

Terms of Reference (TOR)

Consultancy Service for setting up a Sound Studio of Ramanathan Academy of Fine Arts, University of Jaffna.

The Competent Authority, on behalf of the Department Procurement Committee now invites Expression of Interest from firms/ Individuals to provide Consultancy Service (Design & Supervision) for setting up a Sound Studio of Ramanathan Academy of Fine Arts (RAFA), University of Jaffna at Maruthanarmadam. The purpose of this project is to modify the existing building structure (Floor area-850 Sq. Feet)) to fit for the Sound Studio and supply, installation, testing and commissioning of necessary equipment and furniture for Studio of the Ramanathan Academy of Fine Arts (RAFA), University of Jaffna at Maruthanarmadam. This project is financed by Estate of late Kandiah Karthigaesan Trust fund.

1) The project brief:

- a) Designing of sound studio by using existing structure. The sound studio area is approximately 35x20 feet and control room 20x8 feet. Building partitions and refurbishing existing structure to fit for the sound studio and making ventilation by air conditioner units appropriately. Fixing electrical wiring, networking, carpeting and sound proofing etc.
- b) Supplying and installing of equipment including appropriate microphones, stands, speakers, mixing console, monitoring system, headphones and computer system for recording and designing sound tracks with professional sound designing software for multi-track recording in Sound Studio which can be used for any type of recording including songs, instrumental, vocal and classical sessions.
- c) Providing technical support for a considerable period and train the academic and technical staff of RAFA to utilize and maintain the facilities in a sustainable way.
- d) Approximate estimated cost of this project is 25.0 Million and the project duration is 06 months with one year maintenance period.
- e) Execution of building modification work and Equipment work– The building modification works will be executed through construction contractors registered with CIDA selected according to the Government approved Procurement Guidelines & Manuals. Supplying and installing of studio equipment will be executed through quotation procedure according to the Government approved Procurement Guidelines & Manuals

2) Objectives of the Consultancy Assignment

The Consultant is essentially required to prepare following and to carry out the supervision part.

- Prepare detailed design, drawings, cost estimates, bidding documents, assist the Client in the procurement process and to award the contract for execution of building modification works and supplying and installing of equipment for sound studio.

- Supervise the Implementation of building modification works compliance to design standards and supply and installation of recording studio equipment compliance to specifications and standards
- Supervision/Inspection of the works and maintenance of equipment during the maintenance/ defect liability period
- Provide training to the academic and technical staff of RAFA to utilize and maintain the facilities in a sustainable way

3) Scope of the consultancy services:

1. Design Phase

- a. Discuss Client's requirements including time scale and financial limits and assess these and advice on how to proceed.
- b. Obtain Client's statement of requirements.
- c. Investigate site conditions and constraints
- d. Analyze the Client's requirements prepare fully developed brief, outline proposals and an approximate cost for building modification and studio equipment for the client's approval
- e. If necessary amend the outline proposal or suggest alternative proposals and obtain client's approval for the revised approximate cost.
- f. Indicate to the Client possible commencement and completion dates of programmes of the project and advice the client of the implications of any subsequent changes on the cost of the project and on the programmes.
- g. Prepare programme for consultancy services and procurement of building modification and supply of equipment and obtain Client's approval accordingly.

2. Bidding Documentation Phase

- a. Finalize contract strategy
- b. Prepare architectural and working drawings for the space modification and the list of studio equipment and submit to client to check whether his requirements have been totally satisfied in the design, and obtain his approval.
- c. Prepare Bills of Quantities for building modification and technical specifications of equipment to be installed and workmanship.
- d. Prepare draft bid documents complete with sufficient information and details to enable a contractor/ supplier to prepare a tender.
- e. Submit Draft Tender documents to the Client for review and approval by the Technical Evaluation Committee and revise them if necessary.
- f. Assist the Client in the Tendering Process, pre-bid meeting and convene same.
- g. Assist the TEC to evaluate the Tenders received.
- h. Assisting Client to hand over the site to Contractor.

3. Contract implementation/ Execution Phase

- a. Carry out periodic inspection of work to monitor quality and progress of work and supply, installation and testing of equipment.
- b. Conduct progress review meetings at site and submit report to the Client and attend progress review meetings conducted by the Client.
- c. Approve all materials used in the Construction work.

- d. Measure work and certify interim claims of the contractor and check specification of the equipment supplied and recommend to client to make payments.
- e. Monitor cost of modification works and supply & installation of equipment and advise the Client in advance if there is likely to be an increase of TEC.
- f. Carry out defects survey upon practical completion and notify the contractor for rectification.
- g. Carry out final inspection after rectification of defects and issue practical completion certificate.

4. Post – Construction (Modification of building space and post –Delivery (equipment) Phase:

- a. Prepare and submit “As-Built” drawings to the Client with the help of the contractor including changes made to the original drawings.
- b. Prepare and submit Maintenance manuals of services and plants of the project.
- c. Prepare and submit programme for maintenance of the project after establishing the studio.
- d. Prepare and submit service agreements for service and equipment.
- e. Arrange training programme for client’s staff to operate systems and studio equipment.
- f. Review warranties and guarantees and transfer the operate system and studio equipment in the client’s name.
- g. Inspect the works and equipment supply during the Defect liability period (at least for one year) and prepare a list of defects and notify the contractor to rectify such defects.
- h. Issue final certificate for releasing retention.
- i. Any other not listed above but directly relevant to the better performance of the project.

4) Eligibility of the Consultancy Organization/ Individual:

- a. Firms/ Individual must have experience in sound engineering (designing and installation) and civil engineering and in similar service for last 5 years.
- b. One Technical officer with sufficient knowledge of civil and sound engineering should be at the site during the project implementation period. CV of the Technical Officer should be submitted.
- c. Should have well equipped design office, equipment and furniture.
- d. Certificate of Registration of the firm as legal entity.
- e. Registration of the firm/ Individual with the relevant professional body.
- f. VAT registration certificate (if any)
- g. A certificate/ affidavit that the firm/ Individual has not been black listed or debarred by any Government/ Semi-Government/ Autonomous/ International body.

5) Programme for consultancy services (Time Schedule)

The following time schedule shall be observed in carrying out the whole consultancy services. The consultant, however, shall be free to propose an alternative programme provided it ensures earlier completion:

Phase	Description	Time Duration (months)
Design	Preliminary studies, designing and preparing working drawings for civil works and equipment works and obtaining the approval from the client	1
Procurement - I	Preparation of Bills of Quantities, Cost Estimates, Bidding Documents for modification works and specifications and bidding document for studio equipment and invitation for Bids	1
Procurement - II	Opening of Bids, Evaluation, Decisions of Procurement Committee & Award of the Contract	2
Contract implementation and execution of civil works and equipment works		2
Maintenance (Defects Liability Period) and training		12
Total Duration for Consultancy		18

6) Consultancy payment schedule:

Phase	% of Payment	Cumulative % of Payment
Design Phase	10%	10%
Bidding Documentation Phase	20%	30%
Contract implementation/ Execution Phase	50%	80%
Post – Construction (Modification of building space and post -delivery (equipment) Phase	10%	90%
Maintenance	10%	100%

The self-prepared EOI shall be submitted with supporting documents to prove the eligibility of the firm/ individual for the above service to Deputy Registrar, Capital Works & Planning, University of Jaffna, Thirunelvely, Jaffna by post or in person to reach his office on or before 2.00 pm on 26th August, 2020. For any clarification, you may contact Deputy Registrar/ Capital Works & Planning, University of Jaffna (T/P No: 0212219201/ 0776030564).

Competent Authority,
University of Jaffna,
Post Box. 57, Thirunelvely, Jaffna
Date : 11.08.2020