final review at the conclusion of the construction contract;
- n. Supervise at the time of issuing a substantial performance and/or completion certificate; and
- o. He should ensure that the contractor keeps as-built records.
- p. Wherever necessary should check the contractor's survey.
- q. He should determine that the contractor's work satisfies the intent of the design and conforms to the plans and specifications.
- r. Monitor the carrying out, all prescribed field testing and inspection of materials and equipment.
- s. He should investigating, report and advise on unusual circumstances that may arise during construction.
- t. He should carry out final inspection at the conclusion of the construction contract, as part of the client's acceptance program.
- u. He should ensure that the architectural consultants and the contractor maintain sufficient data to outline current progress of the work.
- v. He should certify the contractor's request for payments regarding progress, quantities of work completed.
- w. Any other works arising ancillary or part of thereof.
- x. He should prepare detail task on day to day basis to be undertaken by him

**Supporting Documents to be submitted:**

- a. Documents of experience.
- b. Sikkim Subject/COI
- c. Age proof.
- d. Biodata

**Payment:**

- a. In lieu of the services provided the candidate shall be paid Rs.1000/= per day for the actual days of services provided by him. The remuneration will be paid only if assigned task is completed as per satisfaction of the reporting Project Manager.